

# **Information about health and safety instruction and job hazard analysis at the customer's work site**

## **1. Background and purpose of the document**

The purpose of this document is to ensure the safety and efficiency of our work efforts on site. Due to the range and the volume of the health and safety documents prepared by our customers, as well as to the various county-specific laws, it is not possible for us to study, to apprehend and to process each of these documents comprehensively. This document serves to define a standard procedure for our employees and to set clear expectations for our customers.

## **2. General instruction**

All of our employees have routinely undergone comprehensive health and safety instruction which qualifies them to work safely and responsibly at job sites and on customer projects. These instructions involve:

- Basic safety rules and procedures
- Handling of tools and machinery
- Emergency and first aid measures
- Personal protective equipment (PPE)
- Conduct in dangerous situations

## **3. Job hazard analysis on site**

Our employees conduct a job hazard analysis of the work place and the surroundings before beginning the work on site. This analysis involves:

- Identification of potential hazard sources
- Evaluation of the risks of the hazards identified
- Determining measures for minimising the risks

## 4. Instructions by the customer

We ask our customers to provide our employees with information about the following points on their arrival:

- Potential specific hazards at the job site
- Particular safety instructions and rules of the company
- Emergency exits, meeting places, first aid stations and emergency telephone numbers
- Authorising access to safety information and equipment
- PPE required which has to be worn in addition to our standard equipment

## 5. The customer's obligations

Our customers are obligated to remove the hazard sources identified by our employees in the job hazard analysis or to reduce them to a minimum. Should this not be the case, the employee will in consultation with Hofmann cancel his assignment. In this case, the costs accrued will be charged to the customer's account.