

thyssenkrupp

Note: The basic safety briefing (SGU) must be carried out personally and independently by the applicant.

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Basic safety briefing
For partner company employees
Author: Occupational Safety and Health

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Agenda

- 1 General rules of conduct
 - 2 What to do in an emergency
 - 3 Road traffic
 - 4 Rail traffic
 - 5 Occupational safety and health
 - 6 Fire and explosion protection
 - 7 Hazardous substances



General rules of conduct

What do I have to pay attention to when I am on the plant premises?

- Observe dos and don'ts!
- Observe the safety instructions!
- Only employees of partner companies and visitors who have a valid plant ID card or visitor pass <u>and</u> a valid basic safety briefing may enter the plant premises!
- Logisticians/suppliers require an entry permit. (Issued by plant security upon entry at the plant gate)
- This basic security briefing must be repeated annually! Partner company employees can repeat the annual briefing at the terminals at the plant gates and the ID office at the earliest 30 days before expiry of validity.
- The plant ID cards are linked to this briefing. If the last briefing is over 1 year old, the ID card becomes invalid.





General rules of conduct

What do I have to pay attention to before entering the plant premises?

- Partner company property must be registered at the plant gate before entering the plant premises for the first time.
- Partner company property is installation equipment, machines, tools, materials, workstations (PCs including accessories), etc., which remains the property of the contractor.
- The form "Entry and exit of partner company property", which is available at the plant gates, must be filled out as proof before entry!

 An existing tool list can be firmly attached (stapled) to the form.
- When entered materials, including individual parts, are later removed from the plant premises, the original entry certificate or the attached tool list must be presented at the plant gate.
- The bringing in of weapons, weapon parts, ammunition, pyrotechnic products, animals, waste is prohibited.



General rules of conduct

What do I have to pay attention to when I am on the plant premises?

- Observe dos and don'ts!
- Observe the safety instructions!
- Find out about existing regulations from your company contact person!





- In the entire plant area and in the facilities, photography and filming are only allowed with prior permission.
- Never operate switches or levers on production and other equipment without consent or authorization.





- Hard hat, coveralls and safety footwear are part of basic equipment and must be worn.
- When entering or leaving the plant, you must sign in or out at the plant's registration point.







- Particular attention must be paid to industrial trucks/special vehicles and cranes.
- It is prohibited to stand under suspended loads!



What to do in an emergency

What do I do if something happens?

- Keep calm!
- Notify the safety center immediately if you notice a fire or accident. When doing so, state the area number. You will find this number on the telephones, in the safety check and on the red area signs. (see picture)
- Leave the area immediately and go to the assembly point when you hear the alarm siren!
- Do not use elevators in case of fire!
- Follow the instructions of the fire department, plant security and plant personnel!

Safety center emergency number via internal telephone: 112*

Safety center emergency number via external telephones:

Duisburg plant fire dept. 0203 52-40112

Bochum plant fire dept. 0234 919-112

Bochum NO 0234 508-51110

Dortmund plant fire dept. 0231 844-6112

Ferndorf 02732 599-4912

Eichen 02732 599-4112

Finnentrop plant fire dept. 02721 516-112

*Bochum NO internally not available via 112









Road traffic

What do I have to pay attention to when driving on plant roads?

- Observe the speed limit of 40 km/h (Duisburg) / 30 km/h (at all other locations)!
- Park only in designated areas!
- Do not overtake if you are driving a motor vehicle over 3.5t!
- Seat belts must be worn.
- The use of mobile phones while driving is prohibited without a hands-free device.
- Rail vehicles always have priority!
- There are many vehicles operating on the tkSE plant premises, which may cause a variety of hazards.
- <u>Always</u> follow the rules of the highway code and additionally adhere to the special rules mentioned above.
- By driving carefully, you can increase your safety and the safety of other road users and pedestrians.
- Failure to comply with the rules will result in a ban from the plant premises





Behavior on plant roads

What do I have to pay attention to when driving under pipe bridges?

