Continental
The Future in Motion

Contractor Safety Handbook

Plant Modipuram

PROTECT YOUR FUTURE. ACT NOW!
ESH

DISCLAIMER INFORMATION

- The newest version of the Contractor Safety Handbook is valid and can be acquired via Purchasing or the respective Continental Contractor Responsible.

- Associated documents, such as training documents, templates for risk assessment incl. necessary measures or any other stated, can be acquired via **Purchasing department** or the respective **Continental Contractor Responsible**.

- If the contractual services, or parts thereof, are **subcontracted to a third party**, Contractor shall be and remain solely responsible towards Continental for the acts, omissions and defaults of the subcontractor in relation to the contents of this handbook as if they were Contractor´s own acts, omissions or defaults.

- **The Handbook** describes requirements of the respective plant it has been issued for. Additional requirements can be varying based on local laws and regulations.

- **This Handbook** defines a worldwide standard at Continental Tires locations and is edited by the local document owner to ensure compliance with local requirements of any kind, including legal aspects.

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CONTRACTOR SAFETY

WELCOME !

At Continental, Safety is our priority. Our aim is to ensure that every single person who enters our locations has all required information at their disposal and has received the necessary training to work safely.

We've created this Handbook to present you our Safety requirements. We are looking forward to future collaboration.

We are partners, we work safely together.

Dr. Bernhard Trilken
Senior Vice President
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Prof. Dr. Thomas Winkelmann
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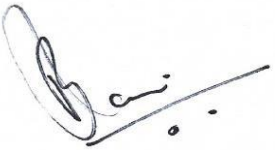
Plant Manager



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Dr. Bipin Kumar Rai
ESH Manager

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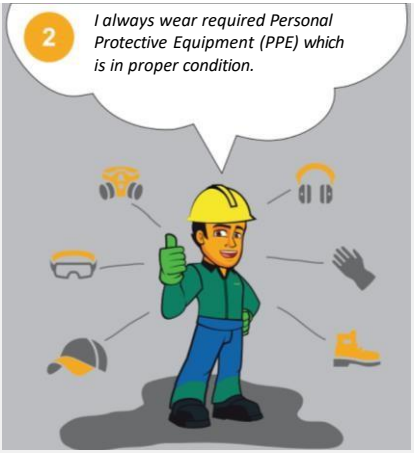
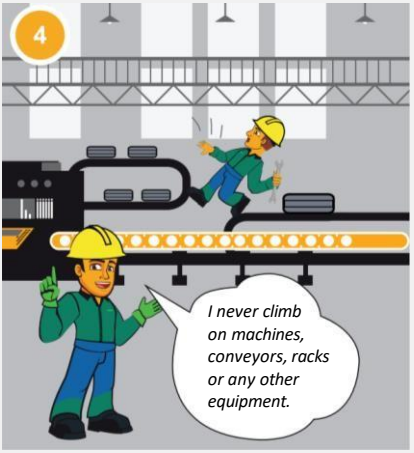
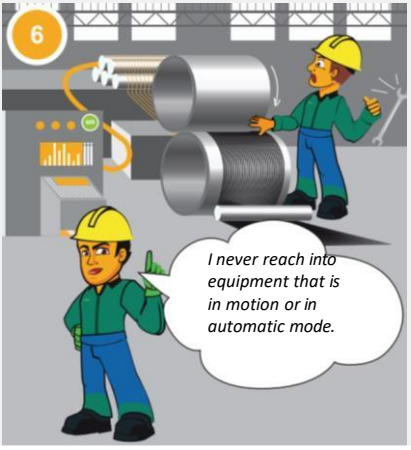
1 10 Basic Safety Rules







Additional Safety Rules

The complete Safety rules training is available via the Contractor Responsible.

Safety rules training records for the relevant contractor workforce must be provided beforehand.

Additional Safety rules can apply following the **risk assessment and defined measures.**

2 Roles & Responsibilities

Safe work is only possible if the work is coordinated. Coordination requires roles and responsibilities.

Everyone

- **Safety First** is implied for all involved roles.
- If an acute hazard is identified, every person is responsible to act.

Contractor Supervisor

- Is a reliable interface for Continental.
- Is aware of misbehavior consequences.
- Conducts Safety trainings & the risk assessment.
- Implements safety measures.
- Is responsible for its workforce's behavior.
- Is available or substituted via nominated deputy when a service is conducted.
- Reports accidents, near misses and unsafe situations to Continental.

Contractor Workforce

- Is aware of misbehavior consequences.
- Follows the safety rules.
- Reports accidents, near misses and unsafe situations to the Contractor Supervisor.

