

– For the use of non-R&S companies at R&S:

# OCCUPATIONAL SAFETY GUIDELINE

**ROHDE & SCHWARZ**



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## 1 PURPOSE

When commissioning suppliers/non-R&S companies to perform work and services, special requirements are imposed from preparation to execution and acceptance in order to meet the overall commercial and legal conditions set out in this guideline.

As a result, it must be ensured that when non-R&S companies are used, all of the individuals involved are protected from company-specific and health hazards.

In addition to compliance with all relevant statutory standards, guidelines and provisions, the internal R&S guidelines also have to be observed by the non-R&S company. An excerpt from the main statutory and internal R&S regulations is presented in the annex.

## 2 CONTACTS, DEFINITIONS AND ABBREVIATIONS

**Customer:** internal customer (R&S department)

**Contractor:** non-R&S company

**Project officer:** individual responsible for the project

**OS:** occupational safety (safety specialist (SaSp), officer; fire protection officer)

**ArbSchG:** German Occupational Safety and Health Act

**BetrSichV:** German Industrial Safety and Health Ordinance

The project officer, as the coordinator, or a coordinator appointed by the project officer is available as the R&S contact and is already named when the order is placed. If necessary, the non-R&S company, in its capacity as the contractor, must clarify who the project officer is in a timely manner.

The coordinator has the authority to issue instructions in respect of all hazards, including special hazards, both to R&S employees and to the contractor's employees who are involved in the project. The contractor is obliged to appoint a responsible individual/supervisor on site.

## 3 COMPANY POLICY

Excerpt from the occupational safety and health management manual

**"Our priorities are to prevent health and environmental problems at the source, to eliminate risks and to conserve resources instead of repairing damage afterwards. This is good for our employees and external employees and is also the financially rational approach."**

For information on the current company policy, please visit the company's homepage at [www.rohde-schwarz.com](http://www.rohde-schwarz.com).



## 4 OCCUPATIONAL SAFETY AND HEALTH FOR THE USE OF NON-R&S COMPANIES

### General safety regulations

#### Access regulations

The customer must be provided with the names of the contractor's employees who will be performing the work no later than one day (24 hours) before the work starts. Registration is based on the standard registration procedure used on site.

Individuals who are not registered cannot access the premises.

#### Visitor ID card

The visitor ID card will be issued the first time the individual reports to the guard house. The visitor ID card does not authorize the contractor's employees to visit the premises unaccompanied. The visitor ID card must be worn in a clearly visible position at all times while on the premises. The ID card must be handed in at reception once the work has been completed (daily).

#### Company ID card with access rights, keys, etc.

Third parties must not be provided with company ID cards, keys or transponders. They must be stored carefully, handled with care and protected from damage. Once the work has been completed, they are to be handed over to the responsible coordinator/ to the guard house. In the event of loss or damage, we reserve the right to charge for the damage incurred accordingly.

### Qualifications of non-R&S employees working on site

Depending on the classification of the hazards associated with the work, the contractor must provide various pieces of evidence with regard to safety, health and environmental protection.

The non-R&S employees working on site must be suitable for the service/ activities to be performed in terms of their physical and mental abilities, as well as their professional qualifications. Corresponding evidence must be furnished by means of appropriate documents. This evidence shall be submitted to the coordinator before the company is commissioned/before the work starts.

### Occupational safety management

#### Briefing and supervision

Before the work starts, a safety briefing is held by the customer's project officer/coordinator providing information on health, environmental, company-specific and site-specific hazards (e.g. ArbSchG, German Social Accident Insurance (DGUV) Regulation §1, BetrSichV).

The contractor must define measures and rules to conduct to ensure the safety of its employees, and all employees involved in the work, in consultation with the project officer/ coordinator. The contact responsible for the contractor is obliged to brief the contractor's employees who will be performing the work before the work starts.

Documentary proof is provided using the R&S template "Briefing/monitoring of employees of non-R&S companies".

### Subcontractors

Subcontractors used by the contractor are NOT R&S contracting parties.

If subcontractors/ non-German-speaking staff are used, the contractor is obliged to deploy supervisory staff members on the construction site who are sufficiently familiar with the applicable occupational safety and health legislation and provisions and are authorized and entitled to receive, understand and comply with orders and official decrees in German.

The contractor must notify the customer (corporate procurement and coordinator for non-R&S companies) that subcontractors will be used in writing before the assignment is accepted. The contractor must be present when subcontractors are briefed.

### Risk assessment

The non-R&S company must inform the contact person (project officer/coordinator) and, if applicable, other non-R&S companies about hazards resulting from its work for employees of R&S and other non-R&S companies (e.g. ArbSchG, DGUV §1, BetrSichV) and must present the risk assessment and, if applicable, further documentation upon request.

In the event of possible hazardous interaction, all companies concerned must collaborate on their risk assessments and coordinate the protective measures so as to ensure that they are effective. The project officer/coordinator will provide support in this process and can use the relevant R&S

template for the purposes of the risk assessment.

