



# EXTERNAL COMPANIES ORDINANCE



Stahlwerk Annahütte Max Aicher GmbH & Co. KG Max-Aicher-Allee 1+2 83404 Ainring/Hammerau

www.annahuette.com

stahlwerk@annahuette.com



1.	Bas	sic information4
2.	Ge	neral regulations for external companies5
	2.1	Contact5
	2.1.	1 Customer
	2.1.	2 Contractor 5
	2.2	Requirements regarding personnel and subcontractors 6
	2.3	General safety instruction6
	2.4	Risk assessment, on-site instruction, work approval7
	2.5	Monitoring and violations7
3. General rules of conduct		
	3.1	Clocking in and out as well as stay at the plant8
	3.2	Working hours8
	3.3	Personal protective equipment9
	3.4	Safety of the work area, protective equipment, order and cleanliness9
	3.5	Traffic routes, escape and rescue routes, metal gratings
	3.6	Traffic rules in the plant, transport and storage 10
	3.7	Consumption of food and drinks11
	3.8	Smoking, alcohol and drugs11
	3.9	Electrical, magnetic and electromagnetic fields11
	3.10	Photography, audio recording11
	3.11	IT safety guidelines11
	3.12	Secrecy, data protection12
	3.13	Video monitoring 12
	3.14	Safety signage
4.	Em	eraency organisation14



4.1	Hazardous situations, first aid, accident notifications	
4.2	Conduct in the event of alarms	
4.3	Fire and explosion protection	
4.4	Pandemic/Epidemic16	
5. Ca	rrying out the work16	
5.1	Work release / Job card16	
5.2	Fire hazardous work and work in explosive areas16	
5.3	Work in confined spaces17	
5.4	Interventions in systems / Test runs	
6. W	ork equipment19	
6.1	General information19	
6.2	Use of the customer's work equipment19	
6.3	Electrical operating equipment20	
6.3 6.3		
6.4	Forklift trucks	
6.5	Scaffolding and work platforms21	
6.6	Cranes, hoists and work platforms21	
6.7	Elevators	
7. Environmental protection / Energy management		
7.1	General information22	
7.2	Waste	
7.3	Substances hazardous to water	
7.4	Hazardous substances23	
7.5	Energy management and other resources23	
8. Ap	pendix24	
8.1	Personnel assembly points	
8.2	Conduct in an emergency and alarm25	





### 1. Basic information

Stahlwerk Annahütte attaches the utmost importance to quality, health, safety at work, and environmental protection. In order to ensure that all work is carried out in a safe, smooth, and environmentally friendly manner, this External Companies Ordinance must be observed. It applies to all employees of partner companies and their subcontractors.

All environmental, occupational safety and accident prevention regulations and the generally recognised technical and occupational health rules must be complied with. The External Companies Ordinance is not therefore a substitute for these regulations. The obligation to become informed about legal regulations and comply with these is not affected by the External Companies Ordinance.

The contractor shall be liable for damage and disadvantages resulting for the customer due to failure to observe this External Companies Ordinance.

If a provision of this External Companies Ordinance becomes ineffective, the legal effectiveness of the remaining provisions shall not be affected by this. The parties involved shall commit to reach an effective regulation as close as possible to the ineffective regulation. If a mutual solution is not reached, the customer shall decide.



# 2. General regulations for external companies

### 2.1 Contact

A responsible contact shall be appointed for the contractor in the order for each maintenance measure and plant revision to be carried out on the company groups of Stahlwerk Annahütte

### 2.1.1 Customer

The contact responsible at the customer shall fulfil the following tasks:

- Technical coordination of the work
- Coordination of the safety measures with due consideration of the operational hazards in the intended work area
- · Safety instruction
- Monitoring the work area and compliance with safety measures
- Acceptance of the work

In case of more extensive maintenance measures and plant revisions, the External Companies Coordinator shall support the responsible contact of the customer pursuant to §6 DGUV A1 (German Social Accident Insurance). He too shall gain insight into the risk assessments of the contractor for the examination and coordination of mutual hazards in respect to other trades, and monitor the work areas and compliance with safety measures. The customer shall be represented by further SAH officers on site. In respect to

- · coordination of the work procedures for avoiding mutual hazards,
- · averting particular hazards and
- in case of violation of company law

the management functions and technical officers of SAH shall also be authorised to issue instructions to the contractor.

