

Workplace Safety in Contractor Management for Consultants and Office Staff

Framework Document B



This document applies in accordance with Work Instruction AA000221 (“Working with External Service Providers”) for work and service contracts inside the country for the scope of office work.

Definitions:

Customer: this document defines the Customer as the person who has been listed as the “Contact at KfW” in the order documentation.

Contractor: this document defines the Contractor as the person who is designated as the contractor or contractor representative in the order documentation.

Note:

In all terminology referring to personnel, the expression used refers to both sexes.

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1. Introduction and basic information

KfW sets the highest standards for health and safety awareness and safety-conscious behaviour on the part of everyone working on its premises. This document details the basic health and safety rules to be followed by all contractors. This shall not affect the validity of the applicable legal provisions, accident prevention regulations, and relevant technical rules. Compliance with these naturally continues to be an additional requirement.

The Contractor is responsible for the safety of its staff, and for all actions necessary to undertake the work order safely and as contractually agreed. It is therefore necessary only to deploy personnel who are competent to complete the requisite task. If the Contractor utilises sub-contractors, the Contractor shall also assume responsibility for these members of staff as regards compliance with the health and safety requirements.

Upon acceptance of the order, the Contractor agrees to the terms of this “Workplace Safety in Contractor Management” Framework Document B regarding occupational health and safety. Compliance with this document is an integral part of the order.

In the course of activities on KfW premises, the Contractor must undertake its activities in accordance with the applicable working time regulations. Deviations from the applicable working time regulations must be coordinated with the Customer. The provisions of the German Hours of Work Act (Arbeitszeitgesetz; ArbZG) must be observed. Work on Sundays and statutory holidays must be coordinated with the Customer. The Contractor must apply for the relevant exemption permit from the official body responsible. A copy of the permit must be provided to the Customer upon request.

KfW reserves the right to monitor the compliance of the Contractor’s personnel with the terms set out in this “Workplace Safety in Contractor Management” Framework Document B, to exclude such personnel from the danger zone in the event of unsafe conduct, and to communicate a message to this effect to the Contractor representative responsible.

The Customer may also halt work activities until the unsafe circumstances have been resolved. Costs incurred as a result of this shall be borne by the outside company.

The following documents supplement this framework document with requirements for occupational health and safety for contractors, and must also be complied with to the extent that they are relevant:

- AA028305 “Fire safety regulations of the respective KfW Group location”
- KfW Group Alarm Plan
- AA027090 “Processes for Signing In and Conduct for External Service Providers”

Further information

If you have any questions regarding occupational health and safety measures, you will be able to obtain information from the contact listed by KfW in the order documentation or from the occupational health and safety officer.

KfW

ZSc1 - Occupational Health and Safety

069 7431-3115

By location in Germany

Berlin 030 20264-5771

Bonn 0228 831-7865

Frankfurt 069 7431-3115





2. Access

The employees of the Contractor shall personally sign themselves in at the reception, and shall also sign out if they have received a day pass. To this end, they are required to present a valid official identification document upon their first sign-in. This work assignment at KfW shall not be possible without presenting the identification document. Furthermore, the work assignment can only proceed if the signed declaration for this Framework Document B “Workplace Safety in Contractor Management for Consultants and Office Staff” (refer to section 8). This is a confirmation from the Contractor that it is in compliance with the “specified rules regarding occupational health and safety” and has briefed its employees accordingly. It must brief each individual employee due to work for KfW within the scope of the order. This must be documented and attested prior to commencement of work; refer to Section 8.

KfW shall assume no liability for costs and delays arising from a failure to produce the verification documents specified above. In addition, employees of the Customer are prohibited from admitting visitors or relatives into KfW buildings. If a visit is necessary for important reasons, the Customer must be notified at least one day in advance. The Customer will then decide whether access can be granted and will explain the required sign-in process.

Video recording, photography and parking are not permitted on KfW property. If this becomes necessary in the course of completing the order, a permit can be agreed in consultation with the Customer and issued.



3. Hazard protocol

A situation perceived to be dangerous that could result in personal injury or material damage must be immediately reported to the security centre, for instance if hazardous substances are found to have been released:

Berlin: 030 20264-5140

Bonn: 0228 831-8349

Frankfurt: 069 7431-2200

The danger zone must be secured as appropriate, then vacated immediately. Each of the employees of the Contractor is responsible for occupational health and safety in their area.



4. Medical emergency protocol

The series of assistance steps described in the Alarm Plan on the “Accident Protocol” posters shall apply in medical emergencies (refer to attached “Accident Protocol” document). After making the emergency call to (0)-112, the KfW security centre must be immediately notified and will ensure access for emergency services.



5. Fire, emergency and evacuation protocol

As a general rule, alarms will be activated on the premises in the event of a fire and/or emergency with an alarm signal sounding. In addition, at the Frankfurt location, directions will be issued via the electric public address system. Alternatively, at all locations, an alarm will be announced via megaphone in consultation with the police or fire service incident command.

The relevant rules of conduct are specified in the fire safety regulations. These regulations are an integral part of the order and the Contractor must brief its staff on them. In addition, there are corresponding instructions at suitable locations on the premises of KfW Group – refer to attached “Fire Protocol” document.

Fire extinguishing equipment which has been either fully or partly emptied must not be remounted. Nor is anything to be altered at the scene of the fire. This will mean that subsequent investigations can avoid reaching any inaccurate conclusions.

