

Occupational health and safety regulations for contractors



HLA

Content of the instruction

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- The contact on site
- Risk assessment
- General regulations
- Special regulations
- Behavior in emergencies
- Prohibitions
- Contact



Cooperation at HHLA

The aim of the following regulations is to exclude impediments to the client's operations as well as any risk to the employees and assets of the clients and the contractor as well as any other contractors.

The contact persons on site

Representative as contact person of the contractor

- Professional and personnel management
- Direct supervision of the vicarious agents deployed
- serves as a direct contact for the external company coordinator
- must be named in writing before commencing work

Contractor coordinator as Contact person of the client (FKAG)

- Coordinates the work of the contractor and client
- He is authorized ...
- ... to issue instructions insofar as this is necessary to avoid mutual endangerment
 - ... to have work stopped in the event of violations and to exclude violating employees from further work

Risk assessment

- Before starting work, the FKAG and the contractor shall carry out a risk assessment.
- The measures from the risk assessment are documented on the **external company routing card**.
- The employees of the contractor involved are instructed accordingly
- The employee must register with the FKAG before starting work.
- After completion of the work, the contractor must deregister with the FKAG.

	Auszufüllen vom HHLA Auftraggeber:	Auszufüllen vom Auftragnehmer:
Anmeldung	Name Fremdfirmenkoordinator (FKAG): []	Telefon: []
	Name Vertreter FKAG: []	Firma: []
	Arbeitsauftrag: []	Name Repräsentant (AN): []
	Arbeitsort: []	Telefon: []
	Die Karte ist gültig bis: []	
Gefährdungsbeurteilung	<input type="checkbox"/> Feuergefährliche Arbeiten (Freigabeschein „Feuergefährliche Arbeiten“ ausfüllen!)	<input type="checkbox"/> weitere Fremdfirmen im Arbeitsbereich, - über deren Tätigkeit wurde informiert, - die gegenseitige Gefährdung ist bekannt. <u>Fremdfirmen im Arbeitsbereich:</u> []
	<input type="checkbox"/> Arbeiten mit bestimmten Gefahrstoffen <input type="checkbox"/> Liste der eingesetzten Gefahrstoffe liegt vor	
	<input type="checkbox"/> Liste der eingesetzten Maschinen/Geräte liegt vor.	
	<input type="checkbox"/> Arbeiten auf hochgelegenen Arbeitsplätzen, Leitern/Gerüsten/Dächern	
	<input type="checkbox"/> Arbeiten an elektrischen Betriebseinrichtungen	Nicht aufgeführte Gefährdungen (sofern vorhanden, bitte einfügen, z. B. Witterung, technische Besonderheiten und Arbeitsumgebung): []
	<input type="checkbox"/> Arbeiten in Behältern oder engen Räumen	
	<input type="checkbox"/> Sicherheitsinformationen ausgegeben	
	<input type="checkbox"/> Gesonderte Festlegungen am Arbeitsort: []	
Freigabe der Arbeit	Datum / Uhrzeit: []	<input type="checkbox"/> Der AN hat sichergestellt, dass alle Mitarbeiter bzw. Erfüllungsgehilfen des AN vor Aufnahme ihrer Tätigkeit gemäß den Arbeitsschutzbestimmungen für Fremdfirmen über die spezifischen Gefährdungen am Arbeitsort unterwiesen sind. (Falls nicht, bitte Kurzunterweisung durchführen)
	Name des FKAG / Vertreter (in Blockschrift): []	
	X Unterschrift FKAG	Bestätigung der ausführenden Firma Name des Repräsentanten (in Blockschrift): []
	Datum / Uhrzeit: []	
	Name des FKAG / Vertreter (in Blockschrift): []	
	X Unterschrift FKAG	X Datum X Unterschrift Repräsentant

An abstract graphic consisting of a network of blue lines and dots, resembling a molecular structure or a complex web, positioned in the upper right corner of the slide.

General regulations

General regulations

- Entering and staying at the work site is only permitted with appropriate **personal protective equipment**.
- The stay is only permitted in the **assigned workplaces**.
- External assembly sites, storage areas and construction and assembly scaffolding may only be entered in consultation with the respective external company or the client.
- **Escape and rescue routes** must be kept clear without exception.
- Work may only be carried out if the site is **properly secured**.
- The client's **business facilities** may only be entered with the client's consent.

General regulations

- The **unauthorized modification and/or removal of safety devices** is prohibited. If a safety device has to be temporarily removed for compelling reasons, the client's consent must be obtained.
- **Machines and tools** must be in a proper condition and inspected in accordance with the statutory regulations.
- **False alarms** must be avoided! Work in the immediate vicinity of fire detectors that generates dust, heat, solvent vapors or other gases must be reported to the client.
- **Visitors** may only enter the work site with the permission of the client.