The instructions by the officers of SAH must be followed. Representative of authorities, police and fire service shall be advised by Management or its officers.

### 2.1.2 Contractor

The contractor shall appoint a responsible representative on site (work officer of the contractor, e.g. foreman, supervisor) in writing for the customer before the work is first commenced.

All work may only be carried out under the guidance and supervision of the work officer of the contractor. He shall ensure compliance with the environmental, occupational health



and accident prevention regulations and the generally recognised technical and occupational health rules within his area of responsibility and work.

The contractor shall ensure that a competent, reliable work officer is present, who understands spoken and written German, while the work is being carried out for each work group and during each shift.

### 2.2 Requirements regarding personnel and subcontractors

The contractor shall ensure that his personnel intended to carry out the work are skilled and knowledgeable, physically fit and reliable. He must ensure that the employees he deploys correspond to the health requirements (occupational medical examination) and also have all qualifications and authorisations to fulfil the order. This must be verified to the customer on request.

The German language must be spoken within a work team working on site, so that operating instructions as well as relevant regulations and information can be read and understood. Otherwise, the customer is entitled to reject persons working for the contractor.

This External Companies Ordinance also applies to subcontractors to the full extent. The contractor must report each contractor working for him before their deployment in writing to the customer, carry out all requisite instructions and make sure that this External Companies Ordinance, the environmental protection, occupational health and accident prevention regulations and generally recognised technical and occupational health rules are complied with.

### 2.3 General safety instruction

The contractor must instruct his employees about all relevant hazards and safety measures (including the provisions from this External Companies Ordinance) before commencing work and ensure compliance.

To this end, the contractor shall be instructed by the contact of the customer once a year in respect to the general safety provisions of SAH.

The responsible representative on site (work officer of the contractor, e.g. foreman, supervisor) shall be instructed by the representative of the customer. This representative shall conduct safety instruction for all employees of the external company and/or also employed subcontractors. He shall be ensure that employees who do not speak German have also understood the content of the instruction.

The instructions shall be documented according to the printed form. The validation must be presented to the contact of the customer before commencing work.



### 2.4 Risk assessment, on-site instruction, work approval

The contractor must conduct a risk assessment (in accordance with the Working Conditions Act and regulatory legal standards, e.g. BetrSichV (Operational Safety Ordinance), GefStoffV (Hazardous Substances Ordinance), BioStoffV (Biological Substances Ordinance), determine and comply with the required safety measures. The risk assessment must be kept at the work area and shown to the customer on demand.

During an on-site instruction before commencing work by the contact of the customer

- the work officer of the contractor must be instructed in regard to the local circumstances and informed about the operational-specific hazards in the work area.
- mutual hazards are determined jointly between work groups of the contactor, customer and other companies.
- plant-specific safety measures (including plant-specific personal protective equipment) and safety measures for avoiding mutual hazards are defined.

Work may only commence after the on-site instruction, after work release by handing out the job card in accordance with Section 5.1 of this External Companies Ordinance as well as execution of all requisite safety measures.

### 2.5 Monitoring and violations

Compliance with the provisions stipulated in this External Companies Ordinance and, if applicable, further stipulated measures shall be monitored by officers of SAH at regular intervals. The monitoring and, if applicable, coordination by officers of SAH does not exonerate the contractor from either the duty of supervising his employees or his obligation to coordinate with the other companies for the prevention of mutual hazards.

In case of violations against legal regulations or provisions from this External Companies Ordinance, the officers of SAH shall be entitled, at the expense of the contractor,

• to order the work to stop until the violation is remedied and expel violating employees from the company grounds. They must be replaced promptly by the contractor.



### 3. General rules of conduct

### 3.1 Clocking in and out as well as stay at the plant

Non-company personnel are only permitted to remain on the company grounds if they have an operational order.

The work officer of the contactor shall report to the appointed officer of Stahlwerk Annahütte before beginning their work for the first time.

