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In this context we also refer to the Plant Regulations of RETA.

Safety Regulations of RETA

**Safety Regulations
for Contractors and External Companies on the Premises
of REMONDIS Thermische Abfallverwertung GmbH**

For work in the plant of

REMONDIS Thermische
Abfallverwertung GmbH
Butterwecker Weg 6
39418 Staßfurt

the following safety regulations are agreed. These are to allow a work routine free of obstacles and to ensure the safety of employees and plants. It contains regulations concerning the organisation, coordination and supervision of work within the plant and includes measures of occupational safety. All relevant environment and occupational safety regulations, systems of rules of professional associations and generally acknowledged safety-related and occupational health-related regulations (applies especially for the personal protective equipment) must be followed by all employees of the external companies/contractors (c/external company in the following). The supervisor of the respective c/external company is responsible for the in-depth briefing of their employees. The records of briefing are to be handed to the coordinator of REMONDIS Thermische Abfallverwertung GmbH (RETA in the following). Compliance with the safety regulations is part of the fulfilment of the contract.

After entering the premises all employees of the c/external company are to be registered in the attendance book in the central control room (machine house, 2nd floor/+6.08m) and all operations are to be reported. Before the commencement of any work a work permit according to RETA standards must be obtained in the control room. No employee of the c/external company may perform their occupation on the premises if they were not introduced to these safety regulations.

As contact person for all questions concerning safety and health protection the Coordinator of RETA, Mr Uwe Schneider (Tel. 0 39 25/ 32 09 – 1 16) and the Safety Consultant, Mr Wolfgang Hinz (Tel. 01 71/ 7 59 30 86) are available. Concerning safety and health protection the Coordinator of RETA is authorized to issue instructions to all employees of the c/external company.

**On the whole premises, excluding the labelled smoking areas, a strict smoking-ban is enforced!
This also applies to electric cigars and cigarettes.**

Information about RETA must be kept in confidence by the employees of the c/external company and must not be passed on to a third party. Picture and sound recording is allowed only with permission from the management board of RETA.

Safety Regulations of RETA

1 GENERAL INFORMATION**1.1 LOCATION OF THE REMONDIS THERMISCHE ABFALLVERWERTUNG GMBH, APPLICABILITY**

This safety regulation applies to the whole premises of REMONDIS Thermische Abfallverwertung GmbH, Butterwecker Weg 6, 39418 Staßfurt.

1.2 ADDRESSES AND PHONE NUMBERS

Client: REMONDIS Thermische Abfallverwertung GmbH
Butterwecker Weg 6
39418 Staßfurt
Phone: 0 39 25/ 32 09 - 1 10
Fax: 0 39 25/ 32 09 - 1 20

Contact Person: Dipl.-Ing. Uwe Schneider / maintenance manager
Phone: 0 39 25/ 32 09 - 1 16
Mobile: 01 51/ 12 52 54 47

Central Control Room: Phone: 0 39 25 / 32 09 - 1 62

Safety Consultant: Dipl.-Ing. Wolfgang Hinz
Dahlenwarsleber Str. 27 b
39179 Barleben
Phone: 01 71/ 7 59 30 86

Professional Association: BG Verkehr
Bezirksverwaltung Berlin, Außenstelle Magdeburg
Rosengrund 7
39130 Magdeburg
Tel.: 03 91/ 7 21 62 08
Fax: 03 91/ 7 22 64 08

Business Inspectorate: Landesamt für Verbraucherschutz
Dezernat 53/ Gewerbeaufsicht West
Klusstr. 18
38820 Halberstadt
Phone: 0 39 41/ 58 64 52
Fax: 0 39 41/ 58 64 54

Safety Regulations of RETA

1.3 COORDINATION

The c/external company has to present the work methods as well as the provided safety measures prior to the commencement of work. Depending on the amount of work meetings including safety and plant inspections will be conducted. The function of the Safety Consultant does not release the c/external company from their obligation to coordinate with other employers according to relevant regulations.

The c/external company promptly points out potential disturbances or changes of the operating schedule to the Coordinator of RETA and the concerned employees respectively. All disturbances and irregularities occurring during the accomplishment of the contract are to be announced immediately to the control room for logging into the operation journal. The Coordinator of RETA is to be consulted about the daily activities in consideration of the internal possibilities and necessities.