- Pay attention to restricted headroom!
- Loads must not protrude above the loading height of the vehicle!
- Never drive with the tipper body raised!
- Failure to observe the restricted headroom or driving with the tipper body raised creates a major risk of accidents.
- Damage to pipes can result in serious hazards (e.g. leakage of toxic gases!).
- If the loading height is not observed, the load could fall from the load area and endanger following road users.







Behavior on plant roads

What do I need to pay attention to when transporting items?

- Make sure that your load is secured in such a way that it cannot move or fall off the loading space during transportation!
- Use only suitable vehicles to transport loads!
- Unsecured loads increase the risk of accidents as you could lose control of your vehicle due to sudden slipping or tipping of the load.
- Unsecured loads could fall off while driving and endanger other road users.
- Both the driver and the loader are equally responsible for securing the load.
- Load securing aids such as lashing straps, webbing nets and anti-slip materials must be used to secure the load.







Behavior on plant roads

What do I need to pay attention to when driving into buildings?

- Observe the signs at the building entry doors
- Only drive into plant buildings when absolutely necessary!
- Drive at walking speed!
- Switch on hazard warning lights!
- Drive with low beam headlights!
- Only drive your vehicle into plant buildings for loading and unloading after prior consultation with the person responsible for the plant.
- Stay alert and cautious at all times. Always observe the relevant warning notices.
- Industrial trucks require your special attention.
- Increased pedestrian traffic must be expected inside buildings.





Rail traffic

What do I have to pay attention to with regard to rail tracks?

- Keep off rail tracks!
- Never park your vehicle in front of a track crossing!
- Never place objects obstructing visibility in the area of the "sight triangles"!
- Make certain that track crossings are clear before driving over them!
- Be aware that units pushed in the dark are only illuminated with a marshaling lamp!
- Most of the rail crossings in the plant have neither barriers nor traffic lights. Safety is by means of an unobstructed view of the tracks.
- Depending on hazard, rail crossings are marked by:
 - A cross
 - A cross with flashing light
 - A cross with yellow background
 - STOP sign
 - A combination of all









Dealing with rail traffic

How am I additionally made aware of rail crossings?

- Watch out for speed bumps in track areas!
- Reduce your speed again when driving over speed bumps!
- Watch for train drivers who may be at rail crossings giving hand signals!
- Only if you observe the prescribed speed limit do you have a chance of seeing whether rail vehicles are approaching the crossing in good time. Only then can you stop in time.
- Speed bumps in the area of rail crossings additionally improve safety. They prevent road users from crossing at too high a speed.
- Watch out for train drivers at rail crossings giving hand signals.
 Stop at the rail crossing and let the rail vehicles pass.







What do I need to pay attention to for my personal protection?

Always wear the prescribed personal protective equipment (PPE)!

Protect yourself by wearing:

- Hard hat



- Coveralls



- Safety shoes



- Gloves1)



Goggles¹⁾



- Ear defenders¹⁾





Additional personal protective equipment may be required for particular activities.



What do I have to pay attention to when working at height?

- When working at heights above 1m, you must additionally take measures to protect against falling!
- Working at heights involves the risk of falling, therefore you must take measures to protect against falls when working at heights above 1m.
- Fall protection PPE must generally be used on aerial/access platforms.
- Fall protection PPE may only be secured at anchorage points provided for this purpose.



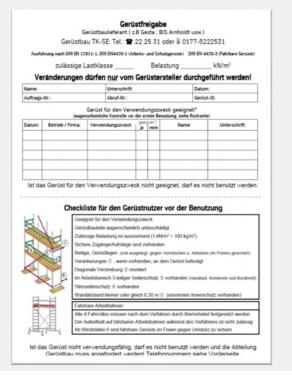
Falls from elevated workplaces represent an accident black spot.

Failure to comply with the rules regarding fall protection measures will result in a ban from the plant.



What do I have to pay attention to when working at height?

