



# **SITE INDUCTION**

# **INFORMATION FOR CONTRACTORS**

As of: May 2021

# Contents

This document contains all the basic information necessary to work safely at our industrial sites.

The module for contractors includes information on:

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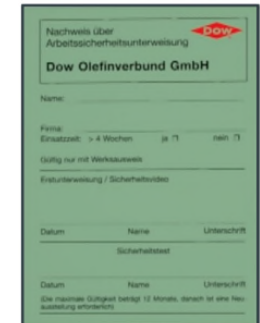
# 1. Site access

If you're entering the site for the first time to do a job (either on foot or in a vehicle), you must first report to the contractors' office and attend a health and safety induction (unless you have already done so beforehand).

Your knowledge will be assessed in a safety test. You must pass this written test in order to receive your induction certificate ("green card"), which is valid for one year.

Once you have passed the safety test, you will be issued with a visitor's pass and allowed onto the industrial site. Always carry your induction certificate and your visitor's pass with you. They must not be used by anybody else.

You will also receive an information sheet containing important safety instructions and emergency telephone numbers.



# 1. Site access

Before entering the site to do a job, first make sure that you are sufficiently fit and healthy.

You must not be under the influence of alcohol or drugs, nor have taken any medication which could affect your perception.



Furthermore, you must comply with the accident prevention regulations of the relevant trade associations as well as the applicable legal regulations.

## 2. Site rules

Always act conscientiously and responsibly. You must obey all safety rules and signs. Please report any disruption, malfunctions, or accidents to the client's supervisor without delay.

You may only enter production facilities with the necessary authorization. Before doing so, you must find out about the safety equipment in the facilities, including its purpose, how it works, and its location.

Always follow instructions issued by plant operatives.

## 2. Site rules

Smoking is prohibited throughout the site except in designated areas. Moreover, you may only eat and drink in designated areas.



Throughout the site, you must always observe the German highway code and any other internal traffic rules. The speed limit is 30 km/h.



You may not take any photos or videos without express permission in writing. You must always carry any such authorization with you and produce it when required.



## 2. Site rules

Radar speed checks are carried out to monitor the speed limit. Seat belts must always be worn.

You may only drive on roads, hard surfaces, and building site routes. Only park on designated or allocated parking areas.



You must not block any traffic routes as they may also serve as evacuation and emergency routes. Similarly, you must not block access to any safety equipment.



Only cross railway tracks at designated level crossings. Ensure that railway tracks and their immediate surroundings are always kept clear. Note that rolling stock always has right of way throughout the site. Traffic signs must be observed.



## 2. Site rules

Beware of very loud areas. Wear hearing protection. Construction sites entail particular risks. Therefore (like all other workplaces), every effort must be made to keep them in a safe condition. Please be especially careful when operating heavy vehicles.



You may only drive into facilities with the express permission of plant operatives. In some areas, explosive atmospheres may occur. Such areas are cordoned off or marked by warning signs. You must seek additional approval if you wish to use electronic devices in production facilities. Only access pipe bridges if specifically instructed to do so.





## 2. Site rules

Please be especially vigilant in and around storage facilities and watch out for forklift trucks.

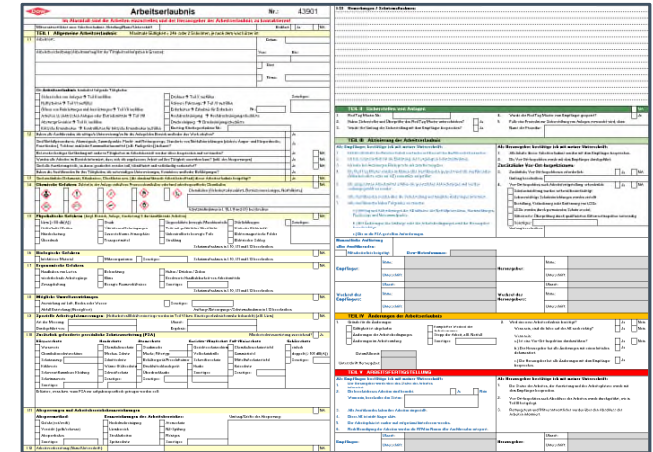


When reversing, the driver must always be guided by someone else wearing a safety vest and maintaining eye contact with them.

Vehicles weighing more than 3.5 tons and all vehicles with limited visibility must always be guided by someone else when maneuvering in tight areas and when reversing.

### 3. Safe work permits

No works may be carried out without authorization. For this purpose, permits such as permits for work, confined space entry permits, and excavation permits are usually issued. Permits ensure the coordinated preparation and smooth progress of all works. They specify necessary safety measures and responsibilities.



