

The purpose of these guidelines is to draw the contractor's attention (the company and/or self-employed external contractor carrying out work on our instructions) to the health and safety regulations, the hygiene regulations, the environmental regulations, as well as the company regulations applicable at CWS Workwear. Where CWS appears in this document, reference is made to CWS Workwear.

The regulations are primarily intended for yourself and/or your employees, regarding the assignment you come to perform within our firm.

	Behave safely: • Only go to work if you are fit enough to work and not under the influence of drugs, medicines (which affect your responsiveness) or alcohol. • In carrying out the assignment, the Contractor shall disturb the normal operation of the company as little as possible. • Except during the use of the canteen and sanitary facilities, the Contractor is not allowed to be in places other than where the work is to be carried out. • CWS is not responsible for contractors' material and equipment. They should take their own precautions to protect their equipment (including personal belongings) from theft. • The tools and aids used in carrying out the work must comply with legal requirements and be inspected. • Breaches of the safety instructions may lead to breach of contract and claims for damages. • The principal or its appointee reserves the right to bar persons from the Contractor if they: ✓ Not meeting the conditions set out above ✓ Conspiring to commit crimes, theft, etc. ✓ Breach the regulations on safety imposed by the client ✓ Inhibit or compromise good cooperation with staff.
	Chemicals room: • The chemical room should only be entered by authorised and instructed personnel. • Clean up spillages immediately, use appropriate absorbent material. • Always wear the prescribed personal protective equipment inspected and validated: high safety shoes type S3, chemical-resistant gloves EN374, safety glasses and attire: long trousers and long-sleeved cardigan/jumper
	Electrical safety: • The Contractor shall employ sufficient skilled personnel necessary for the proper and timely execution of the works. • If the Contractor wishes to use CWS energy facilities (e.g. electricity), this must be requested in advance.
	Emergencies: • Keep fire extinguishers, emergency always exits and escape routes (inside and outside) accessible and follow the local escape plan. • In case of evacuation, use the nearest emergency exit • Stop collecting personal belongings. • Go directly to the emergency assembly point. • Wait for instructions from the emergency services. • Never leave without permission from the emergency response team. • If available, call the internal emergency number first; if present and safe, activate the fire alarm by pressing the red fire alarm button. • If you call 112, always inform your CWS contact and, if present, the reception.

	General safety rules: • When executing the contracts and/or deliveries, you will ensure that every legal provision on health, safety, environment, fire protection is considered and that everything is in full compliance with the regulations of CWS • Contractor employees must be following health surveillance where applicable and social legislation. They must hold a legal residence permit and labour card. • Hand jewellery is not allowed while working with machinery. • Long hair (from shoulder length) should be tied together. • Earphones and/or headphones are not allowed to hear alarms properly. • Eating and drinking is only allowed in the refectory or kitchens • All own used tools and devices for this purpose (transpalet), will be in good condition and in accordance with the regulations in force. • All the contractor's equipment should be clearly marked. • The use of installations, tools etc., property of CWS may only take place with permission. • Any material that is no longer present or damaged at the end of the job will be replaced or repaired at the Contractor's expense. • The use of a forklift is prohibited for unauthorized people. The driver of a forklift must always be able to provide proof of training.
	Hygiene: As microbiological quality is guaranteed, hygiene regulations have been set up. The contractor or employee of contractor should take note of the general regulations and act accordingly, these are: • You may enter the laundry only when accompanied by one of our staff members. • It is not allowed to touch textiles in the laundry. • In case of drilling works, adequate measures should be taken, in consultation with the laundry management, so that clean laundry cannot get contaminated. • Wash your hands regularly • Regularly disinfect your hands (after washing them) when entering the laundry (pumps available at the entrance).
	Machine Safety: • Before starting work, check that machinery is in good condition. • Keep hands and other body parts away from moving parts of machinery. • Never bypass the guards, which are there to protect you. • During inspection and work in a machine, the main switch must be locked according to LOTO (lock-out/tag-out) mode of operation and can only be unlocked by the technician working on the machine. • When no maintenance work is being carried out, the machine guards and housing must always be in place. • Never lubricate, clean or repair machines while they are in motion, always follow local lock-out/tag-out procedures during maintenance. • Do not wear loose clothing, loose long (shoulder-length) hair or hand jewellery while working on machines.
	Order and cleanliness: • The work must not interfere with the normal operation of the company and must always meet the required safety requirements. • CWS' contractor must ensure that their equipment and tools are safely stored after use. Under no circumstances can CWS be held responsible for theft or damage caused by third parties. • The place where work was carried out will be left clean. The principal, or his assignee, has the authority to stop the work until the necessary provisions have been made, without the Contractor being able to recover any damage from CWS.

	Outside our buildings: • Observe the traffic rules in force at the location and respect the speed limit indicated. • As a pedestrian, always use designated pedestrian routes where available, always be vigilant and give way to vehicles. • Park your car according to local instructions. In any case, vehicles should not interfere with internal or through traffic.
	Personal Protective Equipment: • The Contractor shall provide inspected and validated personal protective equipment needed by its employees to carry out the work safely (e.g. safety shoes, gloves, hearing protection). The relevant injunction signs must be observed. • Always wear the prescribed safety shoes (standard S1, for technicians and for working with chemicals S3 - ankle height).
	Report accidents or incidents • Work accident prevention, investigation and reporting are the responsibility of the Contractor. Any (near) industrial accident must be reported immediately to the CWS contact concerned, who will inform the CWS Safety expert in case of incidents involving (major or minor) physical injury. • First-aid in case of an accident or incident can be obtained immediately from our first-aid staff. • It is the Contractor's duty to report collisions/damage to buildings, vehicles, gates, cisterns, machinery of CWS to the Employer/Client and, if necessary, to pay compensation • If the Contractor fails to comply with its obligations or fails to do so properly, the CWS may take the necessary measures itself and at the Contractor's expense
	Smoking, Open Fire, Alcohol, Drugs & Medicines: • Smoking (cigarettes, tobacco products, electronic cigarettes) and open fire are not allowed on company premises, in company vehicles or company buildings, except for designated areas. Failure to comply with this prohibition will result in the relevant employee being removed from the company. • Bringing in, carrying or using alcoholic drinks, narcotics and drugs is prohibited. Persons under the influence of mind-altering liquor, drugs or medicines are not allowed to enter the premises of the company.
	Care for the environment: • All waste materials (solid and liquid) shall be disposed of in accordance with local regulations. If not contractually agreed, waste shall be disposed of under the responsibility and at the expense of the Contractor. • Accidents involving contamination will be reported by the immediate to the employer/client. The contractor bears the cost of clean-up, soil remediation and any fines. • The Contractor is prohibited from bringing waste into the premises of CWS
	Work permit (document must be signed): In case of hazardous work or work requiring authorisation under local legislation*, special procedures apply to both own employees and third parties, such as: • Hot work (e.g. welding or grinding). • Working at height. • Working with electricity. • Working with chemicals. • Working in confined spaces. • Use of motorized forklifts. <i>* Always inquire about this with your CWS contact person</i>