

# Safety Guidelines for Contractors

We place great value on order handling that is free from safety system errors and safetyconscious work performance, and thus on prevention of workplace accidents and avoidance of damage to facilities and the environment.

In accordance with the principles of REP Austria AG and its subsidiaries (hereinafter referred to as REP) for workplace safety, we establish the same safety standards for the personnel of your company that we do for our own personnel.

These "**Safety guidelines for contractors**" and the "**Summary of safety guidelines for contractors**" represent an integral component of all contracts with the contractors we employ and with their own contractors (subcontractors). Failure to comply is therefore considered as a breach of contract, with all the consequences resulting from that.

We expect you to comply with these REP guidelines when performing the tasks and work as well as you accept all laws, ordinances, regulations and norms that apply to your activities.

In particular, your activities must also be carried out in compliance with the terms of the Austrian Mineral Raw Materials Law (Mineralrohstoffgesetz), Employee Safety Law (ArbeitnehmerInnenschutzgesetz), and the Construction Work Coordination Law (Bauarbeitenkoordinationsgesetz), including its associated ordinances, with respect to responsibilities and, if necessary, a health and safety plan (SiGe-Plan).

Under the heading of general information, you can find a sample list of the significant laws and ordinances for services (activities) performed on behalf of REP.

By **signing the declaration/confirmation (Appendix 1), you are obliged**, and by **signing the summary (Appendix 2), your employees<sup>\*\*\*</sup>** are obliged to comply with all health, safety, and environment regulations applicable to your activities.

**You will therefore be obligated to inform yourselves at least before starting work within or in the vicinity of a facility or construction site about the locally specific regulations or that you request this information from the Operation's Officer or the local site management.**

In case of violation of these regulations or of the plant (local) safety guidelines, **REP supervisor<sup>\*</sup>** and/or the **local site supervisor<sup>\*\*</sup>** are entitled to stop work until the proper conditions have been established. Any resulting costs and damages shall be the responsibility of the contractor.

*) REP supervisor	REP employee, plant supervisor, planning/construction site coordinator
** local site supervisor	REP employee or person acting on behalf of REP - Planning/site coordinator, technical supervisor, is in direct and regular exchange with the REP supervisor
***) Employee	This word is used in a gender-neutral manner
Supervisor of the contractor	Responsible for monitoring compliance with all safety regulations on the contractor side (see 4.2)

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## 1 Introduction

### 1.1 General information

The customer has high expectations for safety consciousness and safety-oriented conduct for the people working in their company, in their plants, and on their construction sites.

This standard, "Safety guidelines for contractors," contains basis safety regulations that must be followed by the contractor **and their subcontractors**. Applicable legal regulations, ordinances, and accident protection guidelines, as well as applicable technical rules, are not affected by this and must also be followed. In plants subject to the mining authorities, furthermore, the Austrian Mineral Raw Material Law (MinroG), the Drill Mining Ordinance (BB-V) and the Drilling Work Ordinance (BohrarbV). In areas marked as "Ex" the Ordinance for Protection of Employees from Potentially Explosive Atmospheres (VEXAT) has to be followed. Responsibility for the safety and the adherence to the safety rules of their personnel and for all measures required for the safe execution of the work order lies with the contractor.

By accepting the contract, the contractor recognizes these safety guidelines. Compliance is a part of the order.

In principle, the local site supervisor is the first contact for the contractor in all questions, concerns, incidents and emergency cases. It directly reports to the REP supervisor and informs him regularly about relevant events.

### 1.2 Scope of applicability

The safety guidelines for contractors apply to all plant grounds and all construction sites of the customer.

### 1.3 Authority

The REP supervisor and/or local local site supervisor reserve the right to inspect personnel of the contractor for compliance with this standard, and to expel them from the danger zone or plant grounds in case of unsafe conduct. Moreover, the REP supervisor and/or local site supervisor may shut down a construction site until correction of unsafe conditions. The resulting costs shall be the responsibility of the contractor. Every employee working for REP must be able to identify himself or herself on site.

### 1.4 Work hours

On construction sites, the contractor must perform his work in accordance with applicable work time regulations.

The contractor must synchronize his working hours with REP's normal working hours, and if overtime is required, the approval of the customer must be obtained.

## 2 Conduct in case of danger or accidents

### 2.1 First Aid

Every contractor must take the measures required by legal regulations.

