



## Environment, health and safety requirements for (Sub)Contractors

of Xella Polska Sp. z o.o.

Xella Polska Sp. z o.o.  
ul. Komitetu Obrony Robotników 48  
02-146 Warsaw, Poland  
NIP 5252422430 | REGON 141349443 | KRS  
0000303162  
District Court for the capital city of Warsaw, XIV Business  
Division of the National Court Register



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# 1 Scope of application

The following environment, safety and health requirements for (Sub)Contractors (the "Requirements" or "Safety Requirements") form an integral part and the basis for each order placed by Xella Polska sp. z o.o. (the "Order").

The Safety Requirements apply to all contractors, including their subcontractors, hereinafter referred to as "Contractors" (C), which fill orders on the premises of the Xella Group\*, hereinafter referred to as the "Contracting Authority" (CA). For the purposes of this document, the term "Contractor" also includes all subcontractors and suppliers of the contractor. Furthermore, service providers performing independent works on the premises of the Xella Group are also referred to as contractors (e.g. providers of cleaning services). The Safety Requirements are applicable and must all be observed.

By concluding a contract the Contractor undertakes to observe all generally applicable laws (including environment, safety and health laws that apply when filling orders), administrative regulations and decisions issued by competent authorities.

In case of any discrepancy between these Requirements, and environment, safety and health standards, more restrictive regulations will always prevail (and in case of any other discrepancy, generally applicable laws will prevail).

In the event of a persistent or recurrent breach of these Requirements, the CA may request that all the works be discontinued immediately. Furthermore, the CA may terminate the Contract based on which the Order is filled with immediate effect. In such case, the Contractor is not entitled to demand performance of the contract or compensation.

The Contractor will compensate the CA for any damage resulting from failure to comply with the Requirements. The Contractor will further, upon the CA's first request, repair any damage suffered by the CA and any third party claims resulting from non-compliance.

The Contractor will make ensure that all its employees, subcontractors and suppliers know these Requirements before they commence any works related to the Order.

By these Safety Requirements, the Xella Group specifically makes all the Contractors note the potential hazards on the premises of the Xella Group. The obligation to comply with these Requirements is therefore mandatory.

\* any references herein to the Xella Group include all companies in the building materials division, including Xella Polska sp. z o.o. and insulation materials division (URSA).

## 2 Mission statement on environment, health and safety at work

**Xella**

### **Our mission statement on occupational safety and health**

#### **Safety is a top priority**

For Xella, occupational safety is more than just observing laws. We all together – the management, the board and employees – put the safety and health of our employees, colleagues, business partners, contractors and third parties before the economic performance and production and technical activities of our company.

#### **We all together as the management, the board and employees are responsible for occupational safety and health.**

Each of us is personally responsible for prevention of health and safety risks and continuous improvement of occupational safety. Therefore, the management provides the required resources. If despite this any employee notes a risk he has to stop working and the hazard must be eliminated immediately.

#### **Safety requirements determined by Xella apply to employees, business partners, contractors and third parties.**

Our responsibility does not cover our employees only. We are responsible for everybody who is on our premises. That is why we expect all business partners, contractors and third parties to observe agreed safety requirements.

#### **Board and management are responsible for organisation of occupational safety and health. They set an example and actively perform tasks such as training, inspections and investigation of accidents.**

The health of our employees is important to us, we are all responsible for this. Employees are actively involved in building safety precautions and their continuous improvement.

#### **We identify hazards at the workplace and determine protective measures.**

We identify and assess the risk related to our tasks and determine protective measures in writing. Causes of accidents will be investigated for serious and fatal accidents, lost time accidents, first-aid cases, near misses and unsafe situations. The investigation results will be made known without any limitations and immediately within the Xella Group.

#### **Employees obtain adequate instructions on hazards and precautions relevant to their work. Such instructions must be given prior to commencement of work and afterwards at least quarterly.**

To attain the aims regarding occupational safety and health, we observe legal requirements and establish our own rules that may go beyond requirements of local laws. We inform all the relevant employees, business partners, contractors and third parties about these rules and expect their strict compliance.

### **3 Areas of responsibility**

#### **3.1 Compliance**

The Contractor assumes full responsibility for ensuring that all applicable occupational health and safety, environment and fire protection regulations and administrative decisions relevant to the Order filling as well as the CA's company-specific instructions and procedures are complied with.

#### **3.2 Contractor's Supervisor**

Prior to filling the order, the Contractor will establish who has been designated by the CA as the contact person responsible for the Order (hereinafter referred to as the CA contact person). In addition, the Contractor will name a person or a representative (hereinafter referred to as the Contractor's Supervisor) responsible for the implementation of the necessary safety measures. This person must constantly ensure that protective measures are effective and adequate for the tasks performed.

#### **3.3 Plant manager**

The plant manager will be responsible for designating a CA contact person and a Coordinator. The plant manager can assume both roles.

#### **3.4 CA contact person**

This is the person designated by the CA responsible for the Order and the first contact for the Contractor in matters related to the Order filling.

#### **3.5 Coordinator**

In order to avoid any potential hazards, disturbances or difficulties in the operating activities, for the premises and the neighbourhood and in case several contractors are engaged, a coordinator will be designated in accordance with applicable relevant national occupational safety and health regulations. The Coordinator will coordinate the works so as to exclude the risk to others.

If employees of different employers perform work at the same place and at the same time, under art. 208.1 of the Labour Code Act dated 26 June 1974 (consolidated text: Journal of Laws of 2020, item 1320, as amended) such employees are obliged to:

- 1) cooperate with one another;
- 2) designate a coordinator to supervise the occupational safety and health of all employees working at the same place;
- 3) establish rules of cooperation on how to deal with hazards to the health or life of employees;
- 4) inform one another and the employees or their representatives about actions to prevent occupational hazards occurring when performing work.

Designation of the coordinator will not release individual employers from the duty to ensure occupational safety and health to their employees.

The employer on whose premises employees of different employers work is obliged to provide such employers with the information referred to in art. 207<sup>1</sup> of the Labour Code to be transferred to employees, namely:

- 1) information on hazards to the health and life present at the workplace, at particular work positions and when performing work, including rules of procedure in case of breakdowns and other situations hazardous to health and life of employees;
- 2) information on protective and preventing actions taken to eliminate or limit hazards referred to (1);
- 3) employees appointed to:
  - a) provide first aid,
  - b) carry out firefighting and evacuation activities.

Information about employees referred to in § 1.3 includes:

- full name;

- place of work;
- business telephone number or another means of electronic communication.

The designated coordinator (the “**Coordinator**”) is to anticipate and prevent adverse effects that may arise from works performed at the same place and time by various companies.

The Coordinator is obliged to:

- coordinate works so as to exclude risks to all employees performing works on the premises of Xella Polska.

The Coordinator may:

- control all employees at the workplace;
- issue instructions relating to improvement of work conditions and compliance with OHS and fire protection rules and regulations;
- participate in the inspection of the occupational health and safety status;
- approach individual employers with a recommendation to remove identified accident risks and OHS deficiencies;
- promptly cease the operation of a machine or appliance if a direct hazard to life or health of an employee or anybody else occurs;
- promptly remove from work an employee engaged to perform prohibited work;
- promptly remove from work an employee who by his behaviour or manner of work performance creates a direct hazard to his own life or health or life or health of others.

