



Safety information for external companies (Regulations for external companies)

1 Scope/area of application

These safety instructions for external companies are an important component of all work, service provision and similar contracts agreed between TIGER Coatings GmbH & Co.KG and any contractors requiring access to the company's premises at Negrellistrasse 36, A-4600 Wels | AUSTRIA. The information is available to all external companies via a link within the order, and is not required to be explicitly supplied in an additional document. Access to this information via the website of TIGER Coatings GmbH & Co. KG is guaranteed at all times. These safety instructions apply to all persons who are not direct employees of TIGER Coatings GmbH & Co. KG, and are intended to ensure the safety of all parties. The safety instructions must be observed at all times while on the company's premises. The external company must supply these safety instructions to all subcontractors, and be able to provide demonstrable evidence of this. Infringements may lead to reprimand.

2 Goal and purpose

TIGER Coatings GmbH & Co. KG aims to ensure the safety of employees of both the employer and the external company, including any subcontracted companies, and to ensure that all workplace health, safety and environmental protection concerns are respected.

New or different safety risks may arise during the execution of a work order by external companies on company premises owned by the employer.

Employees of external companies are required to rapidly begin working in a new environment with unfamiliar conditions and new work processes. Many different requirements encountered in these processes were previously unknown. Consequences can involve an increased risk of accident or risks to health. At the same time, employees of the employer will encounter employees of the external company with different working goals. Reciprocal dangers cannot be excluded. Safety deficiencies can arise if responsibilities and jurisdictions are not clearly delineated when employees of the external company arrive on the work site. These safety instructions for external companies describe the safety-related requirements for external companies.

3 Areas of responsibility

3.1 Project leader

The employer will appoint a Project Leader (PL), such as the purchase requisition officer, who acts as a contact partner for external companies and ensures that external companies comply with the conditions of the contract. The Project Leader can also take on the role of Coordinator.



Safety information for external companies (Regulations for external companies)

3.2 Coordinator

The Project Leader can appoint a Coordinator (CO) to be responsible for organizing the execution of the contract by the external company in the relevant operational sectors and monitoring any sector-specific dangers and risks.

The contractor is required to inform this Coordinator when work begins and if any work is required that falls outside of normal working hours (e.g. weekends and public holidays). They must also report any job rotations and the close of work. The Coordinator must also be advised of any disruptions to operational processes that may eventuate.

If work permits are required to carry out the necessary works, or if fire detectors need to be deactivated, the Coordinator must be informed. He/she will then organize and monitor the necessary measures.

3.3 Responsible person at the external company

The external company must appoint a responsible individual who will take on all management responsibilities and duties in relation to the completion of the project on site. At the start of project, on registration with reception, this individual must be made known to the Project Leader or Coordinator.

3.4 Responsibilities of the contractor

The contractor accepts full responsibility for the execution of their services in compliance with all statutory and regulatory requirements as well as company-specific safety instructions for external companies. Prior to carrying out the project, the contractor must ascertain the identity of the Project Leader or Coordinator of the employer. The contractor must ensure that at least one staff member who is fluent in German is present on site at all times.

3.5 Company specific circumstances

By handing over the "Information sheet for external companies" before entering the company premises for the first time, the external company personnel are informed of the company-specific circumstances.

This information sheet is handed over by the porter after positive instruction for visitors and external company personnel.



Safety information for external companies (Regulations for external companies)

3.6 Contact person for internal rules and regulations

- Project leader for the employer (PL)
- Coordinator (CO)
- Fire prevention officer (FPO)
- Safety officer (SO)

The directives and recommendations of these individuals must be complied with. Their instructions apply particularly in the context of workplace safety and health protection, and not in the context of temporary employment arrangements.

