



Location: All Sites WRS-AM

Title: PR\_General HSE Rules for Contractors  
Previously HRD-635

**Purpose/Scope:**

To define and establish the safety/environmental requirements for all contractors, vendors, etc. to follow when performing work at Webasto Roof Systems Inc. North American facilities. It is the intent that these rules apply to all contractors, subcontractors, service companies, and/or vendors who provide services to Webasto Roof Systems Inc. It is the contractor's responsibility to thoroughly orient and instruct their employees and any subcontractors which may be used by the respective contractor as to the contents of this document. These rules are intended to cover normal situations only. As the scope of work is better defined, and as unusual conditions arise, the contractor will contact the authorized Webasto colleague for clarifications, exceptions, etc. This procedure applies to all Webasto Roof Systems, Inc. facilities in North America.

**Records/Forms:**

- FO\_Contractor/ Subcontractor/Service Provider Sign off
- PR\_Hot Work Permits
- PR\_Lockout Procedure
- PR\_Environmental Management Systems Manual
- PR\_Emergency Procedures and Evacuation for WRSI
- PR\_PIT- Powered Industrial Truck Program
- PR\_A-V Authorization
- FO\_Hot Work Permit Form

**Details:**

Responsibility

- |                              |  |
|------------------------------|--|
| Contractor /Service Provider | <ul style="list-style-type: none"><li>• Comply with all local, state and federal safety/health and environmental requirements.</li><li>• Provide Safety Data Sheets for all materials which are being used on site for evaluation by the HS&amp;E manager or designate prior to the work starting.</li><li>• Establish appropriate safety/health and environmental work procedures and inspections for the work being performed.</li><li>• Properly train employees as to Webasto requirements.</li><li>• Properly instruct all employees in their execution of their job responsibilities.</li><li>• Enforce all contractor's and Webasto HS&amp;E rules while on the job.</li><li>• Provide all required insurance and other documents to Webasto Purchasing department.</li><li>• Prior to starting any work on Webasto premises all employees of the contractor must have reviewed Webasto's General HS&amp;E guidelines. This also applies to any subcontractors being used by the respective contractor as well and have signed the Contractor's training sign-off sheet at each respective Webasto facility.</li></ul> <p>Note: Couriers such as Fed-Ex, UPS, etc. are excluded from the sign in requirement for transport/truck drivers (i.e. sign-in log)</p> |
| Webasto Contact Colleague    | <p>The Webasto colleague who has primary responsibility for the service provider while they are on-site at a Webasto facility. The Webasto contact colleague must carry out all of those responsibilities listed below for Webasto Roof Systems, Inc.</p>  |
| Webasto Roof Systems, Inc.   | <ul style="list-style-type: none"><li>• Provide appropriate information pertaining to any hazardous materials that might be found in or around the affected work area.</li><li>• Webasto's contact colleague to periodically inspect the job site for compliance to the contractor HS&amp;EE rules.</li><li>• Provide prior to the contractor/service provider commencing work a copy of Contractor General HS&amp;E Guidelines for review by all contractor employees (and subcontractor's employees who may be used by the contractor) and completion of the training signoff sheet (see below for copy of HS&amp;E Guidelines for contractors/subcontractors and service providers).</li><li>• Provide a copy of the completed sign off form(s) to the respective colleague who maintains the records</li></ul>   |



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for this procedure. For a given contractor/service provider the training in Webasto's requirements is effective for a period of 12 months from the date of the initial review. This review must be completed for any and all colleagues whose name does not show as having reviewed the requirements within the last 12 months from the date shown on the sign off form for the respective company in question.

#### Definitions

Document Information and its supporting medium

#### Procedure steps

##### 1 Vehicles:

- All contractor vehicles must park in visitors parking once all needed tools and equipment have been delivered to the work site or at a site agreed upon by both parties.
- Any motorized vehicles/equipment to be brought inside a Webasto facility must be authorized by the Webasto HS&E manager or designate.
- If approved, the motorized vehicle/equipment must be of a condition to minimize environmental contamination.
- Webasto will not be responsible for damage contractor vehicle(s) while on company property.
- The contractor will be responsible for any damage to Webasto property.

