SAFETY-INSTRUCTIONS SERVICE PROVIDERS

SAFETY
INSTRUCTION

SERVICE PROVIDERS AT THE AUSTRIAN LOCATIONS OF THE SCHEUCH GROUP

1. SCOPE OF APPLICATION

These safety instructions for employees of service providers are an essential part of all work, service and similar contracts that are concluded between the SCHEUCH Group as the client and each contractor, insofar as the contractor enters the Austrian locations of the SCHEUCH Group. The operating instruction is provided to each service provider digitally via a link in the order and is thus deemed to have been delivered. Access is guaranteed at any time via this link to the SCHEUCH website.
These safety instructions must be strictly observed by the contractor, their employees and all subcontractors and their employees. These ensure occupational, operational and plant safety at the Austrian locations of the SCHEUCH Group, as well as the implementation of legal requirements. Violations can lead to a removement from the SCHEUCH Group premises.

2. GENERAL INFORMATION

- **Always sign in at reception and with your contact person when entering the factory premises and sign out when leaving the factory premises. The visitor badge must be worn visibly and returned to the registration desk when leaving the company premises.**
- In principle, all work carried out by external companies must be agreed with the responsible project manager at SCHEUCH Group. The project manager must be known to all parties involved.

- Before starting work, the hazards must be identified and the necessary safety measures must be defined.
- The work order must be clearly defined and adjusted to the special operational conditions on-site.
- For work that falls under the Austrian Construction Coordination Act (BauKG), the Safety and Health Plan (SIGE Plan) must be observed (e.g. for

work > 30 working days, > 20 employees, > 500 man-days or particularly dangerous work)

- Always take the shortest route to your work area!
- You are not permitted to enter or stay in other areas of the company!
- If several contractors from one company are present, a fitter in charge must be appointed.
- Work outside the core working hours (Monday-Thursday, 07:00 - 16:00, Friday 07:00 - 11:00) must be agreed separately with the project manager. The presence of non-company persons on factory premises is at their own risk.
- The company accepts no liability for theft and damage.

3. RISKS TO HEALTH AND ENVIRONMENT

There are a multitude of different hazards for employees of an external company, employees of our company and for third parties, arising from the respective activity to be carried out.
This also includes the (unauthorized) use of machines, work equipment, (forklift) vehicles and facilities. There are also dangers due to inadequate agreements, non-compliance with agreements, ignorance of the environment, unknown operational hazards and coordination problems, the release of pollutants/hazardous substances, exhaust gases, noise, cold, radiation, (waste) water, electricity, sources of ignition or similar.
In addition to damage to health, property damage at a considerable level can occur

4. PROTECTIVE MEASURES AND RULES OF CONDUCT

OCCUPATIONAL SAFETY

- Ask your contact person about possible existing risks (biological, chemical, physical hazards, etc.) at your workplace and use the corresponding prescribed personal protective equipment. This is especially true when **working at height.** Be sure to **use fall protection, safety harnesses or height safety devices.**
- Wearing safety shoes and long trousers is mandatory in the SCHEUCH Group‘s production areas.
- In non-production areas, **sturdy, closed footwear must be worn** for manual work, delivery activities and inspections, as well as when in outdoor and storage areas.
- It is compulsory to **wear hearing protection** in production areas. This will be made available to you by SCHEUCH Group free of charge.
- Comply with the accident prevention regulations, ordinances, guidelines and processing instructions that apply to your work, and **only use safe, tested and maintained work equipment,** especially suitable ladders and scaffolding. Otherwise, you endanger yourself, staff members or company facilities.

- All work must be planned and carried out in such a way that it does not affect ongoing operations, avoid endangering people and prevent damage to the equipment. If impairments cannot be avoided, they must be minimized and agreed with the project manager in advance.
- **Ensure that work and traffic areas are cordoned off properly** and cannot be easily removed if components, tools or other objects can fall while you are working on high workplaces.
- Any deviations from the work plan must be agreed with the SCHEUCH Group project manager.
- The oxygen-reduced server room may only be entered if the additional safety briefing „Oxygen-reduced server room“ has been carried out beforehand and the IT department has given the additional approval.
- **Observe the safety signs** (mandatory, forbidden, warning, noise, escape route and rescue signs). These also apply to you.
- Follow the special instructions of your contact persons.