4 Workplace safety

4.1 Entering and leaving company premises

- The company's premises may only be entered and left via prescribed access points. Appropriate identification documents will be issued to those individuals who are authorized to enter (a visitor's pass or access authorization ID). You must ensure that your workers go directly to the work site at the start of work and, at close of work, leave the premises by the most direct route available.
- Before entering the premises of TIGER Coatings GmbH & Co. KG, every employee of the external company must complete an INDUCTION in accordance with the Austrian Worker Protection Act (ArbeitnehmerInnenschutzgesetz – ASchG) section 14(1) in conjunction with the first sentence of section 8(2). This "Safety Information for Visitors and External Companies" induction can be obtained from reception.
- On leaving the company's premises, employees of the external company must return their passes to reception.
- Passes issued to individuals who complete their activities on the premises of TIGER Coatings GmbH & Co. KG before their validity has expired must also be returned.

4.2 Parking

- Vehicles and/or trailers belonging to external companies may only be parked in designated visitor parking spaces. Exceptions must be discussed with reception.
- Vehicles belonging to external companies may only be driven onto the premises for the purposes of transporting materials or other essential requirements of the project. If a vehicle will need to be driven onto company premises repeatedly over an extended period of time, you will need a written request from the appropriate Project Leader or Coordinator to obtain



Safety information for external companies (Regulations for external companies)

a temporary permit from reception. Any such vehicles must be parked in the designated parking spaces.

4.3 Visitor's pass

- A visitor's pass must be issued by reception at the entrance to TIGER Coatings GmbH & Co. KG premises. This pass is valid for a maximum of one day.
- If you are expecting to be active in our company for a longer period of time, you may apply to the responsible Project Leader or Coordinator for a company ID card.
- Any such pass is valid only for the person named on the pass. Passes may not be transferred to another person. Any inappropriate use of the company ID card will result in instant dismissal.
- The pass holder must notify reception immediately if a pass is lost.
- The external company is liable for all damages resulting from the misuse or delayed return of passes.

4.4 Company ID card

Individuals contracted to an external company and working at TIGER Coatings GmbH & Co. KG for more than one week may apply for a company ID card. A written application must be submitted to the Project Leader/Coordinator.

The application must include the following information:

- Full name of the employee
- Name and address of the company
- Vehicle license plate
- Activities and scope of work
- A signed external companies declaration

The company ID card will be valid for a limited time period. Any necessary extension must be negotiated with the Project Leader/Coordinator in good time.

The pass holder must notify reception immediately if a pass is lost.

4.5 Conduct on company premises

- While on company premises, the visitor's pass or company ID card must be clearly visible at all times.
- When entering production and laboratory areas, appropriate clothing regulations must be observed (please find out more from your Coordinator).



Safety information for external companies (Regulations for external companies)

- The external company is responsible for ensuring the safe placement and storage of items belonging to the external company (tools, materials, machines, documents, etc.). TIGER is not liable for lost items.
- Employees may not remain on the work site outside of working hours. You are only permitted to leave the designated work site if it is necessary for project completion.
- Clothing and food may not be stored, nor any food warmed up or consumed, outside of designated areas.
- Consuming or bringing alcohol, drugs and other intoxicating substances onto the premises is strictly prohibited. Individuals under the influence of alcohol, drugs or other intoxicating substances will not be permitted to enter company premises or work sites.
- The use of materials, tools, devices, machines, lifting gear and vehicles of any kind belonging to the company, and access to compressed air, gas and power connections, are only permitted by prior agreement with the TIGER Coordinator. The external company must replace any items damaged or lost.
- Unauthorized recording, photography and filming are forbidden on company premises. Exceptions are possible with written authorization from the appropriate management body.
- It is prohibited to remove company property, even very small quantities or waste products, from the premises.
- You may not disclose any trade or business secrets either during your activities or after completion of the relevant works.
- You are also required to observe all relevant provisions for maintaining safety, order and cleanliness in operations and safeguarding the life and health of all employees.
- Warning signs, advisory and traffic signage, prohibitory and mandatory signs, safety measures (especially fire prevention measures) and other guidelines designed to protect employees or the facility must be observed and may not be altered or removed without direct instruction from the responsible authority.
- Applicable smoking restrictions must be complied with.
- Damage resulting from accidents or property damage of any kind is the responsibility of the perpetrator, regardless of whether the perpetrator was using TIGER-owned equipment.
- The external company is responsible for ensuring that employees working on company premises possess a valid social security card and, if required, a valid work permit.

