



Environment, Health, and Safety Requirements for Subcontractor Commissioning

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The requirements listed below are a binding part and basis of every contract and/or order.

They are furthermore the precondition for commissioning subcontractors (SCs) for work such as construction, assembly, repairs, transport and logistics, or other third-party services within the Xella group*.

For the purposes of this document, SCs are any non-Xella firms, service providers, suppliers, and their subsidiaries or subcontractors in turn. In particular, this includes construction companies, service technicians, maintenance and cleaning firms, freight carriers and other carriers, as well as any other commissioned company with or without its own employees.

With this document, the SC is further entering a contractually binding commitment to observe and implement any requirements arising from applicable laws, decrees, institutional and other applicable regulations, permit requirements, as well as any other laws and regulations regarding environmental, health, or occupational safety specifications (EHS specifications).

Where said regulations or requirements differ from those of the Xella group, the respectively more strict requirements must be followed.










*For the purposes of this document, "Xella group" refers to all subsidiaries and companies of the Business Unit Building Materials.

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1 General requirements concerning Health and Safety

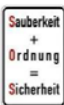
In these Environmental, Health, and Safety Requirements for Subcontractor Commissioning by the Xella Group (hereafter known as "Safety Requirements") the Xella group expressly informs all subcontractors of the possible hazards of work at Xella plants and sites. The following specifications must therefore be read and followed unconditionally.


Each subcontractor (SC) is responsible for instructing the persons under their supervision.


The following PPE must be worn in the entire plant/site:	
	High-visibility clothing, high-visibility vest, or high-visibility jacket
	Safety boots (at least S3 protection as described ISO 20345:2011)
In clearly marked areas, the following PPE must additionally be worn:	
	Protective helmet or reinforced cap
	Face protection or safety goggles
	Noise protection
	Respiratory protection from gases, dust protection
	Protective gloves
	Fall protection
The following traffic and behavioral rules apply to the entire plant/site:	
	Caution: Work site/plant! Obey all signs. Drivers must be capable of immediately stopping their vehicle at all times. Driving/parking vehicles, as well as presence at the plant/work site, occurs at your own risk.

	Maximum speed = 20 km/h Drivers must also adapt their speed to place and prevailing weather conditions.
	Forklifts and rail vehicles have right of way. Always keep at least 1.5 m distance from rails.
	Obey appropriate load securement practices.
	Parking only in marked parking spaces. Ensure that your vehicle is secured (hand brake, in "Park" gear).
	Pedestrians must use marked pathways.
	In motor vehicles (trucks and cars), seat belts must be worn. For forklifts and earthwork machinery, drivers must use the belting systems provided.
	Unauthorized persons may not enter operational areas, workshops, or other work areas. The shortest available path must be taken to get to work areas.
	In the entire plant/work site, smoking, alcohol, and drugs are prohibited! Smoking is permitted only in marked areas.
	Photography and filming of any kind are prohibited. Exceptions require express written permission by plant management.

Order, cleanliness, and environmental protections at the plant/work site.

	Every person on the site is responsible for keeping the site clean and orderly, as well as maintaining environmental protection standards.
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	Any waste must be separated by type and disposed of in the marked containers, pits, or bins. Subcontractors must take their own waste with them and dispose of it properly.
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	Waste and hazardous or toxic materials may not be directed into or otherwise enter the soil, ground water, surface water, or in the plant's canalization/wastewater network. Packaging, foil, tape, pallets, broken wood, nails, rocks, debris, spilled liquids, oils, hazardous materials, fuels, or any other materials no longer needed must immediately be removed, disposed of, and/or the extent of their spread limited in appropriate ways.
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1.1 Noncompliance and penalties

1.1.1 If the employee of the SC or secondary SC hired for the activities in Xella breaks any of the Cardinal health and safety rules or any other rule defined „Environment, Health, and Safety Requirements for Subcontractor Commissioning“ or breaks the health and safety rules, fire protection rules or environmental protection rules and regulations of the Republic of Serbia, CA reserve the right to:

1. Penalties for the employees of SC		
First offense	Second offense	Third offense
CA can issue a yellow card to the employee/s of SC that broke the cardinal rule and in verbal manner inform the manager of SC. Stops further activities until the compliance with the EHS measures are fulfilled.	CA can issue a second yellow card to the employee/s of SC that broke the cardinal rule and in verbal manner inform the manager of SC. Stops further activities until the compliance with the EHS measures are fulfilled.	CA can issue a red card to the employees of SC which means immediate stop of the work and leaving the premises of the factory, the management of the SC will be informed who of the employees received the red card.