Cleanliness at the workplace

Workplace/assembly site/warehouse ...

- is **neat and clean!**
- is free of **flammable materials that can** catch fire during
can catch fire during welding work!
If this is unavoidable, suitable fire
fire extinguishing agents must be kept ready.
- **Cables/hoses** that are used on a daily basis
must be routed in such a way that
there is no obstruction or risk of accidents





Factory traffic

- The signs and instructions regulating traffic as well as traffic regulations must be observed.
- All vehicles must be in proper technical condition and inspected in accordance with legal regulations.
- Vehicles must not obstruct access to safety equipment (e.g. hydrants).

Use of industrial trucks

- Drivers must always carry a driver's license with a photograph.
- Use of the client's equipment is only permitted with written consent.
- The industrial truck must be protected against unauthorized use by the ignition key to prevent unauthorized use.
- Driving on the company premises or on parts of the company premises that are accessible to the general public may only be carried out in accordance with the German Road Traffic Regulations (StVO), unless the company regulations impose stricter requirements.



An abstract graphic consisting of a network of blue lines and dots, resembling a molecular structure or a complex web, located in the upper right portion of the slide.

Special regulations



Working at heights

- Danger from falling objects and falling objects and the danger of falling of persons must be avoided. must be avoided.
- Roofs may only be entered after by the external company coordinator be entered.
- If necessary, employees must be employees must be secured with PPE against falls from a height.

Drilling and pointing work

- Before starting work, the relevant plans of the client's supply and disposal network must be consulted.
- Stability must be ensured in every phase.
- The construction site must be secured.
- A competent supervisor from the contractor must be present.

Excavator, earthworks and digging work

- Before starting work, the relevant plans of the client's supply and disposal network must be consulted.
- The position of the pipes can be determined using slots in the hand shaft.
- The surface layer up to 30 cm above the pipes may be removed by machine. The remaining surface layer must always be removed by hand.
- In the case of electrical cables, stop excavation work and inform the client.
Only uncover cables in the presence of the client.
- Excavation pits, trench walls, sewer trenches must be properly built and sloped in accordance with the ground conditions.
- The working areas must be cleaned of rubble before backfilling.

Working in confined spaces and shafts

- Entry into confined spaces, containers and shafts requires permission from the client
- Special protective measures must be taken and specified in writing
- The measures include
 - Fire protection and personal rescue
 - Explosion protection
 - Protection from electric current
 - Health protection, especially during blasting, welding and surface treatment (TRGS 507)

Working near overhead power lines

- When approaching overhead lines, the contractor must clarify the distances from live parts with the responsible power supply company and inform the client accordingly.

Asbestos work

- In the case of asbestos removal and maintenance work, the contractor must (only) comply with the requirements of the Hazardous Substances Ordinance and TRGS 519.
- The contractor shall provide the client with the official authorization to carry out the work.

Particularly dangerous work

(in the sense of BaustellV - Annex II or DGUV V1 §8)

Already in the planning phase

- a safety and health protection plan (SiGePlan) must be drawn up

and

- a health and safety coordinator (SiGeKo) to be appointed.

Handling pressurized gas cylinders

It must be ensured that ...

- each pressurized gas cylinder is equipped with a pressure reducing unit including a pressure gauge and, in the case of flammable gases, a flame check valve.
- hoses are in proper condition.
- gas and oxygen cylinders are positioned vertically, acetylene cylinders are positioned horizontally, but raised so that the pressure reducing unit and the valve are above the base of the cylinder.
- compressed gas cylinders are protected from damage and cannot be accessed by unauthorized persons.

Ladders and scaffolding

- Only use proper ladders (in accordance with BetrSichV)
- Execute scaffolding in accordance with DIN 4420
- Every user must check and maintain the proper condition.
- Every scaffold must be approved.
- Unapproved scaffolding must be marked with conspicuous signage.



Operation of electrical systems and equipment

- Electrical systems and equipment may only be set up, installed, modified and maintained by a qualified electrician or under the supervision of a qualified electrician and in accordance with the electrotechnical regulations.
- Persons who operate electrical appliances must be instructed about the dangers of handling electrical current.
- Arc fault-tested PPE (Arc Protection Class 2) must be worn when working in electrical operating rooms

Hazardous substances

- When handling and storing hazardous substances, the Contractor must observe the provisions of the Hazardous Substances Ordinance.
- The required operating instructions must be drawn up by the contractor and kept available at the workplace.