These include:

- Availability of a sufficient number of personnel trained in first aid,
- The provision of first aid equipment in a clearly designated location,
- Posting in a clearly visible area of:
  - The names of all available personnel trained in first aid,
  - All important telephone numbers (doctors for first aid, emergency coordination office, fire brigade, police, poisoning information center etc.)
  - In additional important information, e.g., escape routes, assembly points etc..

### 2.2 Problems/emergency cases

In case of problems/emergency the local site supervisor must be informed immediately and the following rules have to be obeyed:

- Stop work immediately
- Turn off work machines and units
- Keep roadways free
- Move to the assembly point
- Follow the instructions of the emergency personnel.

**Work may only be resumed upon instruction by the local site supervisor.**

### 2.3 Danger / accident report

Contractors and subcontractors report accidents, even minor injuries and near-misses, for their employees, and damage events such as fires, blow-outs and other dangerous events in their scope of applicability **immediately** to the REP supervisor **and** local site supervisor. In case of absences of personnel applicable local laws have to be obeyed. A copy of the accident report to the authorities (with the personal data of the accident victim obscured) and the resulting absence must be forwarded to [gsu@rag-austria.at](mailto:gsu@rag-austria.at) as quickly as possible.

In places where an accident has occurred, nothing may be changed before documentation of the accident by the mining authorities. Exceptions: Rescue and securing activities.

## 3 Fire safety

### **REP dispatching central for emergency calls: 00800 8481 0000 or 07672 / 93245**

- Follow alarm plans - see also fire safety plans on-site and/or fire extinguishing and fire safety plans, as well as the oil, reservoir water, and gas leak plan
- When alarming operational forces, wait for their arrival and direct them appropriately.
- Everyone is obligated to contribute to prevention of fires by caution and suitable preventive measures.

### 3.1 Preventive fire safety measures

- Order and cleanliness
- Ex and fire zones may only be entered with written approval from REP supervisor and/or local site supervisor
- Fire extinguishing systems, escape routes, and emergency exits must be provided everywhere and remain accessible at all times
- Flammable waste belongs in containers provided specifically for this purpose
- Storage of materials which present a fire load is forbidden in flammable surroundings and fire belts • Fire section doors must be kept closed • Welding and hot work operations:
  - Welding and hot work operations may only be done with written work approval.
  - All flammable material must be removed from the vicinity of the hot work operations. If this is not possible, it must be covered with protective covers.
    - Depending on the scope of work, a fire watch must be organized, who will also inspect the work area after the work is completed.
    - Fire extinguishing devices must be held ready in sufficient numbers.
- Flammable liquids and compressed gases
  - Flammable liquids and compressed gases may only be kept ready in work rooms at most for the requirement of one single day.
    - Quantities beyond a single day's use must be stored according to guidelines
- Electrical equipment
  - Electrical equipment that does not directly serve the fulfillment of the order (e.g. coffee machine) may only be used with the explicit approval of the local site supervisor.
    - Use of non-explosion-secured electrical equipment in Ex zones is only permitted with written work approval and additional safety measures.

### 3.2 Conduct in case of fire

- Stay calm
- Report fire
  1. Where has it happened?
  2. What happened?
  3. How many people are affected/hurt?
  4. Who is reporting?

Wait for further inquiries!  
Or activate fire alarm if available!
- Get to safety (take endangered persons with you, close doors, follow escape routes, follow instructions) • Attempt to extinguish the fire (use fire extinguishers, fire blankets, fire-fighting equipment).

### 3.3 Conduct after fires

- The investigation of the cause of the fire has to be supported as best as possible. All observations that may help to determine the cause of the fire must be reported to the REP supervisor or local site supervisor.
- Do not enter areas affected by fire.
- Used hand-held fire extinguishers must be replaced or filled and checked before they are returned to their locations.

## 4 Safety organization on the construction site

### 4.1 Safety training

Before work starts, the personnel responsible for management and technical oversight must be named in writing to REP, which will be referred to as the supervision of the contractor. A more detailed definition is given in section 4.2.

**The declaration/confirmation (Appendix 1) must therefore be filled out completely, signed, and sent to the address below. This applies both to companies purely engaged in mining as well as to those that carry out activities of an exclusively commercial nature.**

REP GmbH  
Purchasing Department  
Schwarzmoos 28  
A-4851 Gampern  
[auftragsbestaetigung@rag-austria.at](mailto:auftragsbestaetigung@rag-austria.at)

**The contractor must ensure that their personnel and the personnel of any commissioned subcontractors are trained before commencing work in the area of application:**

- About the content of these safety guidelines,
- About additional applicable legal regulations, ordinances, guidelines, and instructions for use and operation, and
- About special work related dangers and associated safety measures (conduct, personal protective equipment, hazardous working materials, etc.)

