



Occupational Health and Safety Requirements for Outside Companies (OHSOC)

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Occupational Health and Safety Requirements for Outside Companies (OHSOC)

1 Introduction

The following **occupational health and safety requirements for outside companies** (hereinafter referred to as OHSOC) are decreed for outside companies on the power plant sites at the Farge, Wilhelmshaven and Zolling locations

ENGIE Deutschland AG, ENGIE Generation Management GmbH, ENGIE Kraftwerk Farge GmbH & Co. KGaA, ENGIE Kraftwerk Zolling GmbH & Co. KGaA, ENGIE Kraftwerke Betriebs GmbH & Co. KGaA, GDF SUEZ Kraftwerk Wilhelmshaven GmbH & Co. KG; Biomasseheizkraftwerk Zolling GmbH
(hereinafter referred to as principals).

The intention of the OHSOC to ensure the smooth implementation of all work to be carried out, taking into account and ensuring as far as possible the safety of the facilities and all individuals at the location. They must thus be complied with by all individuals working on the power plant sites.

The OHSOC represent a supplementary document with requirements that apply in addition to the principal's purchasing conditions, and extend the latter. They are aimed at all outside companies that carry out services and are consistent with the internal requirements.

2 Basic principles

Prevailing German law and regulations in force at the location are always to be complied with. The client is obliged to comply with the relevant professional association and property insurance regulations as well as the generally accepted rules of technology. Findings from the field of occupational health are also included in this.

This paragraph also applies without restriction to subcontractors of the client and to their further subcontractors if applicable.

By accepting an order, the client confirms these OHSOC and undertakes to make its employees and subcontractors fully aware of the contents of the OHSOC.

The aforementioned prevailing health and safety regulations include in particular the new life-saving regulations of the principal:

- I. Never move under hanging loads. Never stand under hanging loads.
- II. Never get in the way of vehicle routes.
- III. When working at height, wear your personal protective equipment as protection against falls and impact.
- IV. Only climb into trenches when they are protected against collapses and slips.
- V. Before entered confined areas, ensure that measurements are taken of the atmosphere and that the latter is monitored cyclically while the work is being carried out, depending on the hazards involved.
- VI. Before carrying out hot work, ensure that there is no risk of fire or explosions.
- VII. Before starting work, ensure that the equipment and/or machinery are free of all types of energy (such as mechanical, chemical electrical etc.) and are not under pressure from standing fluids.
- VIII. Do not use telephones or communications devices when driving vehicles.
- IX. Do not drive any vehicle and do not perform any activities under the influence of alcohol or consciousness-altering medications or drugs.

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Experience has shown that the main cause of fatal accidents is non-compliance with these regulations.

3 Specifics of the power plant sites

The specifics (such as emergency telephone numbers and assembly points) of the power plant sites are communicated as part of the obligatory location instructions.

Each client, its employees and other individuals commissioned with carrying out services are obliged, before entering the power plant location for the first time and then annually thereafter, to take part in safety training.

4 Organisation

4.1 Documentation

4.1.1 Risk assessment (RA) / work description

The client must provide a written risk assessment for each activity undertaken on the principal's power plant sites. This is to be made available to the principal prior to the start of activities.

In addition, for complex or hazardous work, the principal can request from the client a suitable work description for the RA.

If a serious accident or a near-accident with the potential to cause great damage occurs, the principal reserves the right to request a reassessment of the existing hazards and thus an updating of the RA.

In addition, the hazards are to be checked onsite by the client's work supervisor immediately prior to the start of work (last minute risk analysis = LMRA).

4.1.2 Work equipment, machinery and tools

The following documents are to be provided onsite for the work equipment, machinery and tools used at the power plant sites:

- Test records in accordance with the respective regulation (e.g. mobile electrical equipment)
- Operating instructions or manufacturer's documentation (operating instructions)

Suitable work equipment for the work to be carried out is to be fully provided by the client, unless contractually agreed otherwise.

4.1.3 Hazardous materials

For **hazardous materials** used, regardless of the amount, the manufacturer's safety datasheets must be available onsite. Corresponding risk assessments and operating instructions are to be provided for dealing with these materials.

The hazardous materials must be stored in accordance with the rules of technology. This means in particular that with work interruptions, the materials are stored in such a way that they are inaccessible by third parties.

The use of hazardous materials that are classified as carcinogenic, mutagenic or toxic for reproduction is only permitted with the prior consent of the principal.

