

Packaging Steel

Conditions for the use of part- ner companies

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thyssenkrupp



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7 basic rules for safe working

1



For us, safety and health are priority number one.

2



We always wear our stipulated personal protective gear.

3



In our working environment, we always ensure order and cleanliness.

4



We use working and operating materials properly.

5



We protect ourselves and our systems from fires.

6



We perform work only on secured parts and systems.

7



We never work under the influence of alcohol/drugs.

1. Preamble

The following regulations and their observance in the areas of work, fire and environmental safety, energy management, IT security and plant safety are integral parts of thyssenkrupp Rasselstein GmbH's corporate processes. In this respect, they are to be considered as basic agreements applying to cooperation with the respective contractor.

2. General information

2.1 Scope of application

The "Conditions for the use of partner companies" apply to the plant and administration areas of thyssenkrupp Rasselstein GmbH (hereinafter referred to as **tk Rasselstein**) and are part of the contract between **tk Rasselstein** and the respective partner company, the Contractor (hereinafter also referred to as **CON**).

In particular, the conditions govern the orderly handling of services on the **tk Rasselstein** plant grounds and apply as a matter of principle to all of those employed on the **tk Rasselstein** plant grounds that do not belong to the **tk Rasselstein** workforce.

2.2 Authorization as service provider

As a matter of principle, only those partner companies are allowed access to the **tk Rasselstein** plant grounds that have a verified/certified occupational health and safety management system (e.g. SCC, SCP, OHSAS 18001, ISO EN 45001, BG quality seal) or provide other documentation recognized by **tk Rasselstein** (e.g. voluntary disclosure).

The occupational safety team (hereinafter referred to as **OSH/PLS-OSH**) or Purchasing (hereinafter referred to as **PSM-I**) shall be the contact in any related matters.

2.3 Use of subcontractors

If the **CON** employs subcontractors, the **CON** must ensure that these subcontractors know and observe the conditions for the use of partner companies. The **CON** is to inform the respective technical contact at **tk Rasselstein** (hereinafter referred to as **requester**) of its subcontractors. All subcontractors must be approved by **PSM-I**. For this purpose, the **CON** must register the respective subcontractor in **tk Rasselstein's** access control system in good time (generally at least two weeks) prior to commencing work. **tk Rasselstein** reserves the right to reject subcontractors for just cause.

2.4 Statutory, collective agreement and official regulations

All statutory, collective agreement and official regulations or provisions applicable at the time of contract conclusion shall apply to this project. The **CON** shall ensure that these are also observed by subcontractors.

tk Rasselstein refers in particular to the regulations of the German Minimum Wage Law (MiLoG), German Employee Secondment Act (AEntG), German Residence Act (AufenthG), German Temporary Employment Act (AÜG), German Working Hours Act (ArbZG), the German law regarding illegal employment (SchwarzArbG) and other laws focusing on the protection of working conditions.

The **CON** shall exempt **tk Rasselstein** in full from all third-party claims and liabilities which may arise as a result of failure to comply with the aforementioned statutory provisions on the part of the **CON** or its subcontractors.

2.5 Commercial activity

The **CON** may only conduct work for **tk Rasselstein** on the plant site. Any other commercial activity, e.g. the distribution of flyers and brochures, sale of goods and advertisement or mounting of placards and labels on walls on the plant grounds is forbidden.

2.6 Recourse to authorities

Before recourse to authorities by the **CON**, the responsible teams at **tk Rasselstein** for energy and environmental management (hereinafter referred to as **EUM**) or for fire fighting/fire protection (hereinafter referred to as **OSH/PLS-BF**) are to be informed.

2.7 Conduct in the event of substance releases, fires and explosions

In the event of the release of substances (gas, benzene, etc.), fires and explosions, the **CON** must immediately inform the safety center of the plant fire-fighting team and the **requester**. The instructions of the emergency response teams (**EUM** and **OSH/PLS-BF**) are to be followed at all times.

2.8 Duty to cooperate in safeguarding IT security

The LAN services provided by the infrastructure operator may be used only for communication within the plant LAN and within the tk group of affiliated companies. Additional connections must be approved by the digital solutions team (hereinafter referred to as **DSO**).

An expansion of the plant LAN and parallel connections of other locations, DSL connections, Internet access connections and also connections to the outside world are not permitted.

In-house operation of LAN ports with connection to the plant LAN is not permitted.

For security-related reasons, the use of additional network cards in an end device and simultaneous connection of the first (standard) network card to the **tk Rasselstein** LAN and connection to other networks are not permitted.

The connection of modems (also recall modems) to networked IT devices and the use of modem, ISDN or fax cards are not permitted. Access to the plant LAN is only permitted via the means provided by the infrastructure operator—e.g. via Citrix in case of remote access.

Use of the LAN ports is only permitted with secured end devices (virus protection, current patch level, etc.) and operating systems with up-to-date patches that are provided with security patches by the supplier. This requires prior consultation with the infrastructure manager.

If a virus attack is suspected, **tk Rasselstein** is to be informed immediately. Affected devices must be physically disconnected from the network immediately.