1.1.2 If the breaking of the Cardinal rules or other rules defined in the „Environment, Health, and Safety Requirements for Subcontractor Commissioning“ frequent and serious (frequent red cards for employees of SC), and instructions from CA EHS department ignored, SC will be sanctioned in following manner:

2. Penalties for the SC		
First offense	Second offense	Third offense
Information to the SC management through e-mail about the first offenses for the company, yellow card.	Information to the SC management through e-mail about the second offenses for the company, yellow card.	Immediate stop of all the works performed by the SC, information through e-mail about the reasons behind the third offense, red cards, to the SC management and internal discussion about future cooperation with mentioned SC and if necessary hiring new SC that can finish the contract in the safe manner.

- 1.1.3 SC and CA will cooperate on implementation of Ugovorne strane će saradivati u sprovođenju „Environment, Health, and Safety Requirements for Subcontractor Commissioning“ through their responsible persons/department. Person in charge for coordination of this agreement is defined in written form by CA according to local regulations.
- 1.1.4 Subject of „Environment, Health, and Safety Requirements for Subcontractor Commissioning“ is to define the rights and obligations of SC their employees and their subemployees hired for the activities in CA, according to EHS;
- 1.1.5 SC their employees and subemployees are obligated to work according to EHS legal regulations of Republic of Serbia during their preparations for work activities, work activities and repairs in warranty period;
- 1.1.6 SC is obligated to inform their employees about obligations deriving from „Environment, Health, and Safety Requirements for Subcontractor Commissioning“. SC must send the filled record of prof in written form for all employees entering the factory grounds to CA responsible person.;
- 1.1.7 SC is obligated to report all new employees entering the factory grounds and for them to send filled record of prof in written stating they are familiar with „Environment, Health, and Safety Requirements for Subcontractor Commissioning“;
- 1.1.8 SC, their employees and subemployees are obliged to work according to all rules, proceduresm, standards and instructions during their preparations for work activities, work activities and repairs in warranty period, and espacially following Cardinal rules:
- Always apply LOTO system (lockout and tagout of hazardous energy sources) according to CA procedures;
 - Do not work or enter the factory grounds under the influence of alcohol or drugs!
 - Working without permit for work or noncompliance to work permit measures for high risk activities (working on heights, confined space work, hot works, high voltage works, demolition and construction works) is strictly forbidden!
 - Always work according to Your work authorizations, respecting Your standard working procedure!
 - Immediately report any work related injury, regardless of the severity of the injury!
 - Removal of safety devices, bridging or failure to return them, together with placing any part of the body in the working zone of the machine while the machine is working is strictly forbidden.
- 1.1.9 In case of noncompliance to EHS regulations by SC, CA will not be held responsible or compensate any financial loss related to work injuries or damage to equipments or tools;
- 1.1.10 SC is obligated to provide qualified and trained work force that has valid medical records and trainings at his own expence according to EHS legal regulations of Republic of Serbia and to provide his work force with appropriate PPE for the activities inside the factory premises;
- 1.1.11 SC is hereby informed that only employees on signed on the list (appendix 1) will be allowed to enter the factory premises.
- 1.1.12 Obligation of every SC employee entering the factory premises is to provide the security with following information:
- Name of the company he/she is working for,
 - Full name,
 - Contact person from CA,

2 Introduction

2.1 Area of applicability

- 2.1.1 These Environmental, Health, and Occupational Safety Rules of the Xella group (EHS-rules) apply to all subcontractors, as well as their employees, secondary subcontractors, and suppliers (all referred to hereafter as “subcontractors” or SCs) who have been commissioned by a business belonging to the Xella group. They apply to all sites/plants belonging to the Xella group. They are contractually binding if a commission has been accepted and/or a contract between the SC and Xella (or a Xella group subsidiary, plant or work site) has been signed. These EHS specifications may be further amended by task- or work-specific agreements between the commissioning business of the Xella group (hereafter referred to as the contracting authority, or CA) and the SC as may arise from the Hazard Assessment.
- 2.1.2 The SC is responsible for ensuring and must, if asked, present proof to the CA that all personnel working for the SC are familiar with, comply with, and otherwise follow the EHS specifications. During their work for the CA, all SC staff and personnel of the SC are under the direction of the SC. SC management must ensure that in the course of their work for the CA, all relevant legal, institutional, and workman’s compensation board regulations, all established technological principles, generally accepted safety rules, as well as the rules given in these Safety Regulations, are followed.