The CA and the Contractor are obliged to execute an appropriate agreement in writing on designation of the Coordinator.

The entities are obliged to cooperate with each other and to inform each other about the risks related to work performed. (For construction sites: see also chapter 6)

### **3.6 Presentation of operational conditions on the premises**

The Contractor’s Supervisor will, prior to work commencement, ask the CA contact person to make relevant safety instructions applicable on the premises available, specifically related to on-site traffic, fire protection, Lockout/Tagout rule, performance of work at height, explosion zone and all other instructions applicable to the Order filling.

The CA contact person or the Coordinator will provide appropriate instructions to the Contractor’s Supervisor. This is documented in writing in the Contractor’s Work Safety Card. The Contractor’s Supervisor will be responsible for providing the instructions to the Contractor’s employees and everyone else for the work of whom the Contractor is responsible and who are on the CA premises. No work can be performed on Xella’s premises without prior information about all hazards and without instructions.

### **3.7 Risk assessment**

The Contractor will make occupational risk assessment for work performed, in particular, when selecting equipment for work stations, jobs and work organisation changes. During occupational risk assessment the Contractor is obliged to assess all factors of work environment for works performed and methods of work. The Contractor will keep documentation of the occupational risk assessment and necessary preventive measures applied and present them when requested by the CA. The Contractor will be solely responsible for correctness and appropriateness of the risk assessment and for actions taken as a result of the assessment for the benefit of the Contractor’s employees.

In the case of works performed using hazardous substances the Contractor will be responsible for safety both at the place of work and in the close neighbourhood, including for ensuring safety of third parties.

The same applies to instructions and procedures of works related to the Order filling (e.g. as to the concept of assembly or disassembly), safety data sheets for all hazardous substances used or documentation of provision of the instructions to the Contractor's employees.

When accepting the order, the Contractor confirms that it has full knowledge and experience necessary to perform work involving the use of hazardous substances as part of the order.

The Contractor will remove the remains of hazardous substances used.

The Contractor's risk assessment is prepared and adjusted based on information provided by the Coordinator or the CA contact person, regarding specific hazards occurring on Xella's premises. The Contractor must ask the Coordinator or the CA contact person for such information.

## **4 General safety instructions for the premises**

### **4.1 Recording of entries and exits**

All employees and partners of the Contractor engaged to perform work covered by the Order are obliged to register when entering the premises/plant. The location of the registration must be known in advance.

Before leaving the premises/plant the CA contact person must be contacted. All employees and partners of the Contractor must register when leaving the premises/plant.

The Contractor's Supervisor will be responsible for observing these rules also by subcontractors and service providers of the Contractor.

### **4.2 Use of personal protective equipment (PPE)**

Each employee and partner of the Contractor starting work should be equipped with personal protective equipment and devices appropriate for the tasks and provided by the Contractor. Safety vests and S3 safety footwear of at least class C (safety shoes) (except for office rooms with no access to the production areas), protective helmets, and protective masks must be worn at the CA plant. Sales and administration buildings outside the factory premises may be excluded from this requirement. The obligation to use other PPE (e.g. ear defenders) at specific areas is marked using special signs.

Personal protective equipment should have CE marking and EC declaration of conformity. Work clothing and footwear need to comply with requirements set out in Polish Standards. It is forbidden to use personal protective equipment without validation, certification or damaged. The Contractor may not allow an employee to work without non-conforming personal protective equipment and work clothing and footwear to be used at a given work position.

### **4.3 Alcohol and drug policy**

Alcoholic beverages, drugs and other intoxicants must not be brought into and consumed at the plant/premises of Xella. It is prohibited to enter the /premises of Xella for persons under the influence of alcohol, drugs or other intoxicants. This also applies to persons under the influence of medications affecting the ability to react.

In the case of a justified suspicion of the state after alcohol consumption or consuming alcohol during work by employees / partners of the Contractor, at the request of the Coordinator, Plant Manager or CA contact person, the Contractor is obliged to promptly remove such person from work and notify an authority designated to protect public order pursuant to art. 17 of the Act on Upbringing in Sobriety and Counteracting Alcoholism dated 26 October 1982 (consolidated text: Journal of Laws of 2019, item 2277).

#### **4.4 Working environment**

Order and cleanliness at the workplace must always be maintained during work and at the end of work. The Contractor's employees must keep their working environment clean and tidy. Tools, equipment, machines and materials of all kinds must be stored in a tidy manner so that escape and rescue routes, circulation routes, as well as work stations are not blocked and other working areas are not restricted or employees are hindered. The work area must be cleaned every working day after work and waste must be disposed of in accordance with the requirements under item 4.5.

#### **4.5 Disposal of waste**

The Contractor is responsible for the disposal of all used materials and packaging pursuant to the Waste Act dated 14 December 2012 (consolidated text: Journal of Laws of 2020, item 797). Waste must be disposed of immediately and upon the end of the shift at the latest. The CA's disposal containers etc. must not be used without the CA's prior consent.

At the Contractor's workplace it is forbidden to:

- gather waste generated during services directly on the ground, which could cause pollution to the soil, groundwater or surface water, emit dust or odour to air,
- burn waste,
- pour or dump any chemical substances and preparations into drains, the soil or bodies of water,
- store fuel reserves and refuel vehicles,
- wash vehicles and equipment,
- remove trees, bushes and destroy greenery.

#### **4.6 Ban on photography**

Filming and photographing on the premises of the Xella Group is prohibited. For exceptions, permission is required, which must be obtained from the CA.

## **5 Procedure for establishing rules of cooperation between the CA and the Contractor upon the order performance**

This section regulates safety requirements for the preparation, implementation and final measures relating to the operation and clearance of work positions on the premises of the CA.

### **5.1 Determination of the scope of work**

Before starting the work the scope of work and the relevant hazards associated with the work/working environment must be defined between the Contractor and the CA. Therefore it is necessary to have a meeting prior to the start of work. Depending on the size of the works, a meeting prior to making a binding offer for the Order filling is recommended.

### **5.2 Work preparation**

Before starting the work, an initial meeting on safety issues is arranged with the Contractor's Supervisor. The Contractor and the CA contact person are responsible for arranging the meeting. During the meeting the parties will designate the Coordinator and execute an appropriate agreement in this respect in writing.

The following issues should be discussed during the meeting:

- Designation of the Coordinator and execution of an appropriate agreement in this respect in writing;
- Provision of appropriate instructions and procedures applicable at the plant and related to the Order filling;
- Provision by the Contractor of a completed Work Safety Card of the Contractor;
- Making the Contractor aware of hazards occurring at the plant;
- Giving instructions on safety rules applicable at the plant;
- Informing the Contractor about protective and preventive actions taken to eliminate or limit hazards;
- Informing the Contractor about employees appointed to:
  - a) provide first aid,
  - b) carry out firefighting and evacuation activities.

The Contractor is responsible for having introductory training on safety for all people performing work on the site for the Contractor, including subcontractors, conducted by the Contractor's Supervisor. At the CA's request, the Contractor will provide access to documentation on such introductory training.

The Contractor is obliged to provide instructions and procedures received from the CA applicable at the plant to all persons involved in the Order filling on the Contractor's part, including Subcontractors and train them to the necessary extent. This will be documented and the documentation will be provided for inspection at the CA's request.

