

# **Occupational Safety Leaflet for Employees of External Companies**



*Rely on it.*

**- Worms Plant -**

**RENOLIT SE, Horchheimer Straße 50, D-67547 Worms**

# 1. General Matters

In its corporate, **quality**, and **energy** policy, **RENOLIT SE** commits to compliance with all relevant regulations and laws and any standards applicable beyond these.

We expect our contractors

- to exhibit responsible, resource-preserving use of the energies and media provided by us.
- to help us ensure product quality by avoiding introduction of contamination and foreign bodies into our production processes

Please learn about the currently applicable provisions for execution of your order/work before performing any work on our premises.

Occupational safety, fire, and environmental protection in our plants is of great importance for us.

For this reason:

a) all statutory accident and damage prevention provisions

as well as

b) **RENOLIT**-internal provisions

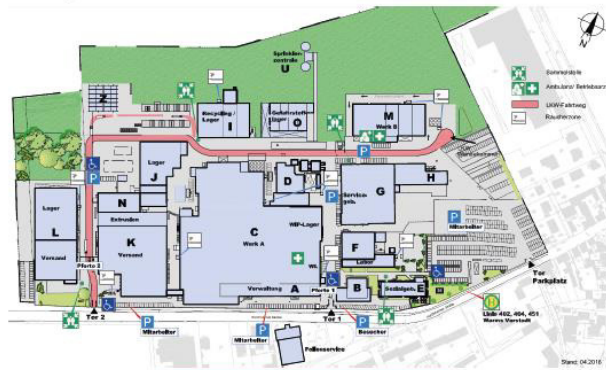
as well as

c) our **RENOLIT** safety rules in 8 languages (provided as a flyer at the gate)

must be observed by you.

# RENOLIT SE WORMS

Stand: April 2018



+49 6241 - 303 388

DE	
	Höchstgeschwindigkeit 10 km/h
	Flurförderzeuge und Fußgänger können kreuzen
	Rauchen ist verboten
	Fotografieren ist verboten
	Sicherheitsschuhe sind zu tragen
	für Betriebsfremde ist der Gebäudezutritt verboten
	Parken nur auf zugewiesenen Flächen
	Warmweste benutzen

GB	
	maximum speed is 10 km/h = 6 mph
	forklifts and pedestrians may cross internal traffic with priority
	smoking forbidden
	taking pictures forbidden
	wear safety shoes
	trespassing by external forbidden
	parking only on allocated places
	carry safety vest

ES	
	Velocidad max. 10 km/h
	Vehículos industriales y peatones pueden cruzar
	Prohibido fumar
	Prohibido tomar fotos
	Obligatorio el uso de zapatos de seguridad
	El acceso al edificio está prohibido para personas no de la empresa
	Estacionamiento sólo en áreas asignadas
	Obligatorio el uso de chaleco de seguridad

FR	
	Vitesse maximale 10 km/h
	Passage de chariots élévateurs et piétons
	Interdiction de fumer
	Interdiction de photographier
	Port de chaussures de sécurité obligatoire
	Accès interdit à toute personne étrangère à la société
	Stationnement uniquement sur les emplacements autorisés à cet effet
	Port obligatoire du gilet de sécurité

NL	
	Maximale snelheid 10 km/h
	Hefftrucks en voetgangers kunnen hier oversteken
	Roken verboden
	Fotograferen verboden
	Draag veiligheidsschoenen
	Toegang tot dit gebouw is verboden voor externe
	Parken alleen op aangewezen plaatsen
	Draag een veiligheidsvest

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PL	
	Prędkość maksymalna 10km/h
	Uwaga na pieszych i wózki widłowe
	Zakaz palenia
	Zakaz fotografowania
	Nakaz noszenia obuwia ochronnego
	Nieupowierzonym wstęp do budynków zakładowych wstrzymany
	Parkowanie dozwolone tylko w wyznaczonych miejscach
	Kamizelka bezpieczeństwa nosić

TR	
	Azami hız: 10 km/h
	İş makineleri, Forklift ve Yayalar önceliklidir
	Sigara içmek yasaktır
	Fotoğraf çekmek yasaktır
	İş ayakkabısı zorunludur
	Personel haricindeki herkesin binalara girmesi yasaktır
	Sadece belirlenmiş yerlere park ediniz
	Reflektifli yelek kullanınız

RU	
	Максимальная скорость 10 км/ч
	Пешеходы и грузоподъемники могут переехать дорогу!
	Курить запрещено!
	Фотографировать запрещено!
	Обязательно носить рабочую обувь!
	Для персонала! Посетителям не входит!
	Парковаться только на парковочных местах
	Используйте аварийный жилет!