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To use such substances, a formal application containing the following details is required:

- Name and designation of material
- Safety datasheet including risk assessment and instructions for use
- Substitution test
- Planned use
- Maximum amount used
- Planned means of storage

4.2 Inspections of the workplaces

The principal is entitled at all times to inspect the workplaces of the client.

When determining deviations or malpractice, all work may be stopped and, if necessary, further sanctions declared in accordance with section 4.4.5.

4.3 Notifying accidents, damaging events and unsafe situations

The principal must be notified immediately of accidents, other damaging events and unsafe situations (near-accidents). The client may either use its own forms for this or the form entitled "Accident Notification for Outside Companies" (requirement with the principal).

Accidents resulting in downtime, or at the request of the principal (e.g. events involving high risk potential) must be notified by the client to the principal with an accompanying detailed accident analysis in accordance with the root cause method (fault tree analysis).

Downtime as a result of accidents is to be reported to the principal, including after completion of the provision of services.

Both the principal and the client are obliged to immediately notify the other in the case of reciprocal hazards existing between clients or employees of the principal that had not yet been taken into account when approval was given.

4.4 Bans, sanctions, infringements

4.4.1 Alcohol and smoking bans

In accordance with life-saving regulation IX, it is prohibited to carry out any activity under the influence of alcohol.

An absolute smoking ban throughout the power plant sites, with the explicit exception of designated smoking areas.

4.4.2 Restricted use of mobile radio units

The ban on mobile radio units applicable to certain areas must always be observed.

For explosion-protected areas, special radio equipment suitable for these areas can be provided by the principal.

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4.4.3 Other bans / restrictions

- ✓ Restriction on the use and storage of hazardous materials, see 4.1.2.

The following activities are also banned on the power plant sites:

- ✓ Combustion of waste,
- ✓ Unauthorised use of systems and system parts
- ✓ Transfer to third parties of work equipment handed over by the principal
- ✓ Improper use of equipment, e.g. use of fire hydrants for extraction of service water,
- ✓ Forwarding to third parties, without explicit permission, of any documents or other information regarding structural and technical facilities as well as operational interests,
- ✓ Starting work without a work permit from the principal
- ✓ Storage of materials outside the designated storage areas
- ✓ Storage of compressed air cylinders and flammable materials together
- ✓ Parking on the power plant sites without the permission of the principal

4.4.4 Staff allocation

If the principal determines that the staff used are objectively unable to fulfil the professional and personal operational requirements, the principal is entitled to terminate their employment.

The power plant management of the principal can, amongst other things, request the removal of staff should one of the following reasons exist:

- ✓ Disruption of labour peace,
- ✓ Theft,
- ✓ Non-compliance with these OHSOC,
- ✓ Provision of professionally unsuitable staff by the client.

4.4.5 Sanctions / zero tolerance policy

Infringements of the requirements of these OHSOC or of statutory regulations / regulations issued by professional associations can be sanctioned by the principal in accordance with the zero tolerance policy:

The principal uses a 3-colour "card system" with infringements.

- Grey Ad-hoc / onsite discussion and notification to the onsite work supervisor
- Yellow Discussion with superiors, repeat of the initial induction
- Red Expulsion from the power plant site

The contractually agreed deadlines are unaffected by this. Replacement of the staff by the client requires the prior written consent of the principal.

All additional costs in this respect shall be paid by the client.

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4.5 Conduct on the power plant sites

4.5.1 Alarms

Emergency calls must be sent immediately via an internal site-specific telephone number.

Farge power plant:	333	/ +49421 6881 333
Wilhelmshaven power plant:	4444	/ +494421 7558 4444
Zolling power plant:	444	/ +498167 99 444

4.5.2 Emergency management

In the event of an evacuation, the alarm must be sounded using the systems presented during the site induction.

In the event of the alarm being sounded, you should gather at the designated assembly points.

All activities may only be recommenced after approval has been given by the principal.

In addition, unannounced emergency drills may be held at which every client must participate without remuneration.

4.5.3 Personal protective equipment (PPE)

The following PPE must always be used in the operating areas of the internal and external production facilities and work places, or at the instruction of the principal (designations):

- **Safety helmet**
- **S3 or S5 safety gloves**
- **Safety goggles**
- **Work clothing with reflectors or high-vis jacket**

Appropriate PPE over and above the basic equipment is to be provided by the client in accordance with its risk assessment as well as, if appropriate, additional stipulations in the work permit, and this additional PPE must be worn.

