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Safety Regulations for Contractors

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Preamble

Health and safety at work is one of the core corporate values of HeidelbergCement. We are responsible for its implementation and compliance and we act as a role model in this regard. To prevent accidents and occupational diseases, we train our employees and ensure that they – also in the interests of others – adhere consistently to all relevant statutory requirements and these safety regulations, remedy any violations immediately and report them to the HC Coordinator. We expect the same conduct of all employees of external companies, i.e., from our contractors, their subcontractors and their respective staff.

Our occupational safety objectives

1. Zero accidents
2. No occupational diseases
3. No injuries and unsafe acts
4. No environmental incidents
5. Order and cleanliness at construction sites and workstations

Heidelberg, July 14th 2020

HeidelbergCement AG

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Scope

In agreement with the client, the following safety regulations for contractors are adopted for all employees of external companies when working at locations of HeidelbergCement AG (hereinafter also HC, which also always refers to companies associated with HC in accordance with section 15 et seq. of the German Companies Act/ §§ 15 ff. AktG).

Where this document mentions “external companies” or “contractors”, these terms always refer to immediate contractual partners of HC, as well as all their suppliers and subcontractors and all workers of the contractors and their suppliers and subcontractors. The safety regulations therefore apply to all employees of all external companies working on an HC site.

These safety regulations are intended to facilitate unobstructed work practices and contribute substantially to the health and safety of the workers and other people. The safety regulations contain rules for the organisation, coordination and monitoring of the safe operations of construction-sites and include measures for occupational safety that, in particular, affect the collaboration of all those involved in the construction. These safety regulations apply to the entire area of the construction site. The term “construction site” in this document includes all areas of the plant premises at a client’s site on which the external companies and their employees are working (thus, in addition to the actual site of operation, this also includes work-preparation areas, recreational areas and access routes starting at the site boundary).

Compliance with the regulations set out here is continuously monitored by a representative of the site manager who has the authority to issue instructions regarding occupational safety (hereinafter referred to as “HC Coordinator”) and by safety representatives. Monitoring is undertaken solely in the interests of HC and cannot be construed as a basis for external companies to rely on increased protection on the part of HC.

All contractors and all suppliers and subcontractors are obliged to ensure that the contents of these “Safety Regulations for Contractors” are made known to their respective workers employed at the client’s locations and are complied with accordingly. Compliance is a part of the contractor’s fulfilment of contract and to be monitored by the external companies. Repeated infringements of these safety regulations may be punished with dismissal from the site.

1. General provisions

The contractor is obliged to adhere to all applicable laws and directives, in particular:

- the laws, ordinances, regulations and technical rules concerning the health and safety of employees,
- the environmental legislation and directives,
- the laws, ordinances, regulations and technical rules concerning construction legislation and, in particular, fire and explosion protection,
- the laws, ordinances, regulations and technical rules concerning the transport of dangerous goods and the storage and handling of hazardous materials,
- the regulations of the Deutsche Gesetzliche Unfallversicherung [German Social Accident Insurance] (DGUV)
- the requirements of the Verband der Schadensversicherer [German Association of Damage Insurers] (VdS).

The contractor takes responsibility for occupational safety in the area of its activity while performing its work. It must provide, unsolicited, all documents concerning occupational safety (as computer files and hard copy) to the client no later than upon acceptance of the agreed and completed work, unless an earlier date is determined in these safety regulations.

The contractor and its personnel must treat as confidential all knowledge concerning the client's operational and business matters that they have acquired as a result of working on a job. The contractor will not make this information accessible to third parties or to the public in another manner without the express written consent of the client.

The client is authorised to answer legitimate enquires from authorities and other institutions (in particular insurers) that concern the execution of the work by the contractor, its subcontractors and employees (e.g., regarding occupational safety, fire protection and environmental protection) and allow access to files, data and documents in this respect.

The contractor must provide a list, up to date for the latest shift, containing the names of all employees/workers/personnel (including subcontractors' employees) who are working on its behalf at the construction site. Every employee must place their name and the name of the company they are working for in a clearly visible place (helmet). The list must be up to date at all times and be available for submission to the supervisory authorities and HC. The list must contain at least the following information (qualification matrix):

- work permit with residence permit
- occupational-health examinations (type, expiry date)
- assignments and supporting documents. These are to be present at the construction site (forklift, mobile elevated working platforms, etc.).

The contractor is obliged to provide evidence that each of its employees and third parties it has commissioned has successfully completed the HeidelbergCement online safety check.

The online safety check is to be completed via the Internet and is to be carried out personally by the contractor's employees before they enter the HC plant for the first time. If it is established that the contractor's employees have not completed the online safety check personally, they will be expelled from

the site. If the contractor is aware that this has taken place, the ban may be extended to include the contractor.