If necessary, both parties will decide who will appoint a supervisor. The supervisor must ensure that the protective measures are adhered to and must carry out appropriate controls depending on the hazard potential (see work involving special hazards).

### Work involving special hazards, flammable and hazardous substances

Hazardous work can include:

- ▶ Work close to production equipment
  - ▶ Risk of falling, for example when working on roofs
  - ▶ Work involving hazardous chemicals
  - ▶ Work involving high voltages
  - ▶ Fire and explosion hazards, for example in connection with welding work (also work creating dust). Work that generates heat (welding, burning, heating, work using angle grinders, sandblasting, etc.) and work that creates dust (e.g. drilling) must be agreed with the coordinator and the area affected. If necessary, the area affected will prepare its own safety instructions. All of the necessary protective measures are the responsibility of the contractor and must be implemented by the latter.
- A separate permit (e.g. R&S permit) is required for all work that generates heat or creates dust.**
- ▶ Other work involving particular hazards or work requiring special attention to be paid to environmental protection

The contractor must seek approval from the coordinator for this work. Bringing hazardous substances on site without prior an-

nouncement and without having performed a risk assessment in consultation with the project officer/coordinator is strictly prohibited. The contractor shall check and ensure that all necessary documents (e.g. safety data sheets, safety instructions) are close at hand. The contractor must notify the customer without delay of potential environmentally hazardous pollutants and contaminants in its area of work.

### Working hours

Work on R&S premises is preferably to be performed during the site's regular working hours (Mon. – Fri. 6 a.m. – 5 p.m.). Non-R&S companies are only permitted to work outside normal working hours in exceptional circumstances if there is a cogent reason, subject to supervision by an R&S employee/company security.

The set working hours and, where applicable, overtime, or work performed at night, on Sundays and on public holidays, must be agreed with the project officer/coordinator. In cases involving work to be performed on Sundays and public holidays, the contractor must request permission from the relevant supervisory authority.

### Work equipment

As a general rule, R&S shall not provide any work equipment (e.g. electrical tools, lifting platforms, etc.) unless otherwise contractually agreed.

Only work equipment that has been tested for safety in accordance with the German Industrial Safety and Health Ordinance may be used, e.g. forklift trucks, electrical equipment, ladders, etc. must feature a corresponding inspection sticker/certificate. (e.g. DGUV Regulation 3).

### Risk of falling

The personal safety of non-R&S personnel performing work that involves a risk of falling, e.g. on masts, shelters or building roofs, depends to a considerable degree on all of the individuals involved being aware of the individual hazardous situations, being familiar with all of the safety equipment and measures, and using them for their own protection and for the protection of others. This applies to work at heights involving a risk of falling where the fall height is more than one meter and for work less than two meters from the edge of the roof. If there is a risk of falling and personal fall protection equipment is used, the project officer/coordinator must be presented with a certificate and a training document that are not older than six months.

As part of the risk assessment, the contractor is obliged to define suitable protective measures or to make personal protective equipment available.

Scaffolds must be clearly cordoned off and marked accordingly. In addition, an authorization pursuant to the BetrSichV, bearing the signature of a person qualified for scaffold construction, must be attached.

### Workwear and personal protective equipment (PPE)

When working on the premises, appropriate workwear and PPE that meets the requirements of the activity is mandatory. All PPE must be provided by the contractor. Corresponding regulations and laws must be observed and complied with. All non-R&S employees must wear protective clothing that is commensurate with the extent of the hazard when performing their work.

# 5 GENERAL PROHIBITIONS AND REQUIREMENTS



## Smoking and fire ban

Smoking is only allowed in designated areas, any open flames and ignition sources are to be avoided, except for approved activities (R&S permit)



## Ban on alcohol and addictive substances

Individuals who are under the influence of alcohol or other intoxicating substances will not be granted access to the company premises. The consumption of alcohol and addictive substances is prohibited on the premises.



## Nondisclosure

Internal papers and work documents may only be consulted and used to the extent that is required to perform the work. Unauthorized copying and the removal of these documents from the site are prohibited, as are photography and filming. Secrecy must be maintained with regard to internal company procedures. Criminal charges may be filed in the event that these provisions are breached.



## Waste disposal, handling of substances hazardous to water quality

Waste accumulated during work on the premises must be separated in accordance with the R&S collection system. The construction site containers put in place are assigned to the individual construction measures and are not to be used for general waste disposal. Hazardous waste may only be disposed of following consultation with the coordinator responsible. The disposal of waste brought onto the company premises is prohibited. Increased disposal costs resulting from improper separation, or from the mixing, of waste will be charged on to the parties responsible.

When handling, transporting and storing substances hazardous to water quality (e.g. oils, gasoline, chemicals, etc.), the relevant water law provisions must be observed.

Under no circumstances can these substances be allowed to enter the soil or sewage system. Any accidents must be reported without delay (see emergency numbers). In particular, the necessary catch basins must be used and, if necessary, binding agents must be kept available.

The disposal of wastewater via the sewage system (street sewers, sewers in the production area, sinks, etc.) is not permitted. This also includes the washing out/cleaning of containers, tank trucks, etc.