4.5.4 Power plant traffic

Outside company vehicles will be granted access to the power plant site only if they have authority to do so. In this respect, it is permissible for checks to be requested by the principal's power plant management.

The parking of any vehicles on the power plant sites is forbidden unless approval has been granted by the principal by means of a special permit.

Vehicles may only be parked in designated areas.

Evacuation and emergency routes on and in the vicinity of access routes to the power plant sites and provision areas of the fire brigade may not be obstructed by vehicles.

The provisions of the German road traffic regulations apply on the power plant sites. The maximum speed is indicated at the entrance to the power plant and must always

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be complied with. Driving with dipped beam throughout the site depends on the time of day.

Pollution and damage to the roadways on the site and the service roads are to be reported immediately to the principal by whoever caused the aforementioned pollution or damage.

Authorisation to enter the site will be withdrawn should these conditions be infringed.

4.5.5 Delivery and materials, tools and equipment

The recipient of a delivery must ensure that transportation, packaging, provision and storage on the power plant sites are carried out in the designated storage areas in accordance with regulations, in a proper manner and appropriate to work progress, and without risk to individuals, the facility and the environment.

4.5.6 Bicycles / e-bikes

The use of bicycles as a means of transportation on the power plant sites is permitted under the following conditions:

- The user ensures that the bicycles / e-bikes are parked in the appropriate place. An area is deemed as suitable if it can be guaranteed that it will not hinder the movement of individuals, especially in the event of an evacuation, or fire brigade activities.
- The bicycles are only used on the paved vehicle paths; it is not permitted to ride then on green areas or gravel surfaces.
- The bicycle / e-bike used corresponds to the technical requirements of the German road traffic regulations.
- No materials may be transported using a bicycle / e-bike. The manufacturer's instructions are to be observed (permissible total load etc.).

4.5.7 Work times

Work outside of the framework work times agreed with the principal or on Sundays and bank holidays is to be agreed with the principal and require special approval.

The client must ensure when using its employees that the requirements of the German Working Time Act are complied with.

4.5.8 Work permit

A **work permit** is required for all activities on the power plant sites. This approval shall be granted to the principal after checks have been carried out beforehand.

Only activities listed in the work permit may be carried out. If a work permit certificate is granted, this is to be displayed at the work place.

The work permit can contain further permits (such as a permit for hot work, inspecting confined spaces and containers, creation of floor openings).

When the work is completed, the work permit shall be returned to the principal by the client.

Only the client's onsite work supervisor (AvO) is entitled to receive work permit. The principal must be made aware of who the AvO is before work is commenced.

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4.5.9 Shared use of the principal's work equipment

Using the principal's work equipment (cranes etc.) is only permitted after approval for this has been granted by the principal. Requirements for this are as follows:

- The staff employed are to be trained in the function of the respective technical facility and proof of this is to be provided, this includes in particular the respective operating instructions/instructions for use of the principal.
- The client's employee is suitable to use the work equipment (appropriate qualifications etc.).
- It is ensured that the staff used hold a permit to operate the respective work equipment before it starts to be used.

The client accepts the principal's work equipment for the duration of its use and returns it to the principal at the end of the work. Provision of the work equipment to third parties is prohibited. The client is liable for damage to the work equipment used.

4.5.10 Cleanliness, order and disposal of waste

All clients are obliged to keep in an orderly and clean condition the work areas and work places allocated to them, the storerooms, warehouses, sanitation facilities and accommodation.

The client must ensure waste and surplus materials are disposed of at least once on every work day.

There must be no risk of accidents or traffic obstructions. All hazards are to be removed from all unmonitored and unlocked work places.

Evacuation and emergency routes, access for the fire brigade and assembly areas and hydrants to be kept free.

Unless contractually agreed otherwise:

- The location-specific regulations for refuse logistics and disposal are to be complied with
- Each client is obliged to remove its waste properly and on its own behalf.

In the event of infringement, the system part / area in question is to be cleaned or the waste is to be disposed of at the expense of whoever caused it.

5 Special HSE requirements in the power plant area

5.1 Measures to cordon off and cover hazards / designation

Fixed cordons (such as fencing, scaffold cross-bars, nets) are to be set up to ensure the safety of hazardous areas where there is a fall hazard).

