

CONTRACTORS BEHAVIOR AND WORKINSTRUCTIONS

Regulations and rules of conduct for contractors

1. Occupational safety, health protection and environmental protection are important components of the work process. The prevention of damage and accidents is in the mutual interest of the contracting parties. The statutory regulations on safety and environmental protection apply. It is assumed that the relevant regulations are known and followed. Furthermore, ABB specific regulations apply, which the contractor must also comply with.
2. The Contractor and its employees and any subcontractors shall undertake to comply with all applicable rules and regulations on occupational safety and environmental protection. He takes all necessary safety precautions and is responsible for the correct implementation, which he checks by regular inspections.
3. The Contractor shall ensure that its employees are regularly instructed, trained and equipped in accordance with the applicable occupational safety and environmental protection regulations and the resulting safety measures (including PPE).
4. Only use intact and legally compliant (e.g. CE) machines and equipment in accordance with the manufacturer's specifications.
5. The following documents must be processed and adhered to before the start of the assignment:
 - (1) Rules and codes of conduct for contractors
 - (2) Behaviour in an emergency
 - (3) Local emergency plan incl. evacuation meeting point
 - (4) Risk assessment for work by contractors
 - (5) Implementation permit and release for work
6. Prior to the start of work, the contractor must carry out a risk assessment (4), which also includes the mutual risks between the parties involved, and define and implement the resulting safety measures. This must be checked and confirmed on site. The contingency plan (2 + 3) must be known to all.
7. In the case of complex risk assessments, a safety and health protection plan for construction sites (SiGe construction) must be drawn up in accordance with SUVA. The topic of occupational safety must be included and documented as a fixed agenda item at construction/project meetings.
8. Work may only be commenced after written approval of the implementation permit and release for work (5). Work with special hazards (e.g. hot work, work under voltage etc.) requires additional release procedures. The work permit and risk assessment must be presented on site and kept ready at all times.
9. In the event of changes to the originally planned work process, the work must be stopped. The client must be informed immediately and the risk assessment must be updated.
10. In the event of non-compliance with regulations or unsafe actions or conditions, the work concerned must be stopped and the necessary safety measures must be taken immediately. If this is not possible, the work concerned must be stopped and the client informed.
11. The access badge must be worn visibly and returned to the issuing office after completion of the work.
12. Image recordings (e.g. photography, filming etc.) are prohibited without permission.
13. All installations, machines or equipment must be handed over in a safe operating condition.
14. The workplace should be as orderly as possible and should be left clean and tidy. When working with high emission levels (e.g. noise, vibrations, dust, odours), the surroundings must be taken into account. Waste must be disposed of professionally by the contractor.

The most important basics:

- Environmental Protection Act, USG, 814.01
- Labour law, ArG, 822.11
- Div. Ordinances on the ArG, ArGV, 822,111 ff
- Construction work Ordinance, BauAV, 832,311,141
- Regulation Prevention of accidents and occupational diseases, VUV, 832.30
- SUVA and EKAS guidelines
- Cantonal and local regulations
- Order specifications
- Risk assessment for work by contractors
- Behaviour in an emergency
- Ten vital rules for trade and industry, SUVA order no. 88824
- Eight vital rules for maintenance, SUVA order no. 88813
- 5+5 vital rules for handling electricity, SUVA order no. 88814

Client (customer, plant operator, person responsible for the plant, etc.)			
Name	Company	Phone number	Date
Contractor (person responsible for work, etc.)			
Name	Company	Phone number	Date