You (as the manager or supervisor of the external company) have to instruct your employees in these existing safety guidelines for contractors.

The signed Annex 2 is to be handed over to the local site supervisor by your employee. The REP employee carries out a written knowledge check. A maximum of 3 partial answers may be incorrect to receive the safety sticker. This sticker is valid for one calendar year on all REP facilities, construction sites and stations. This safety sticker must be carried and presented to REP personnel upon request or worn in a permanently visible manner. If your employee loses the safety sticker, he or she will receive a new one upon presentation of the signed Appendix 2. The same procedure must be followed when replacing employees or using subcontractors.

**Verifiable instruction about dangers in REP facilities will be carried out by the REP supervisor and/or local site supervisor.**

The frequency, type, and scope of instruction to be repeated regularly must be determined in compliance with applicable laws, regulations, guidelines, and accident prevention regulations.

Your employees must be able to speak German to the extent that they can understand and repeat the meaning of instructions, orders and information of their supervisor, the REP supervisor and/or local site supervisor.

If your employees do not speak German, you must ensure that a person is permanently on site to ensure comprehensible communication.

**Non-instructed personnel may not work in the area of application at any time.**

The minimum age of employees must be 18 years.

### 4.2 Supervisor of the contractor

The contractor must ensure the presence of a technical supervisor (=supervisor of the contractor). The supervisor must be named in writing to the local site supervisor before work commences. It will not be possible to start work without naming a supervisor.

The supervisor of the contractor has to monitor all safety regulations (including these safety guidelines) by regularly inspecting their compliance, so that unsafe work processes, violations of safety regulations and other sources of danger can be identified and corrected in good time.

If safety defects are noted the supervisor of the contractor must:

- Instruct workers to comply with the applicable safety rules,
- Take safety measures, and
- Inform the local site supervisor immediately.

The supervisor of the contractor can personally be involved in the work, so long as this does not affect his or her monitoring activity.

If people from multiple contractors are employed in a location, a contractor coordinator must be named in writing after discussion with the local site supervisor, in order to prevent any possible mutual endangerments. Any applicable terms of the Construction Coordination Law (Bauarbeitenkoordinationsgesetz), regarding responsibilities and any necessary health and safety plan (SiGe-Plan) must be observed.

The safety instructions of the REP supervisor and/or local site supervisor must be followed notwithstanding the above.

#### **4.3 Permit to Work**

In principle, all work carried out by external companies at REP need approval. This approval is documented in writing when dangerous work is performed and must be coordinated with the REP supervisor or the local site supervisor in accordance with the REP work approval system.

Additionally, there are separate permits for example for work in confined spaces and containers, hot work operations as well as for working in Ex areas.

Work permits expire as soon as the date and time written on them are exceeded, the work has been completed, or if unforeseen circumstances arise that preclude further work for safety reasons.

#### **4.4 Risk analysis in the workplace**

Before starting work, the contractor must inform themselves about hazards in their working area. Existing dangers and safety measures that need to be taken (technical and organizational measures, personal protective equipment) must be recorded in writing and assigned to one another. If it is necessary to prepare a SiGe plan, the risk analysis must be documented there.

In case of unclarity with respect to existing risks, the contractor must seek the advice of the REP supervisor and/or local site supervisor.

#### **4.5 Occupational medical care**

The contractor must ensure that the state of health of their personnel is monitored by occupational medical examinations if performance of the work is associated with health-endangering effects or hazardous activities.

In this case, before starting work, evidence of the completed examinations must be provided to the local site supervisor. If this evidence is not presented, employees of contractors or subcontractors cannot be employed.

#### **4.6 Ending work**

After temporary or final ending of work, the local site supervisor must be informed of the status or completion of the work. For work with influence on system function, safety systems, or operational readiness, evidence of proper completion of work must be provided.

### **5 Personal protective equipment**

The contractor must provide their working personnel with sufficient quantities of personal protective equipment.

