

Speira GmbH Werk Neuss (Rheinwerk)

Safety and environmental regulations for external contractors

Version	Changes
06/2021	Change of company name
04/2021	Change in nomenclature for aerial work platforms in chapter 9
05/2019	New version

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Introduction

Speira GmbH Werk Neuss (Rheinwerk) (hereinafter referred to as “Speira”) assigns the highest priority to protecting the occupational safety and health of its internal and external employees. Speira expects the same from its partners.

“Every person should go home as healthy as when they came to work.”

The Safety and Environmental Regulations for External Contractors and their Subcontractors (hereinafter referred to as “Contractors”) are a binding part of the contract and apply to everyone who enters the site.

Deviations or modifications to these regulations are prohibited without approval from the Speira Coordinator.

The safety regulations apply to:

Speira GmbH Werk Neuss (Rheinwerk)
Koblenzer Str. 122
41468 Neuss, Germany

Definition of terms:

Contractor:	the contracting partner carrying out the work, including its subcontractors
HSE:	Health, Safety and Environment
Speira Coordinator:	commissioning party, project manager
Cockpit:	Brief coordination discussion on occupational safety before starting work
PPE:	Personal Protective Equipment
PPEaF:	Personal protective equipment against falls from a height
LOTO/LOEC:	“Lock Out Tag Out” is the name of the process used to safely activate production plants and secure them against restart, before required maintenance or repair is carried out. At the Neuss site, this procedure is also known as “Lock Out Energy Control”.

1 Responsibilities

When carrying out tasks, the Contractor shall guarantee the following:

- All applicable legal regulations and generally accepted rules of technology (standards, guidelines etc.) must be observed by the Contractor's employees. This obligation applies to building protection, fire safety, environmental regulations and safety regulations for external contractors.
- Before starting work at Speira, all contractor employees working at Speira plants must be familiar with the safety rules for external contractors. Compliance with these rules must be guaranteed.
- Work may only commence when all necessary information on the work task and all necessary approvals have been obtained, and all employees are aware of and have understood this information.
- If works are carried out by different contractors, these works must be coordinated between the contractors.

Speira reserves the right to verify compliance with these obligations (the Contractor must provide the relevant documentation on request). If necessary, equipment and tools can be removed from the site.

An authorised representative of the Contractor (supervisor) shall be appointed to the Speira Coordinator after confirmation of the order. This employee must be present at the construction/assembly site at all times and must be fully conversant with spoken and written German.

Responsibility

The responsibility for the safety of its employees and for all measures necessary for the safe and contractually agreed execution of the work order shall be borne by the Contractor. The Contractor accepts these safety and environmental regulations for external contractors as an integral part of the contract on accepting the order. Details of the necessary measures in the case of reciprocal hazards are described in the following chapters.

Supervision

The Contractor shall ensure the presence of a German-speaking supervisor. The supervisor, who can also be personally involved in carrying out the work tasks, assuming his/her supervisory tasks are not negatively affected, is to be named in writing to the Speira Coordinator (e.g. on the work permit). It is not possible to commence works without this appointment. The supervisor should monitor compliance with all safety regulations (including these safety and environmental regulations for external contractors) via regular checks. The supervisor, or a person nominated by him/her, must at all times have an overview of the personnel present on site. If there is an attendance record at the construction site, the EM shall ensure that their staff members sign in and out.

Sub-contractors

Speira operates on the basis that services are always provided by the Contractor's own staff. The use of subcontractors / leasing companies is permitted.

With the submission of a tender, the intended use of subcontractors should be indicated (citing the trade). The subcontracted firm must meet the same safety and quality requirements as the Contractor (on request, the necessary certificates must also be provided).

The Contractor undertakes to pass on all contractual obligations imposed on it to its subcontractors and to check and implement compliance.

The subcontractor's supervisor must be able to communicate in written and spoken German. Any change in supervisor must be submitted to Speira Purchasing without being prompted.

Site meeting

Depending on the complexity of a measure, the Speira Coordinator decides whether a regular site meeting is scheduled. The Contractor's supervisor shall take part in this. Here, individual work steps of the trades must be discussed in good time with the Speira Coordinator and, if appropriate, with

the Health and Safety Coordinator (SiGeKo) before the start of work. Before new works or trades are commenced, discussions are to be held regarding the works. In addition, safety-relevant aspects are to be discussed and appropriate safety measures defined. The Speira Coordinator and, if appropriate, the Health and Safety Coordinator must be provided with a detailed work and deadline schedule in good time before starting work.

2 Risk assessment

Before commencing any work on Speira's premises, the Contractor must carry out a detailed determination, assessment and minimisation of all risks that may be relevant to the Contractor's employees during the performance of their work, so that risks are excluded or limited to an acceptable minimum level. The corresponding documents (e.g. comprehensive risk assessment, safety and health plan and derived measures) shall be made available by the Contractor to the responsible Speira Coordinator upon request. The Contractor remains responsible for the content and quality of these documents. The Speira Coordinator provides support in drawing up risk assessments with regard to company-specific risks. Please note that the authorisation of the Speira Coordinator is limited to coordinating the work specified in the contract. The Contractor remains responsible for its employees.