On successful completion of the online safety check, a certificate can be printed, which is handed to the HC Coordinator at the plant before beginning working.

The HC Coordinator will give the contractor's employees a safety badge to be attached to the hard hat so it is clearly visible. Work on the plant premises by contractor and/or subcontractor employees who have not successfully passed the HC online safety check is not permitted.

The HC online safety check is to be completed via the following link:

<https://heidelbergcement.eplas.net/index.php/home/login#externals>

When first signing up, the employee must register with his company email address. At the end of the validity period, a request for the employee in question to retake the online safety check is sent to this address.

In the event that the applicable regulations and ordinances as well as these safety regulations and applicable documents are violated, the client has the right to cease work until the hazards are eliminated. The costs arising from the interruption to work shall be borne by the contractor concerned. The client has the right to expel the persons violating the applicable provisions from the site immediately. A detailed description is provided in section 8 of these safety regulations.

2. General safety provisions

The contractor is obliged to and has to ensure that the contractor's employees and the employees of subcontractors commissioned by the contractor adhere to the following general safety rules:

- Staff may only enter work areas stipulated in the contract. Work that is to be or has to be performed outside of the stipulated construction site must not hinder operations of the client or the activities of third parties more than is unavoidable.
- The work procedures are to be coordinated with the HC Coordinator before beginning the activities.
- The HC Coordinator's work does not exempt the contractor from its duty to coordinate with other companies in accordance with Section 8 ArbSchG [German Occupational Safety and Health Act] and Section 6, Paragraph 1 of "Principles of Prevention" (DGUV A1). The contractor's responsibility to fulfil the duties of occupational safety for its workers remains unaffected by this (employer's duties).
- The scope of the order includes the provisioning by the contractor of all machinery, equipment, scaffolding, lifting devices, construction-site accommodation, etc. that is required to execute the order. Only work equipment that has been checked by qualified professionals or competent persons and is clearly labelled as property of the external company before being taken onto the construction site may be used.
- Systems, installations and equipment belonging to the client may be used by the contractor only with express written approval of the client. **These restrictions do not apply to equipment for reporting an emergency or averting danger (e.g., telephone, first-aid kits, fire extinguishers, etc.).**
- Electrical power is supplied via the permitted connection points (supply points) of the plant in question. Requirements of the client's energy-management department, such as the use of separate electricity meters, are to be observed.
- The contractor is responsible for subdistribution with the required residual-current device and this must be agreed with the HC Coordinator. The use of PRCD-S or construction-site distributors with a residual-current device rated at < 30mA must be ensured. The contractor is to use the plant and its downstream facilities as intended. Defects are to be reported to the respective line manager and the HC Coordinator.
- Plant-specific provisions, working and operating instructions regarding occupational safety, fire protection, operational order, environmental protection and conduct in the event of an emergency are to be followed. These are attached to the contracts, displayed on site or should be clarified with the HC Coordinator, e.g., in the plant-specific "Regulations for maintenance projects and construction sites".

- It is forbidden to remain in hazardous areas, in particular under suspended loads, on traffic routes and in the swivelling ranges of vehicles and mobile machines, as well as in unclear transport and traffic areas.
- Smoking, naked flames and performing work that may pose a risk of ignition are forbidden in potentially flammable and explosive zones (“ex-zones”). Working in these zones always requires written approval. The use of mobile phones is generally prohibited in ex-zones.
- Prohibition, mandatory and notice signs located on site must be observed at all times.

3. Duties of the contractor

3.1 General

The contractor (or its on-site representative/ site manager) is obliged:

- to cooperate fully with the client's safety experts and health and safety advisors (Sicherheitsfachkräfte) and involve them in its planning in a timely manner.
- to request information from the client about operation- and site-specific hazards that may be of importance for the execution of the contractually agreed work.
- to participate in all project and site meetings.
- to report to the appointed HC Coordinator 2 weeks before starting the commissioned work. Consent from the HC Coordinator will be required in advance if this deadline is not met.
- to carry out and document the risk assessments necessary for the work in good time before beginning the respective work activities.
- to specify the names, number, qualifications, etc. of all its employees and employees of its subcontractors who are to work on the site in a personnel list including a qualifications matrix.
- to contact the HC Coordinator before setting up the construction site/ project in order to be instructed and briefed on the requirements and regulations for accident prevention, fire protection and environmental protection in existence at the place of performance and to agree on the fire, health, safety and environmental measures required. This induction will be documented.
- in the event of activities that coincide with the activities of other contractors in time and place, to agree on the necessary safety measures with the HC Coordinator in order to define them before work begins for safe and smooth work processes.
- to inform the HC Coordinator about the start of work, work interruptions, work outside of normal working hours and the end of work. Furthermore, the HC Coordinator is to be made aware of any potential disruptions to operational processes.
- to regularly brief its employees about health and safety hazards and to ensure that its subcontractors and subcontractors' employees are also correspondingly informed.
- to provide details about the consumption of energy, electricity, gas, water, compressed air, etc., and the required supply lines and drainage.
- to obtain permission from the HC Coordinator before installing building containers, material containers, storage areas, sanitary facilities, etc., and to erect them only at the allocated places.
- to label all containers, storage areas, vehicles, equipment, etc.

