

Contractor companies (CC)

Folder: N93 Occup. health and safety, fire and environmental protection
Technical responsibility: fro1sh C/PS (400)



BOSCH

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2009-09-01	de	en	lpd2si	C/CTN2	497
In case of doubt the original language edition of this Bosch-Norm applies. The comma is used as decimal marker.					

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1 Purpose

This Bosch-Norm describes the requirements relevant with regard to occupational health and safety, fire and environmental protection for employing contractor companies, and serves to implement the "Principles of occupational health and environmental protection" as well as internal and external rules. Any hazard for persons, equipment and the environment as well as production is to be avoided.

2 Area of validity

This Bosch-Norm is binding for Bosch, TOGE affiliates and RG regional subsidiaries.

3 Terms

Term	Definition
Contractor	Contractor companies (CC)/subcontractors that execute work on Bosch sites.
Coordinator	A Bosch employee or a person ordered by Bosch to coordinate work by external contractors with the purpose of avoiding mutual hazards or hazards for the environment.
Orderer/requester	Departments/persons authorized to place orders with external contractors.
Person responsible from the contractor company	Responsible contact person from the contractor company and on site.

4 Procedures

4.1 Contract award

Upon placing the order, ordering/requesting element and purchasing ensure that

- ▶ The coordinator is identified by name
- ▶ Contract is awarded only to contractor companies (CC) with the required qualification/experience.

For activities that may be the source of a major impact on the environment the qualification requirements are to be stipulated by contract. Verifications of qualification and training for the contractor company employees are to be developed by the CC and submitted to the Bosch coordinator upon request. The Bosch coordinator conducts random reviews of compliance with the requirements and documents these.

4.2 Evaluation environmental impact

The CC activities are to be evaluated and documented, in particular with regard to environmental impact. These activities include e. g.:

- ▶ Work on working equipment, including piping with substances hazardous to the environment (volume > 1 m³ and/or mass > 1 t).
- ▶ Handling toxic, highly toxic, carcinogenic, mutagenic, radioactive substances.
- ▶ Handling highly flammable, extremely flammable and explosive substances/gases (e. g. large-surface application of solvent-based coating materials).

- ▶ In-plant transport of hazardous substances (if in analogy to the transport of hazardous substances > 1000 points are exceeded).
- ▶ Work on environmental protection facilities with set limit values (e. g. maintenance of wastewater treatment facilities, maintenance of exhaust air cleaning equipment).
- ▶ Transport/disposal of hazardous waste.
- ▶ Work involving intensive noise with impact on the neighborhood.

4.3 Evaluation of the potential occupational health and safety

The Bosch coordinator has to assess the mutual hazards with reference to occupational health and safety and determine corresponding protective measures, assistance e. g. from N93 A20 form 2.

4.4 Instructions

The Bosch coordinator instructs the person responsible from the CC prior to beginning the work and upon changes (e.g. change of responsible employees, deviations found during inspections). Assistance e. g. through N93 A20 form 1.

The instruction comprises relevant information on

- ▶ Hazards in the work areas of the contractor companies,
- ▶ Hazards that result from the cooperation (CC- and Bosch-employees),
- ▶ Protective measures,
- ▶ Relevant Bosch rules on occupational health and safety, fire and environmental protection.

Instruction has to ensure that the contractor company employees know

- ▶ The importance of the rules,
- ▶ The actual and potential impact of their activities,
- ▶ Their tasks and responsibilities,
- ▶ Possible consequences of deviating from determined procedures,
- ▶ Behavior in accidents, danger, failure.

4.5 Contract performances

The contractor company is obligated to contact the orderer-coordinator prior to contract execution. For work with particular hazards (e. g. work fire, work in containers or confined spaces, work in potentially explosive areas) the protective measures have to be documented according to site requirements, assistance e. g. through N93 S17 "Work subject to prior authorization".

4.6 Monitoring contract performance

The person responsible from the contractor company is obligated to observe the legal as well as the Bosch requirements of occupational health and safety, fire and environmental protection and to monitor and ensure compliance on the part of the employees from his/her company.

The Bosch coordinator conducts random checks to verify that employees receive the required instruction and that instructions and rules are observed.

In individual cases further rules may result from location requirements.

4.7 Documentation

Documentation of the hazard assessments and checks performed, if and as required with the respective original signatures, are to be archived for at least 2 years.

5 Further information

- ▶ N93 A20 form 1 „Safety instructions“ (Intranet C/PS, forms pool)
- ▶ N93 A20 form 2 „Tasks of the coordinator -risk assessment/protective measures“ (Intranet C/PS, forms pool)
- ▶ Guidelines on occupational health and safety and environmental protection