##### 2 Safe Work Practices:

- Contractor and Webasto representatives will meet to discuss the job.
- When work must be performed overhead (and where it is agreed by all affected parties that the work can in fact go forward) where Webasto colleagues are working, warning signs or an overhead spotter will be used to warn colleagues of overhead danger.
- All safety guards removed from machinery or equipment must be replaced before the machinery is put back into production.
- All equipment must be in a good state of repair and every precaution taken to follow safe work practices.
- Contractors employees must be trained to operate (show proof) a Powered Industrial Truck (PIT). ( Note: The contractor/service provider can provide their own PIT for use on Webasto premises as well as proof of required training by their respective colleague to operate the equipment or if approved by the HS&E Manager (on a case by case basis) operate a Webasto PIT once the respective contractor employee has passed the Webasto practical test as administered by the Webasto trained PIT trainer. If a PIT is required for a short duration of use (which was not anticipated in the original scope of work and if a Webasto PIT must be used) then the Webasto PIT must be operated by a properly trained Webasto colleague. Where the vision of the fork truck driver is blocked and it is not feasible to drive backwards a spotter must be used to direct the driver in a safe manner.
- In the case where an elevated work platform must be used to complete the job, the contractor/service provider can use a Webasto elevated work platform/man-lift on-site but must show documentation to the Webasto Contact Colleague and/or the HS&E Manager (e.g. an unexpired license to operate) that the operator has received required training to safely operate the equipment. In both cases if a contractor/service provider uses a Webasto PIT or man-lift/elevated work platform, then the contractor/service provider will assume responsibility for its use and for any and all repairs and subsequent costs which may be needed/incurred if one of their employees causes injury to a Webasto colleague, damage to the Webasto PIT/man-lift or other Webasto owned property.

##### 3 Housekeeping:

- The contractor is responsible for keeping all work areas as free from scrap and debris as the work allows (the work site will be cleaned up at the end of each work day).



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- Tools, hoses, materials, and equipment when not in use must be stored neatly, securely, and safely.
- Webasto will not be responsible for theft or damage of such equipment but will take all reasonable measures to prevent all such losses.
- Objects or materials with sharp, protruding ends shall be removed or bent over; materials, when not in use will be stored securely and safely.
- No materials will be stored so as to obstruct aisles, halls, roads, fire lanes, entrances or exits.
- All debris must be properly disposed of.
- The contractor will dispose of all scrap material off of Webasto property unless authorized by an authorized Webasto colleague.
- All materials that are suspected of being contaminated by chemicals or other hazardous materials will not be removed from Webasto property unless authorized by the HS&E manager or designate in writing.
- Under no circumstances shall hazardous waste material be disposed of down an open sewer or drainage ditch.

#### 4 Fire and Explosion:

- Prior to performing cutting, welding or other "hot work" the contractor must contact Webasto's HS&E manager or designate or contact and ensure all precautions have been taken to prevent a fire or explosion. This review may be required on a daily or weekly basis depending upon the circumstance. A "Hot Work Permit" must be completed by the contractor and the Webasto Contact Colleague and/or the HS&E manager.
- Proper firefighting equipment must be accessible and/or present when performing tasks with fire potential.
- All flammable materials must be stored in U.L., F.M., of NFPA approved containers.
- Dispensing of flammable liquids must be performed using proper bonding and grounding techniques.
- Containers must be properly labeled.
- Vehicles and other gasoline/diesel powered equipment will not be fueled while running.
- All compressed gas cylinders will be transported in a restrained upright position with the valve protective cover in place.
- Unless in service, oxygen cylinders shall be stored at least 20' from a fuel-gas cylinder or by a noncombustible barrier at least 5' high with a fire resistance rating of 1/2 hour.
- Empty cylinders shall be capped, tagged, and segregated from full cylinders.
- Compressed gas cylinders must be secured in an upright position with chains or other nonflammable material.
- Low flash solvents will not be used for cleaning parts, equipment, etc.
- The contractor will be responsible for disposing of waste oil, solvents, outside of Webasto property. Under no circumstances shall solvents, oils, or greases or any other material go into drainage ditches, sewers or any water course.
- Oily rags, or other flammable waste must be disposed of in approved containers provided by the contractor.