The contractor shall keep a complete list of names of the external company employees and hand this out to the customer on demand.

The officer of the contractor shall ensure that the correct number of employees who are present on the company grounds is always entered in the list of names.

Clocking in and out must be done on work days. During the daily clocking in, the work officer of the contractor must find out about newly resultant hazards in his work area (e.g. by changing the operating hours of the systems) and, if applicable, additionally required protective measures from the external companies coordinator or officer of the customer.

The employees of the contractor may only remain in the work areas assigned to them. They must make their way there directly insofar as they are instructed and have their reporting obligation. They must also leave the company grounds by a direct route after the end of work.

### 3.2 Working hours

The regular working hours at Stahlwerk Annahütte are:

Monday to Thursday: 07:00 – 16:00 hours
 Friday: 07:00 – 15:30 hours

Depending on requirements, the working hours can be organised individually after consultation with the contact.

However, work must always be carried out in compliance with the legal provisions for working hours (break rules, shaft work etc.). The contractor himself is responsible for obtaining approvals required in this context. The contractor himself is responsible for making requisite notifications. The deployment of subcontractors does not exempt from the duty of disclosure.



### 3.3 Personal protective equipment

The contractor is obliged to provide his employees who carry out the work on the company grounds with required and suitable protective equipment. The contractor shall ensure that his employees properly use the protective equipment provided.

Safety footwear S3 must be worn on the company grounds. Work trousers that cover the body must be worn when working in workshops, production and storage halls as well as in all laboratories. It is also mandatory to wear a safety helmet (DIN EN 397) in the production areas during ongoing production. The areas are: Rolling mill, all finishing shops (A7 with restriction), open storage ground, billet hall, billet area. The use of bump caps is not allowed.

Corresponding to activity and locality, further protective equipment such as eye protection, respiratory protection, protective clothing, in particular protective gloves, safety harnesses, hearing protection, may be necessary.

### 3.4 Safety of the work area, protective equipment, order and cleanliness

The contractor is responsible for the safety as well as order and cleanliness of his work area and must ensure such at all times.

The work area must be safeguarded to the appropriate extent by the contractor to prevent hazards. Hazard points must be safeguarded by the contractor in coordination with the customer (e.g. by fixed barrier with warning sin or continuous supervision). This also applies in particular when leaving the work area for a short time.

The contractor must verify the proper state of the safeguards for the work area on a continual basis. The contractor must coordinate with other contractors if potential hazards occur or become discernible and inform the customer so that suitable measures can be implemented.

The unauthorised modification and/or removal of protective devices (e.g. housing, insulation, railings, metal grills, fire safety devices, safety signs or guard barriers on devices, machines, systems or buildings), above all the unauthorised removal of parts from the protection devices, is prohibited. A modification or removal may only be done after express approval by the customer.

Barred areas must not be entered.

The contractor must apply suitable safety measures when working with dust formation. Plant, operating and secondary rooms must always be kept clean and cleaned daily at the end of work. Coarse dirt contaminations caused by the contractor must be eliminated immediately. The customer reserves the right to initiate correspondingly required cleaning at the expense of the contractor. The workplace must undergo final cleaning before the service acceptance.



### 3.5 Traffic routes, escape and rescue routes, metal gratings

Escape and rescue routes, fire service access and hydrants must be kept free.

The relevant escape routes must be checked in regard to accessibility before commencing work. Escape route obstructions and diversions, which are necessary due to scaffolding, work and work areas in the traffic route zones, must be communicated to the customer in advance.

In case of hazard due to falling parts, for example

- · during activities carried out over one another, or
- during work above traffic routes (e.g. on scaffolding, metal gratings etc.),

the respective contractor working above must ensure a secure cover for the area or traffic routes below him, or a suitable barrier.

The removal of metal gratings and opening of pits, shafts etc. may only be done after express approval by the customer. Suitable blocking measures shall be determined by the customer and must be implemented strictly by the contactor and also ensured in the absence of the contractor's personnel.

### 3.6 Traffic rules in the plant, transport and storage

The German Road Safety Ordinance applies on the company grounds. The permitted maximum speed limit is 20 km/h.