We reserve the following measures in case of violation of any of these provisions:

- a) Refusal of commencement of work, and/or
- b) Immediate cessation of work, and/or
- c) Expulsion and banning from the premises, and/or
- d) Further legal steps

## 2. General Instructions

- Any parties external to the operation must register with the porter when they enter the premises and unregister when they leave them again.
- Employees of external companies must be clearly recognisable. Please also note that the name of the external company must be clearly visible.
- Our plant premises are subject to the provisions of the Road Traffic Regulations (*Straßenverkehrsordnung; StVO*)/Road Licensing Regulations (*Straßenverkehrszulassungsverordnung; StVZO*).
- The maximum speed for any vehicles on our premises is 10 km/h.
- Drivers of vehicles from outside the company must register at the gate. They will receive a parking permit that entitles them to leave their vehicle on an assigned parking space. There shall be no claim to damages for vehicles damaged while parked without permission.
- Ingestion of alcoholic beverages on our premises is not permitted. Of course, no one must appear to work under the influence of alcohol either. This prohibition also includes abuse of medicines and use of drugs.
- You must observe the smoking prohibition applicable and indicated in our plant. Smoking is only permitted in the accordingly marked areas (smoking zones). *This shall include the inside of vehicles from external companies and any facilities owned by external companies!*
- The external company must ensure that any of its employees that do not speak German are instructed in their respective local language.

## 3. Placement of the Order by RENOLIT SE

The applicable safety provisions must be observed and the generally accepted rules of the art (e.g. DIN EN, TRBS, TRGS, VDE-, VdS-directives, etc.) must be implemented in accordance with the purchase order for every contract awarded.

Only work that has been ordered must be performed.

Subcontracting of orders by external companies shall only be permitted with written approval from the **RENOLIT** project officer (external-company coordinator).

## 4. Work Coordination

In order to ensure smooth execution of your contract for work at our company, **RENOLIT** will appoint an external-company coordinator for the agreed period. You must appoint a contact with the right to give instructions from among your employees (managing external-company officer) who will be responsible for proper and safety-compliant execution of your work. For this, you must compile a risk assessment and installation plan before starting your work, i.e. in the planning phase, to serve as a basis for your work at our company, and to be included in the safety instructions (FB 90.44) on site. We will provide support for this if required.

Your employee with instruction rights shall coordinate any arising issues during your work at our site with our external-company coordinator. You will be assessed based on the quality specifications and the specifications described herein during and after your work.

## 5. Qualification of the External-Company Employees

You must ensure that your employees only use equipment that they are accordingly qualified for in order to comply with the safety provisions. The corresponding proof of qualification must be carried at all times. Your employees shall inspect any devices and work equipment provided (rented, lent, etc.) by **RENOLIT** thoroughly upon receipt. If your employees use any devices and equipment provided by **RENOLIT**, you must ensure proper introduction and instruction of your employees (FB 90.62). The specifications from form 90.62 must be applied or complied with.

## 6. Working Time

Your employees must register with our porter before they start their work on the first day. The porter will inform the competent external-company coordinator. On subsequent days, your employee with instruction rights shall report to the gate when entering the premises and inform the porter of how many employees you will be deploying on our premises on that day. They shall inform the porter accordingly again when leaving the premises. Your maximal working time shall be 10 hours per working day. Any working time beyond this shall require approval by the competent supervisory authority (usually the trade supervision). Work on work-free days (weekend, holidays) shall require an application via the external-company coordinator. They shall then inform the gate.

## 7. Tools, Aids, and Work Materials

- You shall provide your employees with the tools required for proper execution of their work.
- The tools must comply with the relevant safety provisions. They must be in a proper, inspected condition (e.g. DGUV provision 3) and must only be used in accordance with their suitability (e.g.: ex areas).
- Tools generally must be supervised and locked away when leaving the workplace. This shall include any materials an external company brings along but has not used for installation yet. **RENOLIT** shall not compensate for any loss of tools or materials.
- Any tools, devices, machines, ladders, and steps, as well as any other facilities of our factory, must not be used without our approval.
- The tested and proper condition, as well as the setup of scaffolding, shall be subject to the responsibility of any external company that uses the scaffolding (operating manual for scaffolding must be available to the external-company officer on site).
- Hazardous substances must be reported to the external-company coordinator before starting work and must be considered in the risk assessment.
- You must have a **current safety data sheet** (no older than two years) for any working, auxiliary, and operating materials brought along by you. It must remain **available at all times** during your work at **RENOLIT**. Proper storage of such substances (securing against unauthorised use, environmentally compatible, etc.) shall be your responsibility.
- Use of energy and water must be limited to a minimum. Unnecessary use of resources must be avoided.