Installation instructions

Based on its risk assessment, during the planning stage the Contractor should describe high-risk working procedures in installation instructions. These installation instructions should be kept at the workplace and should contain all relevant safety and environmental information, e.g. installation sequence, safety measures for individual work steps, weights etc. The workflow or the installation sequence must be explained with the aid of drawings or sketches. The information in the installation instructions is binding for the execution of the work. The Contractor shall ensure that its operational employees have received training with regard to the installation instructions.

For cranes, mobile cranes or other lifting equipment, the Speira Coordinator must be supplied with floor plans containing all the device and workflow-specific information.

Rescue plans

If, in the context of the risk assessment, it becomes apparent that there is a need for a described rescue concept, this must be drawn up in consultation with the Speira Coordinator. (e.g. for work with a risk of falling, working at depth, working in confined spaces etc.)

2.1 Commissioning/test phase of the plant

In consultation with the Speira Coordinator, it will be decided whether an additional risk assessment is required for the commissioning phase, e.g. erection of machinery.

3 Work permit

Speira shall decide whether the procedure for work permits is to be applied. If necessary, the Contractor's representative shall work together with the Speira Coordinator to draw up a work permit. This must, if required, take place on site and before starting work. Work permits are mandatory in the following cases:

- Working at height
- Hot work
- Work in confined spaces
- Excavation work
- Working on energy sources (electricity, steam, gas, compressed air)

The work permit is issued as a work permit certificate, documenting specific hazards and containing the necessary safety measures.

The Contractor must instruct its personnel and its subcontractors' personnel in the necessary safety measures; this instruction is to be documented by the Contractor. The work cannot be carried out until the work permit procedure has been completed; the Contractor must therefore schedule a corresponding time buffer.

The permit must be carried or displayed in the working area and must be renewed or adapted in the event of a shift change, change in Contractor's representative or a change in the hazard.

Following temporary or final completion of the work, the Speira Coordinator must be informed of the status or the completion of the work.

In the case of work that has an effect on plant function, safety devices or production processes, proof of the proper completion of work must be documented by the Speira Coordinator.

Notes

The work permit does not release the Contractor from its legal obligations. It is **not** a permit in the sense of the provision of temporary workers, but only serves to improve the coordination of occupational safety measures and communication.

4 Beginning work

Before performing any work on Speira's premises, the Contractor must provide the Speira Coordinator with a detailed list of personnel and, if possible, working hours scheduled to complete the project. This list must be updated accordingly in the event of a change of personnel by the Contractor. The updated list must be made available to the Speira Coordinator.

On arrival at the site premises, all employees of the Contractor must report to site security staff, where their presence at the site will be recorded. This procedure ensures the manual registration of personnel. This registration may under no circumstances be made by another person. All employees of an external firm must receive work-specific instruction before starting work. The relevant Speira Coordinator must arrange this in advance.

Signing in

The employees of external firms are to sign in with the site security staff at the start of work. The security staff will – after a general briefing – issue each company employee with a personalised external firm pass that must be returned there unprompted after the end of the work, and will notify the Speira contact person. Suitable identity papers (e.g. identity card) must be carried, as random checks may be carried out.

The client reserves the right to perform random checks of vehicles, tool boxes, bags etc. during entry to and exit from the site.

Any loss of the pass must be immediately reported to the site security staff.

Safety instruction

The Contractor is to ensure its personnel and the personnel of subcontractors are instructed on the following before starting work:

- the content of the Speira Safety Regulations
- other valid statutory and professional association regulations, directives, instructions and operating instructions and manuals, as well as
- workplace-specific hazards and the associated safety measures in accordance with the above-mentioned risk assessment, where appropriate, installation instructions.

Every instruction procedure is to be documented in writing. The documented evidence of the safety instructions provided are to be submitted to the Speira Coordinator on request.

Personnel who have not been instructed are not permitted to work on the site at any time.

Working hours

The Contractor is to carry out its work in accordance with the applicable regulations on working hours. The provisions of the legislation on working hours must be observed. Exemptions for work on Sundays and public holidays must be requested by the Contractor from the competent authority. A copy of the approval must be handed over to the client and the Speira Coordinator.

Employees

Employees deployed must be adequately empowered to communicate by the Contractor. To achieve this, when deploying employees of different mother tongues it is a requirement that the Contractor's supervisor is competent in German. Employees must be able to provide information to the Speira Coordinator on the work assignment and be able to initiate an emergency call. The Contractor is responsible for understanding the contents of the safety instructions and other instructions given by employees with different mother tongues.

5 Construction site equipment / work area

The erection of construction site equipment (construction trailer, container etc.) on our site premises requires the approval of the Speira Coordinator.