- to provide emergency exit and escape routes in accordance with ASR A 2.3 [Arbeitsstättenrichtlinie A 2.3] – unless already in place – and to identify and mark them in accordance with ASR A 1.3 and to keep them clear at all times.
- to fulfil the requirements issued by authorities and the client’s requirements in a proper and timely manner.
- to keep the construction site/ project area tidy and clean at all times and hand it over in proper condition as contractually agreed once the work has been completed.

3.2 Personnel and working hours

The contractor (or its on-site representative/ site manager) is obliged:

- to employ, in accordance with his/ her mandate only workers who are suitable for the tasks. Furthermore, the use of subcontractors requires the prior written consent of the client. The contractor is responsible for the proper performance of services by the subcontractors it has commissioned. If foreign employees are deployed, they must be provided with valid working documents (residence and work permits, temporary work permits, social-security cards, etc.). If foreign employees who are not proficient in German are deployed, a professionally qualified person who is an expert in the workers’ native language and German must be on site at all times as a contact person. This person needs to be able to communicate with the people speaking foreign languages.
- to coordinate the working hours with the HC Coordinator. The provisions of the Arbeitszeitgesetz [German Working Hours Act] apply. Working nights, in shifts, on Sundays and public holidays is only permitted with the necessary approvals and must be agreed with the client.
- before beginning noisy and vibration-intensive work, to agree with the construction management on the time, duration and appropriate noise-abatement measures.
- if applicable, to appoint safety officers when performing work on the client’s premises (Section 22 SGB [German Social Code] VII).

3.3 Personal protective equipment

The contractor (or its on-site representative/ site manager) is obliged:

- to provide its employees with the following personal protective equipment (PPE) and ensure and check that PPE is permanently worn when carrying out work on the construction site:
 - safety ankle boots
 - helmet
 - safety glasses
 - high-visibility protective clothing
 - full-body work clothing in designated areas or according to the measures from a risk assessment
 - weatherproof clothing if necessary
 - protective gloves

- depending on the activity to be carried out, to provide its employees with the following additional PPE in particular:
 - protective goggles
 - hearing protection
 - respiratory protection
 - heat-protective or welder's protective clothing
 - PPE for working at height (including suitable hard hat)

3.4 Fire and explosion protection

The contractor (or its on-site representative/ site manager) is obliged:

- to adhere to the generally applicable protective measures for the prevention of fire and explosions.
- before starting welding, cutting and other related work in flammable and explosive hazard zones, to have such work approved in writing by means of a hot-working permit signed off by the HC Coordinator. The protective measures specified on the permit must be implemented by the contractor before starting work.
- to provide a sufficient number of fire extinguishers when carrying out the activities as part of the contractor's occupational safety duties. Contractors whose installations increase the risk of lightning strike must implement preventive lightning-protection measures.

3.5 First aid

The contractor (or its on-site representative/ site manager) is obliged:

- to obtain information about the first-aid equipment and emergency medical care and provide this information to its employees before beginning work on the client's premises.
- to provide and carry a sufficient amount of first-aid equipment on the construction site. This includes, among others, communication devices, first-aid kits (large) in accordance with DIN 13169 and rescue equipment.
- to provide a sufficient number of first aiders depending on the number of workers present at the construction site. The provisions laid out in DGUV Regulation 1 (previously BGV Employer's Liability Insurance Association Regulation] A1) "Principles of Prevention) apply here. First aiders must be notified to the construction-site management in writing before beginning work.

3.6 Reporting incidents

The contractor (or its on-site representative/ site manager) is obliged:

- to immediately inform the construction-site management and the HC Coordinator of all incidents in which somebody has been hurt, first aid has been administered or lost time has oc-

curred due to a worker visiting the doctor or hospital, or where material damage has occurred, or when another contractor working on the construction project is affected. The written reporting of the accident can be done by using the report form of the employers' liability insurance association (accident report). The general duty of the contractor to report accidents to the state occupational health and safety authorities (e.g., the occupational safety and health inspectorate) and the statutory accident insurer (employer's liability insurance association) remains unaffected by this.

- to share measures including experience gained from accidents in project and construction meetings.