Works involving particular risks include working in pits, tanks, and confined spaces, jobs with a risk of falling, and hot work with an open flame or sparks, such as welding and grinding.

You must always comply with the required safeguards.

### 3. Safe work permits

In many areas, works are performed which involve heat, pressure, or hazardous substances. If you are working in such areas, you must be aware of the risks and dangers involved, understand the safety instructions, and comply with all the safeguards in place.

When working, you must wear the necessary personal protective equipment. The minimum equipment must include safety shoes, a protective helmet, and goggles as well as clothing covering the entire body. Jewelry must be removed if it will get in the way or pose a risk.

Before starting work, you will be instructed regarding your specific activities. The dangers associated with these activities and the safeguards defined will be discussed.




## 4. Execution of works

The emergency cards list all the hazardous substances along with their characteristics and the emergency measures to be taken.

You must keep workplaces clean and tidy for your own safety. The machinery and equipment you use must be safe, appropriate and approved. Angle-grinders may not normally be used and should only be employed with special authorization. If your work clothes become contaminated, you must not remove them from the facility.

If a facility is completely or partly shut down, safeguards must be applied to prevent its use. These safeguards may not be altered or removed. If electrical isolation is necessary, it may only be carried out by authorized personnel.

Works may only be started once all safety measures have been taken.



**GEFAHR!**  
Nicht bedienen  
oder benutzen

INDIVIDUELLER RED TAG

RTM Nummer \_\_\_\_\_  
Red Tag Nummer \_\_\_\_\_  
Umfang der Sicherstellung  
\_\_\_\_\_  
\_\_\_\_\_  
Ort der Trenneinrichtung  
\_\_\_\_\_

Position  
 AUF  AN  
 ZU  AUS

Angebracht am \_\_\_\_\_  
Zu entfernen durch \_\_\_\_\_  
Betrieb \_\_\_\_\_




## 5. Emergencies

The aim of all safety work is to ensure that nobody is injured. If, despite all safeguards, an emergency such as an accident, fire or chemical release occurs, think of your own safety first. Only notify first responders and consider providing assistance when you are safe. To raise the alarm, dial the site emergency number.

If you report an emergency, remember the 4W1H rule:

- Who is calling?
- Where did the accident occur?
- What happened?
- How many people have been injured?
- Wait for any questions.

	Emergency call:	112
	Fire brigade:	1111

Make sure there is someone who can guide the first responders' vehicle(s) into position.

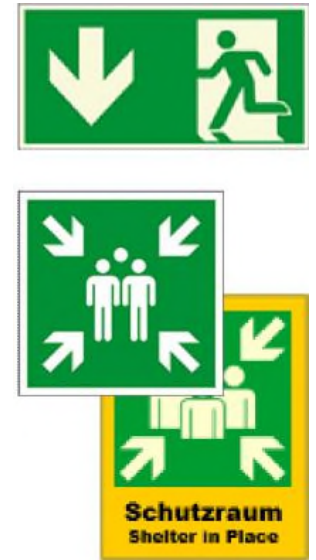
Report all safety-related events (accidents, near-accidents and leakages) without delay to the responsible department. Your assistance is vital.



## 5. Emergencies

In the event of an alarm, all works must be stopped immediately, and sources of energy must be disconnected.

Leave all facilities and buildings using the shortest route and by moving at right angles to the wind. Use the marked evacuation routes and assembly points or, especially in the event of a gas alarm, look for a designated shelter. Do not leave the assembly point until ordered to do so. You may only leave the assembly point or designated shelter once the all-clear has been declared by the fire department.



All vehicles must be immediately stopped, and their lights and engines turned off.

You must obey the announcements on the loudspeakers as well as the instructions of the fire department and security personnel.

## 5. Emergencies

If you have come into contact with harmful chemicals or other hazardous substances, locate and use the nearest safety shower.

Enter the shower fully clothed and remove your wetted clothing while in the shower. First, use the solution provided to rinse the substance off your skin. Then, shower for 15 minutes.

Afterwards, wait for assistance and/or an ambulance near the place where the incident occurred.



## 6. Conclusion

Our overriding aims are the health and safety of co-workers, contractors and neighbours, as well as protecting the environment. We have taken the necessary safeguards to achieve these aims.

By acting responsibly, you will help to ensure safety at the site.

**Health comes first.**

**Please help making our site a safe place to work.**



## 7. Concluding notes

Reading and understanding these safety instructions do not replace the on-site safety test. You will only be issued with a pass once you have taken and passed the safety test.

**Please report to reception or the contractors' office in order to take the safety test.**

