

Contractor Guidelines

Version: October 2015

1 Objective and purpose

To avoid possible hazards, the work performed by different employers must be coordinated in accordance with applicable legal provisions (German Occupational Health and Safety Act (*Arbeitsschutzgesetz*)) and accident insurance fund regulations (Accident Prevention Regulation "Principles of Prevention").

The objective of these Contractor Guidelines is:

- The smooth, orderly and safe performance of contractor work
- Minimizing disruption of University operations
- Preventing personal injury, environmental damage and property damage and
- Ensuring occupational health and safety and fire safety

These guidelines describe the special/specific requirements for the use of contractors on the grounds of the University of Bonn, hereinafter referred to as the "University."

2 Scope

These guidelines form part of all legal transactions between the University and contractors. The Contractor shall ensure subcontractor compliance with these guidelines.

3 General information

The Contractor shall ensure all its employees have the expertise required to perform the contract work and shall provide proof of this upon request by the University.

These guidelines only describe requirements and rules of conduct relating to the specific business operations of the University. The contractor that is engaged shall ensure that all the employees it assigns to perform work on the grounds of the University are aware of and comply with the requirements in these guidelines.

Contractors are obligated, regardless of these guidelines, to observe and comply with relevant occupational health and safety regulations, environmental regulations and generally accepted engineering standards, which are not listed in detail here, but are necessary for safe performance of the work. This applies in particular to:

- The use of qualified, trained German-speaking personnel with valid social security cards
- The use of proper equipment and proper handling of that equipment
- The use of required personal and technical protective equipment
- The proper handling of hazardous substances and proper disposal of waste

The University coordinator will inform the Contractor if the University has special safety requirements.

The University has the right to suspend work if breaches of the provisions of these Contractor Guidelines occur and the right to extraordinary termination of the agreement if a substantial breach of contractual obligations occurs.

4 General rules of conduct

4.1 Coordinator

The University shall name a Coordinator and/or Institute Contact as a contact person for the Contractor. They shall coordinate all the parties involved in performing the work, supervise the work on the University grounds and provide instruction for the Contractor. The instructions provided by the Coordinator concerning occupational safety, fire safety, environmental protection, order and cleanliness must be followed.

The Contractor shall name a contact person for the University who is available during normal working hours and a representative who must be from the Contractor.

The Contractor must clarify questions that arise concerning these guidelines and concerning occupational safety, fire safety and environmental protection with the coordinator. The Contractor shall inform the Coordinator of any special hazards posed by its work (e.g. hazardous substances used, hazardous machinery/tasks/procedures) and any unexpected events that occur during the work.

A General Parking Policy has been part of the Contractor Guidelines since October 1, 2015 and can be viewed on the Internet at www.prbab.uni-bonn.de.

4.2 Employee registration and deregistration and presence on University grounds

The Contractor shall provide the Coordinator the names of the responsible employees it assigns to plan, execute and supervise work in the University. These responsible employees shall receive instruction from the Coordinator before beginning work and at least once a year on a recurring basis. The instruction shall be documented by signature on the form included as Annex 2. The Contractor's responsible employees who received instruction shall in turn provide instruction to all of the Contractor employees used and all subcontractor employees. The use of uninstructed employees on University grounds is prohibited.

Contractor employees must register with the Coordinator.

Contractor employees may only be present in the areas of the University where they are working or where a work order explicitly directs them to go.

The Contractor's work shall take place during the University's normal working hours. Work outside these hours must be approved by the Coordinator, specifying the location, time and number of employees used.

Contractor employees may only be present during the time work is performed.

Personal items may not be brought onto or operated on University grounds. This applies in particular to electrical devices such as heaters, radios, televisions, etc.

Activities that are detrimental to University operations, internal peace, order and the purpose of the work are not permitted.

4.3 Work on University grounds

The technical planning and performance of work and rapid work scheduling shall be organized to minimize disruption to University operations. Setting up the work site, deploying barriers, vehicles, machinery, etc., setting up materials storage sites and establishing traffic routes on the grounds may only be done with the approval of the Coordinator.

Construction and work sites must be secured. Tools, machinery, vehicles and other equipment must be clearly marked as the Contractor's property. The Contractor shall ensure order and cleanliness on its work site and traffic routes. They shall be cleaned regularly – at least every working day – and maintained in orderly condition. Unless otherwise contractually agreed, the Contractor shall leave work sites cleanly swept after all work has been completed.

The Contractor shall, at its own responsibility, completely and properly dispose of waste generated in connection with contract performance at regular intervals (as a rule every working day), by engaging third parties if necessary. If the Contractor does not fulfill its cleaning and disposal obligations, the University can, after setting a deadline, have the disposal performed at the Contractor's expense after the deadline has passed.

Compressed gas cylinders may not be stored in the building. They must be removed from the building each working day after work has ended.