3.7 Reporting near hits, hazardous situations and work activities

The contractor (or its on-site representative/ site manager) is obliged:

- to ensure that it is informed by its employees of hazardous situations and work activities (e.g., Baustellenverordnung [German Construction-Site Ordinance] Appendix II – working at a distance less than 5 m from high-voltage lines or work that poses an immediate danger of drowning), in particular if these hazardous situations and work conditions arise from another contractor or can also endanger the workers of other contractors or of the client.
- to immediately inform the HC Coordinator about the situation.
- to immediately report near hits, unsafe situations and actions to the HC Coordinator and take appropriate measures to remedy them.

3.8 Plants and moving plant components, electrical hazard

The contractor (or its on-site representative/ site manager) is obliged:

- to ensure that, before beginning work in the area of plants or moving plant components of the plant (e.g., conveyor belts, bucket conveyors, crushers, mixers, screening systems, etc.), the plants in question or moving plant components are properly taken out of service, supported, secured and fastened so that they cannot be moved until the work is finished.
- to ensure that any energy sources not required for the work are de-energised to a secured zero-energy state. The work steps required for this are to be agreed with the HC Coordinator. The Lockout/ Tagout/ Tryout procedure is to be followed, which is described in detail in the HC Safety Standard "Equipment isolation".
- to ensure that, before starting any work such as cleaning, repair or maintenance on electrically powered machines and plants, they are disconnected from the mains power supply on all poles and secured from restart with a safety lock that is clearly tagged (company, name and telephone number of the person locking and tagging). The equipment is turned off by a local lockable main switch or a local switch (relay switch) and the removal of the fuses by the site's electrical department or an external specialist company.

- to ensure that work on electrical systems and equipment is carried out only by qualified electricians, electricians for specified activities or trained electrical technicians under the supervision of an electrician (DIN VDE 0105). Persons must be protected against dangerous electric shock in accordance with DIN VDE 0100-410.

3.9 Working in confined spaces

The contractor (or its on-site representative/ site manager) is obliged:

- to carry out a separate risk assessment for all work in which personnel must enter confined spaces and take the appropriate protective measures before work begins. Work in confined spaces may only be carried out in agreement with the HC Coordinator, only after prior written permission (permit for working in vessels and confined spaces) and only under supervision. Supervision may only be assigned to suitable persons. Appointed safety supervisors may not be used for other work at the same time. The procedure for rescue from confined spaces and for triggering of the rescue chain are to be established before beginning work. Suitable rescue equipment is to be provided by the contractor.
- to observe the HC Safety Standard “Working in confined spaces” and implement all safety measures before beginning work.

3.10 Working at height

The contractor (or its on-site representative/ site manager) is obliged:

- to ensure that proper fall protection is always present at all workstations and traffic routes where there is a falling risk (DGUV Regulation 38, previously BGC C 22), e.g. if they are more than 1 m above the ground or are adjacent to the area where there is a falling risk. In principle, the person responsible for implementing safety measures is the person causing the falling risk. The unauthorised autonomous removal of fall protection is forbidden. This applies in particular to the provisioning period after structural work is finished. In the event of work-related modifications to the safety equipment, the hazardous areas must be secured by suitable substitute measures. If it is not possible to provide protection from falling through technical measures in the area concerned, the workers must wear suitable personal protective equipment against falling for the particular application (e.g. safety harnesses, fall arrestors). The contractor must provide these for its employees. When using PPE for working at height, the appropriate device and a second competent person must be present to be able to quickly rescue the persons suspended in the harnesses. The HC Safety Standard “Working at height” describes a uniform, systematic approach to eliminating and preventing the risk of accidents when working at height. This HC Safety Standard must always be applied when there is a risk of persons falling. Compliance with this standard is mandatory for all employees, contractors, transport firms, suppliers and visitors of HeidelbergCement AG.

3.11 Working on different levels

The contractor (or its on-site representative/ site manager) is obliged:

- to ensure that when working, lower areas (workstations and traffic routes) are protected from falling, toppling, slipping or rolling objects and materials. The hazardous areas are to be defined with the HC Coordinator. If the contractor is unable to secure these areas, work is not to be performed simultaneously on workstations that are vertically adjacent to one another.
- to identify the defined hazardous areas and provide barriers or safeguards by using traffic controllers.

3.12 Mobile elevating work platforms/ mobile tower scaffolds

The contractor (or its on-site representative/ site manager) is obliged:

- to make sure the supporting surface is secure and suitable when using mobile tower scaffolds and MEWPs. The maximum height of the platforms on mobile tower scaffolds and MEWPs may be up to 12 m inside buildings and up to 8 m outside buildings. The structure must have structurally defined internal ladders or stairs. Vertical ladders greater than a height of 4 m are not permitted, unless there are intermediate platforms with trapdoors at intervals no greater than 4 m. MEWPs and mobile tower scaffolds must not be moved while persons are on them. Rollers and outriggers must be secured before stepping on the equipment. Work on mobile tower scaffolds and MEWPs is forbidden while work is taking place underneath them. A permit to work is also needed for mobile tower scaffolds and MEWPs before beginning work.
- to ensure that personal protective equipment against falling is worn on mobile tower scaffolds and MEWPs.

