

Contractor Instruction

For contractors engaged by Section 4.3 Technical Services

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1. General information

- The primary goal is to ensure that contractor work is performed **safely** and with **minimum disruption** of University operations and to prevent personal injury, property damage and environmental damage.
- Occupational health and safety and fire safety provisions must be observed.
- The Contractor is required to closely coordinate all work with the University coordinators.
- The Contractor shall only assign appropriately **qualified** and **instructed** personnel to each task.
- The people receiving instruction here must ensure that all the employees of their company know, understand and apply the Contractor Guidelines on University grounds. This also applies to subcontractors used by contractors and their employees.

2. Coordinator

- The University names a coordinator in the contract award letter or contracts who actively coordinates all matters related to safety and the performance of work with the Contractor's site manager.
- Before work starts, the Contractor's site manager obtains approval for work methods, work sequencing and scheduling.
- Contractors may not perform work in the University without prior approval from the coordinators.
- In special areas, such as hazardous substance storage areas, animal facilities, chemistry, genetic engineering and isotope laboratories, in addition to the Coordinator, all work must also be approved by the institute employees responsible for these areas before work starts.

3. Registration, presence on University grounds, completion notification

- Contractor employees must register the start of work with the Coordinator before starting work.
- The Contractor must ensure that all the employees it uses on University grounds, including subcontractor employees, are instructed employees who know the provisions of the Contractor Guidelines.
- 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.
- Contractor employees may only be present at the locations required for performing work and only during the time work is performed.
- The Contractor's site manager shall inform the Coordinator when work has been completed. Written proof of performance, dated and signed, must be submitted to the Coordinator without delay after completion of work.

4. Work on University grounds

- The construction site and work site may only be set up (e.g. barriers, set-up/storage of work equipment, materials, traffic routing) after consultation with and approval by the Coordinator.
- Construction and work sites must be secured.
- Unless agreed otherwise, the Contractor shall regularly, at least each working day, ensure order and cleanliness on its work site and leave it cleanly swept.
- Compressed gas cylinders may not be stored in buildings.
- The Contractor shall protect building structures, interior furnishings and equipment, inventory and safety equipment against soiling and damage.

5. Use of University facilities

- Contractors are not permitted to use University operating equipment and facilities, tools, vehicles, etc.
- Connections to utility networks (e.g. electricity, water, sewage) may only be made with the approval of the Coordinator.

6. On/off switching

- The Contractor shall notify the Coordinator of scheduled major shutdowns of energy and utilities 10 working days before the scheduled shutdown date.
- The Coordinator and responsible on-site institute employees are to be notified of all minor shutdowns during the course of work before the shutdown is performed.
- Notification must also be provided before energy and utilities are turned on again.
- The Contractor shall perform any test runs required for the initial commissioning and recommissioning of building services. The target and safety functions must be checked. The results are to be documented in the proof of performance and provided to the Coordinator.

7. Safety/fire safety rules of conduct

- Contractor employees must inform themselves of the following before starting work:
 - Site name and address
 - Fire Safety Regulations
 - Escape and rescue routes
 - Alarms and signals
 - Fire extinguishing equipment
- Smoking, alcohol and drug use are prohibited.
- Eating and drinking and storing food and beverages is prohibited in laboratory, storage and workshop areas.



8. Hot work

- In the case of hot work, e.g.
 - open flames
 - welding
 - brazing
 - cutting
 - grindingthe Contractor must clarify whether such work can cause fire hazards.
- If fire hazards cannot be safely ruled out, a **hot work permit** must be obtained from the Coordinator before starting work.
- The Contractor must observe the safety and fire safety measures that are documented in the permit and were agreed by the Coordinator, responsible institute employees and Contractor.

9. Escape and rescue routes

- University buildings are public buildings and places of assembly where many people are present at the same time. Functioning escape and **rescue routes** are therefore **especially important** for personal safety.
- All corridors, foyers, stairs, movement areas outside assembly rooms and circulation areas inside and outside buildings are to be considered escape and rescue routes.
- Escape and rescue routes must be kept clear at all times. Temporarily placing objects in and constricting escape and rescue routes is also prohibited.
- Fire lanes must be kept clear at all times.
- Keeping smoke and fire protection doors and fire protection bulkheads open is prohibited.

10. Fire alarm systems

- Systems may only be turned off with permission from the Coordinator.
- Extended shutdowns and shutdowns outside regular business hours are not permitted.
- Systems may only be turned off by instructed individuals from the University of Bonn or instructed persons from contractors who have been given express instructions to do so by the Coordinator.
- The fire department must be notified when fire alarm systems are turned off and restarted.

11. Vehicle traffic

- The Road Traffic Regulation (*Straßenverkehrsordnung*) applies on University grounds. The maximum speed is 10 km/h.
- Contractor vehicles may only drive and park on University grounds if required for performing work.
- Parking spaces are assigned by the Coordinator.

12. Work on electrical and natural gas supply systems

- Only electrical technicians are permitted to work on electrical systems.
- Only licensed gas contractors and qualified personnel are permitted to work on natural gas systems.

13. Heavy loads, elevators, crane lifting

- Heavy and large loads may only be transported with permission from the Coordinator.
- The Contractor is responsible for compliance with permissible point, area and dynamic loads. If necessary, static analyses are to be performed and documented in advance.
- When transporting loads, the transport and traffic routes must be appropriately secured against overturning/falling loads. Special attention must be paid to public traffic.

14. Waste and hazardous substances in buildings

- The Contractor must properly dispose of construction site waste every working day.
- If asbestos or man-made mineral fibers are discovered by the Contractor during the course of work, the Coordinator must be informed immediately before continuing the work.
- If the Contractor does not have the expertise specified in TRGS (Technical Rules for Hazardous Substances) 519/521, it must engage a specialist company with the required expertise to remove the hazardous substances.

15. Emergency measures

- If accidents or emergencies occur during the course of work, the Contractor is responsible for first measures, such as first aid, fighting incipient fires, averting hazards, emergency calls, etc.
- All unexpected emergencies/accidents must be reported to the Coordinator.
- The release of hazardous substances or environmentally hazardous substances must be reported to the Coordinator without delay.
- **The fire and accident emergency line can be reached by calling 112 from a University landline.**

16. Work in hazardous substance storage areas, laboratories, animal facilities

- Access to these special areas is prohibited without permission from the Coordinator and responsible institute representative.
- Measures must be taken in accordance with explosion protection regulations in areas with flammable/explosive substances.
- Work in genetic engineering laboratories requires prior safety instruction provided by the responsible head of the laboratory and his or her express permission to work. The permission must be provided in writing for security level 2 or higher.
- Work in radiation protection areas requires approval in accordance with § 15 of the Radiation Protection Ordinance (*Strahlenschutzverordnung*, StrlSchV). In addition, a work permit must be obtained through the Coordinator from the responsible radiation protection officer and Radiation Protection Unit.

19. Information on the annexes to the Contractor Guidelines

- The provisions of the annexes form part of the Contractor Guidelines and must be observed when planning/performing any work.
- The Contractor Guidelines and annexes and this instruction document are available on the University of Bonn website at www3.uni-bonn.de/einrichtungen/universitaetsverwaltung/organisationsplan/dezernat-4/fremdfirmen
- Brief Instructions for Contractors
- Documentation of the Instruction Provided
- “Use of Contractors” Flowchart (informational)
- “Hot Work” Flowchart (informational)
- Hot Work Permit
- Fire Safety Regulations