Only the designated traffic routes may be used. Traffic on the access routes and on the internal road network must not be impeded by assembly work. The roads must be kept in a clean condition. Damaged caused must be reported and dirt contamination must be removed immediately by the causal party.

The customer is basically authorised to inspect arriving and departing vehicles in respect to their loads.

Rail vehicles always have priority. Crossing rail tracks is only allowed at the areas intended for this. Authorised loitering in the track area is prohibited.

Parking is only allowed in the places assigned for this. Like the stay in the plant, the parking of vehicles on the company grounds outside the personal working hours is prohibited. Incorrectly parked vehicles shall be towed away at expense.

Rescue routes outdoors, moving areas and access routes for the fire service, fore service turning areas and also rescue routes for rescue services must be kept free to the full extent at all times.



Shut down vehicles, machinery and equipment must be secured so that they cannot be put into operation by unauthorised persons. Material storage is only allowed at the locations assigned by the customer.

The temporary storage of hazardous materials may only be carried out in close coordination with the customer. Mixed storage prohibitions must be complied with.

### 3.7 Consumption of food and drinks

The consumption and storage of food and drink is only permitted outside the canteen in social rooms and areas as well as in office and meeting rooms. The consumption of food is prohibited in the plant area and work areas such as workshops etc.

### 3.8 Smoking, alcohol and drugs

Please observe the applicable smoking prohibitions, in particular in fire hazard areas.

The consumption of alcoholic drinks and other drugs is prohibited on the entire company grounds. Alcohol and drugs must not be taken to the place of work. Persons under the influence of alcohol, drugs as well as medicines that impair mental states is also prohibited on the company grounds.

### 3.9 Electrical, magnetic and electromagnetic fields

The generation, distribution and use of electrical energy and wireless communication devices is associated with electromagnetic fields. Area with potential hazard due to electrical, magnetic and electromagnetic fields must not be entered by persons with active implants, such as heart pacemakers. As the implant functions can also be affected by field strengths below the permissible limit values, this cannot be excluded in the plant areas. The contractor must coordinate the work areas to entered closely with the customer before deploying employees with active implants.

### 3.10 Photography, audio recording

The creation of photo, video and audio recordings in Stahlwerk Annahütte is prohibited without authorisation by the persons responsible for this (enquires to be made to the responsible contact of the customer).

### 3.11 IT safety guidelines

The SAH IT safety guidelines must be complied with. This can be viewed at <a href="www.an-nahuette.com">www.an-nahuette.com</a> under External company coordination. If needed, please contact your responsible SAH contact.



### 3.12 Secrecy, data protection

All processes in Stahlwerk Annahütte, and its business partners, must also be kept secret from third parties after completing the work. The contractor is obliged to keep all operational and business secrets as well as other information or knowledge concerning equipment, processes and work instructions which he becomes aware of. Furthermore, the contractor is responsible for ensuring that these provisions are also complied with by his vicarious agents. This obligation in respect to the data secrecy of the currently valid Federal Data Protection Act also applies after the end of the contractual relationship with Stahlwerk Annahütte. Legal measures shall be introduced against the contractor in case of violations against data secrecy.

# 3.13 Video monitoring

Video cameras are installed in individual designated areas and systems. This video monitoring serves only for quality assurance and error analysis.



# 3.14 Safety signage

All mandatory, prohibition, warning and rescue signs as well as all information on labels must be observed.

### Examples:



No smoking



Fire, naked flames and smoking prohibited



No access for unauthorised persons



Prohibition for persons with heart pacemakers



Warning of flammable substances



Warning of toxic substances



Warning of hot surface



Warning of suspended load



Warning of hazardous electrical voltage



Warning of explosive substances



Warning of magnetic field



Warning of crushing hazard



Fire extinguisher



Fire alarm



Media and equipment for firefighting



Wear hearing protection



Wear eye protection



Wear foot protection



Wear hand protection



Wear face protection



Wear head protection



Personnel assembly point



First aid



Rescue route left/right



Eye rinse facility



Defibrillator



Since not all identification plates are automatically replaced with every new edition, it is possible that different versions of the same plate can be found on the factory premises. The basic message of the signs is always the same and therefore directly recognizable.