4.6 Vehicles on company premises (factory traffic)

- The provisions of the Austrian Highway Code (Strassenverkehrsordnung – StVO) must be observed on company premises, with the exception of the maximum speed limit of 10 km/h applied to all vehicles on factory premises.
- Emergency exits and evacuation routes must not be obstructed.



Safety information for external companies (Regulations for external companies)

- Vehicles driven on the company's premises may only be used or driven by individuals with written authorization from their company. These individuals must be appropriately trained and have written evidence of their competence. They must carry their driver's license and be prepared to present it if inspected.
- All vehicles used in the factory by the external company must comply with legal requirements and must not contaminate the company's premises with any leaked hydraulic, brake or engine fluids.
- All mandatory and prohibitory signage must be observed. Illegally parked vehicles may be disabled at the expense of the vehicle owner. In the event of grave infringements against the StVO or applicable safety instructions, the individual's right to drive on the premises may be revoked.

4.7 Handling of materials

- The external company is responsible for receiving, handling, unloading, supplying, storing and securing any materials and equipment required for the project.
- All materials and equipment brought from the external company's facilities to the construction site or purchased by the external company and supplied to the construction site must be correctly labeled.
- Material stores and material stacks must be positioned in such a way that safety and work processes in our facility are not compromised.

4.8 Protection of TIGER property

- The external company is responsible for all precautionary measures to protect existing and installed items of equipment during construction works.
- Barriers, railings and protected access points will be erected around the construction site to ensure the safety of all employees. The setup of the workplace or construction site, erection of construction fencing, machines, etc., the establishment of material storage facilities and the designation of traffic routes on the construction site may only be conducted in discussion with the Project Leader or Coordinator.
- All works must be carried out in a clean and orderly fashion. Particular precautionary measures must be taken to avoid impacting TIGER activities with noise, dust, building rubble or other contaminants. Cleanliness and order must be maintained on the work site, traffic routes and in break rooms.



Safety information for external companies (Regulations for external companies)

4.9 Environmental protection

The contractor is responsible for identifying all environmental considerations and statutory requirements relevant to completion of the contract, and observing and complying with these. Furthermore, the contractor is required to ensure that every employee carrying out activities with a possible environmental impact on TIGER Coatings GmbH & Co. KG premises has the necessary training, education and experience for their role.

Unless otherwise agreed, the construction team is responsible for the disposal of construction materials, structures and equipment systems in the possession of TIGER Coatings GmbH & Co. KG. The contractor must negotiate the details of these disposal requirements with the Project Leader or Coordinator before beginning work. The contractor is solely responsible for the proper disposal of waste and leftover materials, including packaging, and is liable for any environmental damage caused directly or indirectly by employees or subcontractors of the contractor.

5 Workplace Safety

5.1 General

The external company and its employees must comply with all applicable laws and regulations while on the premises of TIGER Coatings GmbH & Co. KG. The external company is entirely responsible for such compliance.

The external company is responsible for advising its employees, before commencing work, of all health and safety requirements, company-specific emergency procedures and agreements and establishing all the necessary measures to mitigate these risks. This information must be documented in writing, and the documentary evidence presented on request.

5.2 Safety signage

Prohibitory, mandatory and safety signage in our factory must be strictly observed.

5.3 Hazardous substances

The Project Leader/Coordinator must be advised and appropriate measures agreed upon before any work involving hazardous substances begins. Hazardous substances may only be supplied on site in the precise quantities required for the necessary work. Safe storage guidelines must be observed.

Substances classified as water hazard class 3 or with carcinogenic, mutagenic or toxic for reproduction characteristics may only be brought onto the premises of TIGER Coatings GmbH u Co KG with the authorization of the Project Leader/Coordinator.