The Contractor is obliged to lock and secure workplaces, construction sites and storage areas with their own locking equipment where necessary. The Contractor is responsible for ensuring that the workplace is kept clean and tidy during work, and is left clean and tidy at the end of the work.

Damage and untidiness (waste and packaging) caused by movements and the assembly processes of the Contractor on the premises shall be remedied by Speira at the expense of the Contractor. In particular, it should be noted that all infrastructure measures (e.g. scaffolding, construction huts, construction site foundations, access roads, cables, waste facilities etc.) must be removed from the site before the time of acceptance. Otherwise the acceptance procedure cannot be carried out.

Failure to comply with this obligation will cause Speira to perform the required work at the Contractor's expense.

It is absolutely necessary to protect the products from the effects of contaminants (e.g. dust, water, fine particles, welding and grinding residues etc.) caused by the Contractor working above, beside or near the production facilities.

In addition, the introduction of foreign substances (water, dust, chemicals etc.) into the media used in the production process – such as rolling oils – is strictly prohibited. The Contractor shall immediately remove any contamination caused by its work and/or report it to the Speira Coordinator.

Escape and rescue routes must be kept clear at all times. The escape and rescue route plans must be taken into account in all planning by the Contractor and its subcontractors. If these are in the area of work to be carried out or if they are negatively impacted by work or in connection with work, these negative effects must be coordinated with the Speira Coordinator in good time in writing and replacement measures must be taken.

All access roads for fire and rescue vehicles must be kept clear. Incorrectly parked vehicles that block emergency routes in particular will be towed away at the expense of the perpetrator.

6 Securing of hazardous energy (LOTO/LOEC)

In the case of work on power-operated devices, these must be switched off and de-energised and secured against unintentional switching on.

If the project requires the equipment to be isolated and fully de-energised, please contact your Speira Coordinator for further information and instructions. The Contractor must provide each of its employees with an individual padlock, which is uniquely assigned to the respective employee and company. Exceptions to this procedure require the approval of the Speira Coordinator and a separate risk assessment.

7 Fire protection, special risks and emergency planning

In the event of an alarm, the occurrence of a fire must be reported immediately in accordance with the emergency concept or by activating the fire alarm. Contractors should be aware of the general rules for fire safety and emergency planning, e.g. conduct in the event of an alarm, hazard telephone, emergency numbers and evacuation routes. The Contractor is required to follow all instructions from Speira employees relating to the prevention of fires and explosions.

7.1 Hot work and dust-generating activities

Hot work involves working with equipment that generates sparks and heat that could cause a fire. Hot work involves the use of naked flames, hot air, as well as work with welding, cutting and/or grinding equipment.

Before commencing hot work on Speira's premises, the following actions must be carried out in collaboration with the Speira Coordinator:

- Determination of the required equipment: Fire extinguishers, blankets, screens etc.
- Joint appointment of the fire safety officer by Speira and the Contractor.

The assigned fire safety officer must be present at all times and continuously assess the risk level during work, during breaks and one hour after completion of the work. The fire safety officer must be trained in handling fire extinguishers.

Every company must have suitable fire-fighting equipment ready for use, with up to date testing and in sufficient numbers.

If hot work is required, a permit for work involving a fire hazard must be obtained.

Dust-generating activities are work in which dust is stirred up, which can trigger an automatic fire monitoring system. The Speira Coordinator must be informed if the generation of dust is to be expected, or if it occurs during the work. Together with the operator, the Speira Coordinator will decide whether fire monitoring systems in or around the work area need to be switched off.

7.2 Confined spaces

Confined spaces are areas including chambers, tanks, vats, silos, pits, trenches, pipelines, channels, chimneys, wells etc. where, on account of their limited expanse, there is a foreseeable specific risk. Before commencing any work in confined spaces on Speira's premises, the following actions should be carried out in collaboration with the Speira Coordinator:

- Determining the purpose of the access and the maximum number of people working in the confined space.
- Documentation of the names of persons admitted into the confined space. The workspace must be blocked for unauthorised persons.
- Definition and preparation of rescue methods, resources and equipment.
- Examining the need for additional measures for other risks, e.g. hot work, securing of hazardous energy (LOTO)
- Identification of atmospheric testing equipment and procedures. The results of the atmospheric tests (before, during and after access) are to be documented. Following a break, e.g. a lunch break, a new test should be carried out.
- Joint determination, designation and documentation of safety monitoring by Speira and the Contractor.

- Determination of personal protective equipment/clothing, safety devices (light, ventilation and corresponding tools)
- Specific information on the atmospheric test (determination of equipment, certificates, qualification of the test engineer etc.)

The specific risks and protective measures for executing the work will be determined in the course of the work permit procedure.

7.3 Special risks

- CO2

Some areas are equipped with automatic CO2 extinguishing facilities.

Access to CO2 extinguishing systems and control/operation of these systems may only be carried out by trained and qualified personnel.

