

Hydro Aluminium Rolled Products GmbH

Safety Regulations for External Contractors

[Hamburg](#)

Version 03/2019

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Introduction

Hydro Aluminium Rolled Products GmbH (hereinafter referred to as "HARP") assigns the highest priority to protecting the occupational safety and health of its internal and external employees. HARP expects the same from its partners.

"Every person should go home as healthy as they were when they came to work".

The Safety Regulations for External Contractors and their Subcontractors (hereinafter referred to as "Contractors") are a binding part of the agreement. Deviations or modifications to these regulations are prohibited without approval from the HARP Coordinator.

The safety regulations apply to:

Hydro Aluminium Rolled Products GmbH
Aluminiumstraße
21129 Hamburg, Germany

- Regulations in black colour: Hydro aluminium rolled products wide regulations
- [Regulations in blue colour: Hydro aluminium plant Hamburg specific regulations](#)

Definition of terms (based on DGUV Information 215-830):

HARP Project Manager (PM)

- Contact person at HARP for the Contractor responsible for checking compliance with the agreed conditions of the contract. The project manager at HARP can simultaneously be the HARP Coordinator.

HARP Coordinator (HC)

- Contact partners of HARP who agree the work of the external firm and HARP when reciprocal hazards occur. The Coordinator has authority in the context of the construction site in relation to HARP and to the external contractor in relation to work safety. The HARP Coordinator is entrusted with the operational conditions in the construction site area.

Supervisor (SP)

- The supervisor monitors activities with special hazards. This person can be appointed by HARP or the Contractor. The person for these tasks is named in the "Work Permit".

External Firm Manager (EM)

- The manager of the external firm undertakes the management tasks and obligations in implementing the project on the construction site. This person is deployed by the Contractor. They must be declared by name by HARP.

HSSE

- Health, Safety, Security, Environment

Work Permit

- The Work Permit is the permission to work for the working area.

LOTO

- "Logout Tagout" is the name of the process used to safely activate production plants and secure them against restart, before required maintenance or repair is carried out.

Plant operating firm- The responsible contact person for the production plant, such as preparation work supervisor

1 Responsibilities

When carrying out tasks, the Contractor shall guarantee the following:

- All applicable legal regulations and generally accepted rules of technology (standards, guidelines, etc.) must be observed and complied with by the Contractor's employees. This obligation applies to occupational safety, building protection, fire safety, environmental regulations and site-specific regulations.
- Before starting work at HARP, all contractor employees working at HARP plants must be familiar with the site-specific safety rules for external employees. Compliance with these rules must be guaranteed.
- Work may only commence when all necessary information on the work task and all necessary approvals have been obtained and all employees are aware of and have understood this information.
- If works are carried out by different contractors, these works must be coordinated between the contractors.

HARP reserves the right to verify compliance with these obligations (the Contractor must provide the relevant documentation on request). If necessary, equipment and tools can be removed from the site.

An authorized representative of the Contractor (EM) shall be appointed to the HARP project manager (PM) and subsequently to the HARP Coordinator (HC). This EM must be present at the construction/assembly site at all times and must be fully conversant with spoken and written German.

Responsibility

The responsibility for the safety of its personnel and for all measures necessary for the safe and contractually agreed execution of the work order shall be borne by the Contractor. The Contractor accepts these safety regulations as an integral part of the contract on accepting the order.

Supervision

The Contractor shall ensure the presence of a German-speaking "External Firm Manager (EM)". The EM who can also be personally involved in carrying out the work tasks assuming the supervisory tasks are not negatively affected, is to be named in writing by the HARP Coordinator (HC). It is not possible to commence works without this appointment. The EM is to monitor compliance with all safety regulations (including these safety regulations) via regular checks. The EM is to assist with the evacuation tasks in the event of an emergency, i.e. they should have a clear picture of all personnel located on the construction site at all times. If there is an attendance record at the construction site/assembly point, the EM shall ensure that their staff members sign in and out.

Sub-contractors

HARP operates on the basis that contracted services are always provided by the Contractor's own staff. The use of subcontractors is permitted. Approval of the subcontractors by Purchasing is a prerequisite for their deployment. Submission of a bid indicates the intended use of subcontractors (citing the trade). The subcontracted firm must meet the same safety and quality requirements as the Contractor (e.g. submission of certificates). The Contractor undertakes to pass on all contractual obligations imposed on him to his subcontractors and to check and implement compliance.

Site meeting

Depending on the complexity of the construction/assembly site, the HARP Project Manager (PM) decides whether a site meeting is scheduled. The External Firm Manager (EM) shall participate in the site meeting. The site meeting is a status meeting where occupational safety, work planning and coordination are discussed. Here, individual work steps of the trades must be discussed in good time with the HARP Coordinator before the start of work. Before new works or trades are commenced, discussions are to be held in the site meeting regarding the works. In addition, safety-relevant aspects are to be discussed and appropriate safety measures defined. The HARP Coordinator must

be provided with a detailed work and deadline schedule in good time before starting work. A detailed agreement and coordination of the individual works of the firms with the HARP Project Manager (PM) is to ensure that overlaps and risks at the workplaces are reduced in advance.