3.13 Welding/cutting work

The contractor (or its on-site representative/ site manager) is obliged:

- to ensure that welding and cutting work or other work that requires the handling of naked flames or takes place in fire-risk areas is carried out only in agreement with the HC Coordinator, only with written approval (permit for hot working) and only under supervision. Supervision may only be assigned to suitable persons who are familiar with the fire and explosion risks associated with welding and cutting work.
- to ensure that the suitable protective measures are taken before beginning the work in accordance with the risk assessment. In particular, a sufficient number of fire extinguishers must to be available within reach.
- to select the procedure that releases a low quantity of substances hazardous to health. Depending on the process and work conditions, it must provide the worker with suitable PPE and ensure that it is worn in the work place accordingly. DGUV-Regel [Employer's Liability

Insurance Association Rule] 100-500 (Chapter 2.26) applies for welding and cutting work as well as for related procedures for processing metal workpieces.

- to ensure that all gas cylinders are secured from tipping over and properly stored in consideration of their contents and proximity to other substances. Welding and burning equipment that contains flammable gases and oxygen are to be fitted with flashback arresters and flashback valves.

3.14 Construction machinery

The contractor (or its on-site representative/ site manager) is obliged:

- to ensure that the following devices and work equipment in particular are only operated by its employees if there is a suitable certificate of competence, also listed below, and this certificate is submitted to the HC Coordinator before beginning the activity:
 - All cranes (in particular overhead cranes, indoor cranes, mobile cranes, tower cranes) – suitable crane operating licence
 - Forklift trucks and industrial trucks – forklift licence
 - Lifting platforms and mobile elevating work platforms – operating licence for lifting platforms and mobile elevating work platforms
 - Earthmoving machinery (wheel loaders, excavators, etc.) – earthmoving-machinery operating licence.
 - Power saws (chain saws) – proof of completed training and suitable PPE (protective clothing)
- to entrust operation and maintenance only to instructed persons who are appointed in writing by the contractor, mentally and physically suitable, at least 18 years of age and who have proven their competency to the contractor.
- to ensure that, when leaving the cab, its workers put the power-operated transport and work equipment into a state that prevents unauthorised use (e.g., by removing the key). All moving transport and work equipment must be equipped with safety belts or equivalent safety systems for drivers and passengers. If safety belts are available, drivers and passengers have a duty to wear seat belts on the entire site.

3.15 Transport and handling of loads

The contractor (or its on-site representative/ site manager) is obliged:

- to ensure that all lifting devices and sling gear comply with the applicable standards and health and safety regulations (BetrSichV [German Ordinance on Industrial Safety and Health], DGUV Regulation 54 (previously BGV D8)) and are inspected accordingly on a regular basis.
- to ensure, for the autonomous use of lifting devices and sling gear, that only suitable persons are entrusted who are trained, instructed and assigned accordingly.

- to ensure that the maximum permitted loads of the lifting devices and sling gear are not exceeded. Sling gear must be selected and used for the particular transport task so that the load can be securely lifted, held and set down again in accordance with the intended use. If multiple cranes are working together, rules on work practices are to be adopted in agreement with the HC Coordinator for, among others, the operational procedures and rights of way/ priorities.
- to ensure that when transporting loads on or with vehicles, the suitable non-positive- and positive-locking load-securing equipment is used.
- to ensure fastening points in buildings and on plant components are carefully selected to prevent personal injury or material damages.

3.16 Crane work and slinging of loads

The contractor (or its on-site representative/ site manager) is obliged:

- to ensure that, if several cranes intersect the work areas, the operational procedures are established in advance and unimpaired communication between the workers is ensured. If several cranes need to lift a load together, a hoist plan is to be drawn up in advance and the HC Coordinator informed.
- to appoint a suitable supervisor for lifting work.
- to only allow the slinging of loads to be undertaken by workers who are specially instructed and familiar with the work. The names of these persons must be specified by the contractor (or its on-site representative/ site manager). Loads slung manually may not be moved until instructed to do so by the slinger/signaller.
- to ensure that only one person, identifiable as such, can direct movement (e.g., use signalling gloves/radio). The direction signals are to be clearly signalled and repeated if necessary. The crane operators may only follow the signals given by the established signaller if they are unambiguous, do not pose any danger, and if the applicable regulations are followed. Communication between the signaller and the crane operator must be guaranteed at all times (hand signals, radio, etc.) If communication between the signaller and the crane operator is interrupted, hoisting is to be stopped immediately and all crane movements ceased until communication is restored.
- to ensure that sling gear for the slinging of loads is only used as intended and does not exceed the permitted load. Slingers must be trained, at least 18 years of age, mentally and physically suitable and assigned by the contractor. Only this person signals the crane operator. When performing a test lift, they must check whether the load is caught or stuck, the load is balanced and hanging correctly and all the strands are carrying a uniform load. Loads hanging at an angle are to be put down and re-slung.
- to ensure that all ropes, chains, lifting straps, round slings and suspension gear are fitted with pendants or labels. These must at least specify the bearing capacity for 60° angle of inclination. The sling gear is to be removed if it is missing the pendant or label. When using multi-strand suspension gear, only two strands may be assumed to be load bearing. Each

strand must be arranged in such a way that it can hold double the load (100% imposed load), in particular for demolition and dismantling work.

