

## **Visitor & Contractor Safety Guidelines**

Dear Visitor or Contractor,

Thank you for visiting TÜV Rheinland! Upon signing into the visitor's log at our facility, you are agreeing to abide by our safety guidelines.

Please take a few minutes to understand the safety guidelines outlined below:

1. All Contractors must provide a completed TÜV Rheinland Job Hazard Analysis (JHA) document before any work begins on location. This can be done in advance or on-site. Once established, future JHA's may not be required, unless there is a significantly relevant modification to the job tasks or workplace conditions.
2. Upon entering the facility, a safety stand-down meeting with a TÜV Rheinland representative must be completed to address emergency exit routes, muster areas, and proper safety protocol.
3. All visitors must remain in the designated areas or be escorted at all times by a TÜV Rheinland representative when entering a restricted area.
4. Do NOT touch any machines / materials, take any photos, and take out any materials from TÜV Rheinland unless authorized.
5. Follow all posted and verbal safety policies, in-house safety rules, and signages.
6. Wear appropriate PPE where necessary in the designated areas.
7. Visitors and contractors are requested to report all incidents, accidents, and hazard spots, including near misses, to their TÜV Rheinland representative.
8. Smoking is forbidden except at designated areas.
9. Visitors and contractors must agree to abide by all local safety regulations and to accept responsibility for their own safety. TÜV Rheinland assumes no responsibility for the visitor's or contractor's health and safety and shall in no way be liable for any injuries or accidents that may occur.
10. All confidential information (e.g. drawings, expertise, information, data, test results, reports, samples, project documents, pricing and financial information, customer and supplier information, and marketing techniques and materials, tangible or intangible, in writing or orally, in printed or electronic format) from TÜV Rheinland shall not be disclosed to any third party or individual without written consent from TÜV Rheinland.