2.2 Noncompliance with specifications

- 2.2.1 In case of noncompliance with specifications, CA personnel will immediately alert the responsible SC supervisor and instruct him/her to comply with the relevant rules/specifications and implement necessary safety measures/safety instructions.
- 2.2.2 If these CA instructions are not complied with, the responsible SC supervisor or SC management will be instructed to stop work until the recognized deficiencies have been corrected. If the SC does not follow these second instructions, CA plant management or a deputy will evict the SC and all SC personnel from the work site. The CA expressly reserves the right to take additional legal action.

2.3 Subcontractor (SC) duties and responsibilities

- 2.3.1 Prior to the start of work, the CA will instruct the SC with respect to the latter’s work place(s) and task(s). The SC is responsible for the instruction of their personnel, suppliers, etc.
- 2.3.2 The instructions are based on the safety brochure “Mandatory Safety Rules and Information” in its current version. If the SC is employing subcontractors in turn, then the instructions apply to these secondary subcontractors as well. The SC or SC’s representative is responsible for ensuring instruction and compliance.
- 2.3.3 If requested by the CA, the SC must develop a plan detailing the temporal and spatial allocation of work processes for the intended tasks. The SC must further determine the hazards arising from this work in context of the plant/site, assess these hazards and derive appropriate protective measures. This Hazard Assessment must be documented, and must be presented to the Xella group’s CA upon request.
- 2.3.4 Only equipment which is suitable for the task at hand, has been rated/tested for said work, and is fully functional may be used. If equipment has passed its inspection date or is defective, it may only be used after inspection/repair has been performed and the equipment is once again in faultless condition.
- 2.3.5 Prior to using each piece of equipment, the SC must perform a visual spot check of its functionality.
- 2.3.6 For work platforms (whether self-propelled aerial work platforms or work platforms lifted by mobile equipment such as fork lifts), a full system inspection, including the lifting mechanism and securement devices (chains, bolts, etc., but also personal safety mechanisms such as harnesses/life lines), must be performed prior to the start of work. After the inspection has been performed, the SC must approve the platform for the start of work.
- 2.3.7 On principle, all work equipment and Personal Protective Equipment (PPE) must be provided by the SC. The Xella group does not provide these except where a contract to that effect has been separately made.

- 2.3.8 The SC's workmen's compensation board must be notified a week before the start of any work involving crane- or derrick-suspended personnel platforms ("work platforms") or similar conveyances, unless the work lasts more than ten work shifts.
- 2.3.9 All persons on work platforms or similar conveyances must wear personal fall protection, which must be connected at suitable securement points capable of bearing 6kN of force.
- 2.3.10 Prior to the start of work, an effective rescue plan must be drawn up for rescuing persons in/on work platforms or similar conveyances. This plan must include the naming of a safety officer and the provision of safety arrangements.
- 2.3.11 Rescue at heights must be ensured even if fire department ladders cannot reach the work area of the persons to be rescued. On this question, the CA must be consulted.
- 2.3.12 The SC must determine the processes for completing the assigned tasks.
- 2.3.13 The SC must further familiarize their personnel and relevant contracted persons with these processes and provide the CA with relevant, current documentation of said instruction.
- 2.3.14 Fork lifts, pallet jacks, and similar mobile equipment may be operated only by persons who have demonstrated and can provide documentation of their qualification to operate such equipment. These persons must have further been appointed in writing as such operators by the SC. This appointment does not apply to mobile equipment of the Xella group. Local traffic rules apply on all plant property/work sites.
- 2.3.15 Necessary scaffolding must be provided by the SC.
- 2.3.16 Any workplace incident must be immediately reported to the CA.

3 General Specifications for Construction Sites

3.1 Area of applicability

This section details the general specifications for set-up, operation, and departure from/clearing construction or work sites in all plants or work sites of the Xella group.

3.2 Start and completion of work

The CA must be notified sufficiently in advance of the start of SC work. The gathering of information as described in 3.3 below is not considered notification. Work may be performed only under suitable specialist supervision.

