

Guideline for external contractors working on the premise of MANN+HUMMEL

1 Purpose 目的

MHG-HS-I-0011 describes the regulations for health, safety and environment for external contractors working on the premise of MANN+HUMMEL. MHG-HS-I-0011 描述了在 MANN + HUMMEL 前提下工作的外部承包商的健康、安全和环境法规。

2 Scope of application 适用范围

This Instruction is binding for all locations and business units worldwide according to the scope defined in the Corporate Business Manual ([MHG-QU-M-0001](#)). 根据企业业务手册（MHG-QU-M-0001）中定义的范围，本指令对全球所有地点和业务部门具有约束力。

This document is binding for all external contractors like craftsmen and technical service providers working on the premise of MANN+HUMMEL. 本文件对所有外部承包商具有约束力，例如在 MANN + HUMMEL 前提下工作的员工和技术服务人员。

The document is applicable for single activities (e.g. construction activities, installation activities, repair or maintenance services) and frame work contracts like general services (e.g. cleaning service, IT-service, gardening service). 该文件适用于单一活动（例如建筑活动、安装活动、维修或保养服务）和框架工作合同，如一般服务（例如清洁服务、IT 服务、园艺服务）。

The standard MHG-HS-I-0011 is not applicable for visitors and consultants, who do not perform work with a specific HSE-related risk. 标准 MHG-HS-I-0011 不适用于不执行具有特定 HSE 相关风险工作的访客和顾问。

The HSE-regulations for general cargo deliveries (e.g. truck deliveries and parcel service) are defined locally and not in the scope of this procedure. 普通货物交付（例如卡车交付和包裹服务）的 HSE 规定在当地是藐视的，不在此程序的范围内。

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Contents

| | Page |
|---|------|
| 1 Purpose..... | 1 |
| 2 Scope of application..... | 1 |
| 3 Definitions / Terms / Abbreviations | 3 |
| 4 HSE-regulations of MANN+HUMMEL..... | 4 |
| 4.1 Compliance regulations..... | 4 |
| 4.2 Risk Assessment | 4 |
| 4.3 Registration..... | 5 |
| 4.4 Smoking, medication, alcohol and drug policy | 5 |
| 4.5 Instruction | 6 |
| 4.6 Evidence of competence..... | 6 |
| 4.7 Requirements to equipment..... | 7 |
| 4.8 Use of hazardous substances..... | 7 |
| 4.9 Waste / Waste Water | 8 |
| 4.10 High risk activities | 8 |
| 4.11 Civil engineering works | 8 |
| 4.12 Requirements to Personal Protection Equipment (PPE)..... | 9 |
| 4.13 Incidents, accidents, near misses, fire and material damages | 9 |
| 4.14 Leaving the MANN+HUMMEL property | 10 |
| 4.15 Final remarks | 10 |
| 5 Further documents..... | 11 |
| 5.1 Referenced and applicable documents..... | 11 |
| 5.2 Additional information..... | 11 |
| 6 History / participating departments..... | 11 |
| 7 Supplementary sheets | 11 |
| 8 Appendix..... | 11 |

3 Definitions / Terms / Abbreviations

HSE: Health, Safety and Environment

External Contractor 外部承包商: Company, which is not part of the MANN+HUMMEL.

Subcontractor 分包商: Contractor of the external contractor 外部承包商的承包商.