On construction sites and the entire plant grounds of production facilities, the following must always be worn:

- Safety helmet (EN 397)
- Safety boots EN 20345 S3 (minimum S3 standard, ankle high, laced)
- Protective clothing (Shorts are not permitted)
- Protective eyewear (EN 166 and EN 170)
- The following protective equipment may also be required
  - Protective gloves (EN 388 and EN 374, specifications should meet the requirements of the particular task being performed)
  - Flame resistant and antistatic coveralls in Ex areas (EN 11612 and EN 1149)
  - Long sleeves must be worn in Ex areas
  - Safety harness when working at height (EN 361)
  - Ear protection (EN 352) in noise areas

Personal protective equipment must be selected in accordance with the existing dangers before work begins and coordinated with the local site supervisor. The supervisor of the contractor must monitor the use of personal protective equipment. The REP supervisor and/or local site supervisor is entitled to forbid personnel not wearing the prescribed protective equipment from continuing work. The costs for any delays resulting from this are borne by the external company.



## **6 Order in the plant/work environment/addictive substances**

### **6.1 Setup and maintenance of construction site facilities**

Construction site facilities such as changing rooms, office and storage containers, and sanitary vehicles must be set up in coordination with the local site supervisor. Staying overnight and living on the premises is prohibited.

Room and material containers may only be placed in the assigned locations and must be equipped with tested, ÖNORM-compliant fire extinguishers. The setup of heaters and ovens of any kind requires the approval of the local site supervisor. In case of doubt, the responsible fire safety engineer of the plant must be asked. The use of liquid gas systems for heating or cooking is forbidden.

Construction sites, workplaces, rest areas, and sanitary facilities must be kept in an orderly, clean condition. It must be ensured that the surroundings of work areas, particularly outdoor areas adjacent to the work site, are kept free of contamination of any kind. Contractors are responsible for keeping the workplace clean and tidy. Self-caused waste must be taken away and disposed of properly.

Hazardous materials (flammable, explosive, poisonous etc.) may not be stored in the changing rooms, offices, or office containers.

Self-serve fuel stations must be set up, secured, and labeled according legal requirements. The setup location must also be coordinated with the local site supervisor.

### **6.2 Safe working environment**

Hazardous areas such as ditches and obstacles must be removed or immediately and sufficiently secured as well as labeled.

Excavation pits must be secured according to legal requirements.

Openings in floors must be covered with suitably supporting materials or secured with protection on all sides.

In case of danger due to scattered objects or materials, the customer reserves the right to clean up the work area at the cost of the contractor, if necessary, through engagement of another company.

### **6.3 Alcohol / drugs / medication / smoking**

Bringing and consuming alcoholic food/drinks and drugs, as well as taking medication that can impair perception, is prohibited on REP facilities and REP construction sites. No type of work may be performed under the influence of such substances.

The person in charge of the contractor has the duty to deny access to REP facilities and construction sites to persons who are drunk or under the influence of drugs/medicines

Smoking is prohibited on the REP premises and on REP construction sites. Exceptions are specially designated smoking areas. This also applies to the use of e-cigarettes.

### **6.4 Areas of access / behavior**

The personnel of contractors and/or subcontractors must remain in the work areas assigned to them and may not disturb or hinder other operational activity. It is not permitted to remain on the work site outside the working hours determined. Mischief and unnecessary noise must be avoided.

Rest areas for work breaks must be coordinated with the local site supervisor.

Operational facilities, valves, and other functional units serving production processes may not be entered, climbed on, changed, or actuated without the approval and an order from the REP supervisor and/or local site supervisor.

The performance of private work on plant grounds is not permitted. Photography is permitted only with the approval of the local site supervisor.

Warning signs, traffic signs, and other safety notices must be observed. They may not be changed or removed without the approval of the local site supervisor.

## 7 Machines and tools

### 7.1 Safe condition, safety systems and defects

Vehicles, machines, tools, equipment etc., which are used within the scope of the work order, must comply with the relevant regulations and must be kept in a safe condition.

Safety systems on machines, equipment, facilities, and other safety systems provided for the protection of working personnel must be used as intended. They may not be influenced, manipulated, or removed.

Defects in your own equipment must be corrected immediately. If this is not possible, this equipment may no longer be used to fulfill the work order.

### 7.2 Test signs and plates

Work equipment must be tested in accordance with the legal requirements. Only machines/devices with the "GS" or "CE" safety test marks may be used in the area of application. On large devices/machines for which expert inspections are mandatory (e.g. cranes, excavators etc.), the inspection stickers must be attached in a recognizable manner.

If there is any doubt concerning the safety of equipment/machines, the REP supervisor and/or local site supervisor reserves the right to inspect the test logs and/or to forbid the use of the equipment/machines.

### 7.3 User qualification

Working machines and equipment for which special user qualifications are prescribed (e.g. industrial trucks, lifting equipment) may only be operated by trained personnel. The certificate must be presented upon request.