3.3 Cables, pipes, and other lines

- 3.3.1 Prior to the start of work and with sufficient time for planning, the SC is required to gather information on the position of extant or suspected supply and disposal lines of any and all kinds (e. g.: cables, gas lines, canals, power lines, sewage pipes; hereafter: lines) above and below ground, either by requesting such information or by using appropriate specialist determination methods. The CA must be consulted at every stage of this process.
- 3.3.2 Valves, instruments, street caps, manhole covers, and all other parts belonging to or associated with the lines must remain accessible. Signs and other markings may not be covered, removed, or repositioned without prior written approval by the CA.
- 3.3.3 Lines may not be damaged, or exposed to risk of damage, in any way. Where risk of damage cannot be excluded, the SC must set up special safety measures in consultation with the CA.
- 3.3.4 Underground lines on the site/on CA property must be exposed in a professional manner so as to prevent damage through work, temperature, shifting earth, and other factors. If lines or hazard indicators are discovered or exposed in locations thought to contain no such lines, the CA must be informed immediately. Work in this area must be stopped until further notice, and continuation of work must be cleared with the CA.
- 3.3.5 Any damage to lines must immediately be reported to the CA. The lines may not be covered again until the damage has been repaired and covering of the lines has been approved by the CA.
- 3.3.6 The CA must be consulted before construction under lines and recovering of lines.

3.4 Set-up, operation, and clearing of/departure from site

- 3.4.1 The CA and third parties may not be unduly inconvenienced by set-up at, operation at, and clearing of the work site beyond the established work area.
- 3.4.2 In consultation with the CA, the SC must independently set up, maintain, and remove such transport paths and other areas (e. g. planked walkways, steps, pedestals for cranes, assembly/loading areas, etc.) that become necessary for the completion of the assigned work.
- 3.4.3 If site offices/containers for construction work are to be set-up, the CA must be informed sufficiently in advance. Fire protection regulations must always be observed for such containers. Any deficiencies or damage must be repaired before use, and the offices/containers must be clearly marked with the user's company sign. Overnight occupancy is prohibited.
- 3.4.4 To minimize the risk of accidents, the construction site must always be kept in an orderly condition. All SC supplies, materials, and equipment must be clearly marked as belonging to the SC. The available storage space must be secured by the SC using a fence, and the site must be marked by signage, including safety warnings.
- 3.4.5 The SC must vacate—either completely or partially, as detailed in any additional written agreements—the site on the contractually agreed date of completion of the assigned work.

3.5 Use of vehicles, mobile equipment, and self-propelled machinery

- 3.5.1 All vehicles, mobile equipment, and self-propelled machinery must be registered in accordance with local regulations and may only be used appropriately in accordance with local regulations.
- 3.5.2 All vehicles, mobile equipment, and self-propelled machinery may be used only if in faultless condition and may only be operated by trained, appointed personnel.
- 3.5.3 No SC worker may operate machinery, mobile equipment, or vehicles belonging to the CA or to the Xella group unless given written permission by the CA/the Xella group.
- 3.5.4 This written permission does not alter the SC's responsibility for complying with the operational, safety, and environmental regulations concerning the use and operation of such vehicles.
- 3.5.5 If local rules or regulations require a special permit for operating vehicles, self-propelled machinery, or mobile equipment provided by Xella or the CA, possession of this permit must be documented to the CA prior to the start of work.
- 3.5.6 The requirements detailed in chapter 5 below apply at all times.
- 3.5.7 Crawler-type vehicles may be transported only in special trucks. Roads for such transport are dictated by the CA.
- 3.5.8 To the extent permissible by law, the SC is liable for all damages SC personnel, subcontractors, suppliers or otherwise linked persons incur through inappropriate use of a vehicle, mobile equipment, or self-propelled machinery.

3.6 Emissions

- 3.6.1 With regard to possible emissions occurring on the property, sites, or plants of the Xella group, the SC brings all objects necessary for completing the commission (i. e.: tools, parts for assembly, etc.) to the site, plant, or property at the SC's own risk.
- 3.6.2 The SC must ensure that their work does not lead to illegal, noxious, harmful, disruptive, or otherwise undesirable emissions of dust, gas, odors, noise, etc., both on-site and in the surroundings.
- 3.6.3 To the extent permissible by law, the SC is liable for any and all emissions damages SC personnel, subcontractors, suppliers or otherwise linked persons cause.

3.7 Waste disposal

- 3.7.1 The SC must dispose of all waste, whether liquid, paste, or solid, in accordance with legal rules and regulations.
- 3.7.2 Where rules and regulations dictate that waste disposal must be documented by proof of disposal, transport documentations, etc., the SC must comply with said rules and regulation. The documentation must be made available to the CA upon request.

- 3.7.3 Waste and hazardous or toxic materials may not be directed into or otherwise enter the soil, ground water, surface water, or in the plant's canalization/wastewater network.
- 3.7.4 The SC must ensure appropriate protective/preventative measures and procedures, especially in water protection areas.
- 3.7.5 Water from hygiene/toilet facilities should be fed into the plant/site's wastewater system.