M+H Coordinator: M+H 协调员

The M+H Coordinator is the contact person for the external contractor and responsible for the work related requirements which arise in due to the activities of the external contractor. Depending on local legal requirements, it could be required that HSE-relevant coordination tasks are performed by an additionally appointed HSE Coordinator. M+H 协调员是外部承包商的联系人，负责因外部承包商的活动而产生的与工作相关的要求。根据当地法律要求，可能要求与 HSE 相关的协调任务由额外任命的 HSE 协调员执行。

Hazardous Substances: 有害物质

Chemicals, supply and operating materials and other materials which have been marked with a hazardous substance symbol by the manufacturer. 化学品、供应和操作人员以及制造商标有有害物质符号的其他材料。

4 HSE-regulations of MANN+HUMMEL HSE 规则

4.1 Compliance regulations 合规要求

Contractors are responsible and liable for the proper execution of the work entrusted to them. Additionally, the contractor is responsible for complying with the statutory regulations and the HSE-regulations of MANN+HUMMEL. 承包商对委托给他们的工作的正确执行负责。此外，承包商有责任遵守MANN + HUMMEL的法律法规和HSE法规

The external company is obliged to hold a business liability insurance which compensates for material damage and operational failures caused by their employees. A copy of the valid insurance policy must be made available to MANN+HUMMEL as part of the offer documents. 外部公司有义务持有商业责任保险，以补偿其员工造成的物质损失和运营故障。有效保险单的副本必须作为报价文件的一部分提供给MANN + HUMMEL。

The contractor is not allowed to assign subcontractor with activities carried out at a MANN+HUMMEL premise without a written approval from MANN+HUMMEL. 未经MANN + HUMMEL书面批准，承包商不得将分包商分配在MANN + HUMMEL场所进行的活动。

The contractor commissioned by MANN+HUMMEL is obliged to oblige its subcontractors to comply with the requirements described in this guideline. MANN + HUMMEL委托的承包商有义务要求其分包商遵守本指南中描述的要求。

The contractor commissioned by MANN+HUMMEL shall also be liable for violations and damage caused by the subcontractor. MANN + HUMMEL委托的承包商也应对分包商造成的违规和损害负责。

4.2 Risk Assessment 风险评估

The external company is obliged to plan the execution of the work in such a way that fire, accident risks and impairments by noise, dust and odors are avoided as far as possible. Prior start of a new work, the contractor prepares a documented HSE-risk assessment for the planned activities. The target of this risk assessment is to identify the risks which may cause to the staff of the contractor or to the staff of MANN+HUMMEL, resulting from the project activities. The contractor informs the M+H Coordinator about the results of the risk assessment.

Additionally the M+H Coordinator performs a risk assessment to identify the risks which may cause to the staff of the contractor, resulting from MANN+HUMMEL

activities. 外部公司有义务以尽可能避免火灾、事故风险和噪音、灰尘和气味造成的损害的方式规划工作的执行。在新工作开始之前，承包商为计划的活动准备一份记录在案的 HSE 风险评估。该风险评估的目标是确定项目活动可能对承包商工作人员或 MANN + HUMMEL 工作人员造成的风险。承包商将风险评估结果通知 M+H 协调员。此外，M+H 协调员进行风险评估，以确定 MANN + HUMMEL 活动可能对承包商员工造成的风险。

When indicated, the M+H Coordinator prepares a safety & protection concept based on the results of the risk assessments in which the defined safety measures are documented and which needs to be considered by the contractor to avoid mutual hazards. Depending on local legal requirements, it could be required that the HSE-Coordinator supports the preparation of the safety & protection concept. The contractor only carries out work that is defined within the scope of the order and for which the corresponding risk assessment has been prepared. 当指示时，M+H 协调员根据风险评估的结果准备一个安全和保护概念，其中记录了定义的安全措施，承包商需要考虑以避免相互危害。根据当地法律要求，可以要求 HSE 协调员支持安全与保护概念的准备。承包商仅执行在订单范围内定义并已准备相应风险评估的工作

4.3 Registration 注册

A daily registration of the contractor's employees at the gate of the MANN+HUMMEL site is mandatory. Here MANN+HUMMEL provides an information sheet with the most important local HSE-regulations and a visitor card to each contractor's employee. 承包商的员工必须在 MANN + HUMMEL 站点的门口进行日常登记。在这里，MANN + HUMMEL 提供了一份信息表，其中包含最重要的当地 HSE 法规和访客卡，并为每个承包商的员工提供访客卡。

