External company declaration

(Please send the completed declaration to the ordering party before starting work!)

External company declaration (to be completed by the contracting body/Technical University of Leoben!)

Commissioning body (Department, Chair, SA):	
Name of contact person (MU LEOBEN) / Tel:	
Name of the supervisor (MU LEOBEN) / Tel:	

External company declaration (to be completed by the external organization - external company!)

Address of the external company:	**Person responsible for the external company on site:**
Company:	Name:
Zip/Place:	Function:
Telephone:	Telephone:

Responsible accident insurance institution:

The undersigned have taken note of the following points and confirm their correctness and compliance with their signature!

1. Health and Safety Regulations [date/status] **29.04.2025 | Version 7.0 EN**

The occupational health and safety regulations are recognized.

2. Occupational Safety

The commissioned work is carried out in compliance with the relevant laws, ordinances, accident prevention regulations, safety rules and standards.

3. Use of Hazardous Substances

If external companies handle hazardous substances on the premises of **Technical University of Leoben** as part of their activities, the external companies are responsible for the necessary protective measures in accordance with the statutory regulations (preparation of operating instructions, provision and use of personal protective equipment, provision of safety data sheets, etc.). The hazardous substances must only be used as intended and the external company itself must instruct its employees in the handling of hazardous substances. Proper disposal is to be ensured by the external company.
Before using hazardous substances, approval must be obtained from the contracting authority.

4. Environmental Protection

The currently valid legal regulations for environmental protection must be complied with.

5. Zusammenarbeit

In order to coordinate the work of the external organizations (external company) with the work of the client or other companies, the above-mentioned employees have been appointed as coordinators.
He/she will coordinate the planned work in order to avoid possible mutual hazards.
The contact person has the authority to issue instructions to the external company employees insofar as this is necessary for a safe work process. The external organization (external company) is still responsible for the safety of its employees. He/she must instruct them according to the order. If the external company unexpectedly meets other companies, an agreement must be made to avoid mutual hazards. If activities involving particular hazards are to be expected, the above-mentioned supervisor shall be appointed. If the external organization (external company) uses subcontractors, he/she is responsible for them and is obliged to pass on the health and safety regulations. The data of the subcontractors must be recorded in Appendix 2.
Coordination with the contact person is mandatory before starting work!

Date/Signature:	Date/Signature: (Company signature and company stamp)
(Ordering party)	**(Contractor)**

☐ NO subcontractors are used.

☐ Subcontractors are used. **List of subcontractors:**

! Please mark with a cross where applicable.

Address of the contractor:

Company:.....
Represented by:.....
Zip/Place:.....
Telephone:.....

Date/Signature:
(Company drawing and stamp)

Address of the contractor:

Company:.....
Represented by:.....
Zip/Place:.....
Telephone:.....

Date/Signature:
(Company drawing and stamp)

Address of the contractor:

Company:.....
Represented by:.....
Zip/Place:.....
Telephone:.....

Date/Signature:
(Company drawing and stamp)

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Represented by:.....
Zip/Place:.....
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Date/Signature:
(Company drawing and stamp)