Connection of own devices via the LAN ports provided by the infrastructure operator is not permitted as a matter of principle. Operation of additional network services or similar services shall only be permitted after consultation with **tk Rasselstein**.

External and internal data storage devices brought into the premises must be scanned using a current computer virus scanner of **tk Rasselstein** before connection to **tk Rasselstein** computers.

The **CON** shall be obliged, within the scope of the obligation to maintain secrecy, to keep confidential all user identifications/passwords necessary for connection/dial-up as well as network settings. If it is suspected that unauthorized individuals have gained knowledge of the above, passwords must be changed immediately. Such matters must be reported to the **ITM** team.

2.9 Use of radio transmitters

The **CON** must request the use of all radio transmitters (e.g. radios, radio control, radio data transmission, WiFi, etc.) from the **DSO** and **QTS-TS** respectively in writing on the plant grounds before commencement of construction/installation work. The WiFi hotspot function on smartphones must be deactivated.

2.10 Taking photographs and filming

Photographing and filming within the plant and within the scope of the fulfillment of performance shall only be permitted upon approval by the respective **requester**. Photographs and films for external publication shall require prior written approval by the communications team (hereinafter referred to as **COM**).

2.11 On-site inspections

Through on-site inspections **tk Rasselstein** shall verify that the **CON** observes the conditions for the use of partner companies.

The inspections will be carried out by the **requester** and the **OSH/PLS-OSH** and **OSH/PLS-BF** teams, subcontractor management (hereinafter referred to as **NUM**) and the central services team (hereinafter **OSH/PLS-SSV**). For this the **CON** must guarantee **tk Rasselstein** employees access to all equipment on the plant grounds at any time, furnish information and allow access to documentation, insofar as the inspections necessitate this.

2.12 Inspections for protection against theft

For protection of operational and personal property, the employees of the **OSH-PLS-SSV** and **OSH/PLS-BF** teams are authorized to conduct inspections.

2.13 Consequences of violations

Violations of the conditions for the use of partner companies are breaches of contract, whereby violations by subcontractors are attributed to the **CON** as breach of contract.

Violations shall be punishable by **tk Rasselstein** and appropriate measures shall be taken.

3. Construction equipment

3.1 General

Before establishment of a building site, authorization must be obtained from the **requester**.

To ensure the safety of pedestrians and vehicles, all construction sites in the entire plant area that are located in the area of traffic routes shall be properly secured and/or signposted by the **CON**. The **CON** shall set up appropriate safety measures such as pylons, warning beacons, construction fences, warning signs and lighting in the outdoor area. In Plant 2, the construction site must also be made visible for the driverless transport systems. In these cases, the responsible persons from QTS-TS must be involved. The construction site security must be maintained in working order throughout the entire construction period until completion of the construction work.

The **CON** has to coordinate their storage with the **requester**. The allocation of places shall be decided with the aid of a site facilities plan, is submitted by the **CON**, and must indicate the local and temporal space required.

The laying and connection of lines (gas, water, sewage, electrical) as well as the set-up of equipment is to be arranged with the **requester** and, if applicable, with the **EUM** or **OSH/PLS-OSH** team. The **CON** must, at the request of **tk Rasselstein**, also make the site facilities available to other partner companies, as long as the interests of the **CON** are not unreasonably impaired as a result.

The site facilities must be maintained and kept in clean and orderly condition by the **CON** and be protected against unauthorized use and theft. After the performance of services, the facilities are to be immediately dismantled and removed.

Living and staying overnight on the plant grounds is forbidden. The changing and washing rooms of **tk Rasselstein** are not available for use by the employees of the **CON**.

3.2 Telephone connections

Telephone connections are to be applied for in writing through the **requester** in a timely manner prior to the beginning of building/installation.

3.3 Electrical power

The necessary electrical power at the local construction sites shall be provided by **tk Rasselstein** free of charge in accordance with the locally available connection values.

If necessary, the transformers required for adjustment to the supply voltage must be provided by the **CON**.

Important safety notice for the use of electrical devices:

tk Rasselstein operates an unearthed IT network and has no N-conductor.

For the use of electrical devices with a 3 x 400 V power supply that require an N-conductor, isolating transformers must be installed by the **CON**.

The connection to the **tk Rasselstein** mains supply and the route planning must be coordinated with the **requester**. The expected consumption values must be indicated by the **CON**.

Laying, maintenance, relocation and disassembly of the distribution lines starting at the point of transfer are part of the scope of services provided by the **CON**. The **CON** must report the termination of use to the **requester** in a timely manner prior to disassembly.

3.4 Water

tk Rasselstein shall provide the necessary water to the local site free of charge up to the point of transfer. Waste water pipes are to be connected to the sewage system (if necessary, in consultation with the **EUM** team).

3.5 Construction of a support point

As a matter of principle, it is forbidden to construct a permanent support point on the plant grounds without permission. Permits are issued exclusively by the property management team (hereinafter referred to as the **OSH/PLS-PM** team) in consultation with **PSM-I**.