The contractor's employee shall wear the visitor card visible. Alternative registrations are possible for employees of external companies working on the company premises on a long-term or permanent basis. Before leaving the MANN+HUMMEL premise, the visitor card shall be returned to the gate. If the usage of vehicles is required, an additional vehicle registration is necessary. Each external company is assigned to an M+H Coordinator. The M+H Coordinator must always be contacted before start of work. 承包商的员工应佩戴可见的访客卡。对于长期或永久在公司场所工作的外部公司员工，可以进行替代注册。在离开 MANN + HUMMEL 场所之前，访客卡应归还给大门。如果需要使用车辆，则需要额外的车辆登记。每个外部公司都分配给一名 M+H 协调员。在开始工作之前，必须始终联系 M+H 协调员。

4.4 Smoking, medication, alcohol and drug policy 吸烟、药物、酗酒和吸毒政策

Consume of drugs and alcohol may influence unsafe behavior. Therefore the consumption of drugs and alcohol is not permitted at the premise of MANN+HUMMEL. Smoking is not permitted outside the designated smoking areas. This also applies to so-called e-cigarettes.

If employees have to take medication that impair their ability to react or their perception, this must be reported to the M+H Coordinator. 吸毒和饮酒可能会影响不安全的行为。因此，在 MANN + HUMMEL 的前提下，不允许消费毒品和酒精。指定吸烟区外禁止吸烟。这也适用于所谓的电子烟。如果员工必须服用损害其反应能力或感知能力的药物，则必须向 M+H 协调员报告。

4.5 Instruction 指令

Prior start of a new project, the responsible person of the contractor (e.g. supervisor / project leader) will be instructed about the relevant MANN+HUMMEL regulations, based on the results of the HSE risk assessments resp. the safety & protection concept. The contractor must comply with the HSE-instructions. The compliance with these regulations should be confirmed by signature of the project leader of the contractor. Work may not started without this instruction performed by the M+H Coordinator. Depending on local legal requirements, it could be required that the HSE-Specialist supports HSE relevant instruction topics. 在新项目开始之前，承包商的负责人（例如主管/项目负责人）将根据 HSE 风险评估的结果以及安全和保护概念，了解相关的 MANN + HUMMEL 法规。承包商必须遵守 HSE 指令。遵守这些规定应由承包商的项目负责人签字确认。如果没有 M+H 协调员的指示，工作可能无法开始。根据当地法律要求，可能需要 HSE 专家支持 HSE 相关教学主题。

The contractor's project leader so instructed shall instruct all relevant contractor's personnel dealing with the project as well as the staff of any subcontractor about such regulations before the work is started. This instruction must be documented in writing. The proof of instruction must be handed over to the M+H Coordinator without being asked. For long-term work, the instruction must be carried out at least once a year. The contractor's project leader is responsible to ensure compliance according to the HSE-regulations. 承包者按指示的项目负责人应指示所有相关承包人的在工作开始之前，处理项目的人员以及任何分包商的工作人员了解此类规定。该说明必须以书面形式记录。指令证明必须交给 M+H 协调员，无需询问。对于长期工作，该指令必须每年至少进行一次。承包商的项目负责人负责确保符合 HSE 法规。

4.6 Evidence of competence 能力证明

The contractor is obligated to appoint only employees, who meet the job related legally required competence requirements. If for an activity a specific evidence of competence is necessary by statutory regulations, the contractor is responsible to provide this evidence of competence as part of the tender documents. Otherwise the project leader of the contractor has to provide a copy of the relevant documents to the M+H Coordinator prior start of work. The contractor is obligated to have the conformation of qualification available on site during the entire activity. 承包商有义务只任命符合与工作相关的法律要求的能力要求的员工。如果一项活动需要法律规定的具体能力证明，承包商有责任在招标文件中提供这种能力证明。否则，承包商的项目