## 8. Safety Notices

- In order to ensure proper procedures and monitoring of work in narrow spaces and/or at heights, such work must be reported to the external-company coordinator (permit certificate required!).
- Work in areas with potentially explosive atmospheres (gas, dust) must be reported to the external-company coordinator (permit certificate required!).
- Welding, soldering, grinding, and other hot work is only permitted in coordination with the external-company coordinator (permit certificate required!).
- Employees who operate industrial trucks, cranes, and lifting platforms must be instructed and in possession of an applicable, written qualification. They must be able to present their certificate at any time during their work. The driving permit must be submitted to the external-company coordinator before first use (review of **RENOLIT** driving permit required!).
- Fire-extinguishing and first-aid facilities, internal assembly points, escape and rescue routes, as well as energy supply facilities, must be kept clear.
- Access to any other plant areas without our permission is forbidden.
- Any earthwork must be coordinated with the external-company coordinator before starting work.

## 9. Personal Protective Equipment PPE

- The employees must use personal protective equipment to match the work to be performed by them.
- Provisions, use, and proper condition of personal protective equipment (inspections, etc.) must be ensured by the external company.

## 10. Fire-Protection Notices

- Execution of any welding, soldering, cutting, and abrasive cutting work shall require a permit certificate issued by **RENOLIT**.  
You may request this certificate via the external-company coordinator. Furthermore, you must carry the basic equipment of extinguishing agents (comprising at least: 1x 5 kg CO<sub>2</sub> hand-held fire extinguisher, 1x 12 kg ABC powder extinguisher, welding blankets (as required and based on the local situation) while performing any such work. The extinguishing agents are to be provided by the external company. Any further extinguishing equipment must be adjusted to the respective work.  
Your employees shall be responsible for completeness of the equipment during execution of your work. The hand-held fire extinguishers assigned to the production areas must not be used for such work.  
The functional, inspected condition of the extinguishing equipment must be ensured by the external company.
- You must inform the external-company coordinator about the location and scope of your hot work before starting it.
- The external-company coordinator must be informed of any work with severe dust and/or smoke development, so that they will disconnect the early fire-detection system of the respective area from the fire-alarm system.
- Fire-protection doors must not be blocked or wedged open, since they will close automatically if there is a fire.
- Five ex-areas are designated in our plant:
  - Print shop
  - Primer application plant PK1 + PK2
  - Calender – preparation area (mixing plants for plants A and B)
  - Gas fuelling site for forklift trucks
  - Gas tank building I

The print shop is equipped with an automatic CO<sub>2</sub> fire-extinguishing facility (delay from triggering of the alarm to start of extinguishing: 10 seconds). There is a **risk of suffocation** in case of fire there.

Therefore, the danger zones must be left without undue delay on the marked escape routes if the alarm sounds (danger to life!).

- In the case of alarm, a permanent alarm will sound. In this situation, the employees must go to their assigned assembly point without undue delay. Once you have verified that all your employees are present, you must report to your external-company coordinator without undue delay. No one must leave the premises during this period, and any evacuated buildings must not be entered. Release will be given via your external-company coordinator.

## 11. RENOLIT-Internal Supply Facilities

- Independent deactivation of energy supply facilities (gas, water, compressed air, and electrical facilities) is forbidden. If deactivation is required, the external-company coordinator responsible for you and the corresponding specialist department must be informed. They will then perform the corresponding actions on the supply facilities.
- Any earthwork must be coordinated with the external-company coordinator before starting work.

## 12. Work Accidents

- Your employees may use our company's medical service if there are any work accidents.
- Any work accidents within our plant must be reported to the external-company coordinator without undue delay.

## 13. Environmental Protection

- Your employees must comply with the statutory provisions under environmental law. Accordingly, any harmful environmental effects from emissions into the air, water, and soil, must be avoided. Noise-intensive work must be limited to times of the day between 06:00 a.m. and 10:00 p.m. This shall specifically apply to any work performed on weekends.
- You must dispose of any wastes that arise due to your work at our company in coordination with the external-company coordinator and in accordance with the statutory provisions.
- Environmental accidents (e.g. spilling of water-hazardous substances) shall be reported to the external-company coordinator without undue delay.

## 14. Energy Management

- The external companies deployed by us commit to contributing to efficiency improvement by careful handling of energies and resources.
- We consider the following to be part of this:
  - Deactivation of all consumers when not in use (power, gas, compressed air, water)
  - Use of units/motors/tools of the highest efficiency class
  - Active triggering of measures *to reduce power consumption*
  - Targeted reduction of consumers.

## 15. Emergency Organisation

- All employees of an external company shall have an obligation of secrecy towards third parties in terms of work and events on the premises of **RENOLIT**. This shall specifically include silence towards third parties (including on social media) if there is any incident (faults, emergencies, and disasters). **RENOLIT** reserves legal steps if the confidentiality obligations are violated.



## 16. Internal Contacts

### **Emergency services**

**Phone: +49 6241 303 388**

Occupational safety and health protection department

Mr Sebastian Christ

Specialist for work safety

Phone: +49 6241 303 1434

Fire protection officer

Mr Eike Milch

Phone: +49 6241 303 1213

Environmental protection officer

Mrs Ines Friedla

Phone: +49 6241 303 1393

Energy management officer

Mrs Ines Friedla

Phone: +49 6241 303 1393