- Explosive atmosphere

Explosion hazard areas are marked; access to these areas is only permitted after approval by the Speira Coordinator/system operator. In these areas, special safety and behavioural measures are to be taken in consultation with the Speira Coordinator. The use of mobile phones, electrical equipment and electrical appliances is strictly prohibited.

- Electromagnetic fields

In some areas of the Neuss site, particular hazards may arise as a result of electromagnetic fields. These areas are specially marked. **Wearers of active implants (e.g. insulin pumps, pacemakers) are prohibited from accessing** these areas. Electronic devices may also be damaged by these. Work in these areas must be closely coordinated with the Speira Coordinator.

7.4 Conduct in emergency situations

In the event of a fire alarm, the employees of the external firm must immediately proceed to the assembly point, taking into account the local escape and rescue route plans. The external firm's supervisor must carry out a count to ensure that all the firm's own employees are present and must provide information on this. You must not leave the assembly point until the arrival of the fire brigade / Speira Coordinator, and you must wait for further instructions.

Where necessary, in the planning work it can be determined that attendance records need to be kept that are used for evacuation purposes.

In emergency situations (e.g. fire, explosions, injury and damage (environmental damage/personal injury):

444 Site Security (internal site number)
Mobile phone: 02131-382-444

Every company is obliged to create and check the conditions for a functioning rescue chain so that the consequences of an accident can be kept as low as possible.

8 Traffic safety

- Vehicles may only be unloaded/loaded on site premises after approval from the Speira Coordinator. Vehicles may only be parked in marked/allocated parking spaces. All contractor vehicles are parked at the Contractor's own risk.
- The national road traffic regulations apply on our premises.
- The maximum permissible speed on our site premises is 6 km/h in workshops and 20 km/h outside

- Vehicles **may not be driven** into the production halls. A special short-term permit may only be granted by the Speira Coordinator for exceptional situations, e.g. loading and unloading.
- Vehicles must be driven through loading and unloading areas at walking speed.
- If there is inadequate visibility when reversing, the driver must be guided by another person. When driving in halls and during loading and unloading (even if these operations take place outside of halls), the hazard warning lights must be switched on.
- During the loading and unloading process, drivers may only be located in the immediate vicinity of the driver's cab. This is to ensure their own safety. The location of the driver is limited to the specified area.
- When leaving the driver's cab, the driver must wear PPE that complies with the local regulations. Pedestrians must use the assigned doors when entering and leaving production halls and warehouses. In the halls they may only be used and be located on the allocated routes that are marked where appropriate.
- It is strictly forbidden to move or stand under suspended loads.
- Remaining on site overnight (e.g. in vehicles) is not permitted under any circumstances.

9 Work equipment

The Contractor must in all cases provide the equipment (e.g. tools, mobile cranes, forklifts, elevators, scaffolding etc.) necessary and appropriate with respect to safety for the execution of the work. The Contractor is responsible for its own work equipment and for the personal belongings of its employees.

At the request of the Speira Coordinator, the corresponding valid test certificates for the work equipment and the relevant qualification of the employees must be submitted.

Mobile work equipment must be marked with the company name.

Use of Speira work equipment

The use of Speira's own equipment (e.g. cranes, machinery, machine tools, tools etc.) by the Contractor's employees is prohibited unless approved by the Speira Coordinator. Proof of suitable qualifications for the operation of the equipment must be provided to the Speira Coordinator. Before using the Speira equipment, the Contractor's employees must be properly trained by Speira staff. Proper execution of this Speira instruction must be documented.

The tools, equipment and machinery used must be in a perfect and tested condition and must not be damaged in any way. If there are doubts regarding the safety-related condition, the client reserves the right to prohibit the use of work equipment. The operating instructions and the documentation for the recurring tests should be kept at the workplace.

In buildings, the operation of internal combustion engines is prohibited at all times. If the use of vehicles and machinery is unavoidable, compensation measures such as particulate filters, connection to a ventilation system etc. must be taken.

Due to the particular load on construction sites, electrical equipment such as hand-held power tools, extension cables or cable reels must be suitable and approved for this application, e.g. by overheating protection device, splash protection, rubber protection.

Electrical equipment must be supplied with electricity via special supply points. Deviations from this must be agreed with the Speira Coordinator. Electrical installations and equipment must be checked for modifications before commissioning and restarting. In addition, they must be checked at regular intervals. The tests must be documented in test logs.

Special safety regulations apply to the area of electrolysis, which must be discussed in detail with the Speira Coordinator.

Before using a scaffold, each external firm must carry out a visual inspection of the scaffold and sign it off on the release form.

When setting up/using machinery (truck cranes, concrete pump vehicles, aerial work platforms etc.), the load-bearing capacity of the subsurface and the necessary safety clearances must be assessed in consultation with the Speira Coordinator before starting work.

When using machinery with a particular external hazard (e.g. aerial work platforms/scissor lifts, excavators, mobile cranes), the following are to be submitted to the client:

- Driving licence, work order and current instructions for the driver

If there are no additional dangers arising from the documented risk assessment, the user of a scissor lift need not be attached during usage, but must always be attached when the platform is moving. The security of the person must be ensured by an appropriate restraint system on the scissor lift.