- For work at heights above 1m, you must take additional measures to protect against falling!
- Only enter scaffolds when they have been approved for use!
- Satisfy yourself that the scaffold has been approved by checking the scaffold safety tag!
- Satisfy yourself of the safe and proper condition of the scaffold/access platform by means of a visual inspection!
- Scaffolds may only be entered after approval by the scaffold erector (observe the safety tag)!
- Scaffold modifications may only be carried out by the scaffold erector!
- The responsible person of the scaffolding department signs the safety tag to certify the scaffold is suitable for the intended use.
- If there are obvious defects, the scaffold must not be entered. The safety tag is folded so that the warning sign is visible on the back and placed in the safety tag holder. The scaffolding department must be informed immediately.





What do I need to pay attention to when it comes to alcohol and drugs?

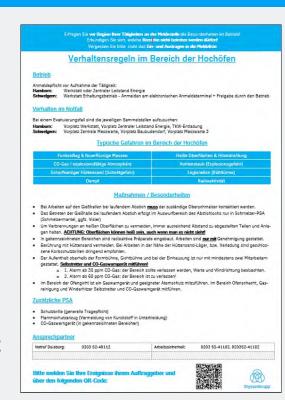
- Alcohol and drugs are prohibited on the entire plant premises!
- The use of alcohol or drugs (this also applies to certain medications) reduces our ability to judge situations properly.
- In addition, our reaction time increases, e.g. we are no longer able to operate machines or vehicles safely.
- Alcohol and drugs increase the risk of accidents and are therefore prohibited on the entire tkse premises!





What do I have to consider before starting work?

- Observe the "Rules of conduct for partner companies in the company"!
- The "Rules of conduct for partner companies in the company" deal with general hazards, typical rules of conduct and measures for individual companies, typical hazards, rules of conduct and measures for individual companies
 - typical hazards, rules of conduct and measures for individual companies, irrespective of the activities to be carried out.
- "Rules of conduct for partner companies in the company" are posted at the reporting points in every company and can be consulted at any time!
- Never start working without knowing the contents of the safety check and the rules of conduct for the company you will be working in! If you have not been instructed in the contents of the <u>two</u> documents, you MUST speak to your manager!



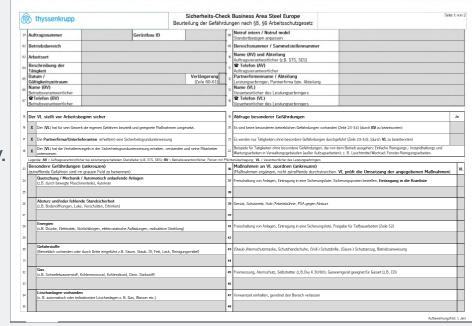


You can also find the "Rules of conduct at work" on the platform https://w3as.thyssenkrupp-steel.com (QR code).



What do I have to consider before starting work?

- Before starting work, complete the safety check together with the company contact person.
- The safety check is a brief risk assessment of the work to be carried out and the
 of the work to be carried out and the working environment.
- Mutual hazards and measures arising from the work to be carried out and the operational environmental influences are documented in the safety check.
- It is filled out together with the company shortly before the start of the activity.
 The person in charge of your company is obliged to pass on the contents of both documents to you within the framework of instruction!
- If you are a responsible person in your company: Instruct your employees
 <u>BEFORE THE START OF WORK</u> on both the contents of the rules of conduct in
 the respective company and the safety check and obtain the signatures of all
 employees.

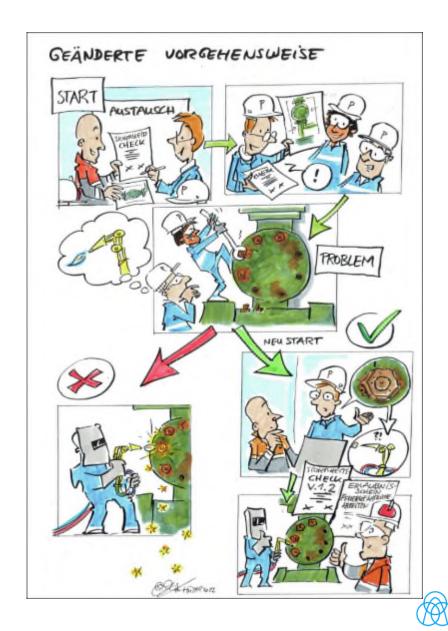


The safety check must be on site!