Safety information for external companies (Regulations for external companies)

Substances that may be harmful to the environment may not be introduced to the sewers or ground. Suitable preventive measures must be adopted unless otherwise agreed.

5.4 Noise

The Austrian Noise and Vibration Regulation (Verordnung Lärm und Vibrationen – VOLV) must be observed. Hearing protection must be worn in designated noise areas. If the necessary works require particularly loud and unavoidable noise pollution levels (more than 85 dB(A)), this must be promptly reported so that appropriate measures can be introduced.

5.5 Personal protective equipment (PPE)

According to section 69 of the ASchG, the external company is responsible for ensuring its employees wear the necessary personal protective equipment (e.g. protective glasses, shoes, helmets, safety harnesses) when carrying out dangerous tasks.

5.6 Electrical installations

- In any situation where works are to be carried out near live electrical facilities or installations, the Coordinator must involve a responsible and trained electrician who will determine the necessary measures.
- Only a specialist electrician employed by TIGER may switch power supplies on or off and assemble or disassemble protective equipment.
- Unauthorized handling of all electrical installations is prohibited.
- Electrical connections to our factory network may only be established by a TIGER electrician. You must ensure that the site distribution box satisfies the requirements of OEVE/OENORM EN 60439-4 and is in the prescribed condition.
- The specifications of the Austrian Construction Work Coordination Act (Bauarbeitenkoordinationsgesetz – BauKG) and the Austrian Electrical Protection Regulation 2012 (Elektroschutzverordnung – ESV 2012) must be observed when carrying out any works on TIGER Coatings GmbH u Co KG premises.

5.7 Machines, tools, equipment

- Any equipment used on our premises, in particular cranes, welding equipment, power tools, etc., must meet the requirements of the applicable accident prevention rules and regulations, and and be used in compliance with these requirements. Power tools must be inspected in compliance with section 7 ESV 2012.
- TIGER equipment (machines, operating equipment, etc.) may only be used with authorization by the Coordinator.



Safety information for external companies (Regulations for external companies)

- Appropriate safety precautions and safety equipment must be used. These may not be circumvented or disabled.

5.8 Industrial trucks/cranes

- The use of industrial trucks or indoor cranes must be approved by the responsible Coordinator/section head or shift leader.
- The operator must observe the technical regulations for operational safety and the operating instructions for the machine.

5.9 Ladders, scaffolding and lifting platforms

- Ladders may only be used appropriately in compliance with the requirements of the Use of Work Equipment directive (AM-VO) and OENORM EN 131. This equipment must be erected in compliance with the statutory requirements (Austrian Building Code (Bauverordnung – BauV) section 7 and section 11, OENORM B 4007).
- The manufacturer's scaffolding approval ticket must be clearly visible on any scaffolding.
- Unless the scaffolding is fully enclosed, no activities may be carried out on scaffolding while work is being carried out beneath it.
- PPE for falls must be used on working platforms suitable for vehicles on which the load center lies outside the tilting edges (Group B under EN 280) (e.g. a cherry picker).
- When using a Group A (EN 280) lifting platform, the need for PPE for falls must be determined by an evaluation and/or the manufacturer's operating instructions. With a Group A MEWP, the load center is always within the tilting edges.

5.10 Dangerous work/work permits

Where construction and repair works require

- working on rooftops
- working with heat generation/fire risk/hot works or
- working in confined spaces,

the person from the external company responsible for such work must obtain a work permit from the sector leader or appropriate

- shift leader
- overseer
- designated individual or
- fire protection officer or fire control room.



Safety information for external companies (Regulations for external companies)

This approval must be obtained in good time before such work commences. The external company may only begin carrying out the required work after such an approval is obtained. For works of longer duration, approval must be secured by submitting an application well in advance, to avoid disruption. If any changes occur to the work site and/or schedule then a new approval must be obtained.

5.11 Work at a height

- In all situations where work at a dangerous height is necessary, the external company is responsible for installing appropriate fencing and shielding to prevent employees from passing directly underneath the work area where they might be at risk of injury.
- When working above existing workplaces, protective roofing must be installed or the danger area otherwise secured to protect against falling construction materials or tools.