Prohibitions and exceptions

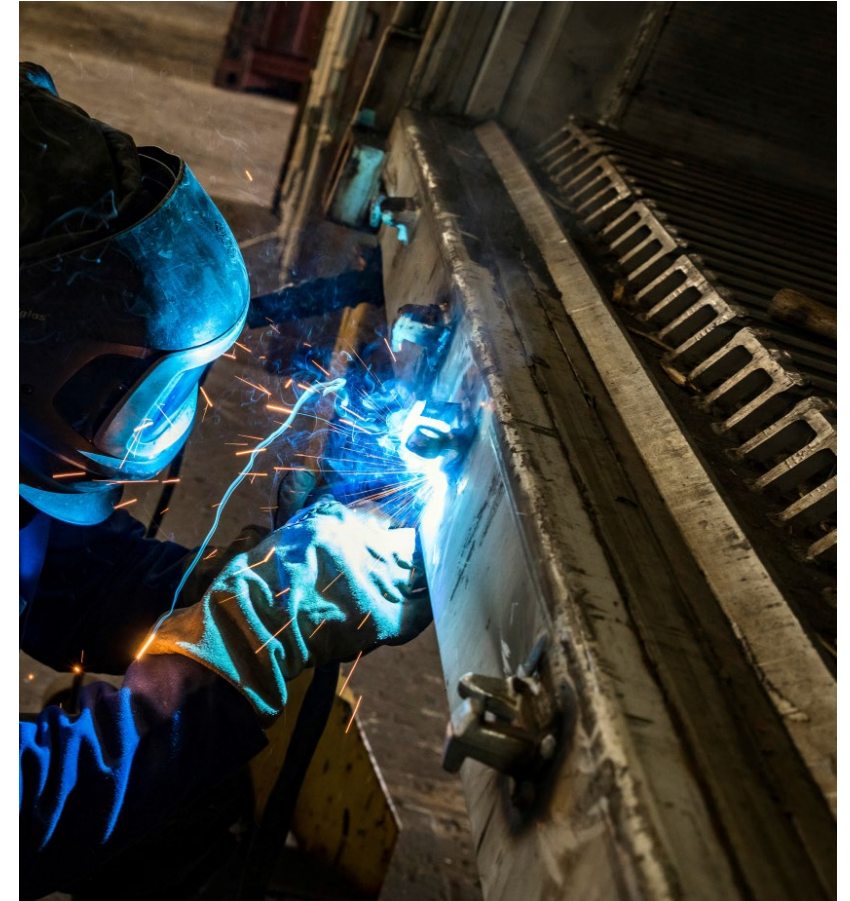
The following substances, which are classified as

- Toxic
- mutagenic
- carcinogenic
- damaging to fruit
- sensitizing
- Environmentally hazardous
- highly flammable
- Highly hazardous to water

Exceptions must be agreed with the FKAG.

Flammable work

- Before carrying out hot and fire work, the contractor must define the safety measures with the FKAG!
- Documentation per release certificate for work involving a fire hazard
- Fire work in the immediate vicinity of flammable objects is prohibited.
- Non-combustible covers must be fitted to workstations at height, above gratings or on open platforms.
- When electrofusion welding, the earth cable must only be attached to the object to be welded.
- After completion, check whether flying sparks have caused fire pockets or smoldering fires.



Fire and lightning protection

- Only keep highly flammable or self-igniting substances in the quantities required for the work.
- Areas at risk of fire and fire extinguishing equipment must be marked.
- Escape and rescue routes must be kept clear at all times
- The company fire protection regulations must be observed.

Behavior in emergencies

- Every person who observes an emergency (accident at work, damage involving environmental hazards, etc.) is obliged to act in accordance with the company emergency plans.
- The internal and external emergency numbers are listed in the site's emergency plans.
- This plan will be handed out on site or is already displayed.
- All emergencies must also be reported to the responsible external company coordinator.
- Nothing may be changed at the scene of an accident if this allows people to be rescued.
- The provisions applicable in the contractor's own company regarding the reporting of accidents shall remain unaffected.



Prohibitions

The following is prohibited:

- bringing or carrying weapons
- bringing in persons from outside the company without prior authorization
- the bringing of animals
- the consumption of alcohol, drugs and other intoxicating substances

Photography and filming only with written consent.

Prohibitions on the use of mobile devices must be observed.

Smoking bans must be observed.

Contact us

HHLA Occupational Health and Safety Management
Department

E-Mail info-as@hhla.de

Hamburger Hafen und Logistik AG
Bei St. Annen 1
20457 Hamburg

www.hhla.de

