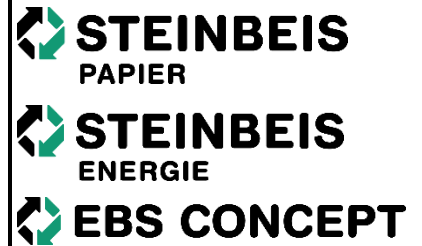


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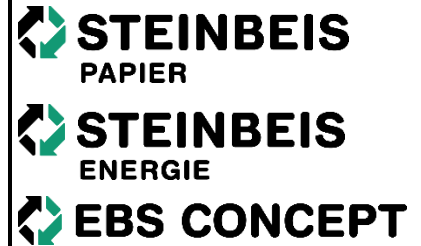
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PAPIER

 **STEINBEIS**  
ENERGIE

 **EBS CONCEPT**

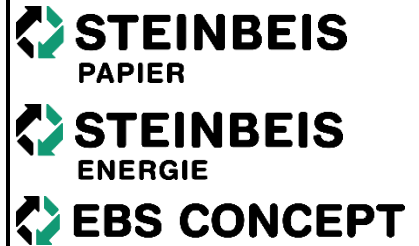
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### **1 PURPOSE**

These work instructions ensure that all external companies attach the same high priority to health, environmental and occupational safety as Steinbeis Papier GmbH, Steinbeis Energie GmbH and EBS Concept GmbH located on the company premises. This means that the same rules of conduct apply to all in-house and external employees.

### **2 AREA OF APPLICATION**

The work instructions apply to the entire company premises, i.e. Steinbeis Papier GmbH, Steinbeis Energie GmbH and EBS Concept GmbH.

### **3 OTHER APPLICABLE DOCUMENTS**

None

### **4 RESPONSIBILITY**

The contractors' competent and responsible supervisors are obliged to instruct their employees in the requirements, necessary measures, working practices and conduct on our company's premises, about the company's operations and about the contents of these company regulations for construction, maintenance and assembly work.

Records of this instruction must be presented to us on request.

The company regulations are available on the internet at [www.stp.de/en/suppliers](http://www.stp.de/en/suppliers).

## **5 COMPANY REGULATIONS FOR CONSTRUCTION, MAINTENANCE AND ASSEMBLY WORK**

### **5.1 COMPLIANCE WITH LEGAL REGULATIONS**

In general, all applicable statutory fire, occupational health and safety and environmental protection regulations must be complied with. Failure to do so may result in removal from the premises.

The employer is responsible for ensuring the occupational health examinations of the contractor's employees

Your employees have to wear the instructed and personal protective gear und that one, you have defined in your risk assessment.

### **5.2 STAFF DEPLOYMENT**

As a contractor, you are responsible for ensuring that the third-party employees working on our premises are in possession of a valid social security card and, if necessary, a valid work permit and residence permit.

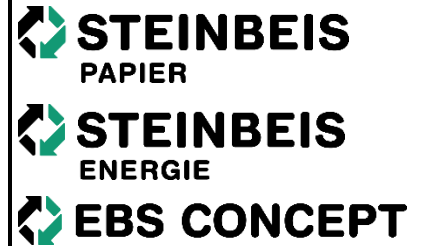
Your employees must wear the necessary personal protective equipment defined in your risk assessment. (e.g. safety goggles, protective gloves, safety shoes, head protection etc.).

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### **5.3 HAZARD ASSESSMENTS AND OPERATING INSTRUCTIONS**

You must have carried out a risk assessment of all the activities you offer. Organisational and personal protective measures for your employees must be described in operating instructions.

These operating instructions must be available on request.

You must carry a risk assessment, operating instructions and safety data sheet for all hazardous substances you manage and use.

### **5.4 WORKSTATION DESIGN**

As a matter of principle, you must report to the client before commencing and upon completing your work. Stay only in the plant areas as agreed with your client. Please go there directly shortly before the start of work and also leave the plant premises directly after the end of work.

The contractor must sign in and out with the respective plant managers before starting each work and after completing it.

Before starting work, please discuss any possible impairments with our employees and/or work processes with your client.

Before starting work, check whether there are any hazards in your work area (e.g. installations with hazardous substances, danger of falling, etc.) or whether danger points may arise during the work.

If other employees are endangered by your activities, protective measures must be agreed with the client, safety specialist or head of technology.

When working behind doors and gates, these must be locked and marked with information signs. Marked escape and rescue routes, must however be kept clear.