1.4 REPORTING

The c/external company has to report the employment of staff, use of devices, delivered materials, performances, the work progress and special occurrences in **written** form. The reports are to be presented **weekly** according to the contract. Furthermore, all cases of damage or accidents must be reported **immediately** to RETA, regardless of obligations to inform the respective occupation association about any accident.

1.5 STAFF

The staff of the c/external company must be qualified for the work conferred on them. Persons who violate the occupational safety and accident prevention regulations or disobey the directions of RETA or its representatives are to be withdrawn and replaced and have to leave the premises.

1.6 WORKING HOURS

Concerning the schedule of working hours the priority is on the continuous operation of the plant. Hence working hours must always be coordinated with RETA. Any variation requires a separate agreement. Exceptional rules as appropriate are to be obtained at the responsible department by the c/external company.

1.1. SUBTRANSFER OF SERVICES

The c/external company has to fulfill the obligation to coordination according to § 6 par.1 accident prevention regulation "Principles of Prevention" of the BGF if work is transferred to other companies. A written permission of the client is required before transfer.

2 WORKPLACES

2.1 SET UP OF CONSTRUCTION SITE, ON-SITE TRAFFIC

The c/external company has to set up its construction site on the areas allotted by RETA. He may only enter, drive over or leave the premises via the labelled accesses. Private cars may only be parked in the designated parking lots. The road traffic regulations always apply on the premises. However the speed limit is fixed to 10km/h. Traffic areas may not be affected by building and construction works. Increased caution is demanded when reversing. Reversing cars are to be directed by a banksman. Access roads for fire brigade, rescue, police and other vehicles have to be kept clear. Materials, machines and devices are to be brought to the construction site according to the work progress. Stocks and material piles must be organized in a way that does not imperil the operation safety, the operating schedule of RETA and the traffic.

The used areas are to be put back into their original state after clearance.

2.2 ACCOMMODATION AND SANITARY EQUIPMENT

Prior to the arrangement of the construction site the respective arrangement plan has to be presented. Sanitary equipment and first aid kits are to be introduced according to the Health and Safety at Work Act. The c/external company shall cover and fulfil the respective disbursements on their own responsibility. Only in exceptional cases may the sanitary equipment of RETA be used after prior coordination.

The erection of mobile homes is prohibited.

2.3 WINTER PROOF WORKPLACES

The c/external company must always follow the winter construction regulations.

2.4 FIRST AID

The c/external company has to fulfil the requirements according to the Health and Safety at Work Act and the Accident Prevention Regulation BGV A5 (VBG 109). The c/external company is responsible for the guarantee of an effective first-aid treatment (first-aid kit, first-aider) of the employees according to the guidelines of the occupation association. In an emergency however first-aiders of RETA (via control centre) and the first-aid room (shop-floor level, ground floor/+0m) are available.

The c/external company is to report all occupational accidents of employees to the coordinator of RETA. Irrespective of this the c/external company must fulfil the legal obligation to inform about an occupational accident.

2.5 POWER CONSUMED ON SITE, BUILDING SITE LIGHTING

The maintenance management provides connection points for the power supply. From the main supply (connection point) the sub-distribution according to the rules applicable is the task of the c. Each c/external company has to provide for sufficient lighting at the workplace. The maintenance management of RETA or one of its representatives will provide for sufficient traffic route lighting.

2.6 TELECOMMUNICATION AND RADIOTELEPHONE TRAFFIC

The requirements of the postal system and the telecommunications are to be followed.

Safety Regulations of RETA

2.7 ORDER AND INTEGRITY ON THE PREMISES, HYGIENE

A permanently clean building site that accords to the Accident prevention Regulations is demanded during the whole construction time. The waste removal on the construction site has to be organised by the waste producer. The positions of the waste containers are defined by the set up plan of the construction site. Irrespective of this RETA may decide that the incidental waste is to be removed daily by the waste producer. The c/external company is obliged to keep the allotted areas in a clean state. Defilements are to be cleared immediately. Otherwise the management board of RETA will conclude a contract for the cleaning at the expense of the waste producer. Accommodation and sanitary equipment must be kept clean according to hygienic standards.

2.8 ABUSE OF INTOXICANTS

All kinds of intoxicants are forbidden on the premises of RETA. The c/external company is to enjoin persons who are suspected to have consumed any intoxicants from working and to take appropriate measures. RETA reserves the right to ban those persons from the premises.