At least two people must be deployed to operate aerial work platforms; users of a telescopic aerial work platform must always be attached.

10 Energy supply

If the energy supply (e.g. electricity, compressed air, water, gas etc.) is needed for the work of a Contractor, the Contractor must obtain the approval of the Speira Coordinator. Any switching operations in our installations are strictly prohibited.

Restoration of the normal operational supply must be coordinated with the Speira Coordinator.

Conversion work, modifications or temporary repairs are not permitted on energy-carrying installations / installation parts.

Any defects found in electrical installations must be repaired immediately by a specialist / qualified person or the affected equipment must be immediately replaced. Overload fuses, circuit breakers and similar safety devices must not be bypassed, short-circuited, switched off, removed or otherwise manipulated.

The cables used must be in perfect working order. Building site distributors and RCCBs must be checked every working day. The checks must be documented on site. Building site distribution boxes are to be grounded separately.

Fuses (RCCBs) and isolators may only be removed, replaced or operated by a Speira electrician in consultation with the Speira Coordinator.

11 Excavation and demolition works

In consultation with the Speira Coordinator, appropriate measures must be taken to prevent or minimise damage to gas, sewer, water and electricity networks.

Effective measures against the spread of dust during excavation, earthmoving and demolition work must be taken at all times.

Working below ground level requires an additional work permit for excavation work and earthwork.

Before the start of demolition work, necessary measures (e.g. static inspection, dismantling plan, cordoning-off measures etc.) must be agreed with the Speira Coordinator.

12 Work with a risk of falling

When working where there is a risk of falling (possible drop height > 2 m or less, if required by law, or determined in the risk assessment), the area immediately under the work area must be secured by suitable cordoning-off measures (e.g. chain, signs) to prevent dangers associated with falling objects.

If technical measures are not applicable, the safety of persons must be ensured by means of a safety net or personal protective equipment (PPEaF).

Mobile lifting platforms may only be operated by qualified personnel. The operating instructions must be observed. If necessary, suitable fall protection and safety devices against crushing and cutting hazards must be present. (see also chapter 9)

Openings (e.g. skylights, window hinges, smoke vents) in roofs must be reinforced with side protection devices and secured with protective covers or safety nets.

Roofs and components that are not equipped with fall protection may only be entered via special footbridges and walkways (at least 0.5 m wide). The accessibility of roofs must be clarified with the Speira Coordinator.

13 Personal protective equipment (PPE) / work clothing

Before the start of work, personal protective equipment corresponding to the existing hazards must be specified in writing in the context of the risk assessment in accordance with the general safety rules. The Contractor must make the PPE available to its personnel in sufficient quantities at all times, and must monitor its use.

In certain areas of the Neuss site, special PPE must be worn on account of particular hazards. These include hazards from liquid aluminium and risks of electric arcs. If activities are carried out in these hazardous areas, the Contractor must coordinate with the client how the issuing of the special PPE is to be agreed.

Any further hazards are to be identified via the work permit procedure, and appropriate measures must be derived accordingly.

In addition to the general safety rules, the following applies:

- On construction sites and for the driving of industrial trucks, at least ankle-high safety shoes of category S3 must be worn.
- For work in explosion hazard areas, the PPE to be worn must be coordinated with the Speira Coordinator

All the Contractor's employees must be clearly identified with the company name and their name on their helmets.

14 Bringing in / using hazardous substances

The introduction, use and storage of hazardous materials onto Speira premises must be considered by the Contractor in the risk assessment prior to commencement of work. The working and hazardous substances are to be stored only in approved containers. It is particularly important to ensure that no confusion with food containers is possible. Substitute substances are to be used at the request of the client (substitution). Current safety data sheets must be available at the workplace.

Prohibited substances:

- Substances/materials containing asbestos
- Chlorinated hydrocarbons (e.g. cleaning agents)
- Substances containing CFCs (e.g. refrigerants)

Restricted substances:

- Radioactive substances
- Acutely poisonous substances
- Carcinogenic, mutagenic and reprotoxic substances
- Biological substances (enzymes, germs, microorganisms)

The approval of the Speira Coordinator must be obtained prior to the start of the work if the Contractor intends to use restricted substances.

When using hazardous substances on Speira's premises, the Contractor must limit the quantities to the absolute minimum necessary. Hazardous substances that are no longer required must be removed immediately from the site premises in the course of the work.

All containers are to be marked by the Contractor as follows:

- Container contents (details of the registered trade name)
- Hazard symbols (according to national legislation) or hazard pictograms (GHS)
- Dangerous Goods (GHS) or Hazard Statements (H-phrases)
- Safety texts (GHS) or safety instructions (P-phrases)
- Name and address of the Contractor/subcontractor
- Date

The relevant regulations for the handling of industrial and hazardous materials are to be observed.