负责人必须在开始工作之前向M+H协调员提供相关文件的副本。在整个活动期间，承包商有义务在现场提供合格的资格。

4.7 Requirements to equipment 对设备的要求

The equipment of the contractor (e.g. machines, tools, ladders, scaffolding, adjustable-height working platforms) and the related PPE for contractor's employees must be in proper and safe conditions, must be obtained in accordance with the relevant rules for construction, inspection, maintenance and must be used for their intended purpose only. Unused equipment must be secured in such a way that it do not pose any danger. 承包商的设备（例如机器、工具、梯子、脚手架、可调节高度的工作平台）和承包商员工的相关个人防护装备必须处于适当和安全的条件下，必须按照相关的施工、检查、维护规则获得，并且必须仅用于其预期目的。未使用的设备必须以不会构成任何危险的方式进行固定。

The equipment should enable an environment-friendly and hazardless and ergonomic work. The contractor is not allowed to use any equipment of MANN+HUMMEL without an approval. 设备应实现环保、无危害和符合人体工程学的工作。未经批准，承包商不得使用MANN + HUMMEL的任何设备。

4.8 Use of hazardous substances 有害物质使用

The contractor shall ensure that substances and preparations with the lowest possible hazard potential are used on the MANN+HUMMEL premises. If the use of hazardous substances on MANN+HUMMEL's premises is necessary, the contractor is obliged to submit the intended use, the quantities used and the material safety data sheet for approval. If the corresponding information and material safety data sheets have not been submitted as part of the tender documents or if material safety data sheets have been changed, the contractor is obliged to hand over a copy of the current material safety data sheets to the M+H Coordinator for release before they are transferred to the MANN+HUMMEL premises. 承包商应确保在MANN + HUMMEL场所使用具有尽可能低潜在危险的物质和制剂。如果有必要在MANN + HUMMEL的场所使用有害物质，承包商有义务提交预期用途，使用的数量和材料安全数据表以供批准。如果相应的信息和材料安全数据表未作为招标文件的一部分提交，或者材料安全数据表已更改，承包商有义务将当前材料安全数据表的副本交给M+H协调员发布，然后再将其转移到MANN + HUMMEL场所。

Hazardous substances classified as carcinogenic, mutagenic or reprotoxic (CMR) may not be used by contractors on the MANN+HUMMEL premises without a deviation permit, released by the local HSE Specialist. 被归类为致癌、致突变或生殖毒性（CMR）的有害物质不得在MANN+HUMMEL场所使用，如果没有当地HSE专家发布的偏差许可证。

If it is necessary to store hazardous substances on MANN+HUMMEL's premises, a suitable storage location must be determined together with the M+H Coordinator. If MANN+HUMMEL cannot provide a suitable storage location within the company

premises, the contractor is obliged to ensure suitable and legally compliant storage of the hazardous substances outside the company premises. 如果需要在MANN + HUMMEL的场所储存有害物质，则必须与M+H协调员一起确定合适的储存地点。如果MANN + HUMMEL无法在公司场所内提供合适的存储位置，承包商有义务确保在公司场所外适当且合法地存储有害物质。

4.9 Waste / Waste Water 废弃物/废水

The contractor remains exclusive owner of waste / waste water arising during the work, incl. packaging materials. The contractor is responsible for the proper storage, treatment and correct disposal of the generated waste / waste water external from MANN+HUMMEL. 承包商仍然是工作期间产生的废物/废水的独家所有者，包括包装材料。承包商负责正确储存，处理和正确处置MANN + HUMMEL外部产生的废物/废水。The total waste management must be in accordance with the statutory provisions. 整体废物管理必须符合法律规定。

Disposal routes which ensure a recovery / recycling of the waste shall be preferred. 应首选确保废物回收/再循环的处置路线。