3.8 Provision of materials or equipment

- 3.8.1 Xella group CAs are not obligated to provide materials or equipment unless separate contractual agreements have been drawn up.
- 3.8.2 In all cases, equipment, objects, and materials provided remain the property of the respective Xella group CA.
- 3.8.3 If the provided materials or objects are processed with or remodeled into new/non-provided materials, and if this same process constitutes a legal transfer of property, the relevant SC acquires legal co-ownership in accordance with the relation between the value of the provision and the value of the completed material/object.
- 3.8.4 Immediately upon receipt, the SC must examine the received objects, materials, or equipment and inform the CA of any faults, deficiencies, or damage; otherwise, no faults, deficiencies, or damage may later be claimed. An exception to this rule are hidden deficiencies.
- 3.8.5 To the extent permissible by law, the SC is liable for any and all damages to materials, objects, or equipment that SC personnel, subcontractors, suppliers or otherwise linked persons cause.

4 Safety Requirements for Construction Sites

4.1 Area of applicability

This section details the safety requirements for setting up, operating, and clearing/decommissioning a construction site under the auspices of the Xella group.

4.2 On-site responsibility

4.2.1 Prior to the start of any work on the site, the SC must be in possession of all necessary documentation of qualification and occupational medical exams for all SC personnel. The SC is required to implement any and all measures necessary for the safe completion of work, in accordance with relevant local and national work safety regulations and any and all rules and regulations imposed by the Xella group.

4.2.2 In particular, Xella standards on

- maintenance of vehicles/equipment (e. g.: cars, fork lifts, tools, etc.)
- waste management and disposal, including hazardous materials
- adjusting completion time estimates based on on-site conditions
- cooperation between CA and one-man SCs
- interactions between construction work on-site and other on-site tasks/processes

must be closely studied and complied with.

4.2.3 The SC must comply with instructions issued by the Health and Safety Coordinator (HS Coordinator) and, where extant, also comply with any safety plans and occupational health instructions issued by the Xella group.

4.2.4 Prior to the start of work, the SC must appoint a person responsible for ensuring the implementation of the necessary safety procedures (below: SC-supervisor), as well as a deputy for said supervisor. The SC-supervisor/deputy must continuously ascertain the existence and effectiveness of instructed safety measures. If additional measures are needed, the SC-supervisor/deputy must also organize such measures, for example: the securing of foot paths, the erection of protective barriers, the assembly of scaffolding, etc.

4.3 Setting up construction sites

4.3.1 Prior to the start of work—which is deemed to include setting up the construction site—the SC-supervisor is to meet with plant management for a safety briefing and instruction. This briefing/instruction will also determine who is the coordinator (hereafter: coordinator/plant manager) for this Xella plant.

4.3.2 Relevant EHS points must be discussed with the coordinator/plant management. This briefing will be documented on the Xella group's Initial Safety Instruction Protocol template.

4.3.3 The SC-supervisor must be well acquainted with the safety rules for the various parts of the plant under consideration (e. g.: permit requirements for vehicle operation in enclosed spaces; permit requirements for works presenting a fire hazard; specific fire, explosion, and toxicity hazards of individual gases, liquids, and solids; the hazards of earth works, including line damage and electric hazards; etc.). The CA will inform the SC-supervisor on these matters and support him/her in procuring necessary documents.

4.4 Inspecting safety measures

4.4.1 The Xella group's coordinator/plant manager and safety engineer will conduct on-site inspections ("spot checks," "walk-arounds"). The relevant worker representative in the Xella group may also be present during these inspections. These inspections do not absolve the SC of his responsibilities for supervision and compliance with regulations. Any discovered faults or deficiencies must be immediately corrected.

4.4.2 Where checks/inspections are performed by external authorities (governmental institutions, supervisory boards, insurance providers, etc.), the Xella group's safety engineer is in charge of coordination.

4.5 Coordinating work

4.5.1 In order to prevent potential hazards, inconveniences, or disturbances in operational procedure, neighborhood and environs, or due to the use of several SCs, the Xella group will appoint a coordinator (incl. deputy), pursuant current, relevant local/national work safety requirements.

4.5.2 This does not in any way absolve the SC from responsibility to coordinate with other companies/businesses to adequately complete SC's tasks.

4.5.3 The coordinator has the authority to issue directives to the SC, the SC-supervisor, and any SC personnel. These instructions must be complied with.