### **5.3 Inspection of safety measures**

The Contractor is responsible for carrying out safety inspections within its area of work. Additional inspections of work areas will be carried out by the CA. This does not release the Contractor from the supervision duty and responsibility.

The irregularities reported will be promptly dealt with. If works cannot be performed safely, they will be suspended until risk is eliminated.

In the case of inspections carried out by state inspection and supervisory authorities e.g. the State Labour Inspectorate (PIP), state sanitary authority (Sanepid), State Fire Brigade (PSP), etc.), the Coordinator is responsible for contacting and coordination of inspection actions. In such circumstances, the OSH services of the CA should be also notified.

#### **5.4 Coordination of works**

The Coordinator will coordinate the works performed by various groups of people so as to warrant use of all necessary precautions to avoid the risks to others. To this end, if necessary, the Coordinator will prepare a work plan and attach it to, if necessary, to the work permit. The Coordinator is authorised to request any group of people performing works to show all necessary documents, including the work plan including the following information:

- Planned start of the works,
- Expected completion of the works,
- Number of employees,
- Planned method of work performance,
- Responsible persons.

The Contractor is also obliged to provide the above information for all persons working for the Contractor and subcontractors.

If several contractors perform works at the same place on the premises/plant, each contractor is responsible for its own employees. If other contractors perform works in the work area in a manner non-conforming with the Coordinator's recommendations, works must be stopped and their resumption must be agreed upon with the CA.

#### **5.5 Cooperation of several contractors**

If hazards occur during works performed by the Contractor to the employees of the CA or other contractors, or persons engaged by the CA, the Contractor is obliged to inform the CA, the other contractors, and its own employees about the risk to the health and safety related to the works and coordinate activities aimed to eliminate the risk with the CA and the other contractors.

#### **5.6 Trial operation**

In the case of the trial operation of the facility/installation, the safety measures agreed with the Coordinator must be observed as in normal operation. All employees of the Contractor and the CA involved in the trial operation must be identified and instructed about potential hazards and necessary safety measures.

#### **5.7 Foreign-language speaking persons**

The Contractor is obliged to provide instructions to all foreign-language speaking persons working for the Contractor and supervise them with particular care. The Contractor is obliged to enable such persons to have correct communication with the Contractor. The Contractor's Supervisor must have at least a good command of the respective foreign language.

Foreign-language speaking persons must be informed about their respective safety measures in an understandable form and language by the Contractor's Supervisor.

If foreigners are to perform works requiring qualifications, then persons holding such qualifications obtained in EU Member States should be provided with at least a certificate of recognition of such qualifications by a competent administrative authority (or Polish qualifications should be held). If the Contractor engages non-EU foreigners, works requiring qualifications can be performed only after full verification procedures prescribed by Polish laws are completed and Polish qualifications are obtained.

If the Contractor engages foreigners, the Contractor is obliged to ensure that each working team comprises at least two persons with a very good command of Polish.

#### **5.8 After completion of works**

After completion of the Order, the final acceptance procedure is carried out. The procedure includes a joint inspection by the CA and the Contractor's Supervisor. The inspection concerns safety, order and cleanliness of the work area.

## 5.9 Specialist works

### 5.9.1 Scaffolding

Scaffolds are to be erected and removed in consultation with the CA in accordance with the respective instructions. The scaffolds may be used after their acceptance by the site manager or other authorised person. The scaffold acceptance is confirmed by a record in the construction log or in the technical acceptance report.

Since scaffolding erection can affect the operating activities of the CA, e.g. by blocking circulation routes or crane runways, the Contractor is required to make consultations with the Coordinator or the CA contact person in advance.

The Contractor is responsible for compliance with safety regulations.

Scaffolds and mobile work platforms should be each time inspected by the site manager or an authorised person, following strong wind, heavy rain, snowfall or other conditions hazardous to safety of work performance and work breaks of more than 10 days and periodically, at least once a month. Until then, the scaffold must be secured against unauthorised use.

A board should be placed at the scaffold or mobile work platform, which identifies:

- 1) who erected the scaffold or mobile work platform including the full name and a telephone number
- 2) working load limit of the walkways and structure of the scaffold or mobile work platform.

Scaffolds and mobile work platforms should be used as intended.

The Contractor gives its consent to the CA and its partners to the co-use of the scaffold if this is necessary for work performance, does not hinder correct performance of works assigned and does not prevent timely completion of the works (for more information on scaffolds, see chapter 7.6). The Contractor must be notified about co-use of the scaffolds beforehand).

The provisions of the Building Law Act dated 7 July 1994 (Journal of Laws of 2006, No. 156, item 1118, as amended) and the Minister of Infrastructure's Regulation on occupational safety and health when performing construction works dated 6 February 2003 (consolidated text: Journal of Laws of 2020, item 1333, as amended) are applicable.

### 5.9.2 Electrical installations

The CA is responsible for the power supply to the mains.

The Contractor is responsible for the proper manufacture, condition and use of electrical equipment behind the mains. Sub-main switchboards or construction switchboards must have residual current circuit breakers in accordance with national regulations or requirements. The Contractor will engage only specialised workers with appropriate training compliant with laws to perform works with such installations.

Mobile connecting lines must be laid in a way ensuring that they are protected against mechanical damage and without a risk of stumbling. If necessary trailing and festoon cables must be used.

### 5.9.3 Works with the use of cranes

All works on cranes and in the crane operating area require the prior approval of the CA. Prior to the commencement of such work, the Contractor will, in consultation with the CA, order and monitor the following safety measures:

- Cranes may only be operated by qualified, trained and licenced crane operators;
- The qualifications of crane operators must meet national requirements;
- If there is a danger of falling objects, the danger area under the crane must be secured by means of barriers or warning posts;
- The crane must be secured against adjacent moving cranes by barriers or warning posts;

- The operators of neighbouring cranes, if necessary also those on adjacent tracks, must be informed about the type and location of the works. This also applies to the other shift workers.

Cranes may only be put into operation after completion of the maintenance work if the Contractor has approved this with the Coordinator. Prior to this, the Contractor must verify that:

- the maintenance work on the crane is finally completed,
- the entire crane is again in a safe operating condition,
- all persons involved in the maintenance works have left the crane.

During the maintenance work, the walkway and the access ladder to the walkway must be kept clear.

The regulation of the Minister of Entrepreneurship and Technology on occupational safety and health upon the operation of tower and fast-erecting cranes dated 22 October 2018 (Journal of Laws of 2018, item 2147) are applicable.

#### 5.9.4 Working with cranes and hoists

When using cranes and hoists during work, the Contractor must obtain precise information about the size and weight of the loads to be moved and the conditions of use, such as supports, reaches, etc., and select the cranes and hoists accordingly. The stability of the cranes must always be ensured. The use of larger lifting equipment (mobile cranes) must be agreed with the CA.

#### 5.9.5 Working in the area of rail tracks

Prior to the start of even short-term work within the tracks or in the immediate vicinity, the operator and the operator of the tracks must be informed by the Coordinator and must have approved the work. After approval, the necessary safety measures (e.g. ongoing supervision) must be taken.

The Contractor is obliged to inform the persons working for the Contractor about the safety measures before works are commenced.

Areas adjacent to the tracks may be used, e.g. for the storage of building materials or the erection of scaffolding, only if the tracks and the standard clearance envelope are kept clear and visibility is not obstructed. Details are to be agreed with the operator of the tracks.