For hazardous substances, appropriate storage facilities must be set up in accordance with the Technical Rules for Hazardous Substances (TRGS), the German Ordinance on Installations for Handling of Water-Polluting Substances (AwSV) and the guidelines of Speira project management with clearly visible warning signs. Storage locations must not be publicly accessible.

15 Handling waste

Waste disposal must always be agreed in advance with the Speira Coordinator.

Contractors are not entitled to carry out the following actions:

- Bring waste from outside to our premises
- Store waste anywhere other than in the appropriate containers
- Store waste in a way that could pollute the environment (e.g. leaks, weather conditions etc.)

Speira reserves the right to submit retroactive billing for waste disposed of in breach of contract. This type of invoice will incur additional costs for the collection, sorting, laboratory analyses and transport of waste and, where appropriate, for the removal of soil contamination caused by the Contractor.

If the Contractor's scope of performance includes the dismantling of buildings, machinery or plant, the Contractor shall sort the resulting waste materials into appropriate groups (e.g. cables, oil-containing; cables, oil-free; scrap, oil-containing; scrap, oil-free; etc.). The parts are to be broken down so that they fit into the containers.

The Contractor is obliged to sort the generated waste according to type.

In consultation with the Speira Coordinator, the waste collection containers provided by Speira on the site premises may be used.

All hazardous waste materials (e.g. batteries, capacitors, lamps etc.), as well as waste materials for which there is a lack of clarity concerning their handling/storage, must be submitted to the waste disposal site by arrangement

(Mon-Fri: 8 a.m. – 3 p.m.).

If hazardous waste is disposed of independently, proof of this must be provided to the Speira Coordinator without being prompted.

16 Soil and groundwater protection

The Contractor must ensure that all legally prescribed preventive measures are complied with in order to prevent hazardous substances from entering the soil, the groundwater and the sewer system.

In the event of an accident or leakage (release/ingress of hazardous substances into the soil/sewer system), the site safety officer and the Speira Coordinator must be informed immediately so that further action can be taken in accordance with the existing emergency plan.

The Contractor is obliged to bear any costs incurred by the abandoned waste or contamination of soil, groundwater, sewers and drainage ditches as a result of leaks, accidents etc. incurred and

caused by the work of the Contractor on our premises. This means that the Contractor will be responsible for all ground/groundwater remediation costs, as well as the costs of previous investigations and laboratory analyses. The Contractor is to consult with Speira and is obliged to carry out the remedial measures so that the statutory limits are fulfilled again.

17 Smoking and consuming alcohol and other intoxicating agents

The possession, consumption and distribution of alcoholic beverages and drugs is strictly prohibited. In addition, it is strictly prohibited to enter the premises when under the influence of drugs and/or alcohol.

Each Contractor must immediately refer employees who have a reasonable suspicion of alcohol or drug influence to the site premises (medical drugs are also to be understood as having an intoxicating effect). The client reserves the right to issue such persons with a longer-term or unlimited site ban.

There is a site-wide ban on smoking. Smoking is only permitted in the designated smoking areas

18 Beverages, food and lighters

Storing and bringing of food and drink into production areas or their surroundings is strictly prohibited. Suitable social spaces for the consumption of food and drinks are allocated by the Speira Coordinator.

Beverage cans are prohibited on the site premises. Gas lighters and other pressure vessels, such as dosing aerosols, must not be carried on one's person when working in hot areas. Strong radiant heat may cause them to explode.

Plastic waste, scraps of food, oily cleaning cloths or wood as well as wet paper must not be allowed to enter scrap metal and metal containers. **There is a risk of explosion if these items come into contact with liquid aluminium.**

Plastic cups from dispensing machines, PET bottles or beverage cartons can be disposed of via recycling stations or trash cans.

19 Reporting near-accidents, accidents and damage

The Contractor shall promptly notify all near-accidents, accidents (including entries in the first aid book) or damage occurring while working on the premises of Speira to the responsible Speira Coordinator and site security staff, indicating the course of events.

Speira reserves the right to investigate any case together with the Contractor.

**Emergency number for environmental damage, property
damage and personal injury:
02131 - 382 – 444**

First aid supplies are located in the respective operating areas. Every external firm must bring sufficient first aid kits with it.

Unsafe conditions or actions which could result in an accident or damage are also to be reported as near-accidents to the responsible Speira Coordinator or operations manager. Alternatively, near-accidents can also be reported to the central specialist department by e-mail:

Beinaheunfaelle.Rheinwerk@hydro.com

20 Environmental protection

The Contractor is obliged to avoid emissions during the delivery, construction and assembly work carried out by its maintenance team. The Contractor is to inform itself and its team regarding the emission limit values at the site and ensure compliance with them. If the emission limit values are exceeded, the necessary measures must be taken in agreement with Speira to reduce these emissions below the required limit values. Such measures do not entitle the Contractor to additional financial compensation or to an extension of the agreed construction period.

At the request of Speira, the Contractor will provide expert opinions demonstrating that the emission limit values have not been exceeded.