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ESH Continental

- Implements guidelines in the location and ensures their application.
- Trains Continental Contractor Responsible.
- Organizes regular spot checks of other roles.
- Collects and stores data.
- Forwards safety performance data to purchasing.

Continental Contractor Responsible

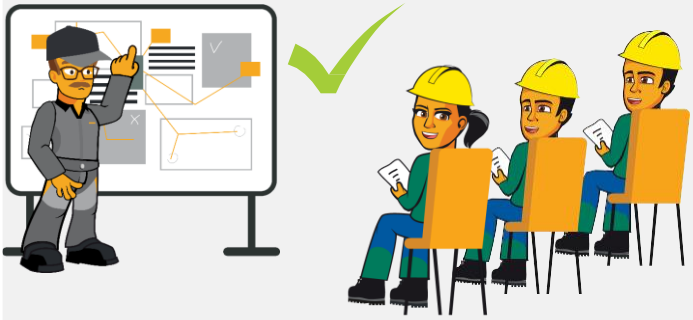
- Is a reliable interface to the Contractor Supervisor during service.
- Ensures safe working conditions.
- Participates in the risk assessment.
- Organizes regular spot checks of other roles.
- Receives relevant data, records and provides it to ESH.

Purchasing Continental

- Is a reliable interface to the Contractor company before, during and after service.
- Communicates safety performance including complaints.
- Considers safety performance in evaluation.
- Administers the contract.

3 Service Preparation

A meeting with the Contractor Supervisor, Continental Contractor Responsible and optionally an ESH specialist (e.g. for permits) should be organized before the project starts.



A risk assessment must be fulfilled, safety measures discussed and written down.

► Risk Assessment Template

The Contractor Company must train its Workforce to the Continental Safety rules. All required documents, licenses, permits and safety training records must be checked by the Continental Contractor Responsible before arrival.*

► Continental Safety Rules Training Documents

**Training must be performed every 12 months*

Work permit & additional specific trainings

A **RISK ASSESSMENT** ensures that the necessary work permits are available, hazards mitigated and trainings carried out.

RISK ASSESSMENT REQUIRED CONTENT

WORK PERMIT

- Provides general information about required permits
- Provides examples for hazardous tasks
- Is reviewed by Continental

RISK MITIGATION

- Identifies Hazards
- Defines PPE
- Defines other Mitigation Measures
- Prepares working environment

TRAINING(S)

- Identifies additional required trainings
- Communicates training records

Risk assessment documents are available via Contractor Responsible

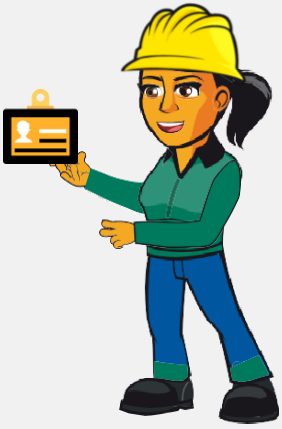
4 Arrival at the Location

Contractor Workforce registration

- **All Individuals** of the workforce, as well as subcontractors, **must be announced in advance by the supervisor** (e.g. 3 days in advance; company name, date of birth and names of individuals must be specified).

- **Plant entry point** needs to be **agreed upon in advance**.
  (Gates are identified on the location map – see handbook cover).

- If the contractor needs a **car or truck entry**:
  - It needs to be agreed upon in advance.
  - The **registration plate** and **vehicle type** must be specified.
  - If they need to **enter inside a hall or a building** it must be
  - agreed upon in advance.
  - Parking is allowed only in **defined areas**.



Contractor Workforce identification

Contractor's employees need to show their ID card in case of request.

Contractor's employees need to be identified at all time with Contractor's company name on their company-specific clothing.

Contractor's employees must have their Supervisor and the Continental Contractor Responsible contact information available at all times.

Safety induction Contractor Workforce

- A **Safety induction will be performed**.
- Successfully passing the session is a **prerequisite to start the work.**
- The Safety induction is **valid maximum 12 months** for each individual.
- **Necessary equipment** (e.g. PPE) and documents (e.g. safety training records, permits etc.) **will be checked for completeness** by the Contractor Responsible.

5 Conducting the Purchased Service

Measures resulting from the risk assessment

- As preparation for the service, the Contractor Company needs to **provide a risk assessment** which needs to be **performed beforehand**.
- Within the assessment, **potential hazards** for the Contractor Workforce, Continental and its employees or other parties **must be identified**.
- **Appropriate measures** to **mitigate these risks** must be planned and applied by the Contractor Company.
- **Necessary equipment** and other efforts of any kind **must be provided** by the Contractor Company and included into the price offer.