4. Personnel deployment / qualification

4.1 Access gates/times

Plant access is allowed for vehicles with a permitted overall weight of **up to 3.5 t** from Monday to Friday, 5 a.m. to 8 p.m., through gate B, and from 8 p.m. to 5 a.m. and on weekends and holidays through gate A.

Vehicles with a permitted overall weight of **more than 3.5 t** may use gate A only.

Access for delivery-only traffic, regardless of vehicle weight, is through gate A.

4.2 Request/issuance of work passes

Plant access and issuance of passes by **tk Rasselstein** shall only be possible after previous registration of the subcontractors and employees via the partner company portal of **tk Rasselstein**.

The registration of subcontractor employees already registered in the partner company portal is carried out by the subcontractors themselves. For subcontractors not registered in the partner company portal, the pass application is made by the **CON**. After creating the subcontractor in the partner company portal, the **CON** will receive a corresponding notification as to whether the subcontractors are already registered in the system.

Passes will be issued at gate B during the aforementioned opening hours. The passes are personal and non-transferable. Transferring passes to third parties is strictly prohibited and will result in a temporary plant ban if violated.

All employees of partner companies must carry the work pass and official valid photo identification to present to security personnel upon request. Employees from non-EU countries must also carry the original copy of their valid residence and working permit at all times and present them on request. Employees from the EU, EEA countries and Switzerland whose social security contributions are paid in their home country must also carry a valid A1 certificate at all times and present it upon request.

4.3 Emergency registration

In an emergency, e.g. when carrying out short-term troubleshooting or repair work, the **CON** may request the passes directly at the access gates of **tk Rasselstein**.

The prerequisite is that the **CON** is already registered in the partner company portal and that the **CON's** employee has the necessary login information (daily PIN).

4.4 Renewal and loss of work passes

The passes do not have to be returned after expiration. Expired passes can also be used for future plant access after a renewal request has been made and approved in the system.

The **CON** must ensure that valid work passes are returned when employees leave the **CON's** company or the company of the subcontractor used by the **CON**. The passes are to be returned at the respective gate.

Any loss of a work pass must be reported immediately to the **OSH/PLS-SSV** team. **tk Rasselstein** will charge the **CON** EUR 50.00 plus VAT for every work pass that is lost.

4.5 Cellar passes

Before accessing any plant cellars, pickling lines and the furnace platforms in CALs 3, 4 and 5, a cellar pass for every person must be hung on the appropriate board. This must then be taken down again when leaving the area.

The passes are for the purposes of identifying whether any individuals are still in the area in the event of an emergency or a fire and if so how many people are there. The passes can be printed independently at the access terminals at gate B.

4.6 Attendance records

The **CON** must ensure that every employee it assigns uses a work pass with the installed scanners to record every entrance and exit of the plant grounds. Here, the driver's presence is recorded by means of the entry reader. All other passengers must leave the vehicle and use the readers at the turnstiles.

4.7 Contact for partner company portal

The link for the partner company portal will be sent to the **CON** upon request to the **PSM-I** team by Ms. Naß, email: Heike.Nass@thyssenkrupp-steel.com.

In case of questions regarding the loss of access data, renewal of passes or other questions regarding the partner company portal, the work pass office is available during office hours Monday to Friday from 8 a.m. to 4 p.m. on the telephone number +49 (0)2632 3097 4196. Alternatively, the work pass office can be reached at the email address Ausweisstelle.Rasselstein@thyssenkrupp-steel.com.

5. Occupational health and safety

With regard to occupational safety, the same safety standards shall apply to the employees of the **CON** as for employees of **tk Rasselstein**.

The technical safety inspection of partner companies at **tk Rasselstein** is conducted regularly by the **OSH/PLS-MC** team.

5.1 General traffic safety obligations of the CON

Every **CON** is subject to the so-called "General traffic safety obligations". According to these, each **CON** is obliged to ensure that no activity hazards (e.g. due to excavation work), no material hazards (e.g. due to uncovered excavation pits) and no traffic hazards (e.g. due to unsecured passageways over excavation pits) arise in its area of work.

5.2 Instructions for occupational health and safety

In all questions regarding occupational health and safety the following **tk Rasselstein** employees are authorized to issue directives to the **CON**:

- Occupational Health and Safety Officer (staff team **OSH/PLS-OSH**)
- Employees appointed by **tk Rasselstein**
- Appointed coordinators, e.g. according to Section 6, regulation 1 of the German Social Accident Insurance (DGUV) or Section 3 of the German Construction Site Ordinance
- Authorized officers for hazardous materials and officers for radiation protection

On request, the **CON** shall be obliged to disclose all information relating to occupational health and safety to the above-mentioned persons. In case of established violations of occupational health and safety regulations, this group of persons shall be authorized to declare measures to be taken through to the shut-down of construction sites.

5.3 Adherence to specific regulations

5.3.1 Safety instruction / basic instruction

The **CON** must ensure that its employees receive basic instruction prior to deployment.

This can be carried out as e-learning after the employee has registered in the access portal of **tk Rasselstein** online or at the terminal at gate B.

The safety instruction is to be repeated annually.