- to ensure that only standardised ropes and rope terminations are used. Wire rope clamps are not permitted as sling gear. Chains and shackles may not be temporarily repaired with screws or similar items.
- to ensure that lifting devices and sling gear comply with the applicable standards and accident prevention regulations (DGUV Regulation 54).

3.17 Work requiring approval

The contractor (or its on-site representative/ site manager) is obliged:

- to give notice of work requiring approval (in particular, working in vessels and confined spaces, working at height, working in ex-zones, welding, cutting, grinding, separating and soldering work, crane operations, and lifting activities), and a description of the work process and planned safety measures in the daily project/construction-site meeting.
- to ensure compliance with the relevant HC safety standards.

3.18 Reporting to authorities and project/site management, approvals

The contractor (or its on-site representative/ site manager) is obliged:

- to obtain official approvals in good time if these are required for certain activities undertaken by the contractor (e.g., night-time or Sunday working). The HC Coordinator must be informed about the approval of the activity. At the request of the project/construction-site management, reports must be provided about the current or planned use of personnel or equipment, work performance and progress.

3.19 Occupational medical care

The contractor (or its on-site representative/ site manager) is obliged:

- to ensure that only personnel who are examined by occupational medical care check-ups are employed in areas where the work being performed is hazardous to health (e.g., effects of noise, dust, welding fumes). Proof of this is to be submitted to the HC Coordinator before beginning of work.

3.20 Lone working

The contractor (or its on-site representative/ site manager) is obliged:

- as soon as hazardous work needs to be performed by one person alone, to ensure that suitable technical or organisational measures are in place in addition to the general protective measures, for example:

- the lone-working person is visible to other persons when performing the work.
- the lone-working person is supervised by inspection rounds at frequent intervals.
- a coordinated reporting system is set up in which repeated calls are made at certain time intervals.
- an auxiliary device (personal alarm device) is carried by the lone-working person, which wirelessly and automatically triggers an alarm if it remains in a defined position for a certain amount of time (person is in a forced posture).

Hazardous work is a task where the work process, the type of activity, the substances used and the environment may pose an increased or particular hazard.

3.21 Training

The contractor (or its on-site representative/ site manager) is obliged:

- to ensure that all its employees and the employees of subcontractors commissioned by the contractor participate in compulsory safety training given by the HC Coordinator or an appointed person of the client **before entering the site for the first time** and beginning work on the site, regardless of the online safety check mentioned in section 1. The training content is geared to the respective project. The training is documented in writing by the HC Coordinator.
- to ensure that commissioned subcontractors and/or other employees, who might not work on the site until a later date, report to the HC Coordinator for training.
- to agree a date for the site-related training with the client so that the training with the respective contractor's employees can be completed in good time before starting work. The training is conducted in German. For employees who speak a foreign language, the contractor must provide an interpreter.
- to provide training to its employees and subcontractors about these safety regulations before starting work and ensure that they are followed.
- to provide regular training to its employees and document the training sessions. The client reserves the right to request and inspect proof of training.
- to prepare all operating instructions needed to carry out the work (machinery, hazardous substances, biological materials, organisation), irrespective of the risk-assessment findings, and train the employees using these instructions as well as document the training courses.

3.22 Hazardous substances

The contractor (or its on-site representative/ site manager) is obliged:

- when handling hazardous substances brought onto the site before the start of work, to keep current safety data sheets and the corresponding work instructions on site for each hazardous substance used, irrespective of whether the hazardous substance was brought along by

the contractor or provided by the client, and make them available to the HC Coordinator, stating the maximum storage quantity.

- before starting work, to inform the client in writing of all hazardous substances that are used or may be generated when providing the services.
- to create a hazardous-substances register.
- to not install any tank systems or other containers for hazardous substances without the client's approval.
- to prevent any danger to persons through the use of hazardous substances or generation of hazardous substances when providing services.

3.23 Inspection of work equipment

The contractor (or its on-site representative/ site manager) is obliged:

- to arrange inspection of the work equipment used for carrying out the work by a competent person or expert at least one a year (at least every six months for tower cranes), depending on the findings of the risk assessment and the statutory and employer's liability insurance association regulations.