Examples for measures to mitigate risks

Isolation of the working area from production are:

- ☐ Fences
- ☐ Plastic walls
- ☐ Warning tape
- ☐ Signs

Measures during interruption of work:

- ☐ Access control
- ☐ Cleaning of area
- ☐ Isolation of Hazardous Energies

Measures against fall of:

- ☐ Persons
- ☐ Items

The completeness of measures needs to be ensured by the Contractor Company. See chapter 2 for more details.

Checking for compliance of rules

- The Contractor Supervisor should **check its Workforce** constantly – **daily presence is expected**.
- **Incidents** of any kind, **unsafe conditions** and **misbehavior must be reported** to the Contractor Responsible or ESH.
- Additionally, the Continental Contractor Responsible and ESH Department will conduct **spot checks**.
- Reports should contain the information shown on the templates below.

Communication & documentation

- The Contractor Supervisor or the nominated deputy must **always be available** when its Workforce is working on site.
- **Communications** to Continental must be made **via the Continental Contractor Responsible**; **in urgent cases, ESH** can be directly contacted.
- The Workforce must be **able to provide information about its Supervisor and its Continental Contractor Responsible at all time**, including name, contact data, etc.
- **The Contractor must provide all necessary documentation**, including documented spot checks, incident reports, permits, qualification and training records and all other documents that are required to comply with this handbook.

Regular Contractor Checklist

Date of check: | Location: | Company:
Building & Area: | Type of Work:

To be checked

Ok	Not
☐	☐	Identification of contractor's staff, place. Contact persons known and present
☐	☐	SIS, including emergency preparation, use of chemicals, waste handling
☐	☐	PPE (Personal Protective Equipment) is used (including LOTO devices), fire extinguisher
☐	☐	All necessary permits and documents (e.g. MSDS) are available
☐	☐	Condition of machines, tools, support equipment

Signature List

Person	Name in block letter	Signature
Contractor		
Cont Auditor		

Copy/Distribution list:
Observations, photos
1.
2.

Contractor Safety Incident Reporting

Who is reporting?
First Name: _____ Last Name: _____
Company: _____

When did the incident happen?
Date (dd/mm/yy): _____ Time (hh:mm): _____

What did happen?
Take Note: Any misbehavior, near miss or accident or other safety incident of any kind has to be reported. Describe as detailed as possible the steps that lead to the incident as well as effects, like resulting injuries or damages. Include pictures, drawing or similar where possible.

What is the Root-Cause?
5-Why-Methode: Assess with the involved individuals the root cause, asking the question "Why" this incident has happened. When you have it described, ask then what lead to this, asking again "Why" this happened. Stop point after the fifth iteration.
1. Why: _____
2. Why: _____
3. Why: _____
4. Why: _____
5. Why: _____

Fields below to be filled out by Local ESH Department
Name of ESH Employee Receiving: _____
Receiving Date of Report: _____

Safety & Health - Manufacturing & Logistics Tires v 1.0

The regular Contractor checklist & the Contractor Safety incident reporting are available via the Contractor Responsible

6 Misbehavior Procedure

- Contractor Workforce **misbehavior will be reported** via the respective **on-site check documentation**, signed by the Contractor Supervisor, the Continental Contractor Responsible and forwarded to the ESH department.
- Based on the **severity of the rule violation**, the **frequency** and the **reaction to the claim**, **consequences** for both the individual who conducted the violation as well as the Contractor Company **will be applied**.
- The **consequences** for the Contractor Company will result in a **negative supplier Evaluation** (see chapter 7).
- In case of **repeated violations** of the Workforce during a service, the Contractor Company must **put measures into place to improve its Workforce's behavior immediately**.

BE AWARE!

*The Contractor Company must **compensate any efforts** resulting from the application of consequences due to non-compliances to the Handbook or any other rule violations.*

1 SAFETY RULE OR REQUIREMENT VIOLATION

LOW

EXAMPLE

I only use cell phones in a safe place while standing still.

MEDIUM

EXAMPLE

I always wear required personnal protective equipment which is in proper condition.

HIGH

EXAMPLE

I never work under the influence of alcohol or illicit drugs.