3 HEALTH AND SAFETY MEASURES**3.1 REGULATIONS, SKILLED WORKERS**

The respective occupational safety and accident prevention regulations are to be followed on the construction site. The staff is to be briefed at regular intervals. The obligation of the c/external company concerning the employment and activity of safety consultants and safety appointees is not affected by the employment of the safety consultant of RETA as well as the safety regulations at hand. Employees working with earthmoving machines (wheel loader, excavator), industrial trucks, cranes and lifting platforms must hold the respective written permission of the c/external company and be prepared to present it at any time during performance.

3.2 OCCUPATIONAL HEALTH PRECAUTION

The c/external company is to provide for applicable staff in areas in which work with adverse health effects is conducted.

3.3 EXCAVATIONS

The constant supervision of excavations and embankments respectively is the duty of the c/external company. The respective regulations are to be followed and demonstrated if required. Excavations, ditches, ground openings etc., that represent a hazard for employees of the c, the employees of RETA or uninvolved persons are to be sufficiently secured and covered respectively. Such work must be applied for at RETA.

3.4 CONSTRUCTION WORKS

In order to conduct construction works the c/external company is to compile a written assembly instruction according to DGUV 38 that includes all necessary safety related information.

Safety Regulations of RETA

3.5 ELEVATED PLACES OF WORK

The c/external company is to ensure that workstations and traffic routes with a high risk of falling are only entered and used respectively after all necessary safety equipment and measures to prevent falling are established. Hazard areas below liftable workstations are to be cordoned off. All openings are to be covered puncture-resistant. The cover is to be secured against shifting and sliding.

3.6 ELECTRIC SYSTEMS, OPERATIONAL SUPPLEMENTS

Works on electro-technical systems and devices may only be accomplished by specialised staff. The c/external company may supply own electric systems and devices only with plugs that are equipped with a protection circuit according to DIN EN 60439 T.4. All electric systems and operational supplements must meet the respective electro-technical regulations (et all. BGI 608) and be demonstrably tested on their proper condition. Electric systems and supply lines respectively may only be detached after an electrical technician of RETA has confirmed that all disconnected parts are free of voltage.

3.7 CONSTRUCTION MACHINES AND DEVICES

Tools, devices, facilities and systems (incl. communication facilities) of RETA may not be used without permission of the coordinator of RETA: The technical operational supplements, tools and devices, especially ladders and scaffolding used by the c/external company must be in a fail-safe state. When leaving the workplace they are to be secured in a way that eliminates all danger for other persons. The c/external company may only use machines and devices on the construction site that are in accordance with the most up-to-date technology. The necessary tests to this must be demonstrably existent. The position of stationary machines is determined by the maintenance management of RETA in agreement with the c/external company. If the work areas of devices of different c's overlap, the sequences of operation and the communication among each other will be arranged by the maintenance management of RETA and the c/external company. Work in hoists is only permitted after consulting of RETA. In exceptional cases, the respective occupational association has to be informed in writing 14 days in advance according to BGR 159 (ZH 11461). The maintenance management of v is to be informed about this procedure.

3.8 SCAFFOLDING

The c/external company has to verify the suitability of the introduced employment protection, to document their approval and to supervise the operational safety. The duration of use of the scaffolding is to be coordinated with the maintenance management of RETA. Each user has to control and keep the proper state of the scaffolding. Changes to the scaffolding may only be carried out by the scaffolding supplier.

3.9 HAZARDOUS SUBSTANCES, SUBSTANCES HAZARDOUS TO WATER, COMBUSTIBLE LIQUIDS

If the c/external company intends to employ or use hazardous substances according to the hazardous materials regulations, a register of hazardous substances is to be established and directives are to be compiled by means of the safety data sheets. Those directives are to be presented at the site of operation.

If the hazardous substances are carcinogenic, an additional verification of technical qualification will be necessary as well as an announcement to the responsible employment safety board about their usage. For the storage of combustible liquids the requirements of the VbF and TrbF are to be followed.