If power for your work is provided by our plant, the steam, air, gas, water, or power connections provided to you will be explicitly noted by the REP supervisor and/or local site supervisor and approved for use. Other connections may not be used.

### 7.4 Working noise

The machines and tools used should have as little noise emission as possible. Measures should be taken on construction sites to restrict the extent of noise to a minimum. If the legally specified noise limits are exceeded, hearing protection must be worn.

## 8 Working on the construction site

### 8.1 Lifting of loads

- Only approved and inspected lifting apparatus may be used. Lifting straps, round slings, and ropes are not suitable for sharp-edged or hot loads
- Lifting accessories must be inspected regularly (periodic test data must be visible).
- Be careful with load capacity and tilt angles of supporting ground
- Loads slung by hand may only be moved upon the clear signal of the slinger.
- No person is allowed to be under hanging loads.
- Guide ropes must be used to guide loads during the transport process.
- When lifting loads, do not stay between the load to be lifted and fixed objects such as walls, machines, or stored materials.
- A load may only be set down if all personnel (including the slinger) have left the danger zone of the discharge area.
  - Defective sling and load lifting equipment must be destroyed.

### 8.2 Working with compressed air bottles

- Pressurised gas cylinders may not be placed in rooms below ground level or in narrow pipe trenches.
- Pressurised gas cylinders must be secured against falling over and protected from impact; they may not be thrown, allowed to fall, or rolled over the ground. They must also be protected from direct sunshine.
- Use only suitable transport equipment (bottle carts, transport racks) for transport.
- Within the protection zone of the bottles, there may not be any source of sparks.
- Valves from bottles not currently in use must be closed and secured with the protective cap.
- Behind the bottle valve, a standards-compliant pressure regulator/reducer must be installed.
- Only defect-free hoses and suitable hose connectors may be used.
- When working below ground level with hoses over 40 cm in length, gas anti-gas leakage safety devices must be used. Above ground level, instead of anti-gas leakage safety devices, hose breakage protection may also be used.
- Pressurised gas cylinders of flammable gases (acetylene, liquid gas) and fire-enhancing gases (oxygen) may not be stored directly adjacent to one another.



### **8.3 Ladders, scaffolding, and fall safety devices**

Ladders and scaffolding must comply with accident prevention regulations and standards. When working above ground level, a safe place to stand must be provided (ladders, scaffolding, safety straps, etc.). When working on elevated places the endangered area below has to be locked out and no personnel in this dangerous area is allowed. Inspection plates must be visible.

Due to the risk of accidents when using ladders, the use of a ladder as an elevated workstation should be reduced to those circumstances in which the use of other safe work equipment (such as ladder platforms, scaffolds, aerial work platforms, etc.) would only be associated with disproportionate effort.

Only short-term work may be carried out from ladders, for which the carrying of tools is only required to a minor extent. Work on ladders higher than 5 m is not permitted at REP!

#### **8.3.1 Ladders**

- Ladders must not be overloaded.
- Ladders must be set up in a stable position and, if necessary, secured against slipping away. • Defective ladders must be removed immediately and secured against reused.

##### **8.3.1.1 Leaning ladders**

- Only lean against load-bearing components; setting angle approx. 70°
- The leaning ladders must project at least 1 m beyond the upper transfer point.
- Prevent the ladder from slipping (secure the ladder feet, secure the top leaning point, etc.)
- If both hands are used for operating on machines or equipment, while standing on a leaning ladder, a safety belt must be worn.

##### **8.3.1.2 Stepladders**

- Stepladders may only be used if fully extended; the safety struts must be engaged.
- Stepladders may not be used as leaning ladders at REP.
- Stepladders may only be stepped on up to the third-last rung.

#### **8.3.2 Scaffolding**

- Scaffolding must comply with legal requirements. After setup, scaffolding must be closely inspected before use. Written records must be kept of the scaffolding approval (scaffolding approval confirmation must be kept on-site).
- Mobile scaffolding or rolling ladders may only be moved if no-one is on them.
- Scaffolding for construction work at 2 m or higher must be equipped with three-part side guards (double guardrails and toe board).
- Scaffolding must be secured in such a way that no-one can be injured by falling objects.
- Mobile scaffolding and work platforms must be parkable with brake levers and may only be moved if no-one is on them. The fastening spindles may not have upwards-pointing handles.
- Bridges between mobile scaffolding and buildings are not permitted.
- Scaffolding must be inspected daily before work starts by the user of the scaffolding, as well as by the scaffolding builder after particular stress e. g. due to storms.
- Scaffolds must not be overloaded (e.g. by depositing building materials).