2 Risk assessment

Before commencing any work on HARP's premises, the Contractor must carry out a detailed determination, assessment and minimization of all risks that may be relevant to the Contractor's employees during the performance of their work so that risks are excluded or limited to an acceptable level. The corresponding documents (such as comprehensive risk assessment, safety and health plan and derived measures) shall be provided by the Contractor to the responsible HARP Coordinator upon request. The Contractor remains responsible for the content and quality of these documents. To evaluate hazards from the HARP environment, the HARP Coordinator shall provide support with company-specific knowledge. Reciprocal hazards arising from the work of the Contractor and the working environment of the construction site/assembly point are to be jointly determined and recorded in the work permit by the Contractor, HARP Coordinator and plant operating firm, and the necessary measures determined. Please note that the authorization of the HARP Coordinator is limited to coordinating the work specified in the contract. The Contractor remains responsible for his employees.

Rescue plans

Documented rescue plans are required whenever work equipment, tools, work procedures, protective equipment or personal protective equipment is used to protect against falls or when work is carried out in confined spaces. The plans must be submitted to the responsible HARP Coordinator before the work is carried out.

2.1 Commissioning/trial operation of the plants

In agreement with the plant operating firm and the HARP Project Manager (PM), an additional risk assessment is to be conducted, e. g. installation of machines. Based on this, a work instruction (SOP) is created and the employees of the plant operating firm are instructed by HARP.

3 Work permit

The procedure for work permits is usually applied. Together with the HARP Coordinator, the plant operating firm, the External Firm Manager (EM) is to prepare a work permit. This is to be carried out on site and before starting work.

The work permit is to be issued on a form from HARP. This form documents specific common hazards and defines necessary actions and safety measures. The Contractor must document the training of his personnel and his subcontractors' personnel on the specified safety measures. The training is to be documented on the work permit. The issued copy of the work permit is to be displayed at a suitable location in the working area by the external firm manager. It should be replaced or updated at each shift change, change of the responsible of the external firm or change in the hazard. In the event of an alarm, the work permit is no longer valid. Following temporary or final completion of the work, the HARP Coordinator (HC), must be informed of the status or the completion of the work. The HARP Coordinator (HC) and the External Firm Manager (EM) are to document on the work permit the on-site inspection to be carried out when the work is completed. It must be established that the plant function and safety devices are working properly again.

Notes

The work permit does not release the Contractor from his legal obligations. It is **not** a permit in the sense of temporary employment. The work permit is used to indicate agreed work safety measures and for communication.

4 Beginning work

Before performing any work on HARP's premises, the Contractor must provide the HARP Project Manager (PM) with a detailed list of personnel and, if possible, working hours scheduled to complete the project. This list must be updated accordingly in the event of a change of personnel by the Contractor. The updated list must be made available to the HARP Project Manager (PM).

On arrival at the factory premises, all employees of the Contractor must sign in with site security staff, where their presence at the site is recorded. This procedure ensures an overview of the persons on the site. The personal signing-in process may under no circumstances be made by another person. All employees of an external company must receive a general safety briefing on conduct at the site before starting work. This training must be repeated on an annual basis. In addition, a task-specific briefing is to be given on site. The HARP Project Manager (PM) must arrange this in advance.

Signing in

Contractor employees are to sign in with the site security staff (building F14) at the start of work. The security staff will issue to each company employee a personalized external firm pass that must be returned there unprompted, and will notify the HARP Project Manager (PM). Suitable identity papers (e.g. passport/identity card, social security card) must be carried as random checks may be carried out. The client reserves the right to perform random checks of vehicles, tool boxes, bags, etc. during entry to and exit from the site. Any loss of the personalized external firm pass must be reported to the site security staff immediately.

Safety instruction

The Contractor is to ensure his personnel and the personnel of subcontractors are instructed on the following before starting work:

- The content of the HARP Safety Regulations
- Other valid statutory and professional association regulations, directives, instructions and operating instructions and manuals as well as
- Workplace-specific hazards and the associated safety measures in accordance with the above-mentioned risk assessment, where appropriate, installation instructions.

Every instruction procedure is to be documented in writing. The documented evidence of the safety instructions provided are to be submitted to the HARP Project Manager (PM) on request.

Personnel who have not been instructed are not permitted to work on the site at any time.

Working hours

The Contractor is to carry out his work in accordance with the applicable regulations on working hours. The provisions of the legislation on working hours must be observed. Exemptions for work on Sundays and public holidays must be requested by the Contractor from the competent authority. A copy of the approval must be handed over to the HARP Project Manager (PM).

Employees

Employees deployed must be adequately empowered to communicate via the Contractor. To achieve this, when deploying employees of different mother tongues it is a requirement that the External Firm Manager (EM) is competent in spoken and written German. Employees must be able to provide information to the HARP Coordinator on the work assignment, understand alarm

messages and be able to initiate an emergency call. The Contractor is responsible for understanding the contents of the safety instructions and other instructions given by foreign language employees.

5 Construction site equipment / work area

The erection of construction site equipment (construction trailer, container, etc.) on our factory premises requires the approval of the HARP Project Manager (PM).

The Contractor is obliged to lock and secure workplaces, construction sites and storage areas with their own locking equipment where necessary. The Contractor is responsible for ensuring that the workplace is kept clean and tidy during work, and is left clean and tidy at the end of the work.