#### 5 Personal Protective Equipment:

The contractor will abide by all Webasto rules and regulations pertaining to personal protective equipment (PPE) while on Webasto property. It is expected that the contractor/service provider will supply their own PPE while on-site at the respective Webasto facility.

#### 6 Firearms:

Firearms may not be brought onto Webasto property either on their person or in a vehicle.

#### 7 Personal Conduct:

- Contractor employees under the influence of alcohol or narcotics will not be allowed on Webasto



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- property. Such actions could result in a breach of contract having the contractor removed from site.
  - Unprofessional conduct such as horseplay, fighting, gambling etc. will not be permitted.
  - Contractor employees will take the most direct route to their work site after having signed in at the respective facility's visitor's/contractor's sign in log.
  - Use of tobacco will be permitted in designated areas only.
  - Under no circumstances are contractor employees to tamper with or handle any equipment in a Webasto plant which does not pertain to their job and which they are not trained to operate.
- 8 Excavations:  
Within the operating plant, the contractor will barricade the area around any excavation made by its employees and shore trenches as required by applicable regulations.
- 9 Windstorms:  
In the event of a windstorm, the contractor is responsible for having all loose material and equipment which might damage Webasto equipment.
- 10 Cameras/Recording Devices or Other Media Storing Devices:  
The contractor may not bring cameras/recording devices or other media storing devices (such as thumb drives, laptop computers, etc.) onto the job site without prior approval from the Webasto Contact Colleague and the respective department manager or designate (using FO\_A-V Authorization Form).
- 11 Utility Lines and Valve Operations:  
Permission must be obtained from the Webasto Contact Colleague prior to breaking into any utility line or operating any control valve.
- 12 Scaffolding and Ladders:  
All scaffolding and ladders must meet federal or state regulations.
- 13 Confined Space Entry:
- No entry shall be made into any defined confined space (permitted or non-permitted) without prior notifications to the Webasto HS&E manager or designate and the authorized Webasto colleague.
  - The contractor is responsible for the proper compliance with the Confined Space regulation (either federal or from the respective state regulation).
- 14 Lockout/Tagout:
- The contractor will comply with the applicable lockout/tagout regulation and Webasto's procedure if their own is not equal to or better than those mentioned.
  - The contractor shall not enter into any electrical substation nor shut off any power without authorization from the Webasto Contact Colleague.
  - If work must be performed on live electrical equipment, this must be communicated to the Webasto Contact Colleague, prior to any work being started. If approval is given to go ahead with the work on live equipment, the contractor must provide safeguards (barriers, proper PPE, etc.) for its colleagues working on the live piece of equipment (as per NFPA 70E).
- 15 Exterior Facility Damage:  
The contractor will be responsible for any damage to the exterior of a Webasto facility such as roadways, lawns, etc. caused by its equipment.
- 16 Utility Services:  
All utility service hookups supplied to the contractor will be designated by Webasto.
- 17 Noise and Air Pollution:
- The contractor will inform Webasto of any operation that will create a sound level in excess of 85