#### **8.3.3 Fall protection**

- Fall protection devices must be installed before starting work in accordance with the legal requirements. It must be taken into account that falls, even from low heights, often result in serious injuries. Possible measures are
  - railings, fixed barriers, parapets, guard rails)
  - barriers
    - Catching scaffolds, safety nets
    - Personal protective equipment against falls from a height
- In work baskets of any kind, every employee must secure himself against falling by roping up.

### **8.4 Bulldozing and excavation work / working in excavations and trenches**

- Before starting bulldozing and excavation work, ask the responsible REP supervisor and/or local site supervisor whether structures will hinder your work or could be damaged by performance of your work.
- Shafts, ditches, trenches and the like must be sufficiently secured and compliant with legal regulations. During the hours of darkness, suitable lighting must be provided in the vicinity of roads and paths. Shoring must be implemented according to applicable regulations.
- At the edges of excavations and trenches, at least 0.5 m wide safety zones must be arranged and kept free of excavated material, obstacles, and unnecessary objects.
- Excavations over 1.25 m in depth may only be entered if they are banked or shored in compliance with applicable guidelines. The bank angle depends on the type of soil.
- Excavations and ditches over 1.25 m in depth may only be entered using suitable facilities such as ladders or stairways.

- For excavations and trenches up to 1.25 m deep, the walls can be vertical if the ground is sufficiently stable and there are no special influences.
- Construction vehicles, construction machines, lifting machines, etc. must keep a safety distance from the edge of the excavation. This distance depends on the total weight of the construction vehicle and the type of the securing of the trench (banking or shoring).

### **8.5 Working with hazardous substances**

- In accordance with the statutory provisions, the contractor shall test, evaluate and use the working materials required for its activities and instruct its employees regarding the safe handling of these materials.
- If necessary, the appropriate personal protective equipment will be provided to the employees.
- A list of all hazardous working materials to be used shall be provided to the local site supervisor.
- Employment restrictions shall be observed. Any irregularities occurring in the handling of hazardous materials are to be reported immediately to the local site supervisor.
- Hazardous working materials are to be stored in such a way that the health of the employees and the environment are not endangered.
- Temporary storage of hazardous working materials on REP premises may only take place at designated locations after approval by the local site supervisor.
- If working materials are handed over to REP employees, they must be assessed and approved in accordance with the valid REP operating instructions prior to handover.

### **8.6 Working on gas lines**

The ignition of emerging natural gas and the improper use of equipment can lead to severe injury. For this reason, the following instructions must be followed:

- Work may only take place with approval by the REP operations supervisor.
- Sufficient escape routes must be provided (at least 2 ladders in excavations).
- Danger zones must be separated and marked (restrictions, warning signs, warning tape, warning sports) • Before working on a pipeline, obtain approval for hot work operations.
  - Only trained personnel may be used.
  - When working on gas lines, flame-retardant protective clothing must be worn.
  - Spark sources must be removed from the working area.
  - Before welding on a pipeline under working pressure, an expert must inspect the condition of the pipeline (e.g. wall thickness etc.).
  - To fight fires, at least two P 12 fire extinguishers and if necessary a Type P 50 fire extinguisher must be kept ready for use on-site.
  - For sudden danger, work must be stopped immediately and the REP supervisor and/or local site supervisor must be informed.

### **8.7 Electrical safety**

The operation of REP electrical facilities is limited to essential switching lighting. G. switching lights on or off, the use of diverse small consumers etc. required for the specific tasks, as well as the provision of worksite distribution boards for power supply using standard plug. In the fault case, the local site supervisor must be notified, which will take remedial action. Any independent intervention in electrical facilities is forbidden or requires written consent from the REP supervisor and/or local site supervisor.

## **9 Traffic safety**

Driving on REP facilities and REP construction sites is only permitted with the express permission of the REP supervisor or local site supervisor. As a rule, roads may not be left in the process

On premises, normal traffic law applies. The maximum speed is 20 km/h.

Powered vehicles may only be parked in the direction of escape in the parking lots provided – generally outside the premises / construction site.

Incorrectly parked vehicles can be towed at the cost of the owner of the vehicle. Parking inside and outside the premises is at your own risk.

The driveability of roads may not be hindered by construction or assembly work, or by contaminations. Roadway contamination must be corrected immediately by the person who caused it. Roads may not be used as intermediate storage for materials or machines.

