

Instructions for external people regarding general code of practice

1. Safety and environmental protection are important parts of the working process. Both contracting parties are interested in loss and accident prevention. After conclusion of the contract, the principal is responsible for the regulation of

- the principal's contact person and
- the supplier's responsible person

Supplier's company		
Address		
Supplier's person in charge	Phone	Signature
Place of order procedure		
Kind of order procedure		
Clock in	Clock out	
The principal's contact	Phone	Signature

2. Before commencement of work, the supplier's person in charge and the principal's contact person have to determine and realize a mutual investigation into hazards (for mankind, environment and operating facilities) with respective safety measures.

Hazards	Safety measures

3. Both external and internal employees have to follow the same rules and regulations about safety and environmental protection. It is presupposed that such instructions are known and complied with.
4. When receiving a badge, it has to be worn visibly and returned at the issuing counter before leaving the area (the building).
5. It is forbidden to take pictures inside the buildings, unless explicitly granted.
6. All kinds of work causing fire or sparks need a welding authorization.
7. All machinery, apparatuses and hand tools have to be checked before use.
8. Necessary protective measures have to be adopted during all operations, in particular with raised work locations, in pits and narrow places.
9. Data sheet security has to be observed when handling chemicals.

10. Safety instructions and safety signs, as shown below, must be observed strictly.



11. The work place has to be kept tidy and clean.
12. The principal's contact person has to be informed in case of any further questions or problems.
13. The principal's contact person will inform the supplier's person in charge about infringements of safety and environmental regulations and is allowed to banish the offender from the working area. Everybody is obliged to refrain from obvious infringements; even people who are not directly involved.
14. Otherwise ABB Company Regulations ('Betriebsordnung') applies
 → <http://www.abb.ch/Nachhaltigkeit>

The German version of this text is binding!	Prepared	Remo Kury	HR-SA	2008-11-06	Instructions for external people regarding general code of practice		Pages	2
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What to do in an emergency

FIRE



ALARM

- Remain calm
- Alarm the fire department dial 118 / 112 or use an alarm actuator



RESCUE AND WARN

- Provide assistance
- Warn people exposed to danger
- Rescue disabled or injured people



EXTINGUISH FIRE

- Use a fire extinguisher / hose reel cabinet for fire-fighting
- Do not endanger yourself!



CLOSE

- Close windows and doors when leaving the building (to prevent the spread of fire and smoke)



ATTENTION!

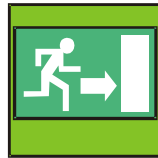
- Never use elevators

EVACUATION



LISTEN AND COMPLY

- Follow the instructions given by the alarm organization and written on the leaflets
- If you hear the alarm horns: Leave the building immediately



LEAVE THE BUILDING

- Leave the building calmly and quickly
- Use the nearest exit
- Never use elevators



HELP

- Assist handicapped and injured people
- Do not endanger yourself!



ASSEMBLE

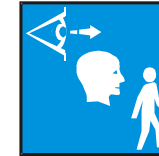
- Go immediately to the gathering place
- Do not leave the gathering place unless instructions are given



ATTENTION

- At no time should you return to the danger area

FIRST AID



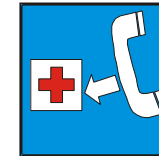
PRINCIPLE

- Stop (Review the situation)
- Think (Recognize follow-on hazards)
- Act (Protect yourself, Secure the place of accident)



RESCUE

- Protect yourself (Gloves)
- Do not endanger yourself!
- Rescue injured people from the hazard zone



ALARM

- Before alarming: check consciousness
- Medicaid Ambulance 114 / 112 (0) 144
- Who is calling? Name & phone
- What has happened? Kind of incident
- Where did it happen? Place, building
- When did it happen? Time
- What kind of help? Rescuer, ambulance etc.



ASSIST

- Care for the injured people until Medicaid arrives (first aid)
- Familiarize, help and support rescue party