In the case of services provided on a regular basis (e.g. cleaning of buildings), storage / disposal of waste and waste water via MANN+HUMMEL's existing infrastructure is possible, provided the relevant conditions and regulations are defined, e.g. in a framework agreement. 在定期提供服务（例如清洁建筑物）的情况下，可以通过MANN + HUMMEL的现有基础设施存储/处置废物和废水，前提是定义了相关条件和法规，例如在框架协议中。

4.10 High risk activities 高风险活动

In case of high risk activities (e.g. work in confined space, working at heights, hot works) additional approvals are required according to the local MANN+HUMMEL regulations. 对于高风险活动（例如在密闭空间工作、高空作业、高温作业），根据当地的MANN+HUMMEL法规，需要额外的批准。

Lone Working with high risk activities are not permitted. Therefore high risk activities shall be overserved of a 2nd qualified employee of the contractor. 不允许单独从事高风险活动。因此，高风险活动应由承包商的第二名合格雇员超额服务。

Additional approvals by MANN+HUMMEL are required, if it is necessary to deactivate safety devices or alarm systems or to block emergency devices. 如果需要停用安全装置或警报系统或阻止紧急装置，则需要获得MANN+HUMMEL的额外批准。

4.11 Civil engineering works 土木工程

For civil engineering works the contractor is responsible to be informed about relevant pipes and power supply lines in the underground or inside of walls to avoid

damages and accidents.

For demolition waste (e.g. concrete, brick) and soil an analytical classification is necessary according to the local legal regulations to evaluate the opportunity for a recovery / recycling of the material. 对于土木工程，承包商有责任被告知地下或墙壁内部的相关管道和供电线路，以避免损坏和事故。对于拆除废物（例如混凝土、砖块）和土壤，必须根据当地法律法规进行分析分类，以评估材料回收/再循环的机会。 Areas with a risk of falling (e.g. excavations, open shafts) must be adequately secured. Escape and rescue routes as well as emergency facilities must always be kept free. 有坠落危险的区域（例如挖掘、开口竖井）必须得到充分保护。逃生和救援路线以及应急设施必须始终保持畅通无阻。

4.12 Requirements to Personal Protection Equipment (PPE) 个人防护装备

The contractor must provide their employees with the necessary personal protection equipment (e.g. PPE against falls from a height, safety footwear, safety glasses, ear plugs) based on the results of the performed risk assessment and based on the legal regulations. 承包商必须根据所执行的风险评估结果和法律规定，为其员工提供必要的个人防护设备（例如防止从高处坠落的个人防护装备、安全鞋、安全眼镜、耳塞）。

The provided PPE must be in proper and safe conditions, must be obtained in accordance with the relevant rules for inspections and must meet the local legal requirements. 所提供的个人防护装备必须处于适当和安全的条件下，必须根据相关检查规则获得，并且必须符合当地法律要求。

For safety reasons, a high-visibility jacket must be worn during a stay on the plant premises within and in the vicinity of production and traffic areas and comparable risk areas. Alternative regulations are possible for employees of contractors who work on the company premises on a long-term or permanent basis. 出于安全原因，在生产和交通区域以及类似风险区域内和附近的工厂内逗留期间，必须穿着高能见度夹克。对于长期或永久在公司场所工作的承包商的员工，可以制定替代法规。

4.13 Incidents, accidents, near misses, fire and material damages

The contractor is obliged to inform the MANN+HUMMEL Coordinator(s) immediately about any HSE-related incidents and emergencies like accidents, injuries, fire, leakages, spills and about material damages as well. If the M+H coordinator cannot be reached in emergencies, the gate must be notified. 承包商有义务立即通知MANN+HUMMEL协调员任何与HSE相关的事件和紧急情况，如事故，伤害，火灾，泄漏，泄漏以及物质损失。如果在紧急情况下无法联系到M+H协调员，则必须通知门岗。

In case of emergencies, external companies are permitted to use MANN+HUMMEL's local emergency facilities (e.g. fire extinguishers). If emergency equipment from

MANN+HUMMEL (first aid material, fire extinguishers, etc.) is used, this must be reported to the M+H coordinator subsequently.