4.5.4 The coordinator must organize work processes with all relevant workers/other companies/businesses in such a way that relevant procedures preventing mutual endangerment are in place at all times. To this end, the coordinator establishes a time-specific work process plan and may implement this plan via timed work permits. Upon request, each work unit must give the coordinator all necessary documentation, particularly including a work schedule with the following information:

- Planned start of work
- Planned end of work
- Number of personnel
- Planned work processes, procedures, and steps
- Workers responsible for each process, procedure, and step, including the work schedule itself

4.5.5 The SC must also provide this information for each SC-subcontractor as well as for any persons hired by the SC.

4.5.6 If the coordinator or a deputy develops a Health and Safety Protection Plan, this plan must be posted in a clearly visible place within the plant/site. The SC is required to implement the measures detailed in said plan.

4.5.7 Changes to this plan may be made only by the coordinator or a deputy. Once changes have been made, the revised plan is immediately handed out to the SC, and the coordinator/deputy informs the SC of the altered, revised, or newly established measures. The new plan is then once again posted in a clearly visible place within the plant/site.

4.5.8 If several SCs are working concurrently on a single site/plant, then each SC is responsible for their own workers.

4.6 Cooperation between multiple contractors

4.6.1 Pursuant the current applicable local and national laws and regulations, the SC is required to cooperate with Xella group and with other SCs in implementing Health and Safety requirements. If SC work may present environmental hazards or health and safety hazards to personnel of the Xella

group, other SCs, or own workers, the SC is required to inform the Xella group, other SCs, and own workers of these hazards and to coordinate preventive measures with the Xella group and other SCs.

- 4.6.2 The SC-supervisor must pass on to all SC-subcontractors and own personnel the instruction given by the CA representative (cf. instruction protocol). This process must be documented in writing, and the SC must present this documentation to the Xella group upon request.

4.7 Responsibility

Sections 4.5 and 4.6 above do not alter the SC's responsibility for complying with EHS requirements.

4.8 Operational testing

If an installation, facility, or piece of equipment is operated as part of a test/inspection, safety measures must be in place as in regular operation and must be approved by the coordinator/plant management. Those participating in the operational testing must be instructed as to the potential hazards and necessary safety measures.

4.9 Non-native speakers and foreign-language speakers

- 4.9.1 All SC personnel who are not native speakers of the language used on the site/plant and in the EHS materials must be instructed with particular attention by the SC and supervised particularly closely. The SC must ensure problem-free communication. The on-site SC representative must at minimum be fluent in the local language.
- 4.9.2 All SC personnel who are not native speakers of the language used on the site/plant and in the EHS materials must be informed in clear, simple words of the safety measures concerning them. These briefings must be given by the on-site SC representative.

4.10 Scaffolding

- 4.10.1 Scaffolding must be assembled, erected, and later removed in accordance with the manufacturer's assembly manual/instructions. All scaffolding assembly, erection, and removal must be coordinated with the Xella group. The scaffolding is approved for use by affixing the inspection protocol, scaffolding specifications (rated load, etc.), and use plan.
- 4.10.2 If the erection or use of scaffolding affects operational considerations of the Xella group (e. g., by limiting the passage of traffic or obstructing the movement of cranes), the SC must consult with the coordinator/plant management.
- 4.10.3 The SC is responsible for ensuring compliance with safety regulations/requirements.
- 4.10.4 After unusual occurrences such as alterations to the scaffolding, storms, strong rain, snow, etc. the SC must immediately perform or cause to be performed a new inspection of the scaffolding by a qualified engineer before the scaffolding is considered approved for use.
- 4.10.5 The SC must allow the Xella group and other companies/SCs to use SC scaffolding, so long as the proper completion of the SC's contractual tasks is not hindered by this cooperation.

4.11 Electrical facilities, installations, and equipment

- 4.11.1 The Xella group bears responsibility for power supply up to the main connector points.
- 4.11.2 The SC, in contrast, is responsible for the appropriate manufacture, good condition, and proper use of electrical appliances, installations, or equipment. Distribution points and control units must be in line with the VDE standard, equipped with Ground Fault Current Interruptors, and generally equipped to the standard required by national/local laws and regulations. Only suitable qualified personnel may be tasked with work on such installations/equipment.
- 4.11.3 Movable cables/power sources must be placed in such a way that they are protected against mechanical damage, if necessary by setting up cable bridges.

4.12 Maintenance and repair work on cranes

- 4.12.1 All work on cranes and within the crane(s)'s range of motion require prior approval by the CA. Prior to the start of such work, the SC must implement and supervise the following safety measures in accordance with the coordinator's requirements:
- Cranes may be operated only by qualified, instructed, and appointed crane operators.