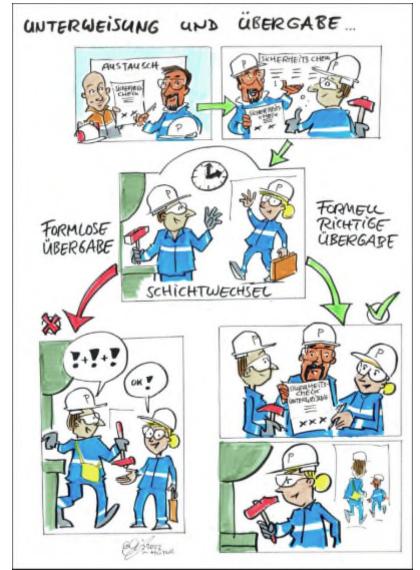
What do I have to consider before starting work?

If the previously discussed procedure changes or you find deviating operational conditions, the work must be stopped IMMEDIATELY and the new procedure/operational situation MUST be discussed with the issuer of the safety check in order to adjust the safety measures.



What do I have to consider before starting work?

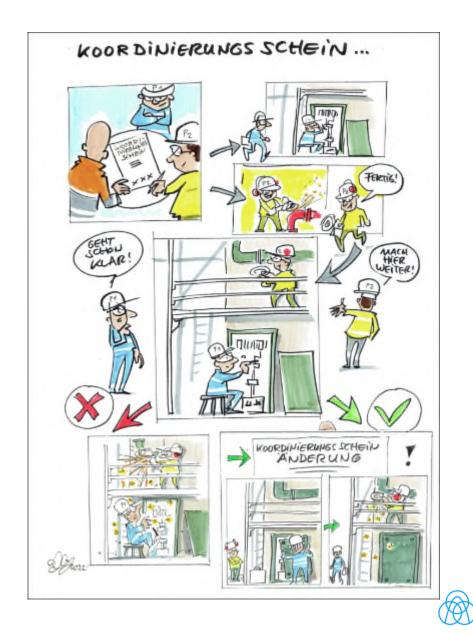
Before starting work after a shift change, it is imperative that all employees are instructed by the responsible service provider of the partner company about the safety check and the measures specified therein.





What do I have to consider before starting work?

If it is not possible for different partner companies to work safely, or if there are changes in the originally determined work schedule, contact the issuer of the safety check. Together, the next work steps are determined on the coordination slip.



What do I need to pay attention to in terms of neatness and tidiness?

Make sure to keep your work environment neat and tidy!

An untidy work environment creates hazards:

- Ensure that escape, rescue and traffic routes are unobstructed; they must never be blocked by objects or materials.
- Oil and emulsion spills and waste must be disposed of properly.
- Materials and objects must only be stored in the areas provided for this purpose.
- Remove any objects lying around immediately, they increase the risk of tripping.



We keep our work environment neat and tidy.





What do I need to pay attention to when operating industrial trucks and cranes?

- Minimum age 18!
- You need written proof of qualification!
- To use tkSE's work equipment (cranes / industrial trucks / machines), you require instruction and a written
 operating license which must be documented by the company.!
- You must have written authorization from your company!
- The motorized moving of work equipment on the work floor and the moving of loads creates hazards both for the operator and for persons in the vicinity. This also applies to elevating work platforms.
- Improper driving of motorized vehicles can cause serious accidents and damage to equipment and parts of buildings.
- Partner company-owned vehicles must be licensed. Apply for a corresponding plant license from the Vehicle Service department (Tel. 0203 / 52 25275).







Fire and explosion protection

How can I prevent fires?