The obligation to comply with the legal safety obligation is the sole responsibility of the Contractor. If defects found after acceptance are remedied, the Contractor must ensure that all necessary precautionary measures are taken.

The Contractor is obliged to use resources (raw materials, water, energy) as sparingly as possible and to take all possible and reasonable measures for the protection of the environment, humans, animals and property. In the event that such actions of the Contractor have an impact on the operations of Speira or other local contractors, the Contractor shall inform Speira and follow all necessary guidelines and instructions.

21 Site security

The Contractor is aware that only those who have successfully completed Speira's safety training will be given access to the Speira site. The Contractor shall ensure that all its own employees and all employees of subcontractors have successfully completed the training and comply at all times with all related access and safety regulations. If this is not the case, Speira shall be entitled to expel these employees from the company premises without any countermeasures being carried out on the part of the Contractor.

When entering the site, the Contractor will coordinate all activities with its employees on site, other contractors employed by Speira and representatives of Speira. Consideration for others and the work they do is required at all times. Contractor employees at the site must take into account that the activities of the Speira employees, which ensure the continuation of the business operations of Speira, always have priority.

The Contractor must immediately comply with all requirements in HSE requests from the site security office, the HSE department and the Speira Coordinator. Furthermore, they are to permit inspections of their vehicles, tool boxes, bags etc., which have to be carried out during the entry and exit to the site premises by the site security staff.

Only with the express permission of the Speira Coordinator is it allowed to film or photograph on the premises.

Should it be necessary to produce photographic material in order to draw up tenders, the relevant Speira Coordinator may, after consultation with the management, issue a special permit to that effect.

22 Monitoring and inspection

Speira regularly conducts site visits to verify the on-site security situation. If any misconduct is detected, the authorised representative of the Contractor (supervisor) and the Speira Coordinator will be informed. The Contractor's obligation to carry out its own compliance monitoring measures remains unaffected.

23 Actions in the event of infringements of health and safety regulations

Violation of agreed work instructions and safety regulations constitutes a breach of contract and may result in the expulsion of an employee of the Contractor from the site premises and termination of the contract concluded with the Contractor. Any costs incurred by Speira as a result of the

Contractor's actions to ensure compliance with the aforementioned orders and instructions shall be charged to the Contractor.

Any breach of HSE regulations, either in the safety and environmental regulations for external contractors or in other applicable safety requirements, are taken seriously by Speira and dealt with appropriately.

Violations may result in action under Speira's Four-Violation Rule.

The measures are graduated and will only be carried out in a fair, four-eyes process if there are good reasons to do so. Informal counselling and instruction is the most effective way to deal with minor HSE violations. Repeated or serious misconduct shall result in warnings or other actions such as ejection from the site, which are graded according to the severity of the violation.

In severe cases, Speira shall be entitled to remove any person from the site premises. In the event of imminent danger, Speira is entitled at any time to deny persons access to the site premises or to suspend access.

The following "four-violation rule" is used to ensure a gradual response to the seriousness of a violation.

Principle of the four-violation rule

1st HSE violation – Verbal warning

Minor breaches of the safety rules for contractors will be subject to a verbal warning

- to the relevant employee of the Contractor
- to the Contractor's supervisor if the employee concerned repeatedly commits violations or behaves unreasonably

2nd HSE violation – Written warning

If the safety requirements for contractors and the separate safety regulations for the construction site are repeatedly violated, the Speira representative will warn the Contractor in writing.

At a higher level, a discussion takes place with the Contractor's management. Further measures will be defined by the Contractor and pursued consistently.

3rd HSE violation – Ejection from site premises

If the misconduct of levels 1 and 2 is not corrected within the specified deadline, or if the safety standards are repeatedly violated, a provision is made for adjusting the work of the respective company. The management of the Contractor will be informed immediately so that appropriate measures can be taken as soon as possible to remedy the listed safety deficiencies. These measures must be submitted to and approved by the Speira representative (Purchasing, Project Manager, HSE or Technical Manager).

Measures as follows (e.g.):

- Expulsion from the site premises for employees who have violated the safety regulations.
- Change of work processes and working standards.
- Change of safety measures.
- Necessary improvement of safety devices or equipment.
- Replacement of managers or supervisor.
- The work may only be resumed following approval.

4th HSE violation – Blocking of the Contractor

If the measures from levels 1, 2 and 3 do not achieve acceptable improvements, the responsible Contractor can be completely excluded from accessing the work site or any facilities of Speira.

Speira reserves the right to terminate ongoing contracts.

Annexes

- Checklist for contractors
- Contact details for the specialist departments
- Site plan of the workshops
- Site plan with special hazards at the Neuss site

Checklist for contractors

This checklist is intended to assist you as a Contractor to be well prepared for your work at the Neuss site and to avoid mistakes and stress. Please read the safety regulations for external contractors carefully; this checklist helps you to comply with the most important rules and contains the most common mistakes, but is not guaranteed to be complete.