# 4. Emergency organisation

### 4.1 Hazardous situations, first aid, accident notifications

In the event of acute hazardous situations, work must be stopped immediately and the hazards eliminated in collaboration with the customer.

The contractor shall inform the customer immediately about

- newly occurred hazards or hazards unknown during the on-site instruction
- particular difficulties when carrying out the order, especially concerning difficultly when implementing or observing safety measures
- mutual hazards in regard to other trades
- accidents, injuries, near accidents
- particular incidents, e.g. fires, explosions, media leaks etc.

The personnel of the contractor are obliged to administer first aid. The customer shall ensure the availability of first aid measures.

In an emergency, the rescue control centre must be informed via the phone number (0)112, and the officer responsible at the customer.

The contractor is obliged to collaborate in clarification of the accident and shall submit an accident report to the customer in the event of an accident, this containing the following information:

- Personal details of the injured party
- Course of the accident (time of the accident; work carried out during the accident, object on which or by which the employ became injured)
- Accident consequences (injured body part, type and severity of the injury, material damage)



- Causes of the accident (technical, organisation causes or causes due to conduct)
- If necessary, proposal of measures for eliminating the hazard potential

The legally stipulated duty of notification on the part of the contractor to the labour inspectorate and the responsible professional associations remain unaffected by this.

### 4.2 Conduct in the event of alarms

Whoever is a witness to an accident or other dangerous incident (for instance a fire, extreme operating state, gas or chemical leak or an explosion, must inform the rescue control centre immediately via the phone number (0)112. If necessary, the next nearest manual fire alarm must be activated in the event of fire. The contact at SAH must also be informed.

If an alarm is triggered in a work area (e.g. fire alarm), the work must be stopped immediately and the employees must make their way to the corresponding assembly point as quickly as possible.

The overview plan of the personnel assembly point applies in the current version (see Appendix 8.1).

If the contractor employs workers who do not speak German, he must ensure that these persons are able to provide notification about dangerous incidents and are able to follow safety instructions in the event of an alarm (e.g. by an interpreting colleague).

### 4.3 Fire and explosion protection

The contractor is obliged to undertake suitable precautions in order to prevent the formation, accumulation and ignition of explosive gas and dust mixtures. Flammable and combustible work equipment and compressed gas canisters may only be stored in quantities that are directly required for continuation of the work. Work equipment not required, such as waste, must be removed immediately.

Welding, cutting, abrasive cutting, soldering, heating and defrosting work may only be carried out with written approval by the customer (cf. Section 5.1) and possibly under supervision by a fireguard. Suitable protection measures must be undertaken. Sparks and parts must be prevented from falling through onto lever levels.

Flammable gases and liquids must be handled with care. Compressed gas cylinders must be handled according to TRGS 510, in particular secured against falling over and protected against dangerous heat formation.



Escape routes, fore service access, fire alarm and extinguishing facilities must be kept free of objects and material or must not be restricted and/or obstructed. Fire safety doors must be kept closed.

### 4.4 Pandemic/Epidemic

In the event of a pandemic/epidemic, personal health data sheets shall be kept for all employees of the external company, also the subcontractors. These data shall be destroyed for data protection reasons after the official end of the pandemic/epidemic.

Furthermore, access authorisations, the wearing of moth-nose protection, canteen use etc. can be organised in SAH-internal rules of conduct.

# 5. Carrying out the work

### 5.1 Work release / Job card

The work requires express approval by the customer before it may be carried out. The work approval is issued by handing over a job card, on which the necessary operational safety measures are also noted. The job card represents driving authorisation at the same time.

The job card is issued and handed over (one copy of the job card remains with the customer) after coordinating the work order, determining and coordinating the safety measures and the on-site instruction by the contact of the customer.

The safety measures noted on the job card must be strictly complied with. The job card must be kept in the work area.

As the work approval usually requires a activation of plant parts as well as a coordinated determination of safety measures, the work approval is restricted to the tasked work scope, the work method and the work area. Any change must be coordinated with the contact of the customer in advance so that the activation and safety measures can be adapted, if necessary.