The **CON** can turn to the **OSH/PLS-OSH** team for any questions concerning occupational health and safety.

5.3.2 Safety check

According to Section 8 of the German Industrial Safety Act (ArbSchG), **tk Rasselstein** and the **CON** shall be required to inform one another of order-specific dangers and mutual hazards. The documentation of this information takes place at **tk Rasselstein** by means of a Safety Check (form). The **requester** of **tk Rasselstein** shall enter the information/facility-specific dangers/measures for the normal operational sequence.

The **CON** must make any additions regarding the dangers/measures that become relevant during implementation of the works. The safety check signed by **tk Rasselstein** and the **CON** must be available **prior** to commencing work. The **CON** is obliged to instruct its employees regarding the content of the respective safety check prior to commencing work.

A corresponding documentation of the instruction is necessary, must be kept ready on-site and made available to the responsible authorities of **tk Rasselstein** on request. The safety check is the basis for the legally required risk assessment that the partner companies have to prepare for their subcontractors.

5.3.3 Obligation to sign and off at the sites

The **CON** must ensure that its employees appear at the operational registration points agreed upon with the **requester**, enter their names on the staff check lists, sign off after finishing work and remove their names from the lists.

5.3.4 Personal protective gear (PPG)

The **CON** shall be obliged to provide employees with the PPG determined for the job site after consulting with the **requester** or the **OSH/PLS-OSH** team and ensure that they wear it.

All employees of partner companies must wear protective helmets in the halls, which must be clearly marked with the company logo or company name of the service provider. Wearing safety shoes is obligatory in all plant halls. Hearing protection must be worn in designated noise areas. Eye protectors are obligatory in designated plant areas.

In the halls, all employees of partner companies must wear high-visibility vests/jackets or shirts in bright colors for better visibility. Dark work jackets with reflective stripes are not enough.

It is forbidden to be present in factory halls or areas close to production with shorts, trouser legs rolled up or the like.

5.3.5 Reporting defects/malfunctions

The **CON** must immediately remedy any defects, malfunctions, risks of accident, etc., or report them to the **requester** or the **OSH/PLS-OSH** team.

5.3.6 Safety signs

Observance of all prohibitory, mandatory, warning and emergency signs on the work site is compulsory.

5.3.7 Prohibited activities

The removal or changing of work safety equipment is prohibited.

5.3.8 Quick check

tk Rasselstein is entitled to carry out occupational health and safety-related inspections of the **CON**. Any irregularities noticed during the inspection shall be documented in the quick check. The results of the quick check will be handed over to the **CON** upon request. **tk Rasselstein** shall assign yellow or red cards to the **CON** or the **CON**'s employees as it sees fit for any irregularities documented in the quick check. The decisive factors are the probability of occurrence and the severity of a (possible) damage or violation.

If a **CON** receives 3 yellow or 1 red cards within 12 months, measures for compliance with the occupational health and safety-related aspects shall be arranged. The **CON** alone remains responsible for compliance with occupational health and safety-related aspects.

In the event of violations by the employees of the **CON**, **tk Rasselstein** reserves the right to temporarily or permanently deny the relevant employee of the **CON** access to the plant.

5.3.9 Conduct in the event of industrial accidents

The **CON** must inform its employees of the emergency phone numbers as well as the telephone locations, emergency plans, etc., prior to commencement of work. The Medical services (hereinafter referred to as **OSH/PLS-MC** team) of **tk Rasselstein** can be called upon for treatment in the event of accidents which have caused physical injuries. In case of severe emergencies, the operational rescue team must be requested using the operational emergency number.

The **CON** must report ALL accidents immediately to **tk Rasselstein** (**OSH/PLS-MC** team and requester).

In case of accidents resulting in time off > 3 working days, the **CON** must additionally deliver a copy of the notice of accident to the **OSH/PLS-MC** team (by mail to fabian.micken@thyssenkrupp-steel.com and claudia.klein@thyssenkrupp-steel.com).

5.4 Regulations for working on site

5.4.1 Working in the rail area

In order to be able to eliminate reciprocal hazards during work in the rail area, coordination with the **requester** and the **OSH/PLS-MC** team must take place prior to commencing work. Works on the rail area of the plant railway must be agreed with the railway operations manager.

5.4.2 Accessing and working on crane systems and craneways

Terms

Accessible craneway: A craneway that can be accessed through a permanently mounted ascent and meets the requirements of the regulation 52 "Cranes" of the German Social Accident Insurance (DGUV) regarding ascent, escape route, safety distance of at least 0.5 m from the moving parts of the crane, continuous railing or handrail to the hall wall, etc.

Accessing the craneway: The passage over the craneway to the turned-off crane and the passage over the crane or craneway to perform inspection.

Working on the craneway: Carrying out work on the craneway, e.g.: cleaning, repairing of the craneway or crane rails, mounting cable routes, mounting or repairing the lighting, etc.

Working on the crane system: Carrying out work on the crane system, e.g.: performing repairs, operational checks, safety checks in accordance to safety code, fault clearance, etc.

Executor: A competent person working for the **Contractor** that is authorized to carry out work on the crane system or the craneway.