Damage and untidiness (waste and packaging) caused by movements and the assembly processes of the Contractor on the premises shall be remedied by HARP at the expense of the Contractor. In particular, it should be noted that all infrastructural measures (e. g. scaffolding, construction huts, construction site foundations, access roads, cables, waste facilities, etc.) must be removed from the site before the time of acceptance. Otherwise the acceptance procedure cannot be carried out.

Failure to comply with this obligation will cause HARP to perform the required work at the Contractor's expense. It is absolutely necessary to protect the products from the effects of contaminants (e. g. dust, water, fine particles, welding and grinding residues, etc.) caused by the Contractor working above, beside or near the production facilities. In addition, the introduction of foreign substances (water, dust, chemicals, etc.) into the media used in the production process – such as rolling oils – is strictly prohibited. The Contractor shall immediately remove any contamination caused by its work and/or report it to the HARP Coordinator.

Handling waste

The shipment of any waste should always be agreed in advance with the HARP Project Manager (PM).

The following are prohibited:

Bringing in waste from the outside onto the premises, Storage of waste outside the designated containers.

HARP reserves the right to subsequent invoicing for waste volumes that have been disposed of contrary to the agreement. The bill includes additional costs for the collection, sorting, transport and where necessary soil contamination to be remedied that was caused by the Contractor.

Escape and rescue routes must be kept clear at all times. The escape and rescue route plans must be taken into account in all planning by the Contractor and its subcontractors. If these are in the area of work to be carried out or if they are negatively impacted by work or in connection with work, these negative effects must be coordinated with the HARP Coordinator in good time in writing and replacement measures must be taken.

All access roads for fire and rescue vehicles must be kept clear. Incorrectly parked vehicles that block emergency routes in particular will be removed at the expense of the perpetrator.

6 Lockout/tagout (LOTO)

When working on power-driven systems and equipment, these must be isolated using disconnection and actuation devices before commencing work (e.g. switches, isolators, control elements, control knobs, fuses, circuit breakers, etc.) by the relevant HARP employees (i. e. energy-free/voltage-free) and secured against accidental restart using LOTO locks. The absence of energy/voltage must also be checked by the HARP Coordinator before starting work. Opening doors to interrupt the control voltage is not sufficient.

If the project requires the equipment to be isolated and fully de-energized, please contact your HARP Coordinator for more information. The Contractor must provide each of its employees with an individual LOTO lock, which is uniquely assigned to the respective employee.

Exceptions to this procedure require the approval of the HARP Coordinator and a separate risk assessment.

7 Fire protection, special risks and emergency planning

In the event of an alarm, the occurrence of a fire must be reported immediately in accordance with the emergency concept or by activating the fire alarm. Contractors must be aware of the general rules for fire safety and emergency planning, e. g. conduct in the event of an alarm, internal emergency numbers and evacuation routes. The Contractor is required to follow all instructions from HARP employees relating to the prevention of fires and explosions.

7.1 Hot work

Hot work involves working with equipment that generates sparks and heat that could cause a fire. Hot work involves the use of naked flames, hot air, as well as work with welding, cutting and/or grinding equipment.

Before commencing hot work on HARP's premises, the following actions must be carried out in collaboration with the HARP Coordinator:

- Determination of the required equipment: Fire extinguishers, blankets, screens, etc.
- A necessary fire safety officer will be designated by the HARP Coordinator and the legitimate HARP issuing party for the hot work permit and will be named on the permit. The assigned fire safety officer must be present at all times and continuously supervise the risk level during work, during breaks and one hour after completion of the work. The fire safety officer must be trained and qualified in handling fire extinguishers.

[The HARP site in Hamburg has a company fire department.](#)

[Before beginning hot work, all potentially flammable materials are to be removed and the fire extinguishers positioned appropriately on site. The Contractor must ensure that all employees are aware of the dangers involved in hot work and that may occur. The employees must have the necessary practical and theoretical training in handling portable fire extinguishers. Every company must have appropriate, suitable fire-fighting equipment ready for use, with up to date testing and in sufficient numbers. Each Contractor is responsible for providing the necessary alarm equipment and measures, as well as rescue equipment. Every Contractor is to provide sufficient fire protection support staff as indicated by the risk assessment. To avoid unintentional flame/spark flashovers, the Contractor is required to bring suitable protective screens and flameproof covers for the above-mentioned work.](#)

7.2 Confined spaces

Confined spaces are areas including chambers, tanks, vats, silos, pits, trenches, pipelines, channels, chimneys, wells, etc. where due to their limited expanse, there is a foreseeable specific risk.

Before commencing any work in confined spaces on HARP's premises, the following actions should be carried out in collaboration with the HARP Coordinator:

- Determining the purpose of the access and the maximum number of people working in the confined space.
- Documentation of the names of persons admitted into the confined space. The workspace must be blocked for unauthorized persons.
- Definition and preparation of rescue methods, resources and equipment.

- Examining the need for additional measures for other risks, e. g. hot work, lockout/tagout (LOTO)
- Identification of atmospheric testing equipment and procedures. The results of the atmospheric tests (before, during and after access) are to be documented. A new test following a break, e. g. a lunch break, must be carried out.
- Joint determination, designation and documentation of safety monitoring by HARP and the Contractor. The safety guard in front of the confined space is to be provided by the Contractor.
- Determination of personal protective equipment/clothing, safety devices (light, ventilation)
- Specific information on the atmospheric test (determination of equipment, certificates, qualification of the test engineer, etc.)