The Contractor shall effectively protect University buildings, interior furnishings and equipment, inventory and safety equipment that could be affected by upcoming work against soiling and damage before work begins. The measures must be approved by the Coordinator.

4.4 Use of University facilities

Contractors are not permitted to use University operating equipment and facilities, tools, vehicles, etc., except for the use of University fire safety equipment in the event of a fire. This does not apply to the safety precautions to be taken by contractors (e.g. keeping fire extinguishers on hand for hot work, etc.).

Connections to utility networks may only be made with the approval of the Coordinator. This does not, however, relieve contractors of their duty to take necessary safety precautions.

Contractors may not use bins or containers set up by the University for waste disposal.

4.5 On/off switching, turning off energy and utility supplies, test run

The Contractor must obtain Coordinator approval in timely fashion before turning the electricity or any building services on or off (e.g. heating, cooling and air conditioning, signaling and alarm systems). The Coordinator and all parties involved must be informed of the risks and hazards. Major total shutdowns and scheduled shutdowns must be approved by the Coordinator in advance, at least 10 working days before work begins. The Coordinator is responsible for coordinating with University users.

The paragraph above applies accordingly to cases where energy and utilities are turned off, turned on, connected or disconnected.

The Contractor shall perform any test runs required for the initial commissioning and recommissioning of building services. The target and safety functions of the system concerned must be checked. The results are to be documented and provided to the coordinator.

4.6 Notice of completion and proof of work

As a rule, work that has been performed must be accepted by the coordinator. Proof of performance must be provided in writing and must be dated and signed by the Contractor.

The Contractor is responsible for complete documentation in accordance with applicable provisions, the contractual agreement and the instruction provided, in particular with respect to safety precautions and safe use.

5 Special safety requirements

5.1 General rules of conduct

The Contractor shall familiarize itself with and observe the following safety and fire protection issues before starting work:

- Site name and address
- Fire Safety Regulations Part A
- Escape and rescue routes
- Visual and/or acoustic alarms and signals
- Location and operation of fire extinguishing equipment
- Warning, prohibition and mandatory signage

Smoking and alcohol and/or drug use are prohibited in all University buildings.

Eating and drinking and storing food and beverages is prohibited in laboratory, storage and workshop areas.

5.2 Hot work

The Contractor shall inspect the work site for fire hazards before beginning hot work (welding, cutting, grinding, open flames, etc.). If a potential fire hazard cannot be safely ruled out, the Coordinator or an institute contact designated by the Coordinator shall issue a written permit (see Hot Work Permit annex). The Contractor must perform the safety measures it specifies.

5.3 Escape and rescue routes

All corridors, foyers, stairwells and circulation areas shall be considered escape and rescue routes. Placing objects in and constricting escape and rescue routes, emergency exits and escape hatches is prohibited. They must be kept clear at all times.

Outdoor areas designated as fire lanes shall be kept clear at all times.

Keeping smoke and fire protection doors open is prohibited.

5.4 Smoke/fire alarm systems

If fire alarm systems have to be put out of operation completely or locally in order to perform work, the Contractor must arrange this after consulting with the Coordinator.

Fire alarm systems must only be turned off by trained University of Bonn staff or by trained individuals on its behalf. When turning off fire alarm systems, the fire department must be notified of the shutdown in advance, the shutdown must be documented and the length of the

shutdown must be kept to the absolute minimum. Once work has been completed, the process of restarting must be initiated immediately and the fire department notified. Turning fire alarm systems off outside of normal working hours is not permitted.

The Coordinator and Contractor shall arrange for substitute measures in their respective areas of responsibility (e.g. restrictions on use, informing the affected areas, providing extinguishing agents, fire watch, etc.) during the shutdown.

The Contractor shall bear the costs of any false alarms caused by its work.

5.5 Vehicle traffic

The Road Traffic Regulation (*Straßenverkehrsordnung*) applies on University grounds. A maximum speed of 10 km/h applies to all motor vehicles.

Contractor vehicles may only enter the grounds for work-related reasons and may only be parked overnight with the Coordinator's permission. They must not cause disruption of University operations. Parking spaces are assigned by the Coordinator.

The vehicle entry permit can be suspended or revoked at any time.

5.6 Work on electrical and natural gas supply systems

Only electrical contractors and electrical technicians are permitted to work on electrical systems.

Only licensed gas contractors are permitted to work on natural gas systems.

5.7 Heavy loads, elevators and crane lifting

Moving and bringing heavy loads onto University grounds is only permitted after consultation with the Coordinator.

The Contractor is responsible for compliance with maximum permissible point and area loads and maximum dynamic loads. Static analyses must be performed in individual cases and included in the documentation.

When transporting loads by crane, material handling equipment, hoisting equipment, etc., the transport and traffic routes must be appropriately secured against overturning/falling loads. Special attention must be paid to public traffic.