5.12 Working alone in dangerous situations

Work in dangerous situations must never be attempted unaccompanied. If, in an emergency or exceptional situation, dangerous work must be completed by a single person without accompaniment, then suitable measures, e.g. regular checkups, reporting systems, etc., must be instituted.

5.13 Work on weekends and public holidays

External companies undertaking construction/installation or maintenance work on weekends and public holidays or otherwise outside of normal TIGER working hours must seek approval from the Project Leader/Coordinator in advance.

An appropriate supervisor from TIGER must be present when works involve dangers such as

- point 5.10
- works in production or laboratory areas
- works in EX zones (explosive atmospheres) or
- works in which fire protection facilities (point 3.13) must be switched off and then switched on again.

The Project Leader or Coordinator is responsible for appointing a suitable supervisor for this role. This supervisor must be reliable, familiar with the work in question and appropriately authorized to issue instructions. This individual monitors and supervises the safe performance of the work. He/she must also have the necessary specialist knowledge for the role.

Safety information for external companies (Regulations for external companies)



5.14 Fire protection

- Fire protection facilities (such as the fire detection system) or parts thereof may not be switched off without the prior agreement of the fire protection officer.
- Building fire protection must not be compromised by the works.
- Fire protection must be returned to its former status as soon as possible.

5.15 Construction and assembly works

- The nature and size of all construction site erections in both new constructions and renovations must be discussed with the Project Leader/Coordinator.
- The construction process must be agreed upon by the contractor and the Project Leader/Coordinator before work begins.
- Prior to beginning construction, the contractor must obtain from the Project Leader/Coordinator all details of water, power, sewerage, etc. lines located in the wall, floor, etc.
- Silicon or materials or construction parts containing silicon, as well as any lubricants or auxiliary substances, can cause damage to surfaces and must therefore be approved by TIGER (specialists) before use.
- Construction pits and workplaces must be properly secured and signposted, both day and night.
- When working above existing workplaces, traffic areas, etc., protective roofing must be installed or the danger area otherwise secured to protect against falling construction materials or tools.



Safety information for external companies (Regulations for external companies)

6 Procedures for accidents, fires and alarms

6.1 Procedures for accidents and incidents

If, despite all the required safety and preventive measures, you or one of your employees should have an accident, our first aid system and trained first aid providers will be available immediately. All the necessary information can be found in the company's emergency and alarm plans. After applying first aid and notifying emergency services, the Project Leader/Coordinator must be informed. Any specific accident reporting requirements established within your own operation are unaffected by this.

6.2 Procedures in the event of a fire alarm

If the alarm sounds, all persons must cease work immediately and turn off any equipment. All personnel must proceed immediately to the assembly point (you must help anyone needing assistance). A full roll call must be taken and emergency personnel notified of the results.

Conduct in case of fire Keep calm	Conduct in the event of an accident Keep calm
1. Report a fire  - Operate fire detectors or fire brigade 122 - WHERE is the fire? - WHAT is burning? - HOW LARGE is the fire? - WHICH are the dangers? - WAIT for further questions!  Inform the porter! Tel: +43 7242 400 1213	1. Saving people – inform first aider  - Emergency number of the rescue services 144 - WHERE did it happen? - WHAT happened? - HOW MANY injured? - WHICH types of injury? - WAIT for further questions! Inform the porter! Tel: +43 7242 400 1213
2. Saving people/ Required conduct  - Take people at risk with you - Close doors - Follow marked escape routes - Do not use an elevator - Visit collection points - Pay attention to instructions 	2. First aid  - Securing the scene of the accident - Care of the injured - Follow the instructions 
3. Attempt deletion  - Fire extinguishers - Wall hydrant/extinguishing hose - Means of firefighting   	Further measures - Instructing the rescue service - Remove onlookers



Safety information for external companies (Regulations for external companies)

7 Company layout