Carrying out the work

To protect personnel from falling or crushing, the following rules must be followed:

Only authorized personnel may access the craneway (crane operator, crane inspector, maintenance staff, etc.). Relevant prohibitive signs must be installed at all access points of the craneway.

Personnel accessing the craneway must notify and coordinate with the crane operator beforehand.

Carrying out the work on craneways is only allowed after the danger assessment and the discussion of the safety check with **tk Rasselstein**. The operators must be protected against falling. For example, PPE must be used to protect personnel against falling (with consideration of suitable anchor points, instructions, approved PPE, ...). A purely visual inspection of the craneway, rails or the crane itself while keeping a hand on the hand rail is allowed without PPE against falling.

Depending on the work that needs to be performed, the conductor line may have to be disconnected. If the craneways are used by more than one crane, appropriate measures must be taken to protect the personnel from the dangers of using several cranes.

If the crane's position is detected by a laser, the laser may have to be turned off. Under no circumstances may a person look directly into the laser beam.

Working on the crane system

Any work on the crane system must be preceded by a corresponding work assignment from **tk Rasselstein**.

Other crane operators working on the same track must be informed by the shift coordinator from **tk Rasselstein** about the type of the work to be performed before starting the inspection.

Performing inspection and maintenance while the crane is turned on or in operation

The executor must notify the shift coordinator from **tk Rasselstein** before the start.

The executor must have two walkie-talkies and give one of them to the crane operator. If the signal level is strong enough, the communication between the executor and the crane operator may alternatively be accomplished using a mobile phone.

Before accessing a working crane which is being operated from the cabin, the executor must notify the crane operator using a phone or a hand signal. When the executor receives the signal to ascend, he must ascend the craneway while the crane is in parked position, press the "Go" signal on the crane next to the ladder and access the crane after having received the confirmation of the crane operator.

The executor and the crane operator must reach a verbal agreement about the works to be carried out.

For that purpose, the executor must bring two walkie-talkies. Mobile phone usage is also possible.

Performing inspection and maintenance while the crane is turned on/working is only allowed under following conditions:

1. If there is no risk of falling or crushing;
2. If there is no risk of touching electric parts, systems or other equipment which are under voltage;
3. If there is voice communication or visual contact between the executor and the crane operator (using walkie-talkies or mobile phones)

If the crane must carry out some actions in connection with the performed work, the crane operator must perform said actions after receiving the prompt from the executor. The communication is carried out using walkie-talkies/mobile phones.

The crane operator is not allowed to leave the crane, if it is still turned on.

If the presence and assistance of the crane operator is not required, he may leave the crane for the duration of the work. The crane must be turned off for the duration of the inspection and maintenance and a sign "Do not turn the crane on, work in progress" must be placed.

If new dangers arise during the troubleshooting, the shift coordinator from **tk Rasselstein** must be informed immediately by the executor. Then a decision on further procedures (additional maintenance or shutdown of the crane) is made.

If the work has been completed successfully, the executor receives the walkie-talkie back from the crane operator and leaves the crane.

If an additional ascent is necessary, the paragraphs 2 and 3 of this manual must be followed.

The work is completed by notifying the shift supervisor office and giving the crane operational clearance to the shift coordinator of **tk Rasselstein**.

Working on the turned-off crane

If it is possible, the crane should be moved into a suitable repair position before starting the work.

The maintenance on a crane may only be performed if the crane is turned off and secured against unauthorized turning on. To ensure that, the executor locks the crane with his own lock.

If new dangers arise during the troubleshooting, the shift coordinator from **tk Rasselstein** must be informed immediately by the executor. Then a decision on further procedures (additional maintenance or shutdown of the crane) is made.

If the maintenance is completed, the functional check takes place. Before the check, the crane must be turned on again. The functional check is performed with the crane operator. The safety measures according to the paragraph "Performing inspection and maintenance while the crane is turned on or in operation" must be observed. If there is a need for communication outside of the cabin, it is carried out using walkie-talkies/mobile phones.

The work is completed by notifying the shift supervisor office and giving the crane operational clearance to the shift coordinator of **tk Rasselstein**.

Remote-controlled cranes

If the crane can be controlled remotely, the executor coordinates with the crane operator and, after the crane is set in parking position and turned off, takes the turned-off remote control with him on the crane to ensure that no one else can operate the crane.

If the crane needs to be moved, the executor can initiate the movements himself from the safe position.

If new dangers arise during the troubleshooting, the shift coordinator from **tk Rasselstein** must be immediately informed by the executor. Then a decision on further procedures (additional maintenance or shutdown of the crane) is made.

If further crane repairs are required, it has to be turned off according to the paragraph "Working on the turned-off crane".

Floor-operated and portal cranes (operated with a control panel)

The executor must notify the shift coordinator from **tk Rasselstein** before the start.

The crane must be turned off for repair. If function tests must be performed, the control panel must be pulled up or the crane operator and the executor must coordinate the crane movements using walkie-talkies.

The work is completed by notifying the shift supervisor office and giving the crane operational clearance to the shift coordinator of **tk Rasselstein**.