The specific risks and protective measures for executing the work will be determined in the course of the work permit procedure. Unless otherwise agreed with the HARP Coordinator, the Contractor is responsible for the provision of required measuring equipment when used in confined spaces.

7.3 Special risks

Before access and start of work, the specific risks and safety measures for executing the work are to be determined in the course of the work permit procedure.

- CO₂

Areas with CO₂ hazard: The cold-rolling mill is equipped with automatic CO₂ extinguishing facilities. Access to CO₂ extinguishing systems and control/operation of these systems may only be carried out by the responsible HARP personnel.

In principle, access to areas protected by CO₂ only takes place in compliance with the requirements of the work permit. When sounding the CO₂ alarm (continuous tone by warning siren) and the optical warning signal through the illuminated signs (caution: CO₂ flooded), leave these areas immediately and go to the relevant assembly points. CO₂ results in an acute danger of suffocation, resulting in death within a few minutes. For all extinguishing areas, separate markings and plans for escape and rescue routes have been produced that must be observed. Entering these CO₂-flooded areas is only permitted following approval by the HARP Coordinator.

- Explosive atmosphere

Explosion hazard areas are marked. In these areas, the use of mobile phones, electrical equipment and electrical appliances is strictly prohibited.

Work in explosion hazard areas must never be carried out without approval from the plant operating firm. In these areas, the use of mobile phones, electrical equipment and electrical appliances is generally prohibited. Equipment supplied must be checked and be suitable for use in potentially explosive areas, including PPE (Ex marking).

7.4 Conduct in emergency situations

In the event of an alarm, the employees of the external company must immediately proceed to the designated collection point, taking into account the local escape and rescue route plans. The External Firm Manager (EM) must count to ensure that all his employees are present and must provide information on this. You must not leave the assembly point until the HARP Coordinator gives approval to do so, and you must wait for further instructions. Where necessary, in the planning work it can be determined that attendance records need to be kept that are used for evacuation purposes.

In emergency situations (e. g. fire, explosions, injury and damage (environmental damage/personal injury):

212 emergency telephone (internal site number)

external telephones, such as Mobile phone: 040-74011-212

The procedure given below is to be followed:

- Who is calling?
- What has happened?
- Where did it happen?
- When did it happen?
- How many people are affected?

The conversation may only be ended when the other party has repeated the message back and it has been ensured that this message is complete and has been correctly understood.

Every company is obliged to create and check the conditions for a functioning rescue chain so that the consequences of an accident can be kept as low as possible.

8 Traffic safety

The national road traffic regulations apply on our premises. The maximum permitted speed on our premises on the approach road to the enclosed site area is 30 km/h, within the enclosed site area it is 20 km/h and in the workshops, 6 km/h.

Vehicles may only drive on the company premises or load/unload vehicles as necessary following approval from the HARP Project Manager (PM). Vehicles may only be parked in marked/allocated parking spaces. All contractor vehicles are parked at the Contractor's own risk.

Vehicles may **not** be driven into the production halls without prior agreement. A special short-term permit may only be granted by the HARP Coordinator for exceptional situations. Inside the workshops, vehicles must be driven at walking pace.

If there is inadequate visibility when reversing, the driver must be guided by another person. When driving in halls and during loading and unloading (even if these operations take place outside of halls), the hazard warning lights must be switched on.

During the loading and unloading process, truck drivers may only be located in the immediate vicinity of the driver's cab. This is to ensure their own safety. The location of the driver is limited to the specified area.

When leaving the driver's cab, the driver must wear personal protective equipment (PPE) that complies with local regulations in the relevant operational part of the site. Pedestrians must use the assigned doors when entering and leaving production halls and warehouses. In the halls they may only be used and be located on the allocated routes that are marked where appropriate.

It is strictly forbidden to move or stand under suspended loads.

Remaining overnight at the site (e.g. in vehicles) is not permitted under any circumstances.

9 Work equipment

The Contractor is to provide the equipment (e. g. tools, mobile cranes, forklifts, elevators, scaffolding, etc.) necessary and appropriate in safety terms for the execution of the work.

The Contractor is responsible for his own work equipment and for the personal belongings of his employees.

At the request of the HARP Coordinator, the corresponding valid test certificates for the work equipment and the relevant qualification of the employees must be submitted.

Mobile work equipment must be marked with a clear company ownership.

Use of HARP work equipment

The use of HARP's own equipment (e. g. cranes, machines, machine tools, tools, etc.) by Contractor employees is prohibited unless approved by the HARP Coordinator. Proof of suitable qualifications for the operation of the equipment must be provided to the HARP Coordinator. Before using the HARP equipment, the Contractor's employees must be properly trained by HARP staff. Proper execution of this HARP instruction must be documented.

All tools, equipment and machines used must comply with the German and European safety standards as a minimum. The required CE mark must be affixed and clearly visible. The tools, equipment and machines used must be in perfect condition and must not be damaged in any way. If there are doubts regarding the safety-related condition, the client reserves the right to inspect maintenance and test reports and/or to prohibit the use of work equipment.

In buildings, the operation of internal combustion engines with diesel fuel is to be avoided. If the use of diesel-powered vehicles and machinery is unavoidable, compensation measures such as particulate filters, connection to a ventilation system, etc. must be taken.

