



Hamburger Containerboard
PRINZHORN GROUP

We will.

TRAINING SESSION FOR CONTRACTORS

Location: Hamburger Rieger Gelsenkirchen GmbH & Co. KG

Last revised: 27/01/2022

About this training session

Please work through this training session carefully and pay attention to all instructions.

At the end of this online training session, we shall ask a few questions that you must answer correctly in order to obtain a certificate.

This training session is valid for 12 months.

This certificate frees you from having to take the on-site General Safety Training Session but it is not a substitute for the **technical training session** delivered by the relevant **coordinator**.

Conduct that infringes safety regulations (e.g. driving too fast or smoking in non-designated areas) may result in immediate expulsion from the premises, in addition to legal penalties.

Access authorisation

All **non-company personnel** must report to the Gate.

All non-company personnel must record their arrival and departure with the gatehouse staff in a **list specifically designed for this purpose**. **This also applies to entering or leaving the site for short periods.**

Non-company personnel must report verbally to their coordinator before entering the production facility, workshops, laboratories and process plant.

Outside normal working hours (Mon-Fri 7 a.m. - 3 p.m.), the shift supervisor must be notified (direct line - 217).

It is prohibited **without prior registration to explore or conduct plant visits**.

Personal protective equipment

All non-company personnel must **bring their own PPE (personal protective equipment)**.



High visibility jackets must be worn outside buildings (exception: workplace nip hazards).



Safety footwear must be worn everywhere on the company site and in buildings (**exceptions: administration or office premises**).



Ear defenders must be worn in all designated areas.



Protective goggles must be worn in designated areas and while: in contact with chemicals, hazardous materials, compressed air, pressurised gases, high-pressure cleaners, working with wiring and when required to do so by an SOP (e.g. when working with a grinder).



Hard hats / helmets must be worn during downtime periods in Production.



Fall-arrester PPE must be worn whenever there is a risk of falling, or when working on telescopic elevating platforms.

General conduct, Part 1

Pay attention to the **safety symbols and the warning signs**.



Please always park on the **contractor's parking lot**.

Thoroughfares and escape routes must be kept free **at all times**.

Emergency showers and eye irrigation units as well as fire safety material must always be freely accessible.



Pay attention to ground conditions when walking. Do not walk through liquids or mud. **Risk of tripping and slipping!**

Maintain a safe distance from compressed **paper bales**. Protruding wires can cause injuries.



There is a **total smoking ban** right across the plant, including in vehicles. Smoking is only permitted in designated areas (and nowhere else).

General conduct, Part 2

It is prohibited to bring and consume **alcohol and drugs**.

The **taking of medication** and its side effects must be clarified with a doctor or pharmacist before starting work.

Pay attention to **hygiene rules** (in particular, wash your hands before eating or smoking – pay attention to on-site skin protection plan).



It is prohibited to eat and drink at the workplace.



Photography and filming require the express consent of plant management.

Do not wear jewellery or wrist watches when engaged in manual work.

It is prohibited to operate **forklifts, lifting platforms and cranes** without a driving licence.

General conduct, Part 3



People with pacemakers or implanted defibrillators and persons with metal implants are not permitted to enter or stay in the marked areas (see pictograms on the right).



In particular, these areas include the **welding workstations** and the **transformer stations** (without exception).

These same people are not permitted to use the **ball bearing heating device** (workshop).
Maintain a safe distance (min. 2 metres)!

If you have any questions, please ask the Safety Officer at Hamburger Rieger Gelsenkirchen (+49 (0)209/8004-147).

General conduct, Part 4



Assume the presence of rotating parts near items of plant and plant components. These constitute a **nip hazard!** *Always wear close-fitting clothing. Cover long hair or wear a hair net.*



Hot surfaces must be expected in the vicinity of equipment, equipment parts and pipelines (especially in the area of steam pipes, under the hood of the paper-making machine).



Maintain a safe distance from **radiation sources**. Do not open container / component.