The required roadblocks must be indicated to the local site supervisor at least 7 days in advance.

In addition to the statutory requirements for securing loads, the use of steel side stanchions is compulsory for the transportation of pipes. The height of the stanchions must exceed that of the load.

## 10 Environmental protection

REP and its subsidiaries are committed to protecting the environment. Accordingly we have introduced various management systems in certain areas and obtained the necessary certifications (REP: ISO 50001 Energy management). The conduct of contractors employees is vital for the effectiveness of measures implemented under these management systems and HSE.

### 10.1 Working with waste materials

It must be ensured that the surroundings of work areas, particularly outdoor areas adjacent to the work site, are kept free of contamination of any kind.

Waste such as construction rubble, wood, fiberglass, residual cable, insulation, packing materials, cleaning cloth, solvents, old oil and other waste types which occur during performance of the work on the construction site, must be documented by the contractor and removed in approved containers. The procurement of the containers as well the request to perform proper disposal or recycling according to waste-management laws is the responsibility of the contractor.

Containers must be set up and secured in a suitable location in coordination with the local site supervisor.

No later than conclusion of construction activity, all waste occurring must be removed from the construction site by the contractor.

The placement of disposal orders must be carried out in a timely manner by the contractor, and a copy must be sent to the local site supervisor.

The requirements of the Waste Management Law (Abfallwirtschaftsgesetz) and the Mining Waste Ordinance (Bergbauabfallverordnung) must be followed.

Remaining material and scrap must be stored in an orderly fashion in a separate place provided, and in any case must be removed no later than conclusion of construction tasks by the contractor.

In case of improper disposal, the customer reserves the right to transport the waste away at the contractor's cost. In case of unclarity, the waste representative of the REP must be notified.

### 10.2 Transporting hazardous waste.

For the transport of hazardous materials, the requirements and terms of ADR must be met. All resulting obligations must be borne by the contractor.

Hazardous goods transport carried out on behalf of the customer are controlled and approved using a checklist by the local site supervisor.

### 10.3 Working with materials hazardous to water

When working with materials hazardous to water, the requirements of the Water Management Law and the national and regional water regulations must be followed.

Replacement materials or waste that is hazardous to water may only be stored in such a way that the contamination of ground water or the floor may not occur. The same applies to the processing systems, machines, devices, and equipment parts used. Type approved systems should be used by preference. Precipitation must be kept away.

There may be no dumping or introduction to waters, underground, or in a sewer of materials hazardous to the water.

If despite all care taken, soil or water contamination occurs, suitable containment measures to limit the damage must be taken immediately; the event must be reported immediately to the local site supervisor.

### 10.4 Legacy pollution

The encounter of suspected legacy pollution or other soil contamination must be reported immediately to the local site supervisor.

## 11 Access authorization

### 11.1 Registration

On construction sites with a manned gate, the contractor or subcontractor employees must register with the gate. The gate informs the local site supervisor and hands out the visitor identification. This identification must be returned to the gate after the work ends.

On construction sites without a manned gate, contractor or subcontractor employees register with the local site supervisor, who will carry out training and instruction. Arrival and departure must each be entered in the visitor log.

Contractor and/or subcontractor employees who remain within the construction site grounds must be able to identify themselves at all times (personnel ID, employers, authorization to be present, and social insurance ID card and safety sticker).

### **11.2 Accompaniment by other people / visitors**

Contractors, subcontractors, and their employees are not permitted to bring other people or visitors with them onto the construction site grounds, without the approval of the local site supervisor.

### **11.3 Surveillance and access control**

Surveillance and access control systems are in place at various REP sites and branch offices for the purpose of monitoring facilities and buildings. Some of these facilities also keep record of employees at their workplace or while they are performing their work, or store access data. These sites are clearly marked.

Recorded data is stored safely to prevent unauthorised access and is archived only for as long as it is required for security purposes.

Security monitoring, with the aid of cameras and access systems, is carried out in such a way that the employee's dignity is maintained as far as possible. Observation of employees only takes place if this is necessary for security-related reasons.

The contractor agrees to the surveillance and access control systems. He/ She informs the employees deployed there about the monitoring measures..

## **12 Declaration/confirmation**

The declaration/confirmation (Appendix 1) of the "Safety guidelines for contractors" is a part of the contract and may only be signed by people authorized to do by means of signing the contract and/or after changes to personnel at the construction site.