- If you are working on facilities or in the vicinity of facilities, coordinate your work with the plant operators. Do not work on running systems!
- Only use in-house equipment, machines, facilities and materials with the permission of the person responsible for this equipment.
- Watch out for objects that could drop or fall over. Keep a safe distance from suspended loads or loads that are being transported.
- To minimize the risk of being pulled in by machines, fasten all loose, protruding clothing (e.g. jackets, ties and jewelry). **Keep away from moving machine parts.**
- Do not make phone calls while walking or working, but only when you are in a safe place. (Not on roads, crossings, etc.)!
- Do not endanger yourself or our employees through careless behavior.

FACTORY TRAFFIC AND INTERNAL DRIVING PERMIT

- Austrian road traffic regulations and a **speed limit of 20 km/h** apply throughout the company premises.
- Parking is only permitted in the designated areas (visitors, employees). One lane must always be kept clear for rescue and fire brigade vehicles during loading and unloading processes.
- The reserved parking spaces for vehicles belonging to disabled persons, pool vehicles and management vehicles must be kept free.
- Please pay special attention to the **danger of forklift traffic** on the entire factory premises. If in doubt, make eye contact with the driver and give the vehicle priority.

- To operate self-propelled devices (cranes, forklifts, excavators, lifting platforms... whether provided by the external company or by SCHEUCH Group) on the factory premises, the vehicle driver requires an **internal driving permit** from SCHEUCH Group. To have it issued, the driver's license (forklift license, crane license > 5 t) must be shown in advance. If approved, get information on how to use the devices.

FIRE PROTECTION

- **Activities that pose a fire hazard** (fire and hot work such as welding, scarfing) are ONLY permitted after the fire protection officer has issued a "hot works permission". A SEPARATE **"hot works permission"** must be drawn up for EACH ORDER.
- Pay attention to the fire protection regulations during this work!
- Work involving smoke, dust, fog, etc. must be agreed separately with the workshop or your contact person due to the risk of smoke detectors being triggered.
- Immediately report a fire, hazardous condition, or need for assistance to the appropriate supervisor. They initiate the necessary measures. The fire brigade is also alerted by pressing a push-button-fire-alarm.

- Smoking is absolutely forbidden in all buildings and on the entire factory premises! Smoking is only permitted in the areas expressly marked for this purpose.

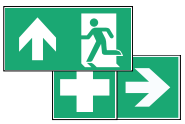
- The use of mobile phones and other **non-explosion-proof electrical work equipment is not permitted in potentially explosive areas** (e.g. paint shop, paint store) Pay attention to the corresponding room markings!
- Find out about the locations of fire extinguishers, first-aid facilities, escape and rescue routes and the location of assembly points.

- In-house fire extinguishing equipment (e.g. fire extinguishers) may not be removed. Their quick accessibility must be always guaranteed (do not block those!). The same applies to the fire alarm system.

- Fire-resistant and fire protection doors must not be wedged, adjusted, tied down or taken out of operation in any other way.

CLEANLINESS, ORDER, ENVIRONMENTAL PROTECTION AND MATERIAL STORAGE

- Make sure the workplace is kept neat and tidy.



- Carry out your work without blocking escape routes and emergency exits and without generating the risk of bumping, stumbling or injury (e.g. through suitable cable routing, fastening constructions and chamfering of profile steel corners). Keep passageways and corridors clear and mark unavoidable danger spots.
- Storage in escape and rescue routes, (emergency) exits, in stairwells and on fire brigade areas is strictly prohibited.

- The storage of work materials and machines must be agreed with the group project manager.