Due to the particular load on construction sites, electrical equipment such as hand-held power tools, extension cables or cable reels must be suitable and approved for this application, e.g. by overheating protection device, splash protection, rubber protection.

Electrical systems and equipment may only be installed, modified, repaired and tested by qualified electricians. Electrical equipment must be supplied via special supply points, e. g. site junction boxes or extra-low voltage power distributors. Power sockets in building installations may only be used after consultation with the HARP Coordinator. Electrical installations and equipment must be checked for modifications before commissioning and restarting. In addition, they must be checked at regular intervals. The tests must be documented in test logs.

Necessary setup work (e.g. crane assembly, scaffolding construction etc.) are to be carried out only by specialized companies with appropriate capabilities.

Before using a scaffold, the qualified person of the external firm must check the framework for scaffolding construction and use, check the scaffold and sign the release form and it must be countersigned by HARP's qualified person.

When setting up/using machines (truck cranes, concrete pump vehicles, aerial work platforms, etc.), the distances from any existing edges of excavations, shafts, etc. to comply with regulations of the professional associations, assuming there is no static evidence. The Contractor is responsible for maintaining sufficient safety distances from live components and the necessary earthing measures. In areas where there is a risk of heat or liquid metal, the safety margins should be determined together with the HARP Coordinator on the basis of a risk assessment.

The permission to use certain devices (e.g. access devices) must be obtained from the HARP Coordinator in good time, described in the risk assessment and reported to the professional associations in writing.

When using machines with a particular external hazard (e.g. Aerial work platforms/scissor lifts, excavators, mobile cranes), the following are to be submitted to the client:

- Operating manual
- Driver's license, work order and current instructions for the driver

Wearing personal protective equipment against falling (PPE) on aerial work platforms is obligatory. If there are no additional dangers arising from the documented risk assessment, the user of a scissor lift must be attached during usage, and always when moving the platform. The whereabouts of the person must be ensured by an appropriate restraint system on the aerial work platform.

At least two persons are to be used in the operation of aerial work platforms, of which one person is to be used as a security guard.

10 Power supply

If the energy supply (e.g. electricity, compressed air, water, etc.) is needed for the work of a Contractor, he must obtain the approval of the HARP Coordinator.

Restoration of the normal operational supply must be coordinated with the HARP Coordinator.

Without his permission, the Contractor may not impose any restrictions or interruptions on utilities (gas, electricity, water, etc.).

As a rule, there are CE combinations in the production halls that can be used. The power supply of the buildings is generally 230 to 400 volts.

Exceptions are to be agreed with the commissioning party.

Before commencing work on or near live installations, the External Firm Manager (EM) must be instructed and trained by the responsible HARP electrician and have the written approval for this work confirmed.

The system or electrical equipment must be completely powered down/de-energized by means of shut-off devices on the switches or controls and must be secured against unintentional restart (see chapter 6 LoTo). In addition, warning labels are to be attached to the switching and control elements. The activation of the system may only be carried out by the responsible HARP electrician.

If electrical equipment installed by the Contractor is live, the Contractor shall inform the HARP Coordinator of intended switching operations and provide information on the progress of assembly work. All switching operations (including test circuits) may only be carried out by the Contractor if the HARP Coordinator has granted the required release. Installations in the test phase are to be clearly marked as such (e. g. red - white barrier tape, warning signs).

Conversion work, modifications or temporary repairs that are not part of the scope of the contract are not permitted on electrical systems.

Any defects found in electrical installations must be reported to the HARP Coordinator without delay. Repairs are only to be carried out after commissioning by a specialist/qualified person. Overload fuses, circuit breakers and similar safety devices must not be bypassed, short-circuited, switched off or removed.

The cables used must be in perfect working order. Building site distributors and RCCBs must be checked every working day. The checks must be documented on site. Building site distribution boxes are to be grounded separately.

Fuses (RCCBs) and isolators may only be removed, replaced or operated by a HARP electrician in consultation with the HARP Coordinator.

11 Excavation and demolition works

In consultation with the HARP Coordinator, appropriate measures must be taken to prevent damage to gas, sewer, water and electricity networks.

Effective measures against the spread of dust during excavation, earthmoving and demolition work must be taken at all times.

Before demolition work begins, the HARP Coordinator will carry out a site survey with the External Firm Manager (EM) of the demolition company, the competent HSE specialist and the relevant departments.

A log is to be created by the External Firm Manager (EM) specifying the demolition process and the necessary security measures are determined (decommissioning concept, demolition and dismantling concept).

Once the demolition permit has been issued, an instruction will be issued by the Contractor setting out the demolition procedure and the necessary safety measures.

12 Working at height

When working in an elevated position (possible drop height > 2 m or less, if required by law, or determined in the risk assessment), the area immediately under the work area must be secured by suitable cordoning-off measures to prevent dangers associated with falling objects.

If technical measures are not applicable, the safety of persons must be ensured by means of a safety net or personal protective equipment (PPE).

Openings (e. g. skylights, window hinges, smoke vents) in roofs must be reinforced with side protection devices and secured with protective covers or safety nets.

Roofs and components that are not equipped with fall protection may only be entered via special footbridges and walkways (at least 0.5 m wide). The accessibility and walkability of roofs must be clarified with the HARP Coordinator.