- decibels at or around the work site.
  - The contractor will inform Webasto of any potential air contamination that may be caused or generated by the contractor's operation(s).
  - In both instances a review of the environmental aspects and impacts must be conducted and if necessary the activity added to the facility "Aspect Log".
- 18 Emergency Procedures:
- Webasto will inform the contractor of its emergency procedures and the contractor will abide by them (e.g. evacuations, severe weather, bomb threats, etc.).
  - The contractor will be responsible for contacting its employee(s) for personal emergencies.
- 19 Environmental Requirements:
- Follow the intent of Webasto's Environmental Policy, specifically:
- Comply with the applicable federal or state environmental laws/regulations.
  - Prevent pollution in the respective activity you are conducting at Webasto facilities.
  - Always look at how an activity is performed so as to continually minimize its negative impact on the environment.
  - Prior to beginning any activity, review with the respective Webasto Contact Colleague and the Environmental Rep, the various aspects/impacts (if any) and determine what operational controls need to be put in place (if any) prior to the activity commencing. It may be necessary to add the activity to the facility "Aspect Log".
  - Never dispose of any material down any drain, sewer, ditch, watercourse while on Webasto Roof System property unless approved by the Webasto Contact Colleague and the HS&E Manager.
  - Remove any waste material or leftover material from Webasto premises when the respective job is completed, unless other arrangements have been approved by Webasto.
  - Not to use Webasto dumpsters as a waste receptacle unless approved to do so by the Webasto Contact Colleague.
  - At the end of each work day (as a minimum) the worksite must be left clean and orderly.
  - All containers of products brought onto the worksite must be properly stored, and closed when not being used.
  - Air contaminants generated from the work must be controlled so exposure to Webasto colleagues and the surrounding community is minimized.
  - Noise pollution generated from equipment used must be less than 85 db(A) or precautions must be taken to control exposure to Webasto colleagues and the surrounding community.
  - The respective contractor/service provider employees must be trained in spill reporting and have knowledge of what to do and who to call in the event of a chemical spill. This will be conveyed by the Webasto Contact Colleague and/or the HS&E manager.
- 20 Confidentiality:
- Any information whether written, oral, visual or otherwise provided to a Non-Webasto colleague in performing a function or service on the premises of any WRSI facility shall not disclose, distribute or disseminate such information, whether proprietary or not, to any other party without express written authorization from a member of the WRSI management team. Failure to comply with this requirement will at a minimum void the service provider's contract immediately and may result in legal recourse.
- 21 Policy Statement:
- It shall be the responsibility of Webasto to supply these rules to all contractor/service provider representatives who will then ensure that all their employees (or any sub-contractor(s) employees which the contractor or service provider may use) have reviewed these rules prior to any work commencing on Webasto property. Any violations or non-compliance of these rules may be considered a breach of contract.



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**Revision History:**

Revision Date	Revision	Author
08/04/2004	Release	Garry Bucholz
08/16/2004	Updated the applicable documents	Garry Bucholz
07/07/2005	1- made procedure applicable to all North American facilities 2- included mini HRD-635 for transport/truck drivers ( linked via Associated Documents) 3- Added under Personal Conduct (in Procedure Section) to sign in before going to actual site to perform work/or supply service)	Garry Bucholz
09/06/2005	Revisions relate to addition/reference to Environmental Policy, and reviewing activities to determine aspects and impacts and linked back to Aspects Log. Also revised format to make it more visually easy to read.	Garry Bucholz
01/29/2007	Linked hot work permit procedure and form as well as more definition to confined spaces.	Garry Bucholz
07/19/2007	04/25/07: Added Webasto Contact Colleague to the responsibility list.	Garry Bucholz
11/07/2008	Added section on "Confidentiality." Enhanced section relating to PITs and added section on elevated work platforms. Added HRD 626 and 651 to applicable documents. Added more media type devices to Camera section.	Garry Bucholz
05/15/2009	Revised sections relating to use of PITs and manlifts by contractors and and added a link to the authorization form for media devices being brought on Webasto facilities.	Garry Bucholz
03/04/2011	Added to section 14, possibility of contractor working on live electrical equipment and what the contractor's responsibilities are.	Garry Bucholz
03/17/2014	07-02-2013: Added emphasis that any sub-contractor employees being used by the contractor must review all required documents and this review is the responsibility of the contractor/service provider to whom the respective contract was awarded to. These additions were made in the responsibilities section and in the procedure section.	Garry Bucholz
10/18/2016	Transferred to WIMS format	Sachin Shivashankar
12/20/2017	Revised entire document	David Muenchow

**WIMS V1.0**