- Qualifications for crane operation must be in line with local/national requirements.
- If there is any danger of material falling from a crane, the area must be secured by barriers or watchperson(s).
- The crane must be secured against nearby cranes either through rail stops or watchperson(s).
- The operators of nearby cranes, where necessary also in parallel lanes, must be informed of type, scope, and location of the work. This is true even of operators working in a different shift.

4.12.2 After completion of the work, shut-down cranes may only be reactivated once the SC has approved the reactivation in consultation with the coordinator/plant management. Prior to approval, the SC must ensure that:

- work on or near the crane has been fully completed,
- the entire crane is once again safe to use, and
- all workers have left the crane.

4.12.3 During the work, the crane rail walking area, as well as the ladder/ascent to the crane rail walking area, must be kept free of obstruction.

4.13 Using cranes, hoists, and pulleys

When using cranes, hoists, or pulleys, the SC must determine the size and weight of loads to be moved, as well as conditions in which the loads will be lifted (e. g.: support beams, jib beam length, etc.), and select lifting equipment appropriately. The SC must consult with the Xella group on the use of large-scale lifting equipment (e. g., truck-mounted cranes, tower cranes).

4.14 Working near tracks/rails

- 4.14.1 Prior to the start of work—including short-term work or work of brief duration—at or near tracks or rails, the operator (operations manager of local rail/train lines) must be informed by the coordinator/plant management and must approve the proposed work before such work can proceed. After approval by the operator, the necessary safety measures (e. g.: watchpersons) must be implemented.
- 4.14.2 The SC must inform any personnel or associated workers of the safety measures prior to the start of work.
- 4.14.3 Areas near the tracks may be used to store building materials or assemble scaffolding only if the minimum clearance outline or maneuvering areas are not obstructed. Details must be decided in consultation with the rail/train operator.
- 4.14.4 Work on or near rails/tracks, and particularly pits or holes, must be secured in such a way that rail and train personnel are not exposed to hazards, even in conditions of low visibility.
- 4.14.5 Anchor points, tethering points, or similar constructions may never be connected to rails or shoulders.
- 4.14.6 In electric welding, the ground cable may never be connected to the rails under any circumstances.
- 4.14.7 If tracks or rails must be crossed by vehicles at points other than established train crossings, this must be cleared with the operator and the relevant Xella group plant management/coordinator prior to the start of work.
- 4.14.8 Where low visibility means that the safety of personnel cannot be ensured (e. g.: darkness, fog, snow), the CA must either close down the rail section (in consultation with the operator) or immediately order all work stopped.

4.15 Work in areas with gas hazards

- 4.15.1 For these tasks and this work, prior to the start of any work, safety measures must be defined and recorded in a written work permit.
- 4.15.2 Prior to the start of work, the coordinator/plant management must also perform or cause to be performed a measurement of the current concentration of gasses in the environment.
- 4.15.3 The results of these measurements determine which forms of respiratory protection are issued and must be worn, and the degree to which a safety watch person must be present and continuous measurements must be taken/gas detectors must be used.

4.15.4 Work in areas with gas hazards may be performed only by persons who can establish that they have passed a current applicable local/national aptitude test for the relevant EHS protection questions *and* have participated in a respiratory protection training.

4.16 Welding, soldering, and angle grinding (“Hot Work”)

Any welding, soldering, or angle grinding work occurring outside of workshops intended for the purpose must be approved by the coordinator/plant management. This approval is given to the SC in form of a written permit for Hot Work.

4.17 Earthworks

In plants/sites belonging to the Xella group, a written permit is required for any and all earthworks (incl. trenching, digging, etc.). This permit must be issued by the relevant plant management; a permit for earthwork at another site is not valid.


4.18 Work with hazardous materials, biological agents, and in areas where such are used

4.18.1 Prior to the use of rated and marked hazardous materials, biological agents, or mixtures containing either or both, the SC must inform the coordinator/plant management sufficiently in advance. This requires providing current, applicable Safety Data Sheets. The coordinator/plant management and the SC then cooperate to determine necessary safety measures.

4.18.2 Prior to the start of work in areas containing hazardous materials or pollutants, the on-site coordinator/plant manager will inform the SC whether any contact with or encounter of hazardous materials or biological agents is foreseeable. If necessary, protective measures must be determined in cooperation with the coordinator/plant management.

4.18.3 Any use of materials that are carcinogenic, mutagenic, or toxic to reproduction is prohibited. If use of such materials should become necessary, then this must be thoroughly and explicitly discussed with the CA, and justification must be provided. The use of such materials may only ever be tolerated in exceptional cases and must involve the most stringent safety regulations and protective measures.

