

The supplier accepts the terms of this operating directive with his signature.

.....

Company

Name

Plant:..... Date.....  
Date

Signature

The "Regulations for Suppliers / Third party companies" of STIHL serves to protect the health and safety of your and our employees and to protect the environment. The individual points must be observed at all times in the interests of your and our employees.

## 1. Basic principle

You and your employees must observe all the pertinent environmental and work safety regulations, trade co-operative association rules and generally recognized safety and industrial health rules including the internal rulings applying for our company in the execution of the order.

The supervisory personnel deployed by you for executing the work in our company is responsible for the thorough instruction of your employees.

## 2. Access to the factory

- ◆ Access is only possible via manned gates. Your employees must log in at the gate and fill in a visitor form. If the technical department has applied for temporary factory ID cards, these will be handed out at the gates. The ID cards must be worn visibly.
- ◆ Vehicle access is only possible by prior announcement and with the permission of the security staff at the gates and only insofar as this is absolutely necessary to carry out the work. Parking is only allowed within the designated or allotted areas.
- ◆ Road traffic rules apply accordingly on the factory premises. Max. speed is 20 km/h unless otherwise stated.

## 3. Logging in / start of work / instruction

- ◆ Before beginning work on the respective contract, the place of work, start of work and duration as well as the STIHL co-ordinator responsible must be stated when logging in at the gate. The security staff at the gate will notify the co-ordinator and agree the further procedure.
- ◆ Your supervisor will receive detailed instructions from the co-ordinator of STIHL about the localities, directives, rules of our company, how to behave on company premises and possible dangers and exposure hazards in your working area before beginning work.
- ◆ Your supervisor is responsible for passing on these details to your employees in full. If you require other companies for executing the contract, you are also responsible for instructing their personnel.

***No employee may begin working on our company premises before he has been clearly and appropriately instructed!***

## 4. General obligations

- ◆ Inform us of any disturbances or changes in the operating procedure. Report all faults and irregularities which occur during the execution of your contract.
- ◆ Co-ordinate the daily work with the respective STIHL co-ordinator under consideration of the company possibilities and necessities.
- ◆ The technical equipment, tools and devices, especially ladders and scaffolds, which you use must be in a safe working condition.
- ◆ These must be locked up or otherwise protected when leaving the place of work to ensure they pose no danger to persons or property.
- ◆ Employees operating any kind of forklifts, cranes and lifting platforms must be in possession of the appropriate licence and must be able to present this during their work.
- ◆ Make sure that your employees
  - always wear the necessary safety gear (protective glasses, safety shoes, helmets, etc.).
  - do not endanger themselves or others as a result of consuming alcohol or other intoxicating substances. Employees suspected of being under the influence of alcohol will be dismissed from the factory premises.

Continued overleaf

Original for the supplier

Copy for STIHL

- ◆ Information about STIHL will be handled confidentially by your employees and may only be passed on to third persons with our permission.
- ◆ Video and audio recordings are only allowed with the permission of the responsible executive board member.

## 5. Company-internal safety regulations

- ◆ Tools, devices, equipment and facilities (incl. communication equipment) of your company may not be used without our permission.
- ◆ Material stores and material stacks must be arranged so that do not interfere with working safety, the production process, transport and traffic flow.
- ◆ Shafts, trenches and open canals, floor openings etc. must always be adequately protected.
- ◆ Do not smoke in the no-smoking areas.
- ◆ Access to parts of the factory not belonging to your working area is prohibited for your own safety. Access to other parts of the factory is only allowed by agreement with the responsible division/department heads and insofar as this is necessary to the execution of the contract.
- ◆ Instruction, prohibition and warning signs must be observed. They may not be removed or made illegible.
- ◆ The signposted escape routes and emergency exits must be kept free at all times. Signs may not be removed or made illegible.
- ◆ Fire extinguishing equipment such as hydrants, ring pipes and appropriate signs may not be covered, obstructed or otherwise rendered unusable.
- ◆ In case of alarms (including fire drills), the buildings must be evacuated immediately and the appropriate instructions followed.

## 6. Dangerous work

Dangerous work must be specially announced and requires the express permission of the STIHL co-ordinator.

This especially includes

- ◆ work with fire (welding, cutting, burning) and inflammable liquids
- ◆ work in tanks and confined spaces
- ◆ work on or near to electrical installations.

For work which involves a fire risk, a special permit must be filled in, for work in confined spaces, an access permit. Ask your co-ordinator at STIHL.

## 7. Use of hazardous substances

The use of hazardous substances must be avoided! If this is not possible, the co-ordinator must be notified who will then agree the necessary safety precautions with you. The EC safety data sheet must be shown to us on demand.

## 8. Noise, dust, smell

Interference from noise, dust and smell should be avoided by suitable measures as far as possible. If this is not possible, the co-ordinator must be notified in good time.

## 9. Waste disposal

You are responsible for the disposal of waste produced during your work unless agreed otherwise. The legal regulations applicable for the region and the communal laws must be observed.

## 10. Controls, violations

Follow the instructions and directives of your supervisors / co-ordinators, work safety experts and security staff.

In cases of violation of the safety rules, our supervisors/co-ordinators are entitled

- ◆ to order work to be ceased immediately until the defect has been eliminated
- ◆ to bar the offending employees from further activity
- ◆ to demand that unsafe equipment be removed from the factory premises immediately.

## 11. First aid and emergency action

Report all environmental impacts and accidents of your employees to the respective security staff at the gate. Regardless of this, you are obliged to meet the legal obligations in the case of an industrial accident.

You can make use of our services in the event of an accident. Call internal emergency phone number 1111, describe the incident and we will arrange for the necessary aid

## 12. Support

In addition to the support from the co-ordinator, you will be advised in industrial and environmental safety matters by the respective safety officer.