The specific risks and protective measures for executing the work will be determined in the course of the work permit procedure. Access to roofs must be authorized by the HARP Coordinator before work begins.

When using PPE, a rescue concept must be prepared in advance, submitted and referenced in the work permit.

13 Personal protective equipment (PPE)/work clothing

Unless expressly agreed otherwise with HARP, the Contractor undertakes to provide his employees with the required amount of PPE/work clothing required for carrying out the work in sufficient numbers and to supervise their use.

In addition to the accident prevention regulations of the employers' liability insurance association applicable for the work in question, and the relevant local prohibitions/requirements, HARP internal site PPE safety standard also applies as follows:

Safety helmets:

In the foundry, safety helmets conforming to DIN EN 397 with a temperature resistance of min. 150 degrees Celsius and liquid metal resistance must be worn.

Safety goggles:

There is a general requirement to wear goggles in all production areas.

Normal prescription glasses do not have the required protection. Approved vision-corrective goggles or, if necessary, overglasses with the required protection should be worn, according to the hazard.

Hearing protection:

There is a general obligation to wear hearing protection in almost all production areas, as these are high-noise areas. High-noise areas are marked with prohibition signs.

Safety shoes:

S3 safety shoes conforming to DIN EN 345 must be worn in all production areas of the rolling mill, workshops, warehouses, construction sites and other auxiliary and ancillary operations. In the foundry, safety shoes conforming to EN ISO 20349 are to be worn as protection against liquid metal.

Workwear/protective clothing

The wearing of shorts is prohibited in the production areas (halls and outdoor areas).

In the foundry, protective clothing conforming to EN ISO 11612, A1/A2B1C1D3E3F1* or A1/A2B1C1D3F1 EN ISO 11611, class 1 EN ISO 61482-1-2, class 1 is to be worn (where applicable, to be agreed with the HSSE department). This protective clothing protects against liquid aluminium (D3). Underwear and sockets must be made from cotton or wool.

In other production areas, protective clothing conforming to EN ISO 11612 A1, A2, B1, C1, F1 is adequate. The "flame-retardant" protective property is required here.

Protective clothing for explosion hazard areas

In explosion hazard areas (Ex-zones 0/1), where appropriate special protective clothing conforming to EN 1149 (e. g. NOMEX III) should be worn to avoid static charges. Exact requirements must be agreed in advance with the HARP Coordinator as part of the risk assessment.

14 Bringing in / using hazardous substances

The introduction, use and storage of hazardous materials onto HARP premises must be considered by the Contractor in the risk assessment prior to commencement of work. The working and hazardous substances are to be stored only in suitable containers. It is particularly important to ensure that no confusion with food containers is possible. Substitute substances are to be used at the request of the client (substitution). Current safety data sheets must be available at the workplace.

Prior to being brought onto HARP premises, substances/chemicals must be logged using the appropriate form and these should be forwarded to the HARP Coordinator for approval. Without the consent of HARP, it is not permitted to bring on site or use the substances/chemicals. For this purpose, the External Firm Manager (EM) must submit the current safety data sheets.

Prohibited substances:

Substances/materials containing asbestos

Chlorinated hydrocarbons (e.g. cleaning agents, flammable gases)

Substances containing CFCs (e. g. refrigerants)

The use of silicone-containing substances (e. g. defoamers, coating agents, etc.) in the area of rolling mills is strictly prohibited.

Restricted substances:

Radioactive substances

Acutely poisonous and toxic substances

Carcinogenic, mutagenic and reprotoxic substances

Biological substances (enzymes, germs, microorganisms)

The approval of the HARP Coordinator must be obtained prior to the start of the work if the Contractor intends to use restricted substances.

When using and temporarily storing hazardous substances on HARP's premises, the Contractor must limit the quantities to the absolute minimum necessary. Hazardous substances that are no longer required must be removed immediately from the factory site in the course of the work. All containers are to be marked by the Contractor as follows:

- Container contents (details of the registered trade name)
- Hazard symbols (according to national legislation) or hazard pictograms (GHS)
- Dangerous Goods (GHS) or Hazard Statements (R-phrases)
- Safety texts (GHS) or safety instructions (S-phrases)
- Name and address of the Contractor/subcontractor
- Date and project/construction site

The relevant regulations for the handling of industrial and hazardous materials are to be observed.

[For hazardous substances, appropriate storage facilities according to TRGS and the guidelines of HARP project management must be set up with clearly visible warning signs.](#)

[Storage locations must not be publicly accessible.](#)

15 Handling waste

Waste disposal must always be agreed in advance with the HARP Coordinator.

[As a matter of principle, waste must be disposed of by the Contractor in accordance with the relevant legal provisions, unless a special agreement has been made. Corresponding collection containers will be assigned in these circumstances. According to the German Recycling Management Act \(Kreislaufwirtschaftsgesetz\), waste must be separated into types to facilitate recycling.](#)

Contractors are not entitled to carry out the following actions:

- Bring waste from outside to our premises
- Store waste anywhere other than in the appropriate containers
- Store waste in a way that could pollute the environment
(e. g. leaks, weather conditions, etc.)