They must always be stable and also easily visible at all times. They do not replace necessary guard rails.

They are to be set up promptly if a hazard arises.

Safety areas and other hazard areas that are not easily recognisable or directly visible to others are to be identified and cordoned off (such as by using a red and white chain).

Barriers of whatever design must always be provided with **signage** that shows the **company and its onsite manager, including telephone number**.

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All signage and barriers are to be removed immediately after the hazardous situation has been eliminated.

5.2 Scaffolding

Scaffolding may only be erected by a specialist company directly instructed by the principal.

Scaffolding may only be accessed if this is approved by the company setting it up and accepted by the client as user (signature on scaffolding approval). In addition, checks shall be determined / carried out by the principal.

Changes to the scaffolding may only be carried out by the associated specialist company. Defects are to be reported immediately to the principal.

Supports, materials, equipment etc. may only be placed by the client in / on the scaffolding within the permissible loading capacity of the latter. The safe usability of surfaces as traffic and evacuation routes must be taken into account (constrictions, covering of obstacles, lying and hanging objects etc.).

5.3 Working where there is a fall hazard

In the event of there being a fall hazard (such when creating floor openings), work may only be carried out when using PDS designed to prevent falls or with restraint systems.

Working where there is a fall hazard may only be carried out when a rescue concept exists.

5.4 Lifting platforms

The use of lifting platforms is to be reported within the framework of the work permit process. It is mandatory to wear PPE to guard against falls while working on lifting platforms.

5.5 Radiation protection

The storage of radioactive materials on the power plant sites is only permitted after prior consent has been granted.

The presence of unauthorised parties in the hazard area when carrying out radiographic examinations is to be excluded.

The client must provide the barriers required. The time periods for the corresponding activities are to be agreed with the principal.

5.6 Environmental protection

The principal is to be informed immediately of any occurrences with environmental relevance. This refers in particular to ground and water contamination.

5.7 Fire protection

5.7.1 *Fundamentals*

Each client must ensure within the framework of its sphere of action that any risk of a fire occurring is avoided.

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5.7.2 Fire prevention

The use and storage of flammable or easily flammable substances is to be restricted to the absolute minimum necessary (daily requirement at the work place). Refuse and surplus materials are to be removed at the end of each working day.

It must always be ensured that gas cylinders do not topple over and that cylinders lying horizontal are prevented from rolling away.

Only gas hoses that comply with DIN 8541 are to be used, and the hoses are to be protected against damage and uncontrolled dispensing.

5.7.3 Hot work (e.g. welding work)

Suitable extinguishing agents must be available whenever any hot work is carried out.

If hot work is carried out in the vicinity of traffic routes or neighbouring work places (such as layers on top of one another), any risks caused by this hot work are to be excluded.

This means for example:

- temporary protective walls
- protective covers
- containment
- provision of necessary extinguishing agents
- extraction.

These protective measures are to be planned and implemented independently by the client.

5.7.4 Firefighting

The employees must be trained in the use of the extinguishing agents provided by the client.

All fires must be reported to the principal contact even when the fire has already been extinguished.

5.8 Working in confined spaces and containers

You may not enter confined spaces and containers without clearance measurements having been taken beforehand. These are to be taken and documented before work is commenced for the first time.

Depending on the risk assessment or surrounding conditions, daily or continuous measurements may be necessary.

The client is obliged to ensure the following amongst other things:

1. A rescue operation for individuals working inside a container / confined space can be guaranteed at all times (such as by means of a flagman).
2. Particular spatial narrowness (caused by internal installations for instance) must be separately assessed and additional measures are to be stipulated according to the risk.
3. That hazards caused by lack of oxygen and / or hazardous substances that occur are taken into account in the risk assessment.

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The protective measures to be stipulated in this respect by the client are to be agreed with the principal **in the planning phase**.

5.9 Excavation work, shaft work

The location's piping plan is to be taken into account whenever any excavation or shaft work is carried out and to avoid any damage.

The measures to be stipulated in this respect by the client are to be agreed with the principal **in the planning phase**.

5.10 Work on electrical facilities

Work on electrical facilities is to be agreed **in the planning phase** with the electrician responsible at the site (or with its appointed representative).

6 Audits, downtime, repair and construction work

During audits, downtime, repair and construction work that is to be assessed separately with respect to its scope, effects and associated work, the **principal** reserves the right to expand or amend parts of these OHSOC.