Construction sites in the area of tracks, especially excavations, must be secured so as to prevent hazards to other workers and railroad personnel even when dark.

It is forbidden to attach anchors to rails or railway sleepers.

When electric welding, the ground cable must never be connected to the rails.

If track installations outside of level crossings have to be crossed, this must be agreed in good time with the operator and the CA plant/site manager.

If the safety of the workers cannot be guaranteed due to poor visibility (e.g. darkness, fog, snowfall), the CA must either block the tracks or interrupt the works.

#### 5.9.6 Working in gas-hazardous areas

The protective measures for such works must be defined and stated in a written work permit before the start of the work.

Before starting the work in gas-hazardous areas, the Coordinator will arrange for the measurement of any gas concentrations present.

Based on the results of the measurement, it will be decided which respiratory protection devices must be issued and worn and to what extent a safety guard must be present or whether measuring gas detection devices must be continuously used.

Such works may only be carried out by persons who have proven that they have passed a required test in accordance with the currently valid, relevant national occupational health and safety regulations and have taken part in the respiratory protection training.

#### 5.9.7 Welding, soldering and angle grinder work

For welding, mechanical and gas cutting, and soldering work outside of dedicated workshops, the contractor must obtain written permission for work involving a fire hazard from the Coordinator for fire safety reasons. In this written permit, the CA will specify the necessary protective measures (e.g. fire watch).

#### 5.9.8 Presence in explosion hazard areas

- On the CA premises there are explosion hazard areas such as area where aluminium is used, gas installations, fuel tanks, oil warehouses, etc. Details are given in documents on explosion prevention. The Contractor is obliged to take such hazards into account when arranging for works;
- Explosion hazard areas must be marked with the explosion hazard warning sign [];
- Entry into explosion hazard areas is generally prohibited;
- The operating instructions posted in visible places must be followed;
- The instructions of the CA's specialist personnel must always be followed;
- Smoking is strictly prohibited in the explosion hazard areas;
- Ignition sources of any kind must be kept away;
- Any abnormalities in the explosion hazard areas must be reported immediately to the works manager.

## **6 Additional safety requirements for construction sites**

This section specifies and provides details of safety requirements for construction sites in the plants and sites of the CA.

### **6.1 Definition of the construction site**

In accordance with these safety guidelines, construction sites are places where one or more civil structures are erected, altered or demolished and the associated preparatory and finishing works are carried out. Mere assembling/disassembling of machinery or mechanical installations does not meet the criteria for a construction site definition.

### **6.2 Preparation of construction sites**

6.2.1 If several companies are present on the construction site, one or more coordinator for health and safety matters will be appointed by the CA. Such coordinator coordinates the work of the working groups involved so that all necessary precautions are taken at all times to avoid risks to others. To this end, the coordinator will, if necessary, the coordinator will draw up a work schedule and, if necessary, attach this to a work permit. The coordinator is authorised to request any group of people performing works to show all necessary documents, including the work plan including the following information:

- Planned start of the works,
- Expected completion of the works,
- Number of employees,
- Planned method of work performance,
- Responsible persons.

All contractors must provide the above information for all persons working for them directly and indirectly.

For projects listed in art. 21a of the Building Law Act dated 7 July 1994 (consolidated text: Journal of Laws of 2020, item 1333, as amended), prior to the construction commencement, the Contractor will prepare a health and safety plan (HASP).

The HASP should be provided to the CA contact person and the Coordinator for review and acceptance.

The HASP will be placed in a visible place on the construction site. The Contractor is obliged to take activities listed in the HASP.

The Building Law Act dated 7 July 1994 (Journal of Laws of 2006, No. 156, item 1118, as amended) are applicable.

### **6.3 Special requirements for excavation works**

Excavation works may be performed only upon agreement with the Plant manager and the Coordinator or the CA contact person.

## 7 Cardinal rules

A large proportion of serious occupational accidents are related to specific activities, processes or concepts. Xella has established cardinal rules for these in order to prevent bodily injuries and damage to property. They apply to every employee of the CA as well as to all employees of the Contractor who work in the CA's plants/premises. In the following sections, the main aspects relevant to Contractors are presented. Whenever applicable local laws provide for stricter requirements, these local laws must be observed.

### 7.1 Circulation routes

In order to minimize the risk of collision between people and moving and non-moving work equipment/machines and the slip, trip and fall hazards, each plant has an internal circulation route concept in place for indoor and outdoor use. The use of the specified paths and movement areas as well as the adherence to the published rules is mandatory. In areas without footpaths designated, pedestrians must walk along the roadside one after the other and give priority to vehicles. Visual contact must be established with the driver to ensure that you are noticed by the driver. It is forbidden to enter restricted areas and use shortcuts. In case of doubts, the Plant manager or the Coordinator must be contacted.

### 7.2 External transports

External transports include all transports in which goods are transported by the driver of an external company to/from plants/premises of the CA.

As soon as an external vehicle enters the premises, it is guided to the relevant location of collection/supply by the signs. At the first point of contact with employees of the CA, the driver is given the applicable rules and regulations in the form of a brochure and receives a site plan as a handout.

The employees of the CA:

- instruct the drivers of external vehicles to park their vehicles in the designated places if the vehicles block emergency exits and circulation routes;
- instruct the drivers of external vehicles, who do not wear the prescribed PPE when leaving the driver's cab, to put it on immediately. Loading / unloading will not be carried out until the driver has put on the prescribed PPE;
- make sure that drivers of external vehicles do not use any factory equipment, such as forklift trucks, cranes, pallet trucks, etc., without the CA's express approval;
- load only if the loading ramps used are compliant with the intended purpose, have sufficient loadbearing capacity and are of adequate size and bear on the vehicle loading area;
- load only such vehicles whose loading space is clean and dry;
- stop loading/unloading immediately if the driver is in the loading space or in the danger zone of the forklift truck during loading/unloading (safety distance > 5 m around the forklift truck) Exceptions are only permitted on the basis of a properly conducted risk assessment;
- only allow those vehicles to leave the factory premises on which load is adequately secured (which at least complies with the legal requirements) and:
  - vehicles which do not exceed the maximum permissible load weight;
  - which have an appropriate axle load distribution;
  - where the lashing material is used properly and for the intended purpose and only standardized, tested and approved lashing material is used;
  - where the load and driving, lifting and carrying aids are secured in the loading space;
- allow unloading only if a suitable (even) unloading point has been selected and the stability of the vehicle during unloading has been ensured.

Employees of the CA, especially those in the raw materials loading/unloading areas, are authorised to give instructions to drivers of external vehicles on the premises. This means that employees of the CA may refuse to perform loading/unloading if the drivers do not meet the aforementioned requirements. In the absence of an agreement, they will inform the supervisor or the plant manager. If no agreement can be reached despite the intervention of the plant manager/supervisor either, the driver will be sent back and the Contractor will be informed accordingly.