- Smoke only in designated smoking areas!
- Dispose of cigarette butts in the containers provided in the smoking areas!
- Do not block / wedge open fire doors!
- Do not block access to fire extinguishers, wall hydrants, etc!
- Glowing cigarette butts are sources of ignition that frequently lead to fires (e.g. carelessly discarded or disposed of in unsuitable containers).
- Work materials but also waste and contamination (e.g. oil spills and dust) can be combustible.
 - Untidy conditions (e.g. equipment, materials lying around) make it difficult to remove waste and contamination, and hinder escape and rescue measures in the event of danger.
- Fire doors prevent the spread of fire and smoke. Self-help equipment e.g. fire extinguishers are used for initial fire fighting.



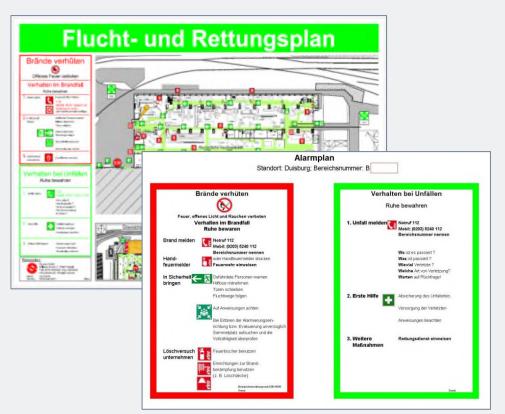




Fire and explosion hazards

Why are alarm plans / escape and rescue plans important??

- When entering new areas, find out about escape routes and dos and don'ts by reading the alarm, escape and rescue plans!
- On alarm plans you will find important information on what to do in case of fire or accident.
- Important telephone numbers as well as the area number can be found on the plans.
- Escape and rescue routes help with orientation and show the fastest way outside (escape route).
- In addition, escape and rescue plans show the locations of fire extinguishers and wall hydrants.





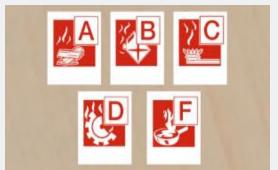
Fire and explosion hazards

What can I do to fight incipient fires?

- Use the plant's self-help equipment to fight incipient fires!
- NEVER put yourself in danger!
- Observe the operating instructions on the fire extinguisher!
- Check the suitability of the extinguishing agent (fire classes)!
- If a fire is discovered in time, the damage it causes is still relatively small and extinguishing the fire is possible with simple means. Therefore, to fight an incipient fire, use the available fire extinguishers and wall hydrants.
- When using extinguishing agents, pay attention to their suitability. Materials are divided into fire classes.

$$A = solid$$
 $B = liquid$ $C = gaseous$ $D = metal$ $F = greases$







Fire and explosion hazards

What else do I need to know before I start my work?

- Ask your plant contact person about local fire protection regulations and measures!
- Early detection of a fire and alerting employees reduces the risk of harm to health. Therefore, it is important that you familiarize yourself with the alarm options.
- If an alarm sounds, you must go to the assembly point quickly and by the shortest route, taking into account your own safety. To ensure that this can be done quickly in the event of a fire, you must familiarize yourself in advance with escape routes and assembly points..



















- Fire extinguishing systems are intended for the initial fighting of fires.
- In order to be able to act quickly in the event of an incipient fire, make sure that you know where fire extinguishers and wall hydrants are located before starting work.
- In some areas there are special rules on the subject of fire protection. So find out before starting work whether, for example, any additional precautions need to be taken.



Hazardous substances

What do I have to pay attention to when I bring hazardous substances into the plant?

- Inform the plant about the hazardous substances using the safety data sheets!
- Inform yourself about existing hazardous substances in the plant using the safety data sheets!
- Use the materials only as intended!
- Make sure that the instructions for use are available and publicly accessible!
- If you bring hazardous substances into the plant, you must ensure that no employees are endangered by them.
- For this you must declare the material in the particular plant.
- Keep the safety data sheet and the instructions for use at hand



Explosive



Extremely flammable, highly flammable



Oxidizing (fire-intensifying)



Corrosive



Compressed gas



Acute toxicity (danger to life, toxic)



Irritant
Skin sensitization
Acute toxicity
(harmful, STOT, single exposure – lower categories)



Carcinogen, mutagen STOT (single, rptd exposure – upper categories), respiratory sensitization, aspiration hazard