Changing the active personnel or interrupting the activity

If there is a change of personnel or an activity is interrupted (break, shift change, indisposition, need for tools or spare parts, etc.) during the ongoing action, the shift coordinator must be informed.

If there is a change of personnel, the walkie-talkie must be handed over to the successor.

If the crane operator changes (shift handover or break replacement), the replacing personnel must be informed about the current state of the crane, special incidents and disruptive events. This applies in particular for the inspection, maintenance and checks in progress.

The replacement is to be communicated using the walkie-talkies.

If no crane operator is available at the start of the maintenance, the sign "Work in progress on the crane: do not initiate any movements" must be placed by the executor in view of the crane operator. The crane operator must initiate contact with the executor immediately after his arrival.

5.4.3 Mobile cranes

Operators of mobile cranes must wait at the agreed-upon operational meeting point for a **tk Rasselstein** employee and may in no case operate on the sites on their own authority. (For this purpose, section 5.4.7 must be observed in particular.)

5.4.4 Use of diesel-powered vehicles in halls

When using diesel-powered vehicles (e.g. trucks, mobile cranes, lifting platforms, industrial trucks, etc.) in halls, TRGS 554 - Exhaust gases from diesel engines - must be observed.

5.4.5 Hazardous substances

Prior to the use of hazardous substances or if hazardous substances could be released during the activity (danger from hazardous substances according to the safety check), the **CON** must present all safety-relevant information, in particular the risk assessment and the respective safety data sheets, to the responsible **requester** as well as the **EUM** team.

The **CON** and **requester** must assess the dangers arising on site from all hazardous substances together with the **EUM** team, and coordinate the necessary safety measures. The result must be documented by all parties involved. Operational instructions are to be prepared depending on the case.

5.4.6 Safety and release of work on operating equipment

With work on equipment, the energy supply must be interrupted and the system must be secured against unauthorized, erroneous or independent start up. Aids for the implementation and documentation of this are main control equipment and safety lists (safety check list, safety list, staff check list, release and activation list and notification forms > 1 kV).

Potentially hazardous movements must be prevented by means of mechanical blocking. Available accumulators, e.g. pressure tanks, must be relieved after removal if necessary.

The use of staff attendance lists, open to inspection in clearly identified places and administered by authorized **tk Rasselstein** employees, is compulsory for the **CON**.

When entering radiation protection areas, these areas are to be secured and released by the responsible radiation protection officer. Their secure and safe condition is to be documented. If it cannot be confirmed that a plant is secured, the radiation protection officer of the company must be consulted.

If multiple independent work groups are working on the same plant, all groups must be entered in the lists. The supervisors of the work groups signed in must make sure that safety measures have been undertaken prior to commencing work. The retraction of the measures shall only take place if all supervisors have confirmed in writing on the safety lists that their employees have left the plant. The task of securing and release, as a rule, is to be carried out by the same persons.

5.4.7 Aerial lines, cable ducts and underground medium/high voltage cables

In order to be able to eliminate reciprocal hazards during activities among and in the vicinity of supply lines (aerial lines), coordination of the project with the **EUM** team must take place at least 48 hours prior to commencing work. Specific hazards arise from work with mobile cranes in the vicinity of aerial lines.

Work with mobile cranes may only be commenced, if briefing by the **EUM** team has taken place (written confirmation).

In order to avert dangers, access to the e-stations/switching stations and cable ducts is only permitted to persons that have been authorized by the **EUM** team.

5.4.8 Excavation work

In order to avert hazards and damage, a release of the work by the **requester** must be obtained, as a rule, in a timely manner prior to commencing excavation work. In order to avert hazards due to underground medium/high voltage cables, coordination of the project with the **EUM** team must take place at least 48 hours prior to commencing work.

In order to avert hazards due to underground pipelines (media-transporting supply and waste lines), coordination of the project with the **EUM** team must take place at least 48 hours prior to commencing work.

5.4.9 Tank vehicles

Should tank vehicles be required, the **CON** shall ensure that only tank vehicles that are cleaned and freed of residual materials are used in order to avoid uncontrollable reactions.

Tank vehicles must enter via Gate A. Vehicle operators must be instructed by the employee responsible at Gate A.

5.4.10 Test operation

If equipment (e.g. machines, technical machine components, parts of production systems) is operated on a trial basis without the ability to exercise the applicable guidelines for normal operation, the safety measures must be determined with the foreman or **requester** and documented and communicated to the persons concerned.

5.4.11 Conclusion of work

After conclusion of work a final inspection must be conducted. For this it must be ensured, in particular, that

- technical safety equipment is functional and grates or other coverings are re-fastened/re-fitted;
- assembly components, rejects, residual materials, etc., are removed and used gas containers have also been removed;
- the work area has been left orderly and clean.

Negative experiences must be discussed with the **requester** in order to prevent re-occurrence of problems in the future.

5.4.12 Notes for maintenance and service

In the planning phase, the **CON** must provide instructions for maintenance and repair for the subsequent company handling the provided trade (necessity must be agreed with the respective **requester**).