- I have asked the responsible Speira Coordinator about the need for special PPE for protection against liquid metal
- I have scheduled enough time for instruction and training, as well as for the mandatory work permit procedure
- my employees are identified with their name and company on their helmets
- I am aware of the areas with electromagnetic fields and carcinogenic hazardous substances
- I have requested and complied with the work permit procedure
- for the securing of equipment, each employee carries a personal padlock which can be uniquely assigned to the employee and the company
- all the necessary instructions and risk assessments for special activities are available (e.g. use of PPE against falling, working with hazardous substances, operating of industrial trucks)
- special personnel requirements, e.g. for safety attendants or fire safety officers, depending on the activity, have been discussed with the Speira Coordinator

Contact details for the specialist departments

Occupational Safety, Health Protection, Fire Safety

02131-382-421

HSE.rheinwerk@hydro.com

Environmental Protection & Sustainability

02131-382-237

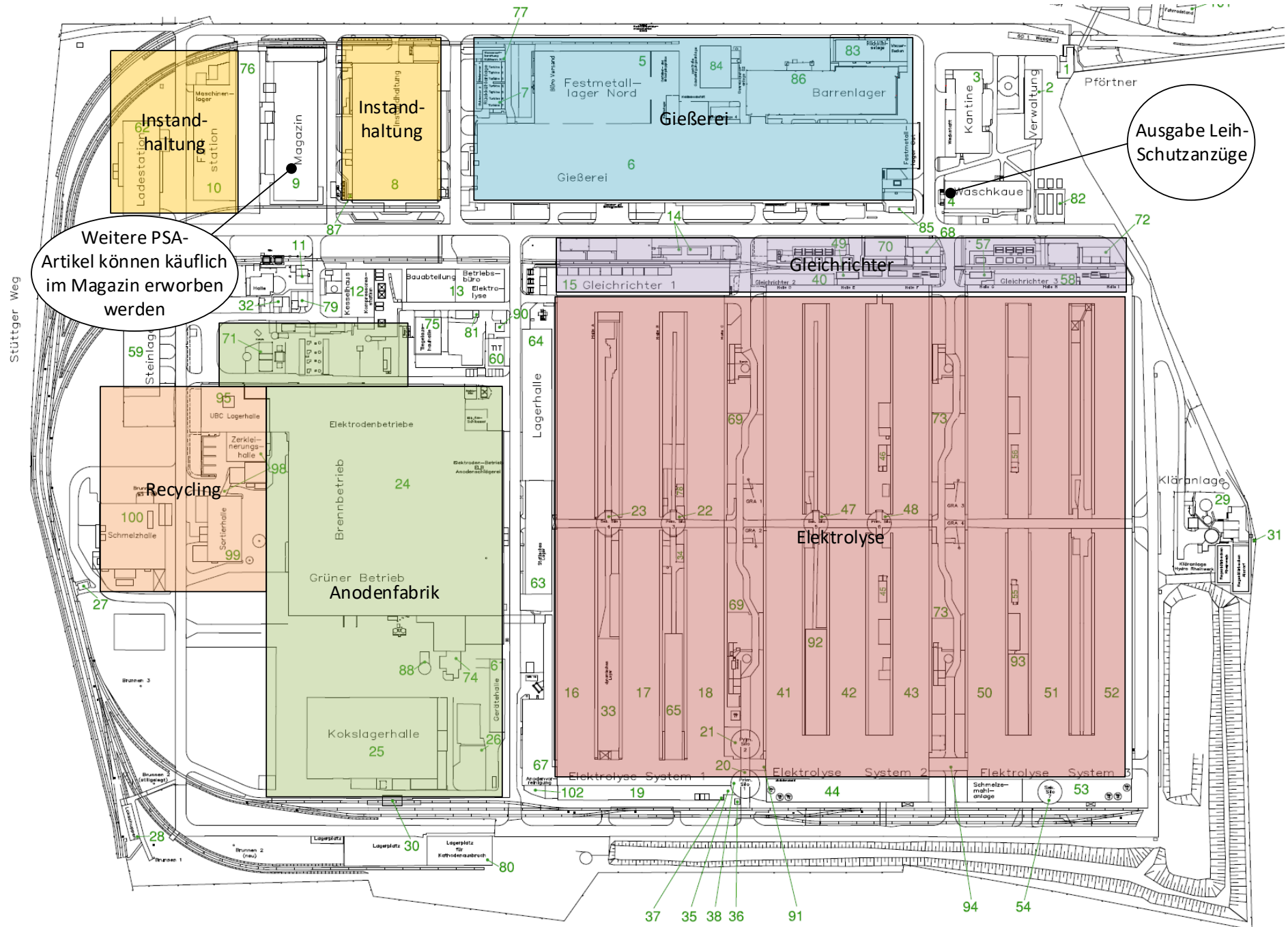
HSE.rheinwerk@hydro.com

Company Medical Service

02131-382-280

HSE.rheinwerk@hydro.com

Site plan of the workshops



Site plan with special hazards at the Neuss site