### 7.3 Mobile equipment (use of cranes, forklift trucks and wheel loaders)

For employees or partners of the Contractor, when operating mobile equipment the following aspects must be taken into account:

- Employees or business partners of the Contractor may not use mobile equipment of the CA. Exceptions are allowed only upon the written consent of the plant manager. The following options are possible:
  - Designation of the Contractor's employee.  
In such case, the Contractor's employee is allowed to operate mobile equipment of the CA. Then the employee must prove to the CA by presenting a corresponding certificate (driver's licence) that he is authorised to drive this type of mobile equipment. In addition, he must prove that he is suitable for this type of activity in terms of health.
  - Temporary provision of mobile equipment.  
In this case, the CA temporarily provides the mobile equipment to the Contractor. This must be documented in writing. The technical condition is recorded and the risk is transferred to the external company. At the end of the provision period, the technical condition must be recorded and then the CA take the mobile equipment back.
  - A maintenance service provider specified in the agreement will test the machine to assess its operation and carry out maintenance activities.
- The Contractor's employee who operates the mobile equipment must have valid licence and must show it whenever requested by the CA. Only persons with a state of health required by local laws may operate mobile equipment.

### 7.4 Electrical safety

The Contractor's employees performing works involving low voltage (50-1000 Volts) and high voltage (> 1000 Volts) systems will follow the following guidelines:

- Electrical work may generally only be performed by licenced electricians;
- All electrical works will be coordinated and approved by the local coordinator, maintenance manager or plant manager;
- Prior to commencing any earthworks, the plant management must ensure that the person carrying out the work is aware of where cables are routed. If earthworks are carried out by the Contractor, it must be specified in writing where works may be carried out and on what terms.

#### General safety rules for electrical works

- The place of work must be clearly defined and marked;
- Suitable precautions must be taken to prevent injury to persons from non-electrical hazards, such as mechanical obstacles or pressure systems or from falls from height.
- Access roads and escape routes and the space required for operating and working with switchgear, switchgear equipment and other devices must be kept free of obstructive objects and highly flammable materials. Highly flammable materials must be kept away from sources of electric arc.
- If during work, live or moving parts are exposed which are normally protected, warning signs must be placed. Appropriate barriers must be erected to prevent other employees from entering the area.
  - The working area is to be cordoned off with a barricade tape at a distance of 0.5 m.
  - For electrical hazards, a red and white barricade tape must be used.
- Non-licensed persons must not work on or be present near live parts.
- Once the affected work area has been determined, the following five safety rules are to be observed in the order given, unless there are important reasons for not following them:
  - (1) Shut off the power supply,
  - (2) Protect against reconnection,
  - (3) Verify that there is no voltage,
  - (4) Connect to earth and short circuit,
  - (5) Cover or block off adjacent live parts.

### **Work on high-voltage systems**

Maintenance and repair work on high-voltage systems/installations may be carried out by qualified specialist companies or by the energy supplier only.

All work on high-voltage systems must be carried out upon written instructions or order from the plant manager.

### **Work with increased electrical hazard**

Increased electrical hazards are present wherever electrical machinery or devices are operated in small enclosed spaces and/or are surrounded by electroconductive materials. When working with increased electrical hazards, the local regulations for the use of stationary and mobile electrical equipment must be complied with.

### **Live working**

- It is prohibited to work on live equipment at the plants/premises of the CA;
- If maintenance work must nevertheless be performed under live conditions, this requires special technical and organisational measures depending on the type, scope and degree of difficulty of the work in question;
- All live work must be approved in writing by the CA contact person before commencing the work.

### **Note:**

Use of voltage testers and phase comparators, testing of ancillary circuits for fault isolation, function tests of devices and circuits, acceptance and testing are not considered "live working" and hence do not require written consent of the CA contact person. Such works can be performed only by an electrician using appropriate two-pole voltage testers (in line with standard EN 61243-3) with the appropriate protection equipment. No universal meters may be used!

### **Re-activation after work completion**

Any tools and work equipment that is no longer required must be removed from the work area, and all no longer active personnel must likewise leave the area. Only then can remaining essential personnel begin to remove the protective measures. These protective measures must be removed so as not to create any hazard to employees. The short-circuit connection must always be removed before the earthing connection is removed.

After the short-circuit and then the earthing connection have been removed, the machine, device, or a part must be treated as live. Existing protective measures and warning signs must be reapplied appropriately.

The machine, device, or a part may be fully reactivated only once all involved personnel have left the hazard area and removed their personal Lockout/Tagout devices (locks, tags) (see item 7.5).

### **Tools, Personal Protective Equipment (PPE) and other materials**

- Appropriate protective equipment and protective devices/auxiliary means adapted to the respective conditions should be worn/used;
- All tools, equipment, protective devices and auxiliary means intended for safe operation and work on, with or in the vicinity of electrical installations will be suitable for the job, maintained in a proper condition and used in accordance with their intended purpose;
- When working on electrical parts/installations, only insulated tools may be used. All employees must use insulated tools if there is a possibility that these tools and devices may come into contact with conductors or parts of the electric circuit which have not yet been made safe by earthing;
- Protective clothing should have insulating properties and thus prevent dangerous current transfer from live parts to the human body.

## 7.5 Lockout / Tagout rule

Depending on the works, in general, a system, part of a system, a device or machine can still be dangerous even if switched off. Unintentional or unauthorised switching on may also cause danger to employees in the danger area of the system, a part of the system or a machine. To prevent this the following Lockout/Tagout steps might be required when working on or around machines/systems:

- to safely shut down a system, a part or a machine,
- to shut off and label the hazardous energy sources,
- to personally secure oneself against unintentional and unauthorised start-up by locking it (using padlocks).

The Contractor's employees are required to undergo training on Lockout/Tagout rules prior to commencing their works. No works may be performed unless the employee has been trained on Lockout/Tagout.

The working areas will be released for work by the CA to the Contractor in a secured and locked condition. The Contractor's employees secure themselves using (pad)locks provided by the CA only, at the LoTo lock point so that the work area can only be put back into operation after the Contractor's locks have been removed. The Contractor's employees only remove the locks together with the tags and only after completion of the activities. The area is then returned to the CA.

## 7.6 Work at height

### Definition of work at height

Works involving work at heights have to be identified as such before the start of works. A task or work area that meets one or more of the following criteria will be regarded as work at height:

- Any workplaces at a height >1.00 m;
- Any workplace at or above water or other substances with a risk of sinking into (with danger of falling >0.00 m);
- A workplace in the vicinity (<2.00 m) of wall openings, floor openings, stair openings, pits, shafts, ducts and other dangerous cavities or openings (with danger of falling >1.00 m);
- Work in or on top of vessels with the risk of sinking into substances or material;
- Work on non-load-bearing roofs and work in adjacent areas of glazed units in roofs;
- Work involving ladders;
- Work involving scaffolds;
- Work involving mobile working platforms.

### Risk assessment

The Contractor is responsible for instructing employees on Xella's requirements and conducting a risk assessment prior to work at heights, defining and organizing necessary safety measures. Technical solutions will be preferred to organizational or personnel solutions. Work involving a risk of falling is only to be performed if appropriate measures have been taken to eliminate or at least mitigate the risk to an appropriate level.

A meeting in advance with the Coordinator is recommended to verify and check existing circumstances.

In case that works at height are performed by Contractors, the coordinator, plant manager or his representative have to support the contractor in conducting the hazard and risk assessment. Whenever the work area is changed or if a new work area is created which meets the criteria for performing work at height, the process of hazard and risk assessment needs to be performed again.

### Emergency and rescue concept

The risk of suspension trauma present if a person hangs in the PPE for more than 10 minutes must be prevented as a matter of priority. Therefore, before the start of work at height involving the risk of falling, an emergency and rescue concept needs to be prepared, which will specify the measures and behaviour in the event of a rescue.