2 REPORTING TO ESH FOR ASSESSMENT

3 CONSEQUENCES BASED ON SEVERITY & FREQUENCY

FORMAL WARNING

24H EXPULSION

PERMANENT EXPULSION

7 Evaluation

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CONTRACTOR SAFETY

EVALUATION SHEET

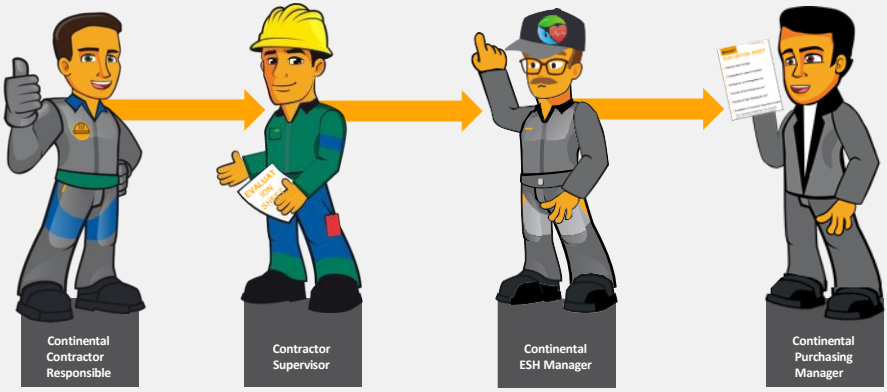
- ☐ Reaction after findings
- ☐ Cooperation in case of incidents
- ☐ Number of Low findings per unit*
- ☐ Number of Medium / High findings per unit*
- ☐ Non-compliances with Handbook*
- ☐ Availability of Contractor Supervisor on site

*Unit = per week (5 working days); see Contractor Safety Rule Training for Severity Level definitions

Stop Business	Negociation Impact	Improvement Plans

WE EXCLUDE CONTRACTORS WITH LOW SAFETY PERFORMANCE

Evaluation sheet to be filled out after every service by the Continental Contractor Responsible and provided to the Contractor Supervisor and ESH



ESH provides Safety performance data for Supplier evaluation to Continental purchasing

Improvement Plans	Continue Business	Continue Business

WE RECOGNIZE CONTRACTORS

WITH HIGH SAFETY PERFORMANCE

8 Continental Modipuram Plant Specific Requirements

Emergency contacts

- Fire brigade 0121-660-4242, 96340-96420
- First aid 0121-660-4646, 89799-82525
- Plant security 0121-660-4555, 96340-96422

ESH Requirements / Guidelines

- Do not drive your vehicle inside facility at a speed more than 20 Km/Hr.
- Park your vehicle at the designated place only.
- Carrying and use of camera's and videotaping is absolutely prohibited inside facility.
- You are not allowed to carry any arms and ammunition inside this facility - without prior written permission from the plant manager.
- Keep well clear of all machinery and do not handle anything unless you have full authorization.
- Do not talk to employees while they are operating machine, this may distract them and cause an accident.
- Be alert to floor hazards (e.g. slipping hazards, tripping hazards). Hazardous chemicals (including samples) are not allowed in the plant without prior approval from ESH.

ESH Requirements / Guidelines

- Emergency Assembly Points are strategically located across the facility.
- In the event of evacuation please stay with your host or follow the instructions.
- Evacuation Signal is intermittent siren. All Clear Signal is long continuous siren.
- In case you notice any unsafe condition or unsafe act you may report it to ESH @ 4233. If you have any question regarding your safety inside facility, please call ESH @ 4233. Add prefix 0121-660 .
- Contractor to comply with all applicable legal and regulatory requirements pertaining to environment health and safety including labour laws. They are required to take all necessary clearances / licenses from the statutory authorities as applicable e.g. Occupational Safety, Health and Working Conditions Code 2020, The Uttar Pradesh Factories Rules 1950, The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act 1996, The Environment Protection Act 1986, Gas Cylinder Rules 2016 , Code on Social Security, 2020 etc.
- Every contractor should have their own uniform or reflective vest with the name of contractor, which must be worn during working inside plant premises. Loose clothing like 'dhoti' or 'lehenga' while at work is not allowed.
- All the contractor's persons/ supervisors, associates should display gate pass during working inside plant premises.
- Every contractor, except those providing manpower, should carry out Hazard Identification and Risk Assessment (HIRA) and Environment Aspect and Impact analysis for all the activities planned to be conducted inside plant premises. Based on this assessment appropriate preventive measures to be implemented.