The contractor is obliged to perform a root cause analyses, based on the requirements of MANN+HUMMEL. 在紧急情况下，允许外部公司使用MANN + HUMMEL的当地应急设施（例如灭火器）。如果使用MANN + HUMMEL的应急设备（急救材料，灭火器等），则必须随后向M+H协调员报告。承包商有义务根据MANN + HUMMEL的要求进行根本原因分析。

4.14 Leaving the MANN+HUMMEL property

The contractor ensures that the working area is clean and tidy at the end of each working day. If necessary to keep safety and protection measures established at the end of the working day, at night time or weekend, the contractor establishes the required protective measures (e.g. fall protection, signaling device,...). Escape and rescue routes as well as emergency facilities must always be kept free.

The M+H coordinator must always be contacted at the end of the work. 承包商确保工作区域在每个工作日结束时干净整洁。如果有必要在工作日结束时、夜间或周末建立安全和保护措施，承包商将制定所需的保护措施（例如坠落保护、信号装置,...）。逃生和救援路线以及应急设施必须始终保持畅通无阻。在工作结束时，必须始终联系 M+H 协调员。

4.15 Final remarks

MANN+HUMMEL performs periodically supervisions and HSE-related inspections of the contractor's activities. In the event of any identified unsafe behavior or in case of a violation against the MANN+HUMMEL HSE-regulations MANN+HUMMEL is authorized to stop immediately the contractor's work and to banish from the MANN+HUMMEL site all personnel of the contractor violating the HSE-rules of MANN+HUMMEL. A violation of the HSE-regulations of MANN+HUMMEL may also have the consequence that the contractor will be excluded from any future MANN+HUMMEL contracts.

Independent of MANN+HUMMEL requirements, compliance with applicable regulatory requirements is mandatory. In the event of any contradictions, local legal requirements must be followed first and additionally. MANN + HUMMEL对承包商的活动进行定期监督和HSE相关检查。如果发现任何不安全行为或违反MANN + HUMMEL HSE法规，MANN + HUMMEL有权立即停止承包商的工作，并将承包商的所有违反MANN + HUMMEL规则的人员驱逐出MANN + HUMMEL站点。违反MANN + HUMMEL的HSE法规也可能产生承包商将被排除在任何未来的MANN + HUMMEL合同之外的后果。

独立于MANN + HUMMEL要求，必须遵守适用的法规要求。如果出现任何矛盾，必须首先遵守当地的法律要求。

5 Further documents

5.1 Referenced and applicable documents

Further or more detailed regulations for external contractors are described in local site-specific documents. These site-specific requirements must also be observed as applicable documents. 有关外部承包商的进一步或更详细的规定，请参阅当地现场特定文件。这些特定于站点的要求也必须作为适用文件得到遵守。

5.2 Additional information

[MHG-HS-P-0010 Management of external contractors working on the premise of MANN+HUMMEL](#)

6 History / participating departments

| | | | |
|---------------------------------------|---|---------------------------------|---------|
| Changes to previous issue | chapter 3, 4.2 and 4.5: Adding HSE Coordinator chapter 4.6: Adaption of qualification evidence chapter 4.8: Adaptation of approval for CMR substances | | |
| Participated in creation/modification | Last Name, First Name | Function | |
| | Gsolits, Bernd | Specialist Global HSE | |
| | Voss, Josef | Director Global HSE | |
| | Utzmann, Kai | Director Quality & HSE Europe | |
| | Gangloff, Jean | Director Quality & HSE Asia | |
| | Swaback, Karen | Director Quality & HSE Americas | |
| | Weis, Gerhard | Central Works Council | |
| Send change requests to | The author of the document | Revision cycle: | 5 Years |

7 Supplementary sheets

8 Appendix