The emergency and rescue concept must be drawn up by the Contractor's Supervisor and is discussed in the meeting with the Coordinator. The emergency and rescue concept differs depending on the work area and its surrounding, taking into account e.g. general access to the work area (design of circulation routes, pipes, and cables), rescue from a manhole, rescue from a personal fall arrest system with a fixed guide, or rescue of a hanging person.

The concept must contain information on:

- Securing of the rescuer;
- Definition of rescue devices for the workplace and the PPEaF used in each case;
- Information about correct usage of rescue devices;
- Correct actions and steps for rescuing the injured person including first aid.

The emergency and rescue concept needs to be included in the operating instructions and all employees must be instructed in theory and practice in this plan. The document must be accessible to the employees at the workplace.

### **Technical measures**

**Safety railings** do not allow a fall at all as this type of securing eliminates a falling edge hazard. It is to be used preferably as a technical measure for fall protection. A three-part safety railing (with a knee rail), a parapet with vertical bars or a solid banister are possible types of side guards.

**Floor openings** must be secured against unintentional lifting by fixed or removable guards or covers:

- Covers must be designed and installed so that there is no risk of tripping, and that they have sufficient load carrying capacity for the intended use;
- They must be safe to handle and secured against unintentional movement (opening and closing, displacing). This requirement is met, for example, if:
  - Covers can be opened from secured stands,
  - Covers can be locked in the open position,
  - Covers weighing more than 25 kg are fitted with appropriate auxiliaries, such as additional weight compensation, hydraulic lifting devices or gas springs.
- If an opening is not fully secured or the cover is temporarily removed, a barrier must be put up, which will be 2 m away from the falling edge.

Wall openings must have fixed or movable railings if:

- The height of the parapet is less than 1.10 m.
- The width is greater than 0.18 m and the height is greater than 1.00 m.

Railings must be equipped with a safeguard against unintentional opening or lifting. It must not be possible to open the railings to the lower side.

If an opening is not fully secured or the cover is temporarily removed, a barrier must be put up, which will be 2.00 m away from the falling edge.

If **safety nets** are used, they must be certified for the intended use. Furthermore, the following needs to be applied:

- To assess the aging of nets, they must be tested regularly by an authorised inspection body, after one year of use at the latest. Each safety net will be used only within the warranty period, which needs to be documented, e.g. on a special label, and in accordance with the instructions provided by the manufacturer/distributor. Each net must have a valid CE-label and a declaration of conformity,
- Damaged nets (broken meshes, damaged peripheral rope) must only be repaired by qualified personnel. If defects have been identified, protective nets can be used despite the defect only after the approval has been issued by an expert (manufacturer) or the nets must be repaired properly,
- Nets need to be stored in a dry and cool storage room. The nets must be stored so that they are protected from acids, alkalis, oils, direct exposure to UV rays and away from heat sources (e.g. radiators).

**Portable ladders** can only be used for moving between successive levels of scaffolding or for accessing temporary workplaces, and will only be used in case other, more secure work equipment is not available. Their use as an elevated work area is generally not allowed. The use of a ladder as an elevated work area is only allowed if the use of other, safer work equipment is not justified because of

the low risk and the short duration of use or because of the existing structural conditions that cannot be changed. If this is the case and the following applies, working from a ladder is allowed if:

- The position on the ladder is not higher than 5.00 m above the ground – for short duration of use only,
- The object-related work to be carried out from the ladder does not exceed 2 hours and the stand is not higher than 2.00 m,
- The weight of the tools and materials to be carried does not exceed 10 kg,
- No objects can be carried whose surface exposed to wind is larger than 1 sq. m,
- No substances or equipment can be used which are likely to cause further hazards,
- Only work can be performed which requires less effort than the effort adequately required to tilt the ladder, and
- The employee needs to stand on both feet on a rung/step.

When using portable ladders, the following general requirements will apply:

- The terms of use of the ladders from the operating instruction and standard operating procedure (e.g. max. height, additional safety measures) must be observed;
- Ladders need to be checked visually by the user before use and at least once a year by a qualified person (ladders exposed to conditions causing deterioration of their technical condition should be subject to more frequent regular inspections);
- Defect ladders need to be reported and removed immediately;
- Safe holding and standing must be possible when working on ladders;
- Ladders should be placed on a stable, solid surface and in a way preventing their moving or tipping, and they must be secured against accidental tipping onto circulation routes (e.g. by attaching warning signs);
- The use of ladders must not result in any additional fall hazards, e.g. positioning the ladder next to unsecured openings or electrical devices, collision with internal traffic or installation next to handrails or fall edges, or working under conditions, which may cause additional risk (e.g. storm);
- The safe use of ladders and steps will not be significantly restricted by the transport of work equipment and materials:
  - Bags or belts for tools must be used;
  - Maximum weight of 10 kg and/or max. 1 sq. m wind surface, respectively;
  - No substances and equipment may be used which cause additional hazards (e.g. equipment with significant load for the user, hazardous substances).
- Ladders and steps must only be loaded with max. 150 kg;
- The feet of ladders must only be accessed by one person;
- Ladders must only be climbed with suitable footwear;
- The user may not lean outwards when using the ladder;
- Ladders must be secured against unintentional movement;
- The use of a ladder to access workplaces is only permitted if the height difference to overcome is not more than 5 m.

In addition, there are additional requirements to be met depending on the ladder design:

- All ladders with a length of 3 m and more, which can be used as a single ladder, must be used with a permanently attached stand extension;
- Single, extension and combination ladders will only be used on safe surfaces to lean on (not against glass windows, doors, etc.);
- Single, extension and combination ladders must be positioned with the rungs at an angle between 65° and 75° to the horizontal plane;
- It is not allowed to step on the top three rungs of a single or extension ladder, or in case of a single ladder with an extension ladder attached, the top four rungs must not be stepped on;
- Single, extension and combination ladders are only suitable for climbing over if they protrude at least 1 m or if there are on-site retaining options;
- The locking pins of height-adjustable ladders (“telescopic ladders”) must be fully inserted into the rung holes and the swivel hook safety devices must be inserted;
- Stepladders may only be used with tensioned spreader safety devices;
- Stepladders must not be used as single ladders;
- Transition to higher levels from ladders used as stepladders is not permitted;

- Hanging ladders must be mounted, fastened and secured against unintended hanging out so that they cannot get out of place or into oscillating movements;
- Only use one-piece combination ladders with joints, if all joints are in the secure position.