3.24 Clean Site – Safe Site (cleanliness and order)

The contractor (or its on-site representative/ site manager) is obliged:

- to restore dirtied roads and surfaces, tracks and other facilities to their proper condition immediately, without special request and at the contractor's own expense, and to report damages caused by the contractor immediately to the HC Coordinator and repair these correctly after consultation with the HC Coordinator. If cleaning or repair is not undertaken despite requests from the HC Coordinator, the client is entitled to arrange for this work to be completed at the contractor's expense.
- to follow the rules of the HC initiative Clean Site – Safe Site.
- to remove snow and black ice from affected paths and roads.

3.25 Air-pollution control

The contractor (or its on-site representative/ site manager) is obliged:

- to avoid air contamination (e.g., by dust) at all times and to extract dust and not blow it away with compressed air. Dust widely emitted over traffic areas is to be collected by a road sweeper in agreement with the client. If large quantities of dust have been released, the client is to be informed immediately in order to initiate, if needed, the appropriate measures required to protect affected residents or other persons.

3.26 Noise

The contractor (or its on-site representative/ site manager) is obliged:

- to avoid noise at all times, particularly on Sundays, holidays and at night (10pm to 6am). Doors and openings are to be closed to reduce noise emissions. If it is foreseeable that noise cannot be avoided, the client is to be informed in advance. In these cases, residents or other persons potentially affected will be given prior notice if needed.
- to ensure that noise pollution caused by building operations is avoided in residential areas during construction by adopting state-of-the-art, suitable noise protection measures and other measures (see also the German General Administrative Regulation for Protection against Construction Noise – Noise Emissions [AVV Baulärm]). The required maximum emission values may not be exceeded (e.g., as per the German Noise Prevention Code [TA Lärm], AVV Lärm).

3.27 Waste

The contractor (or its on-site representative/ site manager) is obliged:

- to dispose of its recyclable materials and waste in accordance with the statutory provisions (this means giving priority to recycling, otherwise removal).
- to not burn any waste.
- to remove combustible waste from the site on a daily basis if possible.
- to sort waste, store it separately and dispose of it immediately.

When doing this, make sure no contaminants enter the water or soil. The corresponding proof documents for waste disposal (delivery notes, transfer notes, data sheets) are to be forwarded to the construction-site management. If waste is disposed of by the client, the filling of the client's collection bins is only permitted with the consent of the client personnel responsible. If the contractor fails to fulfil its waste-disposal duties, HC reserves the right to arrange for removal at the expense of those responsible.

3.28 Soil and water protection

The contractor (or its on-site representative/ site manager) is obliged:

- to comply with the relevant legislation regarding the protection of water and soil (e.g. WHG, AwSV, BBodSchG, BBodSchV) when handling substances hazardous to water and soil, and report handling to the HC Coordinator. If water pollutants are released, the necessary safety measures are to be taken immediately by the person responsible (e.g., collected with an absorbing material, binding agent) and the HC Coordinator is to be informed. Penetration of sewer systems, soil or water bodies must be avoided. For construction machinery, material must be provided that is helpful in quickly binding liquids, e.g. oil that is penetrating the soil. This includes at least a shovel, broom, a sufficient amount of universal binder and a drum

with a tightly closing lid. A drip tray must be used when transferring fuel. Penetration of liquids into the soil or sewage system is forbidden. Waste water from cleaning procedures is to be collected and disposed of by the contractor. In the event of a violation, the client reserves the right to rectify the damages at the expense of those responsible.

3.29 Energy

The contractor (or its on-site representative/ site manager) is obliged:

- to avoid unnecessary consumption of energy (e.g., electric power, heaters, compressed air). Heaters are to be turned off if not required. Compressed-air leaks are to be remedied immediately.

4. Prohibitions

The following is prohibited on the premises and in buildings of the client:

- Advertising and political activity
- Filming and photography: Press and photography permits for the construction site and project are to be obtained solely through the HC Coordinator. Publishing without prior consent of the HeidelbergCement AG press office is prohibited without exception and will lead to claims for compensation by HC. HC employees may not photocopy documents without a due written declaration of consent
- Staying overnight or living (except for container villages erected for site operations, if accommodation is provided here)
- Working or being present under the influence of alcohol or drugs or medication that limits the ability to operate machinery (consultation with the respective medical officer is required)
- Bringing or consuming any kind of drugs and alcohol
- Private work
- Illegal employment
- Taking any safety equipment out of service without consulting the HC Coordinator
- Unauthorised dismantling of plant components (material damage) and the removal of components, building materials and tools without permission
- Inappropriate, in particular undisciplined and dangerous behaviour (nuisance)
- Unauthorised autonomous erection or modification of scaffolds, fall protection and other safety measures

5. Traffic routes, workplaces and storage areas

5.1 Traffic routes

- Access routes for fire engines, rescue, police and other support vehicles are to be kept clear at all times.
- Exceptions to this (e.g., for crane work) require written approval from the HC Coordinator.
- Roads, routes, storage areas and workstations within the construction site are provided in the existing condition. They may only be used at own risk. These areas are to be returned to the previous condition when leaving.

