

## Introduction

As an employee of the Contractor, you shall undertake to avoid injury to persons and damage to property as well as fire and other hazards on our company premises and on the site.





Please therefore observe the following rules and safety instructions. These serve to maintain order and safety on the entire company premises. Furthermore, the laws, provisions and technical rules and regulations of the Federal Republic of Germany shall apply. In addition to the regulations of their employers' liability insurance associations, the Contractors shall also comply with

- the regulations of the employers' liability insurance for wood and metal (BGHM) and the
- the legal regulations applicable to the German state of North Rhine-Westphalia and with
- the company regulations and operating instructions of SMS group GmbH.

all of which apply to SMS Siemag AG.

Before commencing work, please contact the SMS coordinator responsible for the site who is in charge of the mutual coordination of work.

## 1. General administrative regulations

- 1.0 All employees of the Contractor and the persons working for him shall check in and check out every day with the administration department. If the underground car park has to be accessed with the company vehicle, daily check-in / check-out of the personnel is performed also with the administration department.
- 1.1 The identity card received by employees of external companies upon checking in cannot be transferred to third parties. In case of loss, the SMS coordinator or the administration department must be informed immediately.
- 1.2 On the company premises of SMS group GmbH, the national motor vehicle traffic regulations and walking speed apply.
- 1.3 Vehicles must be parked in the marked and assigned parking areas and secured against unauthorized utilization. Vehicles which are parked outside these designated zones can be towed away. The towing costs shall be borne by the Contractor.
- 1.4 Filming and taking of photographs are strictly forbidden on the SMS group GmbH company premises. Exceptional permissions shall be granted exclusively by the administration department. 
- 1.5 Access to operating areas where no work within the scope of the work order is to be carried out is only permitted by prior arrangement with the SMS coordinator. 
- 1.6 The bringing along and use of alcohol or drugs is strictly prohibited.
- 1.7 Staying overnight on the company premises is prohibited. Exceptions require the approval of SMS group GmbH.
- 1.8 Bans on smoking and prohibitions concerning the handling of open flames must be strictly observed. All employees of the Contractor are bound by the fire protection regulations of SMS group GmbH.  

## 2. Occupational health and safety protection

- 2.0 The commencement of work must always be agreed upon in advance with the responsible SMS coordinator.
- 2.1 Work shall be carried out only by expert personnel of and under expert supervision by the Contractor or his "Supervising Person".
- 2.2 All persons working for the Contractor who do not have German as their native language must be instructed and supervised with particular care. The Contractor shall ensure that communication with these persons is possible without misunderstandings.
- 2.3 The Contractor is obliged to take all measures which are necessary for safe execution of the work **in accordance with the occupational health and safety regulations**. Furthermore, he must ensure that his personnel have suitable working and protective clothes, for example, safety shoes and protective gloves, when commencing work.



- 2.4 Traffic, rescue and escape routes must be kept clear. Signs must not be damaged, dirtied, obstructed or removed.



- 2.5 Safety symbols, safety and information signs must be observed and may not be removed.



- 2.6 The responsible supervising person of the Contractor on site shall at all times be fully responsible for the safe condition of the scaffolds, ladders and working platforms used by the Contractor's personnel for their work. The supervising person shall check, prior to their use, the proper condition and stability of all scaffolds, ladders, working platforms, covers, barriers etc. and the required marking of the scaffold (maker, load capacity, release).

- 2.7 If the erection or utilization of a scaffold is likely to affect operational matters of SMS group GmbH, e.g. in the form of restricted use of traffic routes or crane tracks, the Contractor shall seek agreement with the SMS coordinator.

- 2.8 In the case of work involving danger of falling, the Contractor shall take the necessary safety measures (e.g. use of railings, safety harnesses, guard nets).



- 2.9 Pits, shafts, floor openings and similar items must be secured in such a way that no-one is injured. This applies in particular before leaving the workplace.

- 2.10 For all work with crane equipment and in the area of crane travel as well as all work involving the use of industrial trucks and platforms for lifting persons, prior consent must be obtained from SMS group GmbH. Before work is started, the Contractor shall, upon agreement with the coordinator of SMS, arrange for and implement safety measures like roping off, marking, operating, etc.