6. Safety management



6.1 Briefing

Prior to starting work, the Contractor must ensure that briefings are provided to its personnel and the personnel of sub-contractors to whom activities are delegated, regarding

- The content of the occupational health and safety requirements set out in this Framework Document B – including the other applicable documents as per Section 1
- Other applicable legal and social accident insurance institution provisions, ordinances, rules, instructions and manuals
- Workplace-specific risks and the associated safety measures as per the risk assessment specified above

The Contractor is responsible for ensuring that the content of briefings regarding safety is understood by the foreign-language employees.

Each briefing must be documented in writing. The evidence of briefings being given must be presented to the Customer as an integral part of the declaration (Section 8 of this Framework Document B), and in case of a personnel change must be presented upon the first visit to KfW. Unbriefed personnel must not work on KfW premises at any time.

The frequency, type and extent of the briefings, which are to be repeated on a regular basis, must be documented in the risk assessment, taking account of the applicable legal and social accident insurance institution regulations as well as the situation at hand.



6.2 Occupational health provision

The Contractor must ensure that the state of its personnel's health is monitored through occupational health provision.



6.3 Foreign-language employees

In case of employees who speak foreign languages being deployed, sufficient communication must be ensured on the part of the Contractor. At a minimum, it is necessary for the supervisor to be fluent in the German language. The foreign-language employees must be able to provide information about the work task to KfW staff and must be able to make an emergency call. The Contractor is responsible for ensuring that instructions are understood by foreign-language employees.

7. Orderly conduct at work

Consumption of alcoholic beverages and other intoxicating substances of any type is prohibited. The Contractor must immediately remove from KfW property its employees who are reasonably suspected of being under the influence of alcohol or drugs. A universal smoking ban, including e-cigarette consumption, continues to apply in all buildings. Smoking is only permitted outside the building in specially designated areas.

The employees of contractors must stay within the allotted work areas. It is prohibited to stay at the workplace outside of work hours. Performing private jobs and using work equipment belonging to the bank are not permitted.

The safety signage (prohibition, warning, instruction, rescue and fire safety signs), road signs and other safety notices must be observed.



7.1 Special areas

Special areas on KfW property include the computer centre, kitchen and dining areas, lift motor rooms and lift shaft systems. Furthermore, the AA027090 "Processes for Signing In and Conduct for External Service Providers" document provides information about spaces with an increased risk of danger and the conduct that is required. Special rules regarding occupational health and safety apply here.

It is only possible to enter the computer centre when accompanied by a person designated by the Customer or after receiving guidance as to the protocol following activation of the gaseous fire suppression system.

Kitchen and dining areas are only to be entered in accordance with the “Rules for External Party Access to Kitchen and Dining Areas”.



7.2 Completion of work and waste disposal

Upon leaving the work spaces, attention must be paid to ensure that all open windows and all doors are left closed. Laptops, mobile telephones, other small electronic devices, work documents and files must either be stored inside closed desks or storage spaces, or otherwise kept on the relevant party’s person, in order to protect privacy and prevent theft.

The employees of the Contractor are required to keep the work zone allotted to them as well as the sanitation facilities in good condition. Escape and evacuation routes must be kept clear.

»»» Do you have
any questions?
Please contact us!

If you have any questions regarding occupational health and safety measures, you will be able to obtain information from the contact listed by KfW in the order documentation or from the occupational health and safety officer.

KfW

ZSc1 - Occupational Health and Safety

069 7431-3115

8. Contractor declaration

Upon acceptance of the order, the Contractors agree to the terms of this Framework Document B “Workplace Safety in Contractor Management for Consultants and Office Staff” regarding occupational health and safety. Compliance with these terms is an integral part of the order. By way of confirmation, the following declaration by the Contractor, including an attestation of briefing, must be returned to the requester at KfW. This briefing has to be done every year and must be returned to the requester at KfW.

Declaration

This declaration is an integral part of the contract between KfW (the Customer) and the Contractor, and it must only be signed by persons authorised to do so. The signed declaration must be returned to the requester at KfW and is valid for one year.

We hereby declare that in the course of executing our order(s) at KfW, we will comply with the terms set out in this Framework Document B “Workplace Safety in Contractor Management for Consultants and Office Staff”. We undertake to provide briefings to our employees, sub-contractors and sub-suppliers every year regarding the present safety information.

Please note:
This document is also available
for download at:
www.kfw.de/supplierinfo

Attestation of briefing in line with the requirements of Framework Document B “Workplace Safety in Contractor Management for Consultants and Office Staff”

I hereby declare that I have provided briefings to the employees listed below regarding the content of the rules and procedures specified there, as well as compliance with the same:

Contractor (company)

First name, surname

Company stamp

Please copy, complete and return this template to KfW as needed.
Please fill out in block letters!

If an Occupational Health and Safety Declaration has been signed and returned to KfW within the framework of the initial contract, the requirement for additional similar declarations or a separate list of persons who have already been instructed in the health and safety requirements shall be waived.

The KfW’s contract partner will be required to instruct its personnel on a yearly basis about the health and safety requirements and present evidence of this instruction to the KfW upon request.

Contractor (company)

First name, surname

Street address incl. number

Postcode, city

Phone

Date, signature

Company stamp

Please fill out in block letters!

<u>Surname</u>	<u>First name</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



9. Personal notes



9.1 Contacts at KfW

Please use these lines for your personal Contacts at KfW:

First name, surname

First name, surname

Division

Division

Phone

Phone

E-mail

E-mail



9.2 Notes

Please use these lines for your personal notes:

Editor

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Subject to change

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