- The **storage of hazardous substances, flammable liquids and compressed gases is strictly prohibited** in the buildings and on the premises. The temporary storage of such materials is only permitted in/on assigned rooms/areas and with explicit approval of the SCHEUCH Group project manager. Combustible materials or equipment must always be stored in fire-resistant containers.

- Highly flammable or self-igniting substances that are required for the daily work process may only be placed under the constant supervision of a person responsible for the company for the duration of the work execution.
- External companies that constantly work with certain hazardous substances in-house (e.g. cleaning companies) must provide the corresponding register of hazardous substances, risk assessments and operating instructions to SCHEUCH Group.
- Leaks (e.g. of oil, diesel, hazardous substances) must be contained immediately or absorbed with binding agents. Do not allow hazardous substances, waste, waste water or sludge to get into the sewer or the ground (arrange disposal with the SCHEUCH Group project manager).
- Environmental pollution (in air/water/soil) and unnecessary noise pollution at the site must be avoided. In case of non-compliance, the necessary cleaning/disposal will be charged.
- After completion of the work, the construction site must be left clean, tidy and, if necessary, well secured.

ALCOHOL, FOOD AND DRINK

Bringing and consuming alcohol and other intoxicating substances is prohibited on the entire site and in all our buildings. Eating and drinking is only permitted in the break rooms. Information on suitable break rooms can be obtained from the responsible project manager.

WORKING ALONE

- Working alone should be avoided if possible. If, because of an emergency and exceptional case, dangerous work is carried out by one person alone, suitable measures to monitor the employee must be ensured.

- The SCHEUCH Group **project manager must be informed before working in containers, installation shafts, in potentially explosive areas and on roofs.**

YOUTH EMPLOYMENT

Young people, trainees and other people who require special protection, must be supervised when working on our premises and may not be employed on hazardous materials or assigned to hazardous work.

SUBCONTRACTING OF SERVICES

Services may only be subcontracted with the consent of SCHEUCH Group. When assigning work to other companies, the contractor must comply with his coordination obligation in accordance with Section 8 ASchG. They must also ensure that his subcontractor complies with the safety measures in these operating instructions.

5. PHOTOGRAPHING

Image and sound recordings are only permitted with the explicit permission of the „Marketing and Communications“ department or a business unit manager.

6. RESPONSIBILITY

The authorised company is obliged to announce any personnel changes so that the new employees can also be instructed!
The presence of non-company persons in the plant area is at their own risk!

7. BEHAVIOR IN THE EVENT OF ACCIDENTS – FIRST AID

KEEP CALM !

Rescue Service: **0-144**
Fire Department: **0-122**
Police: **0-133**

Pay attention to self-protection - rescue injured people - cool burns - Notify first aiders - secure the scene of the accident

Notify first aiders –> see first-aider list at the first aid stations, in an emergency - ask SCHEUCH Group employees

Fire extinguishers, first aid kits and a **defibrillator** can be found below the according signs

In the event of a fire alarm (= continuous alarm signal), all persons must leave the company buildings immediately via the marked escape routes and go to the nearest assembly point!
The picture description of the assembly points for the respective locations can be found at the end of this document!

8. DISPOSAL

Only dispose of waste in the containers intended for this purpose. Use natural resources sparingly (water, electricity, paper, etc.).

9. QUIZ

1. **When I enter the SCHEUCH Group company premises, then ...**
(Please check)

☐ I register at reception and my contact person and provide the following information:
- WHICH activity will I carry out
- HOW LONG will my work probably take?
- WHO is my project manager at SCHEUCH Group

☐ I go on a sightseeing tour

☐ I equip myself with the personal protective equipment required for my work (work shoes, hearing protection, fall protection, ...)

☐ I pay particular attention to forklift traffic. If in doubt, I give priority to the forklift.