ESH Requirements / Guidelines

- Use of appropriate Personal Protective Equipment (PPE's) is mandatory depending upon the risk involved as per the HIRA. All PPE's should be ISI marked and must be in good condition.
- All contractor and their workforce must undergo general environment, health and safety induction session by ESH before initiating the work in plant premises.
- The work area should be barricaded, and unauthorized persons should not be allowed to enter in the work area. Display board of such effect should be provided. All other statutory notices as applicable must be prominently displayed at the works site.
- Contract Company or Contractor must deploy his own full-time and qualified Safety Officer on site if the duration of the job / work assignment is beyond one month.
- Sufficient signage/warning signs should be displayed at the works site as applicable.
- All contractors should provide First Aid Boxes and must have trained First Aider in accordance with the requirements of The Uttar Pradesh Factories Rues, 1950.
- The contractor must have appropriate quantity of ISI marked first-aid firefighting equipment on works site in good condition.
- Contractor must produce valid test certificates issued by competent person under law for all lifting tools and tackles, powered industrial vehicles, cranes, pressure vessels etc. which he brings inside plant premises. Apart from the test certificates theses equipment must be maintained in good condition.
- When Pneumatic / Hydraulic / Electrically operated / remote operated Tools are used, they should be ISI marked and proper training should be given to operate them safely. Adequate safety precautions should be taken while using them, as prescribed.

ESH Requirements / Guidelines

- Appropriate level of industrial hygiene should be maintained by the contractor on works site. Consumption of alcohol and tobacco chewing are strictly prohibited inside premises.
- Smoking is allowed only in designated smoking areas.
- Physical or verbal violence is not allowed inside plant premises and must be avoided.
- Contractor must ensure proper optimum utilization of resources on site and should not waste energy or water or material.
- It is the responsibility of the contractor to ensure that all scraps generated during the job / assignment / project must be disposed off in appropriate manner without creating any adverse impact on environment and overall housekeeping of the plant premises.
- Contractor must take prior approval from ESH for bringing any hazardous substance including flammable material /chemicals.
- It is the responsibility of the contractor to use secondary containment pallets for storage of any liquid chemicals / oils etc. including spill management kits to address the accidental leakages or spills.
- Contractor is responsible for maintaining proper housekeeping & cleanliness during as well as after completing the job.
- Contractor must follow established work permit system for the following jobs:

  (a) Hot Work

  (b) Work at Height

  (c) Excavation

  (d) Working in confined space

  (e) Working on Fragile Roof

ESH Requirements / Guidelines

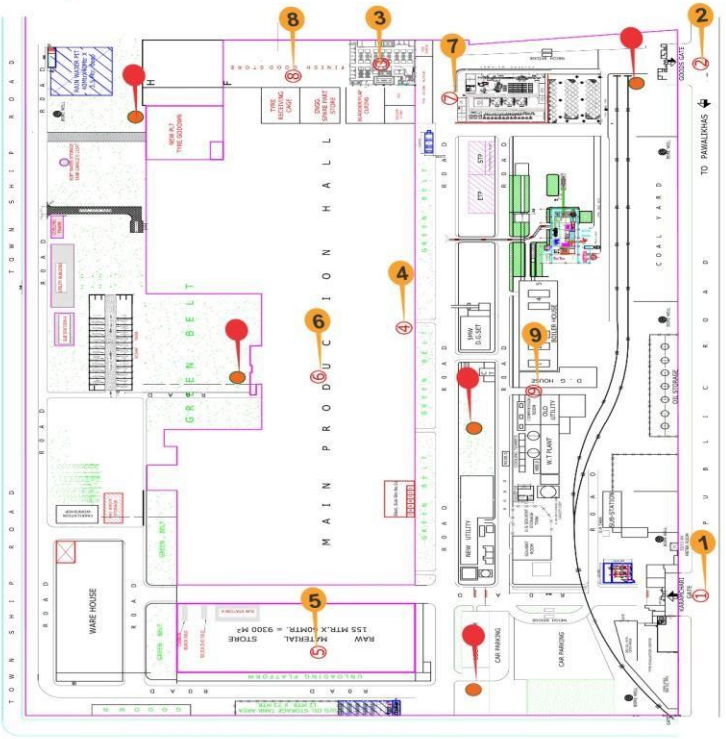
- Safety Officer of the contractor company must report ESH office on daily basis. He must conduct toolbox talk every day and periodic safety audit of the works site and must report to Plant Safety Officer.
- Plant Safety Officer is fully authorized to stop the work if he observes any safety violation on works site.
- Plant Safety Officer is final authority to decide about the interpretation, applicability of above-mentioned requirements. His decision shall be final and binding.

PERSONAL PROTECTION EQUIPMENT

PROHIBITIONS

9 Location Map

Plant Layout



1. Main Gate
2. Goods Gate
3. Administrative Building
4. Occupational Health Centre (OHC)
5. Raw Material Store
6. Production Hall
7. Tube Plant
8. Finished Goods Store
9. Utility- Boiler House

● Emergency Assembly Point

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