5.8 Hazardous substances such as asbestos and man-made mineral fibers (MMMF) in buildings

The Coordinator shall notify the Contractor of known hazardous substances. If, however, hazardous substances such as asbestos or MMMF are first identified in buildings by the Contractor, the Contractor must inform the Coordinator before continuing the work.

Work with asbestos and MMMF must be performed by a specialist company in accordance with TRGS (Technical Rules for Hazardous Substances) 519 and TRGS 521. Special attention must be paid to order, cleanliness and required precautionary measures.

5.9 Emergency measures

- **Hazardous substances**

Any accidental discharge of hazardous substances used by the Contractor shall be reported to the Coordinator without delay. The Contractor must initiate precautionary measures (collection, preventing entry into the sewer system or soil). The Coordinator must be informed without delay if hazardous substances belonging to the University are released due to the performance of work.

- **Fire**

Incipient fires are to be fought with locally available fire extinguishing equipment. The fire department is to be alerted immediately by calling the 112 emergency line or using the pushbutton alarm.

- **Accidents**

Accidents must be reported to the Coordinator without delay after first-aid measures have been taken and, if necessary, emergency medical services (EMS) have been called. EMS can be reached from any University telephone by calling 112.

6 Work in special areas

Contractor employees may not enter or perform work in the following areas without prior special instruction and express permission from the Coordinator or an institute contact designated by the Coordinator.

The windows in certain areas may not be opened, or may only be opened in exceptional situations. The Coordinator shall point this out when providing the instruction.

6.1 Laboratories and hazardous substance storage areas

The Institute Contact designated by the Coordinator shall provide approval for work to start.

If the formation of explosive mixtures cannot be safely ruled out, the Contractor shall use suitable procedures and working methods in accordance with explosion protection regulations.

6.2 Genetic engineering facilities/laboratories

Only individuals who have been authorized and instructed about possible hazards by the Institute Contact (= project manager under the Genetic Engineering Safety Ordinance (*Gentechnik-sicherheitsverordnung*)) may work in genetic engineering facilities/laboratories. The Coordinator shall provide the Contractor the name of the Institute Contact. Work may only be performed in or on facilities, apparatus or equipment in these areas with the express permission of the Institute Contact for the genetic engineering facility if the necessary safety measures have been taken and the employees of the Contractor and its subcontractors have received instruction for the workplace.

The same applies to work on contaminated equipment. The work permit is valid on the condition that the individuals performing the work are adequately supervised during their stay.

A written permit from the Institute Contact is required for security level 2 or higher/Genetic Engineering Act (*Gentechnikgesetz*).

6.3 Radiation protection areas

Contractors working in radiation protection areas must present a valid permit in accordance with § 15 of the Radiation Protection Ordinance (*Strahlenschutzverordnung*, StrlSchV) before starting work.

The Contractor and University of Bonn shall conclude an “Agreement in Accordance with § 15 of the Radiation Protection Ordinance” (*Vertrag nach § 15 StrlSchV*) for this purpose. This agreement shall govern the responsibilities of both the Contractor (permit holder) and the University (operator), represented by the responsible radiation protection officers concerned.

Administrative handling of all procedures concerning the Contractor’s activities in radiation protection areas of the University is performed by Section 4.4 Radiation Protection and Laboratory Services of the University.

It must be noted that the permit issued in accordance with § 15 StrlSchV only gives permission for the work listed in the permit.

It must also be noted that work may only be performed in radiation protection areas after approval by Radiation Protection and Laboratory Services and the responsible on-site radiation protection officer.

Exceptions to these provisions require approval from both the radiation protection officer and Radiation Protection and Laboratory Services.

6.4 Animal facilities

Animal facilities may only be entered with the permission of the head of the facility.

The Coordinator or an institute contact designated by the Coordinator shall provide instruction for the employees of contractors and their subcontractors on the special hazards, rules of conduct and animal welfare concerns.

7 Data protection, secrecy, confidentiality

Documents and electronic data owned by the University may not be taken, reproduced or made available to third parties without the Coordinator’s permission.

Photography and filming without permission is prohibited.

All internal University information must be kept secret both during and after the period of work.

8 Liability

The Contractor shall suitably secure property it brings onto University grounds. The University assumes no liability for the loss or damage of materials, tools, vehicles, equipment and other property of the Contractor, its agents or employees.

The Contractor is liable for all damage it causes, in particular damage resulting from non-compliance with these Contractor Guidelines.

Contractors must have sufficient liability insurance coverage for the nature and scope of the work to be performed.

9 The annexes form part of these guidelines

- Annex 1: Brief Instructions for Contractors
- Annex 2: Documentation of the Instruction Provided
- Annex 3: “Use of contractors” Flowchart
- Annex 4: “Hot work” Flowchart
- Annex 5: Hot Work Permit, as of December 2010