**Scaffolds:** assembly and disassembly:

- Assembly and disassembly of scaffolds should be carried out in accordance with the manufacturer's instructions and should only be carried out by personnel with appropriate qualifications;
- When erecting the scaffold, adequate fall protection measures are to be implemented;
- A hazard zone with an appropriate width should be established around the scaffold or an equivalent protection from falling objects will be guaranteed by the use of nets;
- A sign containing the following information will be attached to the scaffold: name, name of the assembler(s) and person accepting the scaffold, type of scaffold, load class, general safety instructions;
- Scaffolds should be placed on a stable and dry surface;
- Scaffold feet should be placed on sleepers located perpendicular to the building wall;
- Scaffolds which are not stable when standing free must be fixed;
- Scaffolds must be reinforced, e.g. by diagonals, frame structures or equivalent measures. Diagonals should be connected to the vertical and horizontal main structural elements at the junctions;
- The distance between the wall and the inner side of the scaffold must not exceed 0.30 m. If the distance is greater, an additional three-part safety railing must be installed from the inside;
- Planks and all other components of the scaffold decking must be mounted completely and should not be removed after assembly. Wooden planks must be placed in such a way that they are close to each other and cannot bounce or move;
- Openings in scaffold decks (entries and exits between levels) must be equipped with tightly closing hatches;
- The minimum width of the scaffold decking and the working weight in accordance with the scaffold class must be observed;
- Scaffolds must be equipped with a three-part safety railing consisting of a handrail at a height of 1.10 m, a knee board and a toe board at a height of 0.15 m. The distance between the boards should not exceed 0.47 m. Other equivalent protection systems (e.g. solid banister) may be used in accordance with manufacturer's instructions;
- Railings must be mounted from the inside and must be secured against unintentional loosening;
- The distance from the toe board to the installation surface and from the toe board to laterally adjoining structural components must be less than 0.20 m;
- For work on pitched roofs, additional fall protection nets or roof protection walls must be installed in accordance with the legal requirements and manufacturer's specifications;
- Access ladders placed at the inside of the scaffold must not connect more than two scaffold levels. Access ladders placed at the outside of the scaffold should not exceed a scaffold level of 5.00 m.

**Use of scaffolds:**

- Persons must be instructed before working on a scaffold, at least once a year;
- Access is only permitted if an up-to-date permit is placed at the scaffold (acceptance report);
- Visual checking before accessing the scaffold is mandatory;
- In case defects are identified, the scaffold must not be used. The responsible person has to be informed about the defect. Works cannot continue unless the defect has been repaired;
- The scaffold can only be entered from specially designed ladders. Climbing the railing to enter the scaffold is not permitted;
- Jumping on scaffold decks is not permitted;
- Employees should not work simultaneously on several scaffold levels one over the other due to the risk of accidents caused by falling objects;
- Working on scaffolds after nightfall without proper artificial lighting, with dense fog, rainfall, snow and black ice present, during a storm or strong wind is not permitted;
- Materials on the decks have to be removed after work is completed;
- On the scaffold decks, only as much material may be stored as is permitted by the respective load class.

**Special requirements for mobile scaffolds:**

- Mobile scaffolds may only be used on an even, solid surface;

- When mobile scaffolds are used, the assembly and usage instructions of the manufacturer must be observed. The instructions must be available on site;
- Scaffolds should only be entered once they have been secured against unintentional movements;
- The stability of mobile scaffolds made of tubular steel coupling scaffold components is guaranteed without any proof needed, if the specified lateral/height ratios are adhered to. In all other cases, a proof of stability must be provided;
- Mobile scaffolds must be secured against tipping over in the event of an impending storm and at the end of work;
- Scaffolds must only be moved in the direction of the diagonal or in the longitudinal direction;
- When the scaffold is being moved, no persons must be on it;
- Loose parts must be removed before moving the scaffold.

The following requirements must be met when using a **mobile elevating work platform (MEWP)**:

- An operating instruction for the MEWP must be available and employees working on a MEWP must be instructed before the first use, and afterwards at least once a year. Employees of the Contractor using the MEWP must be authorised in writing to operate the system;
- A rating plate stating information about the weight of the operating equipment, load bearing capacity of the cage/platform including the maximum number of persons and weight of work equipment (nominal load), maximum permitted wind speed before work, maximum permissible manual force, maximum permissible inclination of the chassis must be attached to the platform. The instructions on the plate must be observed;
- Mobile elevating work platforms must be inspected on a regular basis, at least every 12 months. The owner of the platform is responsible for this.
- Visual checking before accessing the platform is mandatory;
- Defect or non-inspected MEWPs must not be used and work must be stopped immediately. Work may only be continued after the defect has been repaired and the platform has been inspected and authorised by a qualified person;
- Depending on the condition of the ground, suitable support plates must be used and an appropriate load distribution must be ensured;
- PPEaF will be used in accordance with the platform manufacturer's requirements. The choice of personal protective equipment must be such that they are adjustable in length up to max. 1.80 m and have an energy absorbing element (shock absorber) integrated, e.g. length-adjustable means of connection with shock absorber, a guided fall arrester including movable guide or fall arrester (tested for edge stress with 180° deflection). An emergency and rescue concept must be established (including instruction of personnel) before use;
- The platform can only be accessed in the descended position through the designated entrance (no climbing and/or entering and stepping out from higher levels is permitted);
- Driving over objects placed on the ground or driving into cavities in the circulation route as well as generating swinging movements must be avoided;
- Transport of extra-large materials or material with heavy surface pressure (high weight with small size) should be avoided;
- Distribution of loads on the platform is mandatory and overloading the MEWP is not permitted;
- Loads must not be placed outside the platform;
- Excessive installation forces or the use of tools that considerably extend the leverage arm when working should not be applied;
- The permissible manual force specified by the manufacturer should not be exceeded by pushing or pulling by several people in the same direction;
- The information of the overview diagram should be used as a source of information for operating the MEWP;
- The authorization to move the working platform during work is only permitted according to the manufacturer's instructions. The operator must be able to observe the route sufficiently and, if necessary, must be assisted. The movement must be carried out at low speed;
- MEWP must not be used as an assembly tool, e.g. for pushing in construction components;
- MEWP must not be used as a crane (special loads which the manufacturer must expressly permit in the operating manual);
- Before the start of work, the framework conditions, such as electrical lines, clearance heights, condition of the surface, must be checked and appropriate protective measures should be applied;
- For use on live electrical systems or installations, the mobile elevating work platform must be insulated (reference on the rating plate and in the operating manual required);

- In the event of contact with grounded parts, an antistatic strap must be used to discharge electrostatic charges from the working platform.

**Baskets on forklifts** must not be used as a device for lifting persons.

**Baskets hanging on crane hooks must not be used as a device for lifting persons.**

### **Organisational measures**

Work areas and circulation routes that are more than 2.0 m from the edge of the fall are outside the danger zone of the fall. The dangerous area must be protected against unauthorised access by suitable measures, e.g. chains or ropes, and clearly visible marking (“no access for unauthorised persons” sign). In the case of circulation routes, clearly visible demarcation is a sufficient protective measure.

### **Personal protective equipment against fall from height (PPEaF)**

PPEaF protects the user from fall either by preventing a fall (Restraint System) or catching a free fall (Fall Arrest System).

#### **Selection of PPEaF**

The PPEaF to be used must comply with applicable safety and health regulations.

Only PPEaF with the CE marking may be selected. The CE marking consists of the abbreviation “CE” (= conformité européenne) and a four-digit identification number (of the supervisory body).

Where increased exposure to dirt or UV radiation is expected, braided ropes are preferred as lanyards.

#### **PPEaF instruction**

Before using PPEaF for the first time and as required, at least once a year, persons that are to use PPEaF must be instructed on the use of PPEaF.

#### **Use of PPEaF**

The PPEaF must be used in accordance with the manufacturer’s instructions for use.