- 2.11 The plants mentioned may only be operated by provably trained and instructed personnel. This must be documented in writing and presented on request.

- 2.12 Only those tools, machines and equipment may be used which are in accordance with the statutory regulations and with the regulations of the employers' liability insurance association.

- 2.13 Dangerous work (e.g. handling of hazardous materials, work at a high elevation) may be allowed only after prior consent of the relevant SMS Siemag coordinator and with due observance of the special regulations applicable to this work.

- 2.14 If hazardous materials within the meaning of the hazardous materials rules are used or discharged during work activities, the prohibitions concerning production and utilization of these materials must be complied with. The use of carcinogenic or mutagenic substances or of substances which are toxic for reproduction is prohibited.



When hazardous materials are being used or discharged, the workplace exposure limits must never be exceeded. A hazard assessment must be prepared by the Contractor.

## 3. Work on electrical installations

- 3.0 All work on the electrical installations of the location shall be ordered, supervised and inspected for acceptance exclusively by the persons responsible for the plant and equipment at SMS group GmbH.
- 3.1 The Contractor shall be responsible for the proper establishing of the connections, the VDE-compatible condition of all electrical equipment, the proper utilization of other electrical facilities and for the correct selection of cables and lines and their professional installation downstream of the main connecting points.
- 3.2 Before starting work on the electrical installations, the Contractor shall appoint a person who shall be responsible for the work. This person must be instructed by the person responsible for plants and equipment at SMS.
- 3.3 Non-stationary connecting lines must be laid in such a way that they are protected against damage in accordance with the regulations and that hindrances of any kind are avoided.
- 3.4 Points of distribution, equipment and cables/lines must be protected against undue mechanical and thermal influences.
- 3.5 Provisional electrical connections at existing electrical installations may only be carried out after consultation with the person responsible for plants and equipment at SMS.
- 3.6 When electrical units of the Contractor are being used, the Contractor must guarantee that the units have been checked properly and are in accordance with the regulations.

## 4. Ensuring of fire protection and explosion protection

- 4.0 If the fire protection equipment such as:
- fire detecting and alarm systems,
  - rising mains,

requires to be modified and shut down, prior approval must be obtained from the responsible coordinator of the building management specialist department in coordination with the fire protection officers of the location. These persons shall take decisions regarding the shutdown and putting into operation and, if necessary, determine substitute measures to be taken. Putting out of operation of fire protection equipment can be refused if safety cannot be guaranteed and if it is not possible to take adequate substitute measures.

- 4.1 If activities likely to discharge dust and fumes are planned in the vicinity of smoke detectors, the SMS coordinator must be informed accordingly prior to commencing work so that the smoke detectors can be temporarily switched off. The Contractor must give clearance to the administration department after completion of his work so that the smoke detectors can be activated again.

- 4.2 The relevant fire-protection regulations must be complied with. It must be ensured that there is always unrestricted access to fire extinguishing equipment, such as hydrants and rescue equipment.
- 4.3 The proper functioning of existing fire barriers (fire doors, fireproof bulkheads, etc.) must be ensured throughout the entire period of work.
- 4.4 Openings in walls and ceilings of fire lobbies, etc. caused by the Contractor must be properly closed by him.
- 4.5 Prior to work using open flames (welding, cutting, soldering/brazing), the Contractor must apply to the relevant coordinator of SMS for a welding permit.
- 4.6 Welding in areas of fire and explosion hazards is allowed only with due consideration of special safety measures.

## 5. Infrastructure

- 5.0 Obstructions to the operations of SMS group GmbH and of third parties when setting up, running and clearing the site must be kept at an absolute minimum.
- 5.1 Lines, foundations and the stability of buildings must not be jeopardized. If such jeopardies cannot be ruled out, the Contractor must initiate special safety measures which are to be coordinated with the SMS coordinator.
- 5.2 Lines and foundations in the ground must be properly uncovered after consulting the Purchaser in such a way that they are protected against damage (including freezing) and secured against shifting.
- 5.3 Any damage to a line or foundation must immediately be reported to SMS group GmbH. Filling shall take place only after the damage has been eliminated and after consulting the SMS coordinator.