5.2 Workplaces

- The German Technical Regulations for Workplaces (ASR) must be followed when erecting workplaces for the duration of the project.
- Sufficient workplace lighting is to be ensured by the contractor.

5.3 Storage areas

- The allocated storage and assembly sites and container areas are to be indicated by the contractor as follows: company name, telephone number of the contact person responsible, consecutive numbering and labelling of the hazards in accordance with ASR A1.3. These must be recorded in the construction-site plan.

5.4 Sanitary facilities

- The client provides areas with the necessary supply and disposal installations for the toilets and other facilities required in accordance with the workplace ordinance. If temporary sanitary facilities need to be installed, this is the contractor's task and must be coordinated with the HC Coordinator. Social facilities are to be used as intended and kept in an orderly and clean condition.
- Use of the client's sanitary facilities may only take place after prior agreement with the HC Coordinator. In such a case, the client's social facilities are to be used as intended and kept in an orderly and clean condition.

6. Assembly point

- In the event of an evacuation of the entire construction site or construction zones, exit the areas straight away and immediately find an assembly point. A personnel list is used to check all staff are present at the assembly point. The construction site may only be entered once approved by the HC Coordinator.

7. Required documents/documentation

- The HC Coordinator has the right to review the contractor's occupational health and safety management system.
- The risk assessments and assembly or dismantling instructions or demolition statements, all in written form, must be submitted to the HC Coordinator no later than 2 weeks before beginning work and kept on site. Prior consent from the HC is required if this deadline will not be met.
- The following documents must be created, kept ready on site at all times and provided in digital form to the HC Coordinator in good time:
 - risk assessments and stress analyses (in accordance with section 5 and 6 of the German Occupational Safety and Health Act [ArbSchG])
 - assembly instructions
 - procedural instructions
 - safety data sheets for hazardous substances
 - operating instructions in accordance with section 14 of the German Ordinance on Hazardous Substances (in the employees' language)
 - operating instructions (machinery, organisation, in the employees' language)
 - inspection certificates (inspection books, management control sheets and similar)
 - appointments and certificates of competence (required by industrial safety policy, e.g., first aiders or competent persons)
 - proof of instruction and training of the contractor's employees

8. Consequence management

8.1 General

Consequence management is a system containing rules that come into effect in the event of non-observance with or violation of these safety regulations. In general, this stipulates that:

- a distinction is made between minor, medium and major infringements.
- safety violations are assigned points depending on the severity and frequency; verbal and written warnings are given.
- points are accumulated for each incident.
- repeated or major infringements result in dismissal and subsequently to expulsion of the external employees and the responsible person(s) of the external company.
- Excluded external employees and responsible persons of the external company may only work for HC again after expiry of the exclusion period and retraining in safety.

The document applicable in this context “Description of consequence management for external companies” provides an overview of the rules to be followed on the plant and construction-site premises and defines the consequences in the event of non-compliance.

- HC reserves the right to take appropriate action depending on the severity of the infringement and the resulting hazard.
- The criteria for the sanctioning of infringements are not exhaustively defined in the document mentioned.

8.2 Points systems and consequences of expulsion

- Points received by the external employees or responsible persons of the external companies will only be removed after successful completion of retraining, after 12 months at the earliest.
- Excluded external employees and responsible persons of the external company are banned from HC sites. Restarting the activity on behalf on HC is only possible after successful completion of retraining, after 12 months at the earliest.
- In the event that two employees of the external company are excluded, a written warning is given to the responsible persons of the external company. Further cooperation with the external company will be reviewed.
- In the event that three employees of the external company or half of its employees are excluded, the responsible persons of the external company will be suspended from all activities for HC. The external company’s management will be informed in writing and invited to a discussion. The responsible persons of the external company may only restart activities after successful completion of retraining and only after approval of the HC Coordinator and those responsible for the site.

- If employees have a maximum of 2 points, they must successfully retake the online safety check as retraining.
- The points list is outlined in the document “Points list for consequence management”.

9. Other applicable documents

The applicable documents listed below are also an integral part of the contract:

- Construction-site-specific supplements to these “Safety Regulations for Contractors”
- Form for photography permit
- Form for accident report
- Procedure for reporting near hits and unsafe conditions/acts
- Points list on consequence management for external companies
- Form for transfer of operator responsibility
- HC Safety Standard “Equipment isolation”
- HC Safety Standard “Working at height”
- HC Safety Standard “Working in confined spaces”
- HC Safety Standard “Machine guarding”
- HC Safety Standard “Driving safety”
- Plant standard WN002