4.19 Explosion hazard areas

- Explosion hazard areas (areas with explosive atmospheres) must be clearly marked with the EX warning sign [].
- It is forbidden to enter such areas.
- Posted operational instructions must be obeyed.
- Instructions by Xella group personnel must be obeyed.
- Smoking in or near explosion hazard areas is strictly prohibited at all times.
- Any sources of ignition must be kept away from explosion hazard areas at all times.
- Anomalies in explosion hazard areas must immediately be reported to plant management.

5 External Transports on Work Sites

5.1 General rules and regulations

The SC must observe and comply with the following specifications for safe occupancy and conduct by carriers, suppliers, deliverers, and other transport operators/vehicles:

- Drivers/operators of suppliers, carriers, logistics companies, etc. must follow plant/site signage.
- Upon arrival, they will be given the mandatory brochure on safety, environmental, and occupational health regulations as well as, where needed, additional work equipment loaned to them for the duration of their work on the premises. They will then be directed to the loading/unloading point.
- Emergency exits and thoroughfares may never be blocked.
- Drivers must always keep their Personal Protective Equipment (PPE) at hand in their vehicle. The PPE must be worn in the marked areas.
- Upon leaving their vehicle, drivers of external suppliers, carriers, etc. must immediately put on a visibility vest and safety shoes. These must be worn during the entire time on plant/site grounds.
- When mounting or dismounting a vehicle, the proper handles, steps, or other inbuilt mechanisms must be used. Where necessary, additional inspected and approved ladders, steps, or other aids may be used.

- External drivers are not permitted to use Xella-owned or -leased mobile equipment (e. g.: fork-lifts, cranes, crawlers, pallet trucks etc.) unless expressly permitted to do so in writing.
- Xella operators of mobile equipment (fork lifts, cranes, crawlers, pallet trucks, etc.) have the authority to issue directives to external drivers/operators.
- This applies particularly to all loading and unloading operations on plant/site grounds.
- For any work with truck-mounted cranes or hoists on vehicles/mobile equipment provided by suppliers, carriers, deliverers, or other logistics businesses, the drivers of said vehicles must be trained by the SC and appointed in writing. Xella personnel must be shown the written appointment and documentation upon request.
- When using loading bridges, the SC must ensure that the drivers have been instructed in their proper use, that the loading bridge is suitable for the task at hand as well as sufficiently large and of an appropriate maximum weight capacity, and that the loading bridge is firmly placed upon the loading area of the vehicle.

5.2 Load securement

The SC must ensure that sufficient load securement is implemented at all times on all SC vehicles/transport. This means that the following safety rules for load securement must be observed at all times, and potentially necessary specifications—for example, based on additional contracts or transport agreements—must likewise be followed.

- Before a vehicle is loaded, the condition of the load bed must be inspected.
- The load bed should be as clean, orderly, and dry as possible.
- The goods/materials should be stacked against the cab side of the load bed and then against each other, with no spaces lengthwise or between the sides of the truck bed. Where necessary, aids should be used.
- The maximum rated capacity and the maximum axle distribution may not be exceeded. The load must be distributed evenly across all axles.
- During the loading/unloading process, the driver may never be in the maneuvering/hazard area of any mobile equipment (forklift, crane, pallet jack, etc.) used for loading or unloading. To ensure this, the driver must always keep a safety distance of 5 m from the equipment and must also keep direct visual contact with the operator of the equipment at all times.
- The driver and loading/unloading personnel must consult to ensure they have each understood instructions correctly.
- No one may occupy the load bed during loading and unloading using mobile equipment.
- The driver must visually inspect loads for damage and deficiencies and ensure that loads are properly secured.
- The lashing (belts, edge protection, anti-slip mats, etc.) must be used appropriately to secure the load. Only standardized, rated, tested, and approved lashing materials may be used.
- The load must always be secured in such a way that it is stable on the load bed even in case of poor road conditions, rapid braking, or swerving.
- This is also true for any driving, lifting, or securement aids in the load bed.
- Additionally, at regular intervals during the drive, the driver must inspect the load to ensure it has not shifted and any lashing is still appropriately tight.
- Care must be taken when unloading, as the load may have shifted during transport.
- Hatches, doors, and load bed rails must therefore be opened carefully, as must lashing, since during opening of doors, lashing, etc., the load might fall from the load bed.
- Prior to unloading, the driver must therefore perform a visual check of whether the load has shifted or is pressing against load bed rails.
- If necessary, additional personnel or unloading aids must be used.