## 6. Environmental protection, disposal, order

- 6.0 Compliance with the statutory specifications for Emissions Control (also Technical Instructions on Noise Abatement) is mandatory especially at night and during weekends and on public holidays. If the Contractor cannot reliably rule out the possibility of the limit values being exceeded, application for a permit for the relevant activities must be submitted to the responsible authority after consulting the SMS coordinator.
- 6.1 The discharge of water-polluting substances (oils, cleaning emulsions, lubricants, cleaning agents, paints etc.) into the soil and ground and into the in-plant sewer system is strictly prohibited. Leakages must be reported immediately to the administration department.
- 6.2 The Contractor shall, unless stipulated otherwise in the contract, dispose of the waste arising during his work under his own responsibility, at his own expense and in conformity with the statutory regulations. If necessary, a disposal plan shall be prepared by the Contractor and agreed upon with the waste management officer of SMS group GmbH.
- 6.3 If the disposal costs are borne by SMS group GmbH (contractually stipulated), the Contractor must separate the waste and put them properly in the existing waste collecting systems.
- 6.4 The Contractor must ensure that his areas/places of work are cleaned daily. The Contractor shall ensure himself good order and cleanness in his work area without awaiting special request.
- 6.5 Tools, devices, plant components, scrap or materials of any kind which are not the Contractor's property may not be taken along without the written approval of SMS group GmbH.

- 6.6 Objects worthy of protection, e.g. power tools or measuring instruments, must be locked away safely during periods of absence and in particular after the end of work.
- 6.7 Damage and malfunctions to SMS group GmbH's own plants and equipment must be reported forthwith to the SMS coordinator.

## 7. Reporting of accidents and fires / First aid

- 7.0 In cases of accident or fire, the fire brigade / ambulance must be called immediately

### Emergency call 0112



Then, the administration department (phone +49 (0) 211/8815555) and reception (phone +49 (0) 211/8814030) must be informed immediately about the state of knowledge.

- 7.1 In the case of injuries, employees of the Contractor and his subcontractors may use the first-aid box from the administration department of SMS group GmbH.
- 7.2 The responsible person of the Contractor must notify the SMS coordinator by means of an event report to be drawn up about on-the-job accidents with and without days of absence and about near-miss accidents. A copy of this report must be forwarded to the responsible safety specialist of SMS group GmbH.
- 7.3 The entire premises of SMS group GmbH Düsseldorf are an office site. This imposes particular behavioural requirements on all persons staying on the premises.  
General rules of behaviour in case of fire, damage, malfunctions etc.:

- Keep calm, leave the danger zone and, if possible, help other persons to leave the danger zone.
- Heed warning signals and instructions given by the fire brigade, etc.

Protective and rescue measures shall be organized within the scope of emergency plans of SMS group GmbH.

## 8. Check of safety measures

- 8.0 The Purchaser (SMS group GmbH) or his coordinators or the safety specialists shall conduct random checks to ensure observance of the safety regulations of SMS group GmbH in the work area.
- 8.1 The Contractor is obliged to prepare a hazard assessment and independently plan and implement the requisite safety measures with the advice of the specialists for occupational safety from his company.
- 8.2 The Purchaser can appoint an external safety coordinator (SiGeKo) for the organization and coordination of cooperation between several construction companies concerning safety and health protection in the course of construction. He shall be responsible for checking that the safety and health protection measures are observed and for coordinating cooperation among the companies executing the construction work.
- 8.3 The SMS coordinator, the safety specialists as well as the external safety coordinator shall perform site inspections. Furthermore, site checks can be performed by supervising persons of the employers' liability insurance association and the supervising officers of the district government of Düsseldorf.
- 8.4 The Contractor shall not be released from his supervisory duties through the site inspections. The defects found must be eliminated forthwith by the Contractor and reported to the SMS coordinator in writing.