The PPEaF may only be used to secure persons, but not for other purposes, e.g. to lift/pull loads. If the PPEaF is used in conjunction with other PPE, there must be no mutual impairment of the respective protection. During use, care must be taken to ensure that lanyards, movable guides and retractable lanyards of fall arresters have no contact with sharp edges. These must also not be fastened, shortened or extended by knots and must be kept taut in order to avoid slack ropes and to reduce the fall distance. Lanyards for positioning the worker in place of work must be kept taut to prevent falls. This can be achieved by using lanyards with length adjusters. When work is restrained, only lanyards with a maximum length that does not reach the nearest falling edge may be used.

Attachment is only permitted to sufficiently load-bearing anchor points (standard value: 12 kN=1250 kg).

Cranes are generally not designed for securing people against falling. Under special conditions and in strict adherence to the following safety measures, this can nevertheless be taken into consideration in justified individual cases if the crane is intended for this purpose by the manufacturer:

- The load capacity on the crane hook must be at least 12 kN = 1250 kg in every possible position according to the load diagram (taking the crane block into consideration);
- The crane may not be used to transport loads and secure people at the same time. Riding on the load is always forbidden;
- The crane must always be stationary and secured against movements, including unintentional ones, when persons are secured;
- Risk assessment and work instructions must be available, including the determination of the anchor points and the rescue concept for the specific application;
- The person secured must not be transported using the crane to and from the workplace except in case of rescue. Operation of the crane by the person secured is prohibited;

- Personnel securing using the crane is only permitted if redundant attachment to the load-bearing equipment is possible using two separate safety ropes;
- Persons may only be secured with a fall arrest block in accordance with EN 360 in conjunction with a safety harness in accordance with EN 361. The safety ropes must be suitable for the expected edge stress (see instructions for use or equipment labelling);
- At least 1 m of lanyard/the rope of the maximum possible extension length of the fall arrester, should remain in the box;
- The crane must be positioned so that the fall arrest is at least 5 m above the person to be secured and as perpendicular as possible;
- When attaching the safety device to the crane hook, the crane hook must be equipped with a hook safety device;
- The crane operator and the person to be secured must be carefully selected, competent, trained on/familiarized with the equipment and instructed;
- The contractor's supervisor, the crane operator and the adequate number of rescuers required according to the rescue concept must be present at the site of operation;
- The supervisor should supervise the safe performance of the work. He must not be involved in the works;
- Effective communication must be ensured between the crane operator and the person to be secured.

Modification of the PPEaF (e.g. combination of components from different manufacturers) is not permitted.

PPEaF should be cleaned and maintained as required. The manufacturer's instructions must be observed.

### **Inspection of PPEaF**

Before each use, the PPEaF must be visually inspected by the user to make sure that it is in proper condition and functioning correctly.

In addition, the PPEaF must be inspected by a specialist to ensure that it is in proper condition in accordance with the terms of use and operating as required, at least every 12 months.

Damaged PPEaF or PPEaF which has been subject to load due to a fall must be withdrawn from use until it has been inspected and approved for further use by a specialist.

If particular parts are defective, they must only be replaced by spare parts which correspond to the original part and are approved by the manufacturer.

## **7.7 Machine safety**

During works the Contractor is obliged to provide and use operational tools, machines and devices that meet the requirements of their safe use. To document this the Contractor is obliged to hold:

- technical documentation and documented records of overhauls (e.g. up-to-date records of the Office of Technical Inspection),
- user's manuals for tools, machines and devices used,
- up-to-date reports of operational tests for machines and devices for which they are required.

The Contractor/Subcontractor can permit only persons holding appropriate qualifications and licenses to operate machines and devices and is obliged to make them know the operation and maintenance manual and user's manuals for machines and devices.

The use of damaged or defective machines, devices and tools is prohibited. Machines are to be used in accordance with their intended purpose. Machines that do not have the generally mounted securing devices or with defect or only partial securing devices may not be used. Machine protection devices (safety light barriers, guards, etc.) must be checked for their function prior to work in that area. Lockout/Tagout system must be applied when working with/around machines. Protection devices that have been dismantled must be replaced after works are finished. Machines must not be manipulated.

EU Directive 89/655/EEC and the Economy Minister's regulation on minimum safety and health requirements for the use of machines by employees at work dated 30 October 2002 (Journal of Laws No. 191, item 1596, as amended) are applicable.

## **7.8 Handling of hazardous materials**

Prior to the use of classified and labelled hazardous substances by employees of the Contractor, the Contractor will inform the Coordinator/CA contact person in good time of their use by submitting the relevant current safety data sheets and providing necessary means for neutralisation in the event of spillage or leakage.

Prior to commencement of works in work areas exposed to hazardous substances, the coordinator/CA contact person will inform the Contractor whether hazards due to hazardous substances are to be expected when carrying out such works. If needed, necessary protective measures will be determined together with the coordinator/works manager.

Any application and use of carcinogenic, mutagenic or reprotoxic substances is strictly prohibited. Should it be necessary to use these substances, this must be expressly agreed with the CA and justified before works begin. Only in justified exceptional cases and in compliance with all relevant safety regulations and protective measures is the use of these substances permitted.

Each hazardous substance to be used during works must be identified and have a safety data sheet available to people working with the substance. The safety data sheets must be stored within the area of works performance and be shown to the plant manager, the Coordinator and the CA contact person.

The Contractor's employees must be trained on handling of these hazardous substances. They should specifically know the safety data sheets of these substances.

Containers or packaging with hazardous substances must be properly selected, intact and labelled.

In the event of irregularities in the handling of hazardous substances or in case of an emergency, the CA contact person or his representative must be informed immediately.

The contractor is obliged to ensure that waste of hazardous materials (including containers) are disposed according to applicable local laws and the safety data sheet.

The Contractor using hazardous substances is obliged to provide appropriate extinguishing agents, in quality and quantity terms, in case of a fire involving these substances.

## **8 General guidelines on behaviour in case of an emergency**

Before starting work, it is the responsibility of the Contractor's employees to familiarize themselves with their working environment and, in case of an emergency, to know answers to the following questions (see also on-site emergency plans):

- Where are escape doors and escape routes?
- Where is the assembly point?
- Where are first aid facilities (e.g. first aid kits)?
- Where is fire extinguishing equipment (e.g. fire extinguishers)?
- Where can I set off an alarm (by telephone, via a contact person)?

In addition, the local instructions and regulations of the respective plant/location must be known and followed. The Contractor's supervisor is being instructed by the CA.

It must be checked if additional measures are required due to hazardous works (welding, use of hazardous substances like aluminium powder, etc.).

### **8.1 Conduct in the event of an accident/medical emergency**

Call the emergency services and then inform the CA contact person or his representative as well as persons in the vicinity. If necessary, secure the area and provide first aid.

### **8.2 Reporting of accidents and dangerous situations**

Should accidents or dangerous situations occur during the performance of works at the CA's plants/premises in which employees of the Contractor are involved or affected, the Contractor's Supervisor is obliged to report these to the CA contact person or his representative. This applies in particular to:

- Incidents of all kinds (unsafe situations, near-misses, first aid cases, medical treatment, accidents with lost time and worse outcome),
- Fires of any kind,
- Damage to CA's equipment,
- Dangerous situations, which are not assigned to the cardinal rules,
- Malfunctions.

### **8.3 In case of a fire**

- Call the emergency services and then inform the CA contact person or his representative as well as persons in the vicinity,
- Walk away following escape and rescue routes,
- Warn/carry off affected/needy persons,
- Close windows and doors,
- Do not use elevators,
- Assemble at the evacuation assembly point,
- Wait for further instructions.