



# **SITE INDUCTION**

## **INFORMATION FOR SERVICE PARTNERS**

As of: May 2021

# Contents

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

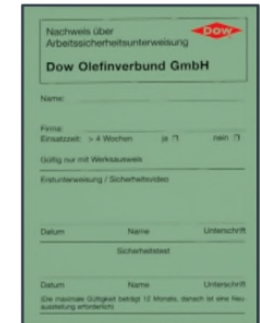
The module for service partners includes information on:

1. Site access
2. Site rules
3. Safe work permits
4. Emergencies
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6. Concluding notes

# 1. Site access

If you're entering the industrial site for the first time to perform services, you must first report to the contractors' office and attend a health and safety induction.

Your knowledge will be assessed in a safety test. You must pass this written test in order to receive your induction certificate and a visitor's pass, allowing you to enter the site.



Always carry your induction certificate and your visitor's pass with you. They may not be used by anybody else.

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

# 1. Site access

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

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.

# 1. Site access

Before entering the site to perform services, 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.



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.



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

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

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.

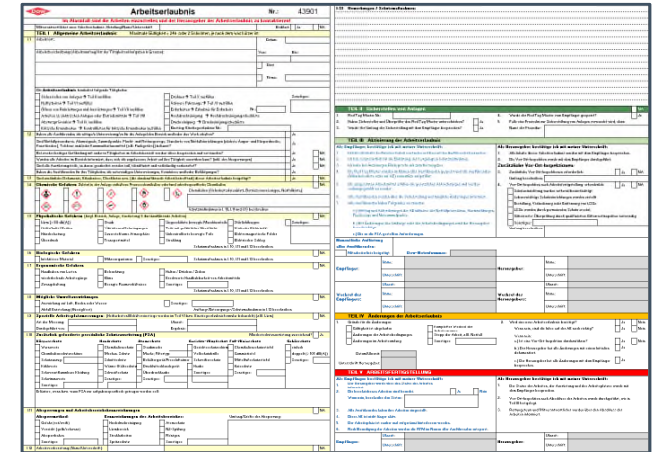
In some areas, explosive atmospheres may occur. Such areas are cordoned off or marked by warning signs. You must seek additional approval if you wish to use electronic devices in production facilities. Only access pipe bridges if specifically instructed to do so.



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, safe work permits such as permits to work, confined space entry permits, and excavation permits are usually issued. Safe work 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.



## 4. 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

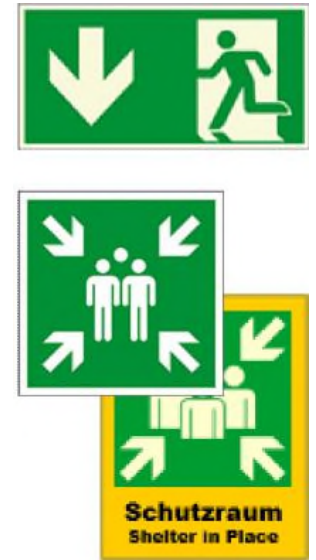
Make sure there is someone who can guide the first responders' vehicle into position.

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

## 4. 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. Conclusion

Our overriding aims are the health and safety of co-workers, service partners 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.**



## 6. 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.**