2. **If I want to put self-propelled work equipment (forklifts, cranes, lifting platforms, excavators, ...), whether from an external company or SCHEUCH Group, into operation on the company premises, I must FIRST ...** (Please check)

☐ Obtain an internal driving license from SCHEUCH Group

☐ have a driving license for this equipment (driving license)

☐ Obtain approval and instruction for this equipment from the person responsible

☐ ensure that one lane always remains free for rescue or fire service vehicles

3. **Which safety statements go together?** (Please check)

If components, tools, etc. can fall from my higher workplace ...	... then I discuss this with the system operators beforehand!
If I work in the immediate vicinity of systems ...	... I ensure that the work and traffic area is properly cordoned off!
From hanging loads or loads that are being transported ...	... also apply to me!
Safety markings such as mandatory, prohibition, warning, escape route and rescue signs ...	... I keep my distance!

4. **For which work do I ALWAYS need a RELEASE CERTIFICATE from the SCHEUCH Group fire protection officer?** (Please check)

☐ Welding, soldering

☐ Cutting, grinding, flexing

☐ Facade cleaning

☐ Warming, flame burning

5. Which of these statements are correct? (Please check)

☐ Leaks or dangerous substances, waste, waste water, etc.
Do not allow it to enter the drain or the ground

☐ Escape routes and emergency exits must remain accessible and there must be no risk of bumping, stopping or injury.

☐ If, as a result of an emergency or exceptional case, dangerous work is carried out by one person alone, the supervision of the employee must be ensured through appropriate measures!

☐ Young people, trainees and other vulnerable people must be supervised during an operation and must not be assigned either dangerous substances or dangerous work.

☐ Services may only be subcontracted with the consent of SCHEUCH Group. The contractor must ensure that the subcontractor complies with the measures in these operating instructions.

Result: 4 of the 5 questions must be answered correctly

10. CONFIRMATION OF INSTRUCTION

EXTERNAL COMPANY:	
Postal code/City:	
Responsible Person:	
Phone:	

IF SUBCONTRACTORS ARE USED:

SUBCONTRACTOR:	
Postal code/City:	
Responsible Person:	
Phone:	

DATE: _____ **INSTRUCTING PERSON:** _____

By passing the knowledge test, you confirm that you are informed about the dangers to people and the environment, as well as the ongoing protective measures, the associated behavioral guidelines and the dangers of not using personal protective equipment (PPE) and that you have fully understood the instruction.

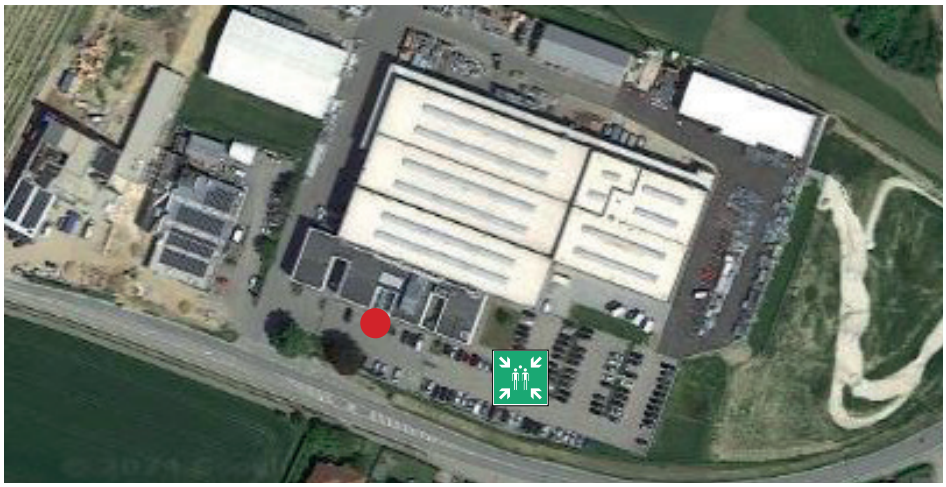
NAME – INSTRUCTED PERSON	NAME – INSTRUCTED PERSON

11. ASSEMBLY POINT

Main entrance/Reception

Assembly point

WEIERFING 68,
4971 AUROLZMÜNSTER



MEHRNBACH 116,
4941 MEHRNBACH

IMLING 12
A-4902 WOLFSEGG