### **5.5 INSTRUCTION AND BRIEFING**

These company regulations will be sent to you when the contract is awarded. As a contractor, you are obliged to instruct your employees in the contents of these company regulations for construction, maintenance and assembly work in a demonstrable manner.

Before the start of the activities, your contact for our company will receive further instructions, in which general regulations are explained in more detail. These instructions must be passed on by your company to all of the employees deployed on our premises. These instructions must be refreshed annually if the employees work for us on a recurring basis.

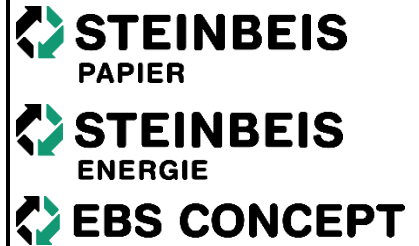
In the case of activities with special hazards, your local contact will receive instruction in the hazards and special protective measures immediately before the start of the activity.

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## **5.6 CONDUCT ON THE PREMISES**

### **5.6.1 Traffic**

Driving cars and motorbikes is not permitted anywhere on the plant premises. Only in justified exceptional cases will entry permits be issued by the gatekeeper. These must be returned to the gatekeeper at the end of the authorised journey. The journeys have to be approved by the employer and should be required for the carrying out of the work.

The **maximum speed limit** anywhere on the plant premises is **20 km/h**.

Parking on the plant premises is only permitted in the designated areas.

### **5.6.2 Transport**

You are liable for the transport of all materials and equipment, for their storage and safekeeping, for services and facilities provided until acceptance and for all damage caused by your employees, subcontractors or suppliers. You must take care of all protective measures and precautions for this.

### **5.6.3 Entering production and storage areas**

Our production areas and warehouses may only be entered by the persons employed there if this is necessary for the execution of your order and the operational supervisors have been informed of this.

Crossing the production and storage areas is only permitted if you cannot reach your workplace by any other means.

In this case, you must follow the safety instructions of our company's employees who have responsibility there.

### **5.6.4 Overnight stays**

It is forbidden to spend the night on the construction and assembly frames or on the plant premises. The prohibition of overnight stays also includes the day rooms and any storage huts that may be set up.

### **5.6.5 Sanitary facilities**

In the interest of all employees, we ask you to only use the sanitary facilities provided for contractors. Their locations are known to the responsible construction / assembly manager. The sanitary facilities available at the machines are intended exclusively for the employees of Steinbeis Papier GmbH, Steinbeis Energie GmbH and EBS Concept GmbH.

### **5.6.6 Tidiness and cleanliness**

#### **Cleanliness and tidiness is requested around the systems.**

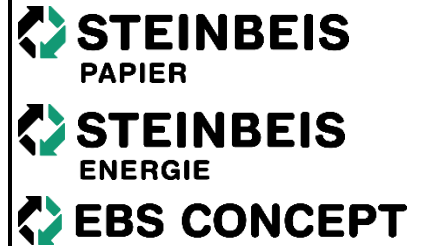
Tidiness and cleanliness are prerequisites for accident-free working. This is the responsibility of the contractor's superior in charge of the workplace in question (external company). Packaging materials, scrap and cable residues must be disposed of in accordance with waste regulations in consultation with the project manager/contact.

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The quality performance of your company is also assessed according to the condition of your assembly/workstation.

### **5.6.7 Escape routes**

Emergency exits, escape routes, gates, switch cabinets, first aid facilities, fire extinguishing equipment, staircases and traffic routes must not be obstructed with objects / materials in order to enable unhindered transport, fire brigade operations and the fastest possible evacuation of the workplaces in the event of an emergency.

## **5.7 COORDINATION**

### **5.7.1 Project manager/contact**

The project managers/contacts of our company named to you are responsible for the coordination of the project/activity. The project managers/contacts are authorised to issue instructions to all contractors and their employees in all matters of occupational safety for their areas.

### **5.7.2 Construction site coordinator**

If necessary, a coordinator in accordance with German Social Accident Insurance (DGUV) Regulation 3 or a construction site coordinator in accordance with Section 3 of the Construction Site Ordinance shall be nominated. The coordinator can be an employee of Steinbeis Papier GmbH, Steinbeis Energie GmbH or EBS Concept GmbH or an employee of the external company. The coordinator must be informed of their rights and obligations. Their essential task is to prevent mutual risks to multiple employees working in the same workplace at the same time. In the event of "imminent danger", they are entitled to issue instructions.

The authority of the project manager/contact in matters relating to occupational safety does not absolve the contractor's supervisors from their responsibility for their own employees. These supervisors remain responsible and accountable for their employees. They have the duty of supervision in their own area.