Pay attention to safety precautions in **Ex areas**. If necessary, approval for hot work must be given.



Switch rooms may only be entered by specially instructed persons after consultation with the electrical engineering department.

Internal works traffic

Please use the stipulated **roads and footpaths**.

The **Highway Code** applies. Exception: Forklifts have right of way.



Throughout the plant, the **maximum speed is 10 km/h** - except for Production forklifts.



Pay attention to **cross traffic** by forklift trucks - especially in the waste paper area and in the roll storage area.

Do not cross the path of **manoeuvring vehicles** without first contacting the driver.

Please bear in mind that forklifts and reversing trucks **only have a very restricted field of view**.

Doors

- Fire safety doors must not be drilled, wedged or kept open.
- Keeping doors closed means
 - Noise protection
 - Fire protection
 - Thermal insulation
- Never keep doors closed.
- In **gas extinguisher areas** never leave the doors open while the gas extinguishing system is operating. While a fire is being extinguished, there is a **danger to life** even outside the extinguishing areas!



Working with hazardous materials



The coordinator / occupational health and safety specialist must be notified by means of a safety data sheet if larger quantities of **hazardous substances are brought in** (quantity > 10 litres or 10 kg).



Always comply with the relevant legal requirements for **handling chemicals (hazardous materials)** and always wear personal protective equipment.



Notify the coordinator or supervisor immediately if any **hazardous materials accidentally escape into the environment.**



Hazardous material bins and containers are **not a storage area** for tools, nor are they a platform or a seat.



Never transfer hazardous materials into **food containers!**



Safety data sheets for hazardous materials at Hamburger Rieger Gelsenkirchen can be viewed by consulting the supervisor, the coordinator or the safety officer.



In case of **accidents with hazardous substances**, take the relevant safety data sheets with you to the doctor.

General maintenance

Maintenance, servicing or repair work may only be carried out **after express approval (see approval regulations)** from the coordinator or the person responsible for the plant or system.

Machines or assemblies must be shut down safely and padlocked to prevent them from being switched back on accidentally (**notification**).

In case of **discrepancies**, the coordinator needs to be informed immediately, then wait for fresh approval.

Always use **protective equipment and guards** on machines and operating facilities in accordance with specification and never remove or modify any of it without the express prior permission of the coordinator.

Work on electrical equipment requires the use of a site power distributors (with its own fuse protection) and/or after consultation with the relevant coordinator.

Release Order, Part 1

The **approval of Hamburger Rieger Gelsenkirchen** is required for all work (work release, release for hot work, releases for transport operations and a release for work in shafts and ducting).

Work cannot commence until a **release** has been obtained, including all the required signatures. Everyone involved takes due note of that release by appending their **signature**.

The approvals are **risk assessments** with which the hazards in the respective work task are determined and protective measures are derived.

Comply with the **protective measures** defined in these release documents.

Release documents are not a substitute for the **trade-specific stipulations** of the company performing the work.

Clearance notices for machines, plant components and assemblies are issued exclusively by employees of Hamburger Rieger Gelsenkirchen.

Release documents must be returned to the coordinator immediately **after completion of the work**.

Release Order, Part 2

Releases for transport operations:

- Every transport operation starts by **turning inwards**.
- **For every transport operation** involving containers and confined spaces, a lookout must assure workplace safety (line of sight and/or spoken contact).
- The lookout **must never** - even in an emergency - enter the container or a confined space.
- In **emergencies** the lookout should obtain additional assistance.
- When **evacuating** the area, work must be stopped immediately and the area must be left in a safe condition.

Approval for hot work

- All hot work must be accompanied by a **fire lookout**. The fire lookout must not be entrusted with other tasks.
- The fire lookout must be familiar with **fire-fighting equipment**. Before work starts, the fire lookout must obtain a general overview of additional items of help equipment (e.g. alarm pushbuttons).

Order and cleanliness

During the work and after completion of the work, the workplaces must be kept **in a tidy condition**.