6. Environmental protection and energy efficiency

Taking into account legal stipulations, the **CON** is to perform work so that adverse effects on the environment can be prevented in the scope of fulfilling the contract. Furthermore, the **CON** and its employees shall contribute to improving the energy efficiency of **tk Rasselstein** by using energy responsibly and sparingly.

6.1 Waste

The disposal of all components declared as waste during dismantling is always carried out by **tk Rasselstein**. For this purpose, **tk Rasselstein** shall provide the **CON** with appropriate containers. In exceptional cases, other loading options can be agreed upon and defined together (e.g. for tanks/containers).

Non-reusable system components including scrap steel, plastic parts, cables, electrical components, insulation, insulating material etc. must be dismantled so that they can be loaded, sorted and taken to the appropriate waste or recycling containers in accordance with the disposal regulations and in coordination with the **tk Rasselstein** waste management officer.

The **CON**'s scope of services includes breaking down the dismantled parts to make them suitable for transport as well as the proper sorting and disposal in the appropriate containers.

The **CON** may be invoiced for any loss of revenue resulting from improper sorting and/or breaking down. **tk Rasselstein** reserves the right to have the proper sorting checked by an independent expert. Coordination with the **EUM** team may be required.

Waste generated by the **CON** (e.g. packaging, residual materials, rubble, paper, etc.) is the property of the **CON** and must be disposed of by the **CON** himself. The currently applicable waste regulations must be observed.

This waste may not be disposed of via **tk Rasselstein**'s containers or disposal channels.

6.2 Soil and bodies of water

The **CON** must act in a manner that ensures that no illegal pollution of the soil or bodies of water arises as a result of its activities. In the case of the storage of and contact with materials that are hazardous to waters, care and adherence to the guidelines must be ensured.

If soil contaminations are discovered during digging or excavation, the **EUM** team is to be immediately informed. Accidents with operating materials (e.g. vehicles) that involve leakage of substances hazardous into waters are to be reported to the **EUM** team or the **OSH/PLS-BF** team.

6.3 Air and noise

The **CON** must act in a manner that ensures that discernible air or noise pollution from activities is prevented in the vicinity of **tk Rasselstein**.

6.4 Environmentally-relevant events

In the event of any environmentally relevant malfunctions/damages and incidents, the **OSH/PLS-BF** team must be alerted immediately via 112 (in-house telephone) or +49 2632 3097 4444 (cell phone) or by pressing the alarm indicator pushbutton. The instructions of the emergency response team (**OSH/PLS-BF**) are to be followed at all times.

6.5 Energy efficiency

The **CON** shall be obliged to keep energy consumption arising in the course of executing the contract to a minimum and to commit to the continuous optimization of energy efficiency. This shall also include the reporting of energy-relevant observations in the plant and administration areas.

This shall include the following activities:

- Switching off of all consumers when not in use;
- Active initiation of measures to reduce energy consumption rates (reporting of leakages/leaks, proposals for energy-related optimization).

7. Protection against fire and explosion

It is paramount that the safety guidelines for protection against fire and explosion are always observed. To be observed in particular:

- Reduction of flammable loads and safeguarding of escape routes by reducing the amount of combustible materials in or on the building (if necessary by removing stock)
- Keeping escape/attack routes clear for the fire-fighting team
- Keeping available fire protection installations free and accessible; labeling and controlled storage of combustible materials
- Equipping the support point and its facilities with suitable fire extinguishers
- Adherence to the smoking ban
- Carrying out of work involving fire hazards only in connection with a valid permit for work involving fire hazards
- Unintended use of fire protection installations is prohibited.
- Decommissioning, damaging, removal, missing, use or deactivation of fire protection facilities are to be reported to the respective **requester**.

In particular: Fire and escape signs, fire and smoke protection doors, fire barriers, fire extinguishers, signs for hazard alarms, extinguishing areas and hazard information, any activation points for fire protection facilities, telephones, under-floor, above-floor and wall hydrants. The local fire protection code and the escape route plans must be observed.

The respective area location for instruction of the fire-fighting services must be known on the construction site.

In case of fire or other incidents, the **OSH/PLS-BF** team must be immediately alerted on 112 (in-house telephone) or 02632 3097 4444 (cell phone) or by pressing the alarm indicator pushbutton. The instructions of the **OSH/PLS-BF** team employees must be obeyed.

Deactivation of hazard detection systems, e.g. automatic fire detector, alarm indicator pushbutton and other alarm and extinguishing systems must be requested from the **requester**.

8. Entry and exit

8.1 **Prohibition of entry**

The entry of weapons, parts of weapons, ammunition, pyrotechnic products, animals and waste is prohibited.

8.2 **Job-related materials**

Vehicles (also with additional cargo) must enter the contractually agreed delivery point in the plant areas and present the additional filled-out paperwork. This must be provided with the job number, the project designation and the responsible contact person on site. Delivery type and point in time as well as unloading options must be coordinated with the **requester**.