You will find your most important contacts in Annex 1.

## **5.8 DEPLOYMENT OF OUR COMPANY'S PERSONNEL AND AUXILIARY EQUIPMENT**

### **5.8.1 Deployment of personnel from Steinbeis Papier GmbH, Steinbeis Energie GmbH and EBS Concept GmbH**

Employees of external companies are prohibited from deploying our company's employees on their own authority, even for short-term assistance. The express consent of our company's responsible project manager is required for any necessary personnel deployment.

### **5.8.2 Deployment of auxiliary equipment belonging to Steinbeis Papier GmbH, Steinbeis Energie GmbH and EBS Concept GmbH**

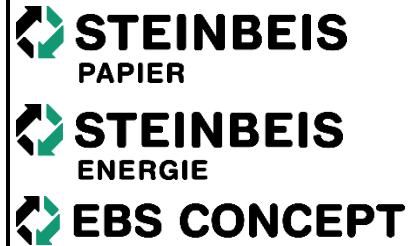
If, in justified exceptional cases, auxiliary equipment (forklift trucks, transport trolleys, grab hoists, slings, etc.) are provided by our company, they will be checked by a competent

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person before being issued. We are not liable for damage caused by the failure of borrowed auxiliary equipment.

### **5.9 WORK WITH INCREASED HAZARDS**

#### **5.9.1 Use of cranes, forklift trucks and lifting platforms**

Independent driving of crane systems (crane operator), lifting platforms and forklift trucks may only be carried out by persons who fulfil the requirements for driving cranes, lifting platforms and forklift trucks. Proof of such authorisations must be provided.

The installation and operation of proprietary cranes must be agreed with the project manager. The regulations of the Accident Prevention Regulation for Crane Work (BGV D6) apply.

#### **5.9.2 Working on multiple levels**

When working on multiple levels, mutual hazards must be excluded. Material, tools and personnel must be secured against falling.

#### **5.9.3 Demolition work**

When carrying out chiselling and sharpening work, the areas must be closed off to people not involved and noticeably secured against entry.

The fire alarm system has to be activated for the beginning of the work after coordination with the employer.

When chiselling ceiling openings, securing work must be carried out for the floor below. Installations or machines located under or next to the openings must be properly and safely covered.

#### **5.9.4 General danger points**

Hazardous areas need to be cordoned off safely and visibly and - where necessary - illuminated before it gets dark. The contractors' responsible assembly managers are responsible for the execution of such work.

#### **5.9.5 Overhead openings**

These must be provided at all times with covers that are walkable and, if necessary or requested, driven over, and which are secured against slipping.

If the openings need to be uncovered for necessary work, they must be closed off, secured (illuminated if necessary) and immediately closed again with the appropriate cover during work breaks and after completion of the work.

#### **5.9.6 Scaffolding**

Only work scaffolding which complies with TRBS 2121 "Danger to persons through falls from a height" and which has been erected in accordance with DIN 4420 may be used. Special scaffolding - cantilever and bracket scaffolding / other protective scaffolding - must comply with the relevant regulations (proof of suitability for use).

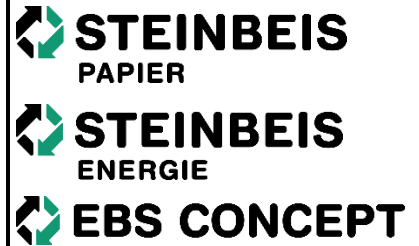


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The scaffolding should be set up or changed only by a professional company in consultation with the employer.

### **5.9.7 Testing of equipment**

All equipment used must be in a verifiably tested condition.

## **5.10 HAZARDOUS SUBSTANCES**

### **5.10.1 Use of hazardous substances**

The introduction or use of toxic, very toxic, carcinogenic, mutagenic or teratogenic substances (see TRGS 905) is prohibited.

The use of any hazardous substances must be announced with a safety data sheet and operating instructions before work begins.

The storage of hazardous substances must comply with the requirements of the Hazardous Substances Ordinance and the AwSV and is subject to approval by our hazardous substances officer.

Opened or empty containers must be disposed of accordingly by the user.

## **5.11 ELECTRICAL INSTALLATIONS AND EQUIPMENT**

### **5.11.1 Electrical appliances and power tools**

Only electrical appliances and power tools that meet the requirements of the generally recognised rules of electrical engineering (VDE regulations) may be used.

### **5.11.2 Power distribution boards on construction sites**

Power distribution boards on construction sites must comply with the generally recognised rules of electrical engineering and be equipped with a residual current protection device which must be checked daily.