Safety Regulations of RETA

3.10 PERSONAL PROTECTION EQUIPMENT

Persons without a helmet and safety boots do not have access to the premises. The c/external company has to provide for the labelling with the mandatory-signs "wear helmets and safety boots". If other safety equipment is necessary in addition (e.g. eye and face protection, ear protection, respiratory protection, reflective clothing), the c/external company has to install the respective mandatory-signs. Persons without the necessary safety equipment can be expelled from the construction site by the management of RETA as personally unsuitable.

4 FIRE, EXPLOSION AND LIGHTNING PROTECTION

4.1 PREVENTIVE MEASURES

Every c/external company has to ensure within their scope that any fire hazard is avoided. Furthermore the c/external company has to take sufficient measures for a possible fire fighting (minimum extinguishers PG6) when conducting works with a fire hazard.

The safety regulations of the safety data sheet are to be followed in particular when handling hazardous substances. The personal safety equipment prescribed in there is to be used. Hot works are to be announced separately and require the explicit written permission of the coordinator of RETA. Part of this are especially welding, brazing, abrasive cutting, flame cutting. Those works may only be conducted if the applicable safety measures were determined in a welding permit by the c/external company and confirmed by the coordinator of RETA. It is the responsibility of the c/external company to supply the necessary extinguishers as well as to guarantee the presence of a fire guard.

Highly flammable or self-igniting substances at the workstation may only be held in amounts that are necessary for the progress of the works. The c/external company has to provide suitable extinguishing installations. High fire danger areas are to be labelled.

Mandatory, prohibition and danger signs must be followed. They may not be removed or unclear. The labelled emergency exits have to be kept clear at all times. Extinguishing installations e.g. fire extinguisher, fire blankets etc. and respective information signs may not be covered or damaged in any way.

4.2 IN CASE OF FIRE

In case of fire a report to the central control room (phone 0 39 25/32 09-1 62) of RETA as well as to the coordinator of RETA is to be made immediately. Excluded from this are emerging fires that can be extinguished with the present extinguishing installations. Those cases are to be reported to the central control room and the maintenance management of RETA after the extinguishing procedure.

In case of alert the plant must be left immediately, everyone must gather at the defined gathering place at the administration building and the respective instructions are to be followed (details are arranged in the fire protection regulation of RETA).

4.3 LIGHTNING PROTECTION

The c, whose facilities, e.g. cranes, towers or the like increase the danger of a lightning strike is to apply and supervise the Lightning Protection Measurements according to DIN 57185 T2 and DIN 0185 T2.

5 ENVIRONMENT PROTECTION

5.1 WASTE

The waste that occurs within the task fulfilment is to be orderly stored intermediately by the c/external company. The waste disposal is organized by the team of RETA. Demounted plant components (e.g. scrap, cable etc.) remain property of RETA and may not be removed from the premises.

5.2 NOISE

Works that exceed the admissible values of the TA Noise are to be reported to the maintenance management. Noise sources are to be reduced to a minimum. Possible conditions for the plant approval are to be inquired from the maintenance management of RETA and to be followed.

6 SECURING OF THE CONSTRUCTION SITE

6.1 ENTERING THE CONSTRUCTION SITE

Entering plant sections that do not belong to the construction site is prohibited. If necessary for the fulfilment of the contract, other plant sections may be entered as an exception after the consultation of the responsible coordinator.

6.2 PARKING ON THE PREMISES

Parking is only allowed on the labelled and on the allotted areas respectively. Within the premises the rules of the road traffic regulations apply correspondingly. Drive carefully and thoughtfully. Keep ample clearance distance to the delivery vehicles, industrial trucks of RETA as well as to the entrance and exit gates.

7 PHOTOGRAPHING

Photographing and filming on the premises of RETA is only allowed with permission of the management of RETA.

8 VISITORS

Visits and guided tours on the premises are only admitted after previous registration and coordination with the management. Visitors always have to register with the gatekeeper.

9 INDEX OF REVISIONS

Pos.	Date of legal validity	Reason	Version
1		First edition	01
2	15.05.2012	1.2 Professional Association	02
3	11.09.2013	Adaption Version Document	03
4	13.05.2014	Adaption Change of Name	04
5	23.01.2015	Adaption Version Document	05
6	04.03.2016	Adaption Layout	06
7	19.08.2016	E-cigarettes included in smoking ban	07
8	06.09.2017	1.2 Adaption Professional Association	08
9	02.08.2019	3.4 DGUV	09
10	21.09.2020	1.2 Adaption Business Inspectorate phone number	10