## What to do in the event of fire or an accident

Emergencies are reported using the emergency number coordinated with the project officer/coordinator. The fire protection policy that applies on the site must be observed, in particular:

- ▶ Do not lock fire doors and keep both sides of the door free from obstructions.
- ▶ Keep all fire doors and smoke-proof doors closed.
- ▶ Prevent any blocking (e.g. fire loads in escape routes) of internal company traffic and escape routes caused by the interim storage of materials.
- ▶ Everyone is obliged to help prevent fires and other damage by exercising the utmost caution.
- ▶ If fire alarm sounds, do not use elevators, go directly to the assembly point, report to project officer/coordinator/emergency services that all employees are at the assembly point.



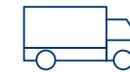
## Entering areas of the plant

The non-R&S company is only permitted to access those parts of the plant where the agreed work is to be performed. Once the work has been completed, the non-R&S employees must leave the premises without delay using the shortest route.



## Marked areas

There are marked areas within the plant, such as ESD protected areas, etc. The protective measures to be taken for work in marked areas must be clarified with the responsible manager and the coordinator.



## Plant traffic and traffic routes

Non-R&S vehicles may only enter by premises with their vehicle to transport materials or for operational reasons. The designated parking areas must be used and emergency facilities (e.g. fire hydrants, etc.) and access to the building must be kept clear. In general, care must be taken to avoid hazardous interaction in connection with material deliveries, interim materials storage and materials transport within the site.

When working in areas in which forklift trucks are used, the following rules must be observed:

- ▶ Signs indicating requirements, prohibitions and providing other information must be observed at all times.
- ▶ Separate traffic routes are to be observed and adhered to if available.
- ▶ If shared roads and walkways are used, be considerate of each other.

The German Road Traffic Regulations (StVO) and the speed limit that applies on site (see road signs) apply on all internal traffic routes. In the event that these regulations are breached, the customer reserves the right to expel the contractor from the company premises.

## 6 ASSESSMENT OF NON-R&S COMPANIES

Once the work is complete, performance, quality, occupational safety, environmental protection and health protection, as well as the conduct of the non-R&S employees working on the site, will be evaluated. The assessment is performed by the project officer/coordinator and forwarded to R&S corporate procurement.

## 7 DEVIATIONS FROM THIS SAFETY GUIDELINE

### Deviations

Any deviations from this safety guideline must be reported to the project officer/coordinator to obtain fixed-term approval.

**Statutory standards, guidelines and provisions must be observed.**

### Consequences of breaches

If the contractor or any subcontractors engaged by the contractor violate the provisions of this occupational safety guideline in connection with the performance of the agreement, the contractor shall be liable for all damage incurred by R&S due to the violation of this occupational safety guideline.

Depending on the nature and extent of the violation, R&S can expel the contractor's employee concerned from the premises or deny this employee access, and subsequently demand that the contractor replace the employee working for R&S.

In addition, violations of the provisions of this occupational safety guideline shall constitute a breach of a cardinal contractual obligation by the contractor and R&S shall be entitled to terminate or withdraw from the contract with the contractor for good cause.

If agreed, R&S shall also be entitled to impose an agreed contractual penalty on the contractor in the event of a breach of this occupational safety guideline.

## 8 ANNEX

### A1 LAWS AND PROVISIONS

German Occupational Safety and Health Act (ArbSchG)  
German Working Hours Act (ArbZG)  
German Workplace Ordinance (ArbStättV)  
German Occupational Health Care Ordinance (ArbMedVV)  
German Occupational Medical Rules (AMR)  
German Construction Site Ordinance (BaustellIV)  
German Industrial Safety and Health Ordinance (BetrSichV)  
German Hazardous Substances Ordinance (GefStoffV)  
German Noise and Vibrations Occupational Safety and Health Ordinance (LärmVibrationsArbSchV)  
German Social Accident Insurance Regulations (DGUV)  
German Rules for Occupational Safety and Health on Construction Sites (RAB)  
German Technical Rules for Workplaces (ASR)  
German Technical Rules for Industrial Safety (TRBS)  
German Technical Rules for Hazardous Substances (TRGS)  
General Conditions  
Conditions of Purchase of the Rohde & Schwarz Group of Companies Issued July 2014

The project officer/coordinator is available as a point of contact for the internal R&S regulations (e.g. flyers for non-R&S companies and visitors).

All important documents can be accessed at [www.rohde-schwarz.com/einkauf](http://www.rohde-schwarz.com/einkauf).

## Service that adds value

- ▶ Worldwide
- ▶ Local and personalized
- ▶ Customized and flexible
- ▶ Uncompromising quality
- ▶ Long-term dependability

Certified Quality Management

ISO 9001

Certified Environmental Management

ISO 14001

### Occupational safety

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PD 3606.7053.32 | Version 02.01 | April 2021 (all)  
Occupational safety guideline for non-R&S employees  
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3606705332



PD 3606.7053.32 V02.01