The allocation of the connection points for the construction site power distribution boards is carried out exclusively by the persons in charge of our company's EMR technology.

### **5.11.3 Work on live, active parts of electrical installations and equipment**

No work may be performed on live, active parts of electrical installations and equipment, except as specified in Section 8 of the Accident Prevention Regulation "Electrical installations and equipment" (DGUV Regulation 1).

### **5.11.4 Work on installations with electric drives**

Work on these installations may only be started when the internal enabling process has demonstrably been done.

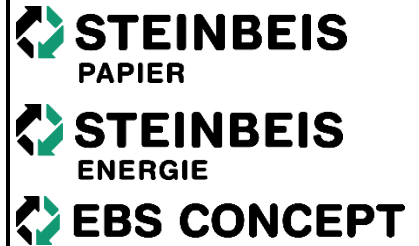
## **5.12 RULES FOR PERSONAL PROTECTIVE EQUIPMENT**

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On our premises, it is mandatory for all persons external to the plant to wear protective shoes and high-visibility jackets, alternatively high-visibility clothing.

The instruction signs posted on and around the installations must be observed.

Further obligations to wear protective equipment result from the contractor's instruction and risk assessments.

Unless otherwise agreed, the contractor shall provide their employees with personal protective equipment.

### **5.12 RULES FOR PERSONAL PROTECTIVE EQUIPMENT**

On our premises, it is mandatory for all persons external to the plant to wear protective shoes and high-visibility jackets, alternatively high-visibility clothing.

The instruction signs posted on and around the installations must be observed.

Further obligations to wear protective equipment result from the contractor's instruction and risk assessments.

Unless otherwise agreed, the contractor shall provide their employees with personal protective equipment.

### **5.13 CONDUCT**

#### **5.13.1 Alcohol ban**

There is an **absolute ban on alcohol** throughout the plant premises. Workers under the influence of alcohol will be expelled from the plant.

#### **5.13.2 Smoking ban**

As a rule, **smoking is prohibited** anywhere on our company premises. If employees of external companies nevertheless wish to take smoking breaks, they must leave the plant premises. In general, smoking breaks are not paid for by Steinbeis Papier GmbH, Steinbeis Energie GmbH and EBS Concept GmbH. Smoking is only permitted in the smoking areas designated by Steinbeis Papier GmbH, Steinbeis Energie GmbH and EBS Concept GmbH.

#### **5.13.3 Photography ban**

There is a general **ban on taking photographs** on our company premises. Exceptional permits for photographs by external companies can be granted by the plant area management.

### **5.14 FIRE PROTECTION REGULATIONS**

#### **5.14.1 Preventative fire protection**

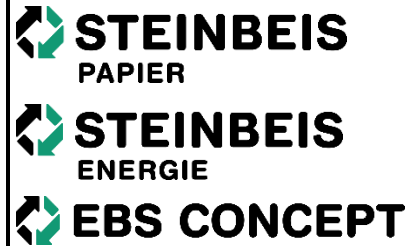
Access to all fire protection equipment, such as above-ground, under-ground and wall-mounted hydrants, and the objects themselves, must be kept clear at all times. Access to

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the stations for hand-held fire extinguishers and the fire water supply points must also be kept clear at all times.

### **5.14.2 Buildings**

All site huts, containers, building yards, preparation areas, assembly workstations, material storage areas, etc. must be set up or laid out in such a way that fire brigade access roads as well as the setup and movement areas are guaranteed and always kept clear in accordance with DIN 14090.

The minimum width for straight-line accesses is 3 m; the movement area per vehicle is 7 m x 12 m. All huts, containers and temporary structures must be equipped with a sufficient number of hand-held fire extinguishers.

The minimum equipment includes 2 ABC powder extinguishers (6 kg) per hut. These extinguishing agents can also be used for electrical fires up to 1000 V.

Only steam or self-contained electric radiators are permitted for heating purposes in these structures.

### **5.14.3 Explosive and oxidising substances**

The storage and use of liquid gas in cellars is prohibited. Justified exceptional authorisations can only be granted by the responsible project manager of our company - after approval by the plant fire brigade.

Explosive, oxidising, flammable and highly flammable substances must only be stored in containers approved for this purpose and marked accordingly, in compliance with the Ordinance on Hazardous Substances and the Regulation on Flammable Liquids.

### **5.14.4 Working with fire**

Flammable work may only be carried out with a permit for "welding, cutting, soldering, thawing and cutting-off work".