HARP reserves the right to submit retroactive billing for waste disposed of in breach of contract. This type of invoice will incur additional costs for the collection, sorting and transport of waste and, where appropriate, for the removal of soil contamination caused by the Contractor.

16 Soil and groundwater protection

For the handling of the above-mentioned substances, the Contractor must ensure that all preventive measures prescribed by the German Water Resources Act (WHG; Wasserhaushaltsgesetz) and the German Ordinance on Installations for Handling of Water-Polluting Substances (AwSV; Verordnung über Anlagen zum Umgang mit wassergefährdenden Stoffen) are complied with in order to prevent the penetration of hazardous substances into the ground, groundwater and sewer systems.

In the event of an accident or leakage (release/ingress of hazardous substances into soil/sewerage), the site safety officer and the HARP Coordinator must be informed immediately so that further action can be taken in accordance with the existing emergency plan.

The Contractor is obliged to bear any costs incurred by the abandoned waste or contamination of soil, groundwater, drains and drainage ditches as a result of leaks, accidents, etc. incurred and caused by the work of the Contractor on our premises. This means that the Contractor will be responsible for all ground/groundwater remediation costs, as well as the costs of previous investigations and laboratory analyzes. The Contractor is to consult with HARP and is obliged to carry out the remedial measures so that the statutory limits are fulfilled again.

The discharge of substances hazardous to water and hazardous substances into the environment - soil, water, air - is prohibited without exception, and protective measures should be undertaken to prevent accidental discharge in accordance with the statutory provisions. Wastewater from cleaning operations must be collected and disposed of by the Contractor.

17 Smoking and consuming alcohol and other intoxicating agents

The possession, consumption and distribution of alcoholic beverages and drugs is strictly prohibited. In addition, it is strictly prohibited to enter the premises when under the influence of drugs and/or alcohol.

The 0.0 per thousand limit applies at all times. If there is a suspicion that an external firm employee is under the influence of alcohol, we reserve the right to test this with an alcohol tester. In the case of detected alcohol > 0.00 per thousand or in the case of refusal to submit to testing, the external firm employee shall be denied access to the premises or ejected from the premises and the Contractor will be informed.

Each Contractor must immediately refer employees who have a reasonable suspicion of alcohol or drug influence to the factory premises (medical drugs are also to be understood as having an intoxicating effect).

The client reserves the right to issue such persons with a longer-term or unlimited site ban.

A GLOBAL SMOKING BAN exists in all production areas and enclosed rooms:

Exception: In all designated smoking areas. The containers provided must always be used!

18 Beverages, food and lighters

Storing and bringing of food and drink into production areas or their surroundings is strictly prohibited. Suitable social spaces for the consumption of food and drinks are allocated by the HARP Coordinator.

Beverage cans, glass bottles and gas lighters are prohibited on the factory premises. Plastic waste, scraps of food, oily cleaning cloths or wood as well as wet paper must not be allowed to enter scrap metal and metal containers. There is an increased risk of explosion if these items enter the foundry areas

Plastic cups from dispensing machines, PET bottles or beverage cartons can be disposed of via recycling stations or trash cans.

Gas-operated lighters must not be carried by any persons (e.g. jacket pockets, trouser pockets, etc.) in the foundry or during hot work.

19 Reporting near-accidents, accidents and damage

The Contractor shall promptly notify all near-accidents, accidents (including entries in the first aid book) or damage occurring while working on the premises of HARP to the responsible HARP Coordinator, indicating the course of events. HARP reserves the right to investigate any case together with the Contractor.

First aid supplies are located in the respective operating areas (site manager/foreman offices). Every contractor must carry enough first aid kits with him.

The Contractor must immediately notify the responsible HARP Coordinator of all injuries and occupational accidents that occur during the execution of work on the factory premises, stating the nature of the accident.

[In the event of an accident, the emergency number 212 must be called. From here, the further rescue chain \(e. g. ambulance\) is initiated.](#)

Unsafe conditions or actions which could result in an accident or damage are also to be reported as near-accidents to the responsible HARP Coordinator.

[Damage to HARP property \(for example, equipment or parts of buildings\) must be reported directly to the factory security office.](#)

20 Factory security

The Contractor is obliged to avoid emissions during the delivery, construction and assembly work carried out by his maintenance team. The Contractor is to inform himself and his team regarding the emission limit values at the site and ensure compliance with them. If the emission limit values are exceeded, the necessary measures must be taken in agreement with HARP to reduce these emissions below the required limit values. Such measures do not entitle the Contractor to additional financial compensation or to an extension of the agreed construction period.

At the request of HARP, the Contractor will provide expert opinions demonstrating that the emission limit values have not been exceeded.

The obligation to comply with the legal safety obligation is the sole responsibility of the Contractor. If defects found after acceptance are remedied, the Contractor must ensure that all necessary precautionary measures are taken.

The Contractor is obliged to take all possible and reasonable measures for the protection of the environment, humans, animals and property. In the event that such actions of the Contractor have an impact on the operations of HARP or other local contractors, the Contractor shall inform HARP and follow all necessary guidelines and instructions.

The Contractor is aware that only those who have successfully completed HARP's safety training will be given access to the HARP site. The Contractor shall ensure that all personnel and subcontractors have successfully completed the training and comply at all times with all related access and safety regulations. If this is not the case, HARP shall be entitled to expel these employees from the company premises without any countermeasures being carried out on the part of the Contractor.