Deliveries outside of this regulation and special or heavy transports shall require coordination with the **OSH/PLS-SSV** team. Entrance and storage of materials or products that are unrelated to the order processing for **tk Rasselstein** on plant grounds are prohibited.

Materials supplied by **tk Rasselstein** must be used exclusively for carrying out the respective job. Material supplies must be coordinated with **tk Rasselstein**.

9. Scrap

Steel, welding, non-ferrous metal scrap arising during the fulfillment of performance shall remain the property of **tk Rasselstein** and must be transferred intra-plant for further utilization according to the instructions of the **requester**.

10. General rules of conduct on the plant grounds

10.1 Ban of alcohol, drugs and narcotics

Bringing alcoholic beverages, narcotics or drugs or consumption thereof on the plant grounds or entering the plant grounds under the influence is strictly forbidden.

10.2 Protection of non-smokers/fire protection

To prevent possible contamination and/or microbiological pollution of our products, smoking inside the plant halls is prohibited and also throughout the plant grounds. Smoking is only permitted in the designated smoking areas.

10.3 HACCP System (Hazard Analysis of Critical Control Point)

Eating and drinking in the plant halls is only permitted in break rooms and in specially designated plant areas. Under no circumstances may finished materials be touched by bare hands.

11. General traffic rules on the plant grounds

German Road traffic regulations (StVO) apply on the entire plant grounds. The highest permissible speed on the plant roads is 30 km/h for all vehicles.

Wearing of seat belts is obligatory on the entire plant grounds while the engine is running.

Rail-bound vehicles such as the plant railway and cranes have right of way.

When driving in the halls the low-beam light must be switched on. The speed must be adapted to the specific hazardous situations when driving in the halls (walking speed).

Driving in the halls is only permitted for the purposes of loading and unloading.

Never drive or walk under suspended loads.

If labeled pedestrian walkways are present, they must be used.

Only bicycles with tyres up to 20" in size are permitted to enter the factory halls.

Driving on the factory premises with e-scooters and other vehicles with tyres smaller than 10" is prohibited.

Observance of the rules and load securing regulations is monitored by the **OSH/PLS-SSV** team.

12. Compliance clause

The **CON** shall comply with the compliance regulations of **tk Rasselstein** and ensure that the employees, subcontractors, temporary workers or otherwise commissioned third parties of the **CON** also strictly comply with the compliance regulations of **tk Rasselstein**.

The same shall apply to all operational requirements and regulations of **tk Rasselstein** that the **CON** must also comply with after conclusion of the business relationship in connection with third parties (not only but particularly in connection with competitors) to protect business and operational secrets.

13. Contacts at tk Rasselstein

Purchasing, investment/services (PSM-I team)

Contact: Ms. Evers

Telephone: +49 (0)2632 3097 4021

Contact: Ms. Naß

Telephone: +49 (0)2632 3097 4029

Energy and environmental management (EUM team)

Waste and waste water: Ms. Schmidt Telephone: +49 (0)2632 3097 (166) 4729

Crane release/medium-high voltage: Mr. Wieczorek Telephone: +49 (0)2632 3097 (166) 4144

Crane release/medium-high voltage: Mr. Kleinz Telephone: +49 (0)2632 3097 (166) 4332

Channels/shafts: Mr. Schumacher Telephone: +49 (0)2632 3097 (166) 2736

Property management (OSH/PLS-PM team)

Contact: Mr. Michna Telephone: +49 (0)2632 3097 (166) 4794

Information technology (DSO team)

Contact: Mr. Deptalla Telephone: +49 (0)2632 3097 (166) 4594

Technical Support (QTS-TS team)

Drawing Archive: Mrs. Bell Telephone: +49 (0) 2632 3097 2343

Driverless transport systems: Mr. Schlereth Telephone: +49 (0) 2632 3097 2827

Driverless transport systems: Mr. Hilt Telephone: +49 (0) 2632 3097 4836

Transmitting radio equipment Mr. Unzen Telephone: +49 (0) 2632 3097 4585

Central services/plant safety (OSH/PLS-SSV team)

Contact: Mr. de Palma Telephone: +49 (0)2632 3097 (166) 2087

ID card system Gatekeeper gate A Telephone: +49 (0)2632 3097 4504

ID card system Gatekeeper gate B Telephone: +49 (0)2632 3097 4001

ID card system ID card office Telephone: +49 (0) 2632 3097 4196

Fire and rescue service/fire safety (OSH/PLS-BF team)

Safety center Telephone: +49 (0)2632 3097 4710

Subcontractor management (NUM team)

Contact: Mr. Breuer Telephone: +49 (0)2632 3097 2221

Communications (COM team)

Contact: Ms. Laubenthal Telephone: +49 (0)2632 3097 2213

Occupational health and safety/Medical services (OSH/PLS-MC team)

Contact: Outpatient clinic Telephone: +49 (0)2632 3097 (166) 4713

Contact: Plant physician Telephone: +49 (0)2632 3097 4712

Occupational health and safety (OSH/PLS-OSH team)

Contact: Mr. Micken Telephone: +49 (0)2632 3097 2671

Contact: Ms. Klein Telephone: +49 (0)2632 3097 4057

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