If work has to be carried out alone (i.e. without another person with speech or sight distance), the contractor must ensure suitable technical or organisational personal protective equipment.

### 5.2 Fire hazardous work and work in explosive areas

A hot work authorisation is necessary and must be obtain for all work involving fire hazards such as welding, cutting, soldering, abrasive cutting, defrosting, heating and related methods. This is issued by the responsible officer of the customer.



A hazard to third parties, the plants or other installations die to flying sparks, welding beads etc. must be safely ruled out by the contractor. When working with flying sparks, the contractor must ensure that the work area (including material gratings) and remaining combustible substances with highly flammable material are covered. Furthermore, he must ensure the availability of suitable fire extinguishers (number, fire class and filling volume).

The deactivation of fire alarm loops for carrying out work must be coordinated with the responsible officer of the customer. The end of the work must be notified immediately to the responsible officer of the customer so that the alarm loop can be activated.

A hot work authorisation must also be obtained for work in explosive areas where mechanical or electrical ignition sources can occur. Gas control systems, plants with relevant dust development or storage of flammable liquids are typically to be classified as explosive areas.

### 5.3 Work in confined spaces

The job card as per 5.1 also serves as access authorisation for constricted spaces (e.g. cable ducts/shafts that can be entered/crawled into).

When entering or working in confined spaces, including vessels, boilers, tanks, silos, cavities in structures (e.g. cable ducts), structurers without windows (e.g. soakaway shafts), pipelines and shafts, it is necessary to check in advance whether the prevailing atmosphere there is no hazardous to people. If a clearance measurement is necessary, this must be organised and carried out by the contractor.

For work in silos, vessels and enclosed spaces, the regulations according to DGUV 113-004 "Vessels, silos and enclosed spaces" must be observed.

# 5.4 Interventions in systems / Test runs

Unapproved interventions while systems are operating (activation of valves or drives, opening of major system units, bridging or removing guards etc.) are fundamentally prohibited.

When carrying out the test run by the contractor, the latter is fully responsible for all measures for safe implementation and protecting persons in the surroundings.

The manufacturer documentation (in particular operating instructions) must be strictly observed during test runs.





# 6. Work equipment

### 6.1 General information

The work equipment used by the external company or non-company person must be in a proper, tested and work-safe condition. Validation concerning this must be provided on demand

Work equipment may only be used corresponding to its intended purpose. The contractor is independently responsible for the fulfilment of these requirements.

When leaving the workplace, work equipment must be put under lock and key or secured otherwise so that no material danger or risk of injury arises from this. No replacement will be provided in the event of loss.

The contractor is obliged to mark his equipment. Work equipment that is not marked will be assumed to be the property of "SAH".

Non-company employees, who require a special permit, authorisation or commissioning to operate work equipment, in particular certain vehicles, must be in possession of a corresponding written validation and be able to present this at any time.

### 6.2 Use of the customer's work equipment

As a rule, the use of tools, machinery and equipment in the customer's ownership is only permissible with special authorisation. The contractor is obliged to check whether the objects handed over correspond to the relevant regulations.

The persons who use the work equipment of the customer shall be instructed about the correct and safe handling. If the work equipment provided by the customer exhibits defects, its use is prohibited.



### 6.3 Electrical operating equipment

Only electrical equipment tested according to DGUV Regulation 3 and marked with a valid test label may be used. The connection of the electrical operating equipment must be coordinated with the customer.

Mobile connecting cables must be routed by the contractor so that they are protected against mechanical damage and traffic routes remain free.

Electrical equipment may only be connected using PRCD.

Furthermore, the selection and operation of electrical systems must correspond to the DGUV – Information 203-006.

### 6.3.1 Increased electrical hazard

When working in fully or partially conductive areas with limited freedom of movement (e.g. in boilers, tanks or furnaces), electrical operating equipment may only be used with

- safety extra-low voltage or
- electrical isolation with only one connected consumer per secondary winding (isolating transformer)

. In case of doubt, consult with a qualified electrician for advice.

### 6.3.2 Residual current devices

All mobile electrical operating equipment must be operated from its feed point with a residual-current protective device according to VDE 0661.