Permits and fire extinguishing equipment must be requested from the responsible project manager/contact at our company for each activity to be carried out; the measures contained therein must be strictly observed.

External companies must provide the necessary hand-held fire extinguishers themselves. The plant fire brigade only lends hand-held fire extinguishers in exceptional cases. Fire extinguishers and hoses from boxes must not be removed from stationary places.

These stationary extinguishing devices, which form a reserve, may only be used if a fire breaks out.

### **5.14.5 Fire alarm**

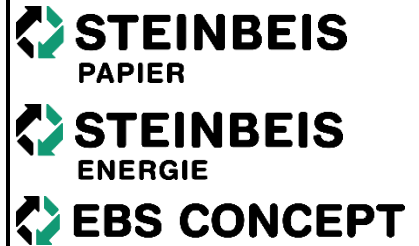
All individual fires - even the smallest fires - must be reported to the plant fire brigade immediately after they have been fought. The company that caused or discovered the fire is responsible for reporting it.

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#### **5.14.6 Alerting**

Trigger the alarm for every fire that is not extinguished immediately:

**TELEPHONE NO. +49 4124 911 444**

**(central emergency call centre)**

or press the **FIRE ALARM**.

#### **5.15 FIRST AID**

##### **5.15.1 Emergency call in the event of an accident / ambulance service**

The emergency call centre in the power plant is operated 24 hours a day, even on Sundays and public holidays, to request emergency doctors, rescue services and transport of injured persons.

It can be reached on

 **- No. +49 4124 911 444**

##### **5.15.2 Emergency plan**

In the event of accidents or fires, the enclosed emergency plan must be used.

#### **5.16 ENVIRONMENTAL PROTECTION**

The applicable laws, ordinances and other legal regulations must be observed during all work on the company premises.

Attention must be paid to environmentally responsible, energy and resource-saving behaviour.

##### **5.16.1 Waste disposal:**

Different types of waste must be separated. Waste generated during activities on the company premises must be disposed of by the person responsible. It is prohibited to dispose of waste brought onto the premises on the premises.

##### **5.16.2 Energy-efficient behaviour:**

Unnecessary consumption of energy on the premises must be avoided; appliances must be switched off when not in use.

#### **5.17 PERSONNEL AND COMPANY MONITORING**

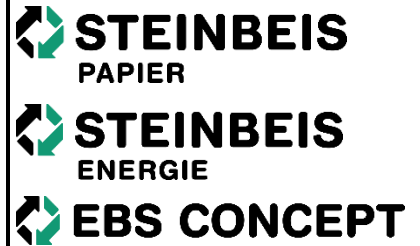
##### **5.17.1 Employee registration**

External company construction/assembly managers must submit a list of personnel when they take up their activities. This list must always be kept up to date during the activity (see Annex).

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**5.17.2 Plant access**

Plant access is generally only possible via Gate 7 or the reception desk. Name badges issued must be worn by the employees of the external company and must remain visible. The safety instructions printed on the visitor's pass must be observed.

**Annex 1 Contacts**

**Important contacts**

For your notes

Name of your contact: .....

Role of your contact: .....

Internal telephone number: .....

Mobile number: .....

<b>Name</b>	<b>Role/responsibility</b>	<b>Telephone</b>
Mr Warmann	Plant Area Manager Technology	+49 4124 911-649
Mr Hennschen	Electrical, Measurement & Control Engineering	+49 4124 911-422
Mr Schnoor	Head of the Plant Fire Brigade	+49 4124 911-555
Mr Schubert	Fire Prevention Officer	+49 4124 911-332
Ms Egge	Work Safety Specialist	+49 4124 911-287
Ms Willich	Water Protection	+49 4124 911-285
Ms Thee	Environmental Officer	+49 4124 911-482

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## Annex 2 Emergency plan



Papier mit besten Werten



ENERGIE



EBS CONCEPT



**Alarmplan**





INTERN/ *INTERNAL*

4 4 4





Stromausfall ODER  
EXTERN/ *EXTERNAL*

+49 4124 911 444

Alle Anrufe führen zu einem Notfalltelefon im Kraftwerk.  
*Our power plant managed the call.*

RUHE BEWAHREN!

*KEEP CALM!*

RÄUMUNG WIRD ANGEORDNET!

*EVACUATION BY FIRE FIGHTERS!*

SAMMELSTELLE AUFSUCHEN!

*GO TO COLLECTION POINT!*



Bei Ausfall der Telefonanlage ist der Ersatznotruf im Mobilnetz unter **0152 093 86 255** erreichbar.

Stand: 2019