When entering HARP's sites, the Contractor will coordinate all activities with his field staff, other contractors employed by HARP and representatives of HARP. Consideration for others and the work they do is required at all times. Contractor employees at the site must take into account that the activities of the HARP employees, which ensure the continuation of the business operations of HARP, always have priority.

[The Contractor must immediately comply with all requirements in HSE requests from the factory security office, the company fire department, HSSE department and the HARP Coordinator. Furthermore, they are to permit inspections of their vehicles, tool boxes, bags, etc., which have to be carried out during the entry and exit to the factory premises by the factory security staff .](#)

[Only with the express permission of the HARP Coordinator is it allowed to film or photograph on the premises.](#)

[Should it be necessary to produce photographs in order to draw up tenders, the HARP Coordinator concerned may, after consultation with the management, issue a special permit to that effect.](#)

21 Monitoring and inspection

HARP regularly conducts site visits to verify the on-site security situation. If any misconduct is detected, the authorized representative of the Contractor and the HARP Coordinator will be informed. The Contractor's obligation to carry out its own compliance monitoring measures remains unaffected.

22 Actions in the event of infringements of health and safety regulations

Violation of agreed work instructions and safety regulations constitutes a breach of contract and may result in the expulsion of an employee of the Contractor from the factory premises and termination of the contract concluded with the Contractor. Any costs incurred by HARP as a result of the Contractor's actions to ensure compliance with the aforementioned orders and instructions shall be charged to the Contractor.

Any breach of HSE regulations, either in the safety regulations for external contractors and their subcontractors or in other applicable safety requirements are taken seriously by HARP and treated appropriately.

Violations may result in action under HARP's Four-Violation Rule.

The measures are graduated and will only be carried out in a fair, four-eyes process if there are good reasons to do so. Informal counseling and instruction is the most effective way to deal with minor HSE violations. Repeated or serious misconduct shall result in warnings or other actions such as ejection from the site, which are graded according to the severity of the offense.

In severe cases, HARP shall be entitled to remove any person from the factory premises. In the event of imminent danger, HARP is entitled at any time to deny persons access to the factory premises or to suspend access.

The following "four-violation rule" is used to ensure a gradual response to the seriousness of a violation.

Principle of the four-violation rule

1. HSE violation - Oral warning

Minor breaches of the safety rules for contractors will be subject to a verbal warning

- to the relevant employee of the Contractor
- to the Contractor's coordinator if the employee concerned repeatedly commits violations or behaves unreasonably

2. HSE violation - Written warning

If the safety requirements for contractors and the separate safety regulations for the construction site are repeatedly violated, the HARP representative will warn the Contractor in writing.

At a higher level, a discussion takes place with the Contractor's management. Further measures will be defined by the Contractor and pursued consistently.

3. HSE violation - Ejection from factory premises

If the misconduct of levels 1 and 2 is not corrected within the specified deadline, or if the safety standards are repeatedly violated, a provision is made for adjusting the work of the respective company. The management of the Contractor will be informed immediately so that appropriate

measures can be taken as soon as possible to remedy the listed safety deficiencies. These measures must be submitted to and approved by the HARP representative (Purchasing, Project Manager, HSE or Technical Manager).

Measures as follows (e. g.):

- Expulsion from the factory premises for employees who have violated the safety regulations
 - Change of work processes and working standards.
 - Change of safety measures.
 - Necessary improvement of safety devices or equipment.
 - Replacement of supervisors or managers.
- The work may only be resumed following approval.

4. Health and safety infringement – Blocking of the Contractor

If the measures from levels 1, 2 and 3 do not achieve acceptable improvements, the responsible Contractor can be completely excluded from accessing the work site or any facilities of HARP. HARP reserves the right to terminate ongoing contracts.

23 Liability and insurance

The Contractor must conclude an insurance contract at their own expense that covers all liabilities that could arise as part of a contract with Hydro. The insurance must cover both persons and property damage. Contractors shall be liable for the full extent for any damage arising from non-observance or infringement of the "Safety Regulations for External Contractors at the Hamburg site".

24 Annual "Round table for external firms"

HARP invites the relevant external firms (organizations that are frequently present and/or high risk) to a "Round table for external firms" each year.

In this information event, current topics, innovations, accidents and possibilities for improvement in dealing with external companies are to be discussed.

25 Tidiness and cleanliness

The Contractor is obliged to maintain the highest possible levels of tidiness and cleanliness at the construction site. The Contractor shall clear the construction/assembly site following acceptance at the latest.

All damage and contamination (waste and packaging) caused by construction site traffic and assembly by the Contractor will be remedied by HARP at the Contractor's expense.

It is particularly important to ensure that all facilities (e.g. scaffolding materials, site huts, erected construction machinery foundations, auxiliary roads, lines, etc.) are to be removed in the correct manner from the construction/assembly site at the latest at the time of acceptance.

Failure to comply with this obligation will cause HARP to perform the required work at the expense of the Contractor.

26 CONFIRMATION

I hereby confirm that I have received information regarding the Hydro Aluminium Rolled Products GmbH Safety Regulations for External Contractors - [Hamburg](#) and have been given the corresponding documentation given above that I have understood and will comply with.

(Company / company stamp)

(Name in block letters)

(Legally binding signature)

(Place, date)