### 6.4 Forklift trucks

Materials handling vehicles may only be controlled by employees of the contractor, who are appropriately trained and tasked with the driving in writing. When borrowing one of SAH's own forklifts, this must be confirmed in writing. The corresponding validations must be presented on demand.

The SAH operating instructions "Forklifts" and BGV D27 must be observed when operating the forklift truck.



### 6.5 Scaffolding and work platforms

Scaffolding and work platforms must be commissioned by the contractor. The contractor must ensure that these are set up by a specialist company, or modified by the same if necessary .

Any contractor who uses scaffolding is obliged to check the scaffolding approval and carry out a visual inspection before using the scaffolding. Each user is responsible for the intended use.

### 6.6 Cranes, hoists and work platforms

Cranes, hoists and work platforms may only be controlled by employees of the contractor, who are appropriately trained and tasked with the driving in writing. When using of SAH's own cranes and work platforms, this must be confirmed in writing as per printed form. The corresponding validations must be presented on demand.

Lifting work platforms require an operating authorisation/approval for Germany.

The selection and use of load lifting equipment in hoist operation must be done on the based of DGUV 209-013 by qualified riggers.

### 6.7 Elevators

The elevator in the new building social room for the rolling mill is only approved for material transport. The max. permitted total weight with which this elevator may be operated must be observed. Freight elevators may only be used after a specific instruction. The transportation of bulky parts in elevators is prohibited. The use of elevators is prohibited in the event of fire or alarm.



# 7. Environmental protection / Energy management

### 7.1 General information

The protection of the environment in respect to air, soil and water conservation, waste disposal as well as sound insulation must be strictly observed.

It is strictly necessary to observe all applicable environmental laws when working on the company grounds. The contractor is thus obliged to draw the attention of his employees to potential environmental hazards in conjunction with the work to be carried out and commit them to comply with the environmentally relevant regulations.

### 7.2 Waste

All accumulated waste materials must be disposed of by the contractor. The validations must be presented to the customer.

The regulations for the protection of water bodies must be observed. Wastewater contaminated with oils, greases or other liquids hazardous to water bodies must not be introduced into the normal sewage pipes or allowed to drain into the ground. These substances must be collected by the contractor in approved containers and disposed of properly. The contractor shall be held liable for contraventions.

If waste is left behind, this shall be disposed of by the customer at the expense of the contractor.

### 7.3 Substances hazardous to water

The handling of substances hazardous to water must be notified to the contact of the customer.

When handling and storing substances hazardous to water, it must be ensured that these cannot enter the sewage system or ground. The storage may only realised in corresponding systems or in suitable and adequately dimensioned collecting pans. In addition, suitable absorbent and containment materials must be kept in stock in order to be able to absorb leakages.

Wastewater e.g. from cleaning processes must be collected and disposed of harmlessly by the contractor.

In case of contraventions, the customer reserves the right to carry out a ground replacement at the expense of the causal party.



### 7.4 Hazardous substances

The use and storage of non-company hazardous substances must be notified to the contact of the customer in advance. The contractor may only use these hazardous substances after approval by the customer. The contractor himself is responsible for the safety and occupational heath. Safety data sheets and operating instructions must be provided.

The handling of hazardous substances including their storage is only permitted in compliance with the instructions for safe use according to the Hazardous Substances Ordinance and Chemicals Act as amended.

If it is necessary to store hazardous substances, this storage is only permissible in the assigned space. Instructions for safe use according to the Hazardous Substances Ordinance must be displayed on site where hazardous goods are stored. The signs must be weatherproof and permanently legible.

## 7.5 Energy management and other resources

Handle resources that we provide you with responsibly. Avoid waste, e.g. by switching off lights, heating, water, compressed air or tools in good time. Use electrical wherever advisable – instead of compressed air tools. Remove connections and lines after finishing the work. If you have any questions, please direct these to your contact.

Stahlwerk Annahütte is certified in accordance with DIN EN ISO 14001 and DIN EN ISO 50001 (Environment and Energy Management).



# 8. Appendix

# 8.1 Personnel assembly points





### 8.2 Conduct in an emergency and alarm