Working areas must be cordoned off if they constitute a hazard to third parties (**barriers**).

Waste materials are collected separately, e.g.:

- aerosols
- lacquers and paints
- wood
- metals
- oily materials
- plastic
- stretch films

The **waste collection containers** are labelled. Please contact the coordinator with any questions you may have.

Coronavirus precautionary measures

- Please pay attention to the currently valid coronavirus precautionary measures.
- Pay attention to the notices displayed and to information relating to coronavirus precautionary measures.
- As a rule, the following applies:
 - maintain a safe distance;
 - comply with sneezing etiquette;
 - do not come to work when ill.

Handling fire protection material, Part 1

Fire extinguishers must only be taken down off the wall and used when a fire has broken out.

Fire extinguishers for hot work are provided by the coordinator or fire safety officer.

Fire safety materials from the **material cabinets** (especially hoses, hydrant spanners, coupling spanners, distributors, couplings) may only be used for the purpose of defensive fire protection.

Material for cleaning work is provided by the fire safety officer, supervisor or coordinator.

Wall-mounted hydrants may only be used in the event of an actual fire. Supply lines to wall hydrants must not be dismantled without first consulting the fire safety officer. Dismantled or otherwise used supply lines (e.g. for cleaning work) cost valuable time in the event of a fire.

Handling fire protection material, Part 2

The **wall-mounted hydrants in the roll storage area** are protected by alarms. As soon as a valve is opened on one of these wall-mounted hydrants, an alarm is sounded and water flows rapidly into the extinguishing line.

Never remove fire safety materials (e.g. dismantling nozzles from mobile monitors).

Notify the fire safety officer immediately of any **anomalies or malfunctions** (e.g. defective parts, missing materials).

Conduct in the event of an alarm

Please immediately notify the coordinator, supervisor and/or the gatehouse staff of any anomalies (e.g. **the appearance of smoke, fire or the smell of burning**).

Attention! In the event of a gas alarm in the area of the circulating water treatment facility (CWT), flotation area or the combined heat and power (CHP) plant, it is forbidden to enter this area!