REP GmbH  
Purchasing Department  
Schwarzmoos 28  
4851 Gampern  
AUSTRIA

## DECLARATION / CONFIRMATION

Contractor (company name): \_\_\_\_\_ Stamp:

For external services order \_\_\_\_\_

I hereby confirm the receipt of the "Safety regulations for contractors" and confirm to comply with it as minimum requirement and to instruct verifiable the appointed personnel about these regulations.

\_\_\_\_\_  
Signature

At the same time I announce the responsible person for contract fulfillment and the responsible person for HSE matters (=supervisor of the contractor). These persons also accept by signature the "Safety regulations for contractors".

**Persons for technical supervision onsite will be announced at the latest immediately before starting to work.**

## PEOPLE FOR MANAGEMENT

	NAME	FUNCTION	SIGNATURE, DATE
<b>Responsible person contract fulfillment</b>			
<b>Supervisor of the contractor</b>			

A change in responsible persons has to be reported to REP immediately by issuing Appendix 1 new.

## SUMMARY OF SAFETY GUIDELINES FOR CONTRACTORS

In general, the "Safety guidelines for contractors" apply to all work. This summary is a part of it, but represents only an extract of the most important regulations.

- Before starting work, the employees of your company involved in these activities must be **verifiably instructed by you** about the relevant hazards/safety guidelines (this also applies to employees of subcontractors). **By having your employees sign this summary (Appendix 2), you obligate them to comply with the relevant safety instructions. Knowledge on these safety guidelines will be checked by REP with a multiple choice test.** You will be **instructed on the potential hazards at REP facilities** by the **responsible REP supervisor**.
- Only instructed personnel is allowed to enter **facilities** and **construction sites** which are assigned by our responsible REP supervisor for the activities to be performed. The entry of other facilities and construction sites requires the explicit approval of the responsible REP supervisor.
- Before **starting work** in or on the relevant facilities, agreement must be reached with REP as to whether it is necessary to obtain a **written work permit** for "hazardous operations".
- In **potentially explosive areas, special safety measures** are required. **Hot work operations** may only be performed with **special safety measures and with a written work permit**. Furthermore, only explosion-protected communication systems (mobiles, pagers etc.), devices and machines may be used. Entry into potentially explosive areas with a **vehicle requires approval** by the **responsible REP supervisor**.
- **Entry** into narrow spaces such as **shafts, containers, tanks** etc. is only permitted with **special safety measures and with a written work permit**, specific auxiliary equipment and safety personnel. **Working alone is forbidden** in this case.
- The use of our **electrical systems** is limited to switching operations for lighting etc. needed for the relevant tasks and to the abstraction of electricity through worksite distribution boards and standard outlets provided for this purpose. Unauthorised tampering with electrical installations is prohibited and reserved exclusively for **electricians**.
- When **working above ground level**, a **safe place to stand** must be provided (scaffolding, safety harness etc.).
- No work may be performed under hanging loads.
- If **safety systems**, safety instructions etc. must be removed, they must be **replaced** as soon as possible.
- **Protective clothing, a safety helmet, safety glasses and safety boots** must be worn. The relevant **requirements** can be found under point 5 of the Safety Guidelines for Contractors. Please note that **additional standards** must be observed in **Ex-areas**, in particular **EN 11612** and **EN 1149**. **Hearing protection** should be **to hand at all times** and used when required. The personal protective gear guidelines do not apply in areas such as administration buildings or recreation rooms, nor in other specially designated areas.
- **Smoking** is prohibited except in designated areas. The consumption of **alcoholic beverages** and **drugs** is forbidden. **Photography** with or without flash is only permitted with the approval of the REP supervisor or local site supervisor.
- In **emergency cases**: Turn off work machines and units, stop work immediately, stop smoking at designated places and extinguish embers, keep roadways free, leave the construction site, go to the meeting area and follow the instructions of emergency personnel. **Work may only be resumed upon instruction by the emergency personnel**.
- **Every work accident**, every minor injury and every near-misses must be **reported** immediately to the REP supervisor or local site supervisor. The same applies in case of fires, explosions and other dangerous events.
- In case of **violation of these safety regulations** or **internal safety guidelines**, the REP supervisor and/or the local site supervisor are entitled to **stop work** until proper conditions have been re-established. Any resulting expenses will be charged to the contractor.
- Surveillance and access control systems are installed at various REP sites and offices. This is clearly indicated by signs at these sites.

Confirmation	Contractor	Name	Signature / date
Instructed by			
Instructed			