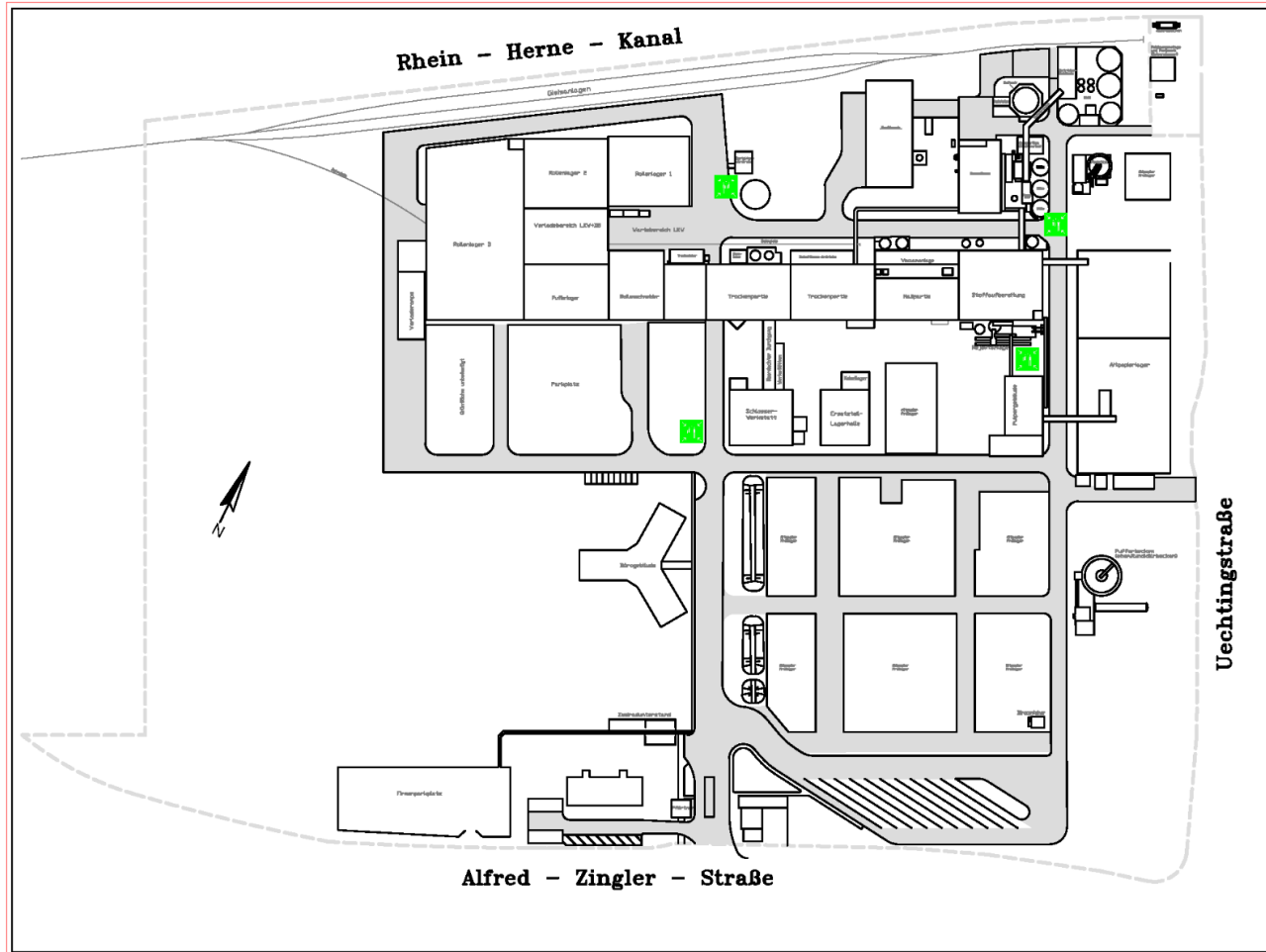
If an alarm sounds, immediately stop all work.

Go to your designated assembly point (stay calm, do not run).

At the assembly point, do an attendance check and remain there until the alarm is cancelled.

Immediately report any missing persons to the emergency service personnel and the coordinator.

Assembly points



Assembly point 1 – intersection before the workshop Assembly point for evacuating the administration area, workshop, spare parts building, welding workshop and the papermaking shop (materials preparation to roll-cutting machine), the wet laboratory, dry laboratory and the Works Council container.

Assembly point 2 – in front of the sprinkler control room Assembly point for the roll storage area

Assembly point 3 – intersection area 500 m³ vat / flotation:

Assembly point for CHP, boiler house, power plant, diesel filling station, CWT, pumping station, flotation and gas transfer station

Assembly point 4 – pipe bridge area, reject facility

Assembly point for old-paper building including containers and the UP130 building

Actions in the event of accidents or injuries

All **injuries and accidents that occur here on the factory premises** must be documented promptly. For this, please contact the safety officer (direct line -147) or the relevant coordinator or supervisor.

As soon as an ambulance has been summoned, the gatehouse staff (direct line -100) must also be informed.

Deploy staff to guide operations!

In the event of **accidents with hazardous substances**, take the relevant safety data sheets with you to the doctor.

Emergency phone numbers

Emergency call 112

Fire / Accident 112

External or mobile +49 (0)209 / 8004 - direct line

Internal, with the prefix 44-

Gatehouse - 100

Supervisor - 217

Safety officer / Fire safety officer / Environmental officer - 147

Always notify the Gate and instruct emergency services personnel on location!

First aid materials

First aid boxes are located in:

- every building (e.g. in the control rooms)

Defibrillators are located in:

- Administration, Foyer
- Workshop, in front of the supervisor's office
- First Aid room, beside the papermaking control room
- CWT, stairwell

We will.