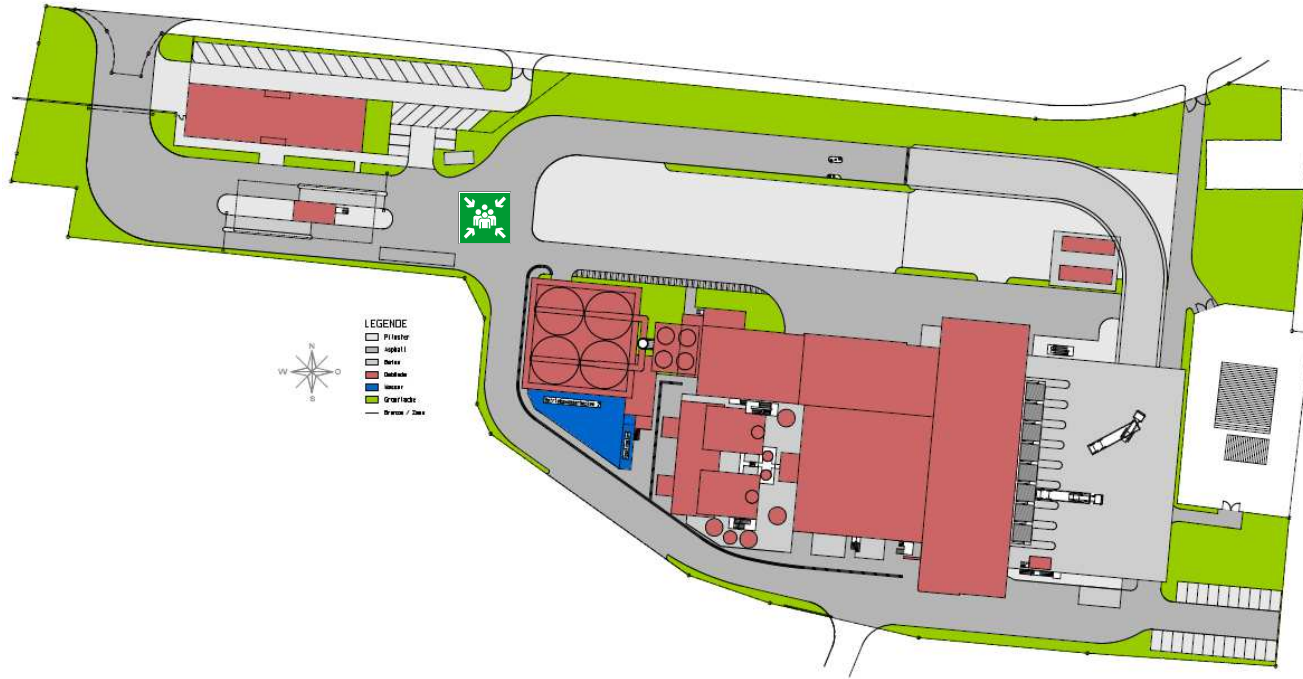


Siteplan of the plant in Staßfurt



REMONDIS®

WORKING FOR THE FUTURE



Leaflet

Important Phone Numbers and Contacts

Shift Supervisor/Control Room: (03925) 3209-162
Plant Management: (03925) 3209-110

Safety Instructions

Code of Conduct, Safety Marking and Contacts of
REMONDIS Thermische Abfallverwertung GmbH Staßfurt

September 2020

General Operational Instructions

- The most important Safety Regulations are summarized in this leaflet. They must be followed!
- The plant premises may only be entered with safety helmet and safety footwear.
- Private vehicles may only be parked in the assigned areas. However an entitlement to a parking spot does not exist.
- Workplaces and construction site areas respectively are to be labelled and secured.
- Scaffoldings and barriers may not be changed.
- During works with a danger of falling (e.g. in the area of open grids), appropriate protection must be used.
- Fire extinguishing units may only be used in the case of fire.
- Misuse is prohibited! Only intact fire extinguishing units help to save lives.
- Members of the company and external staff receive safety instructions before they begin their work in the RETA Staßfurt.

Duties of External Staff

- External companies receive a copy of the valid plant regulations and the safety instructions from the RETA or its representatives. The external company is obliged to instruct the respective staff before the works are conducted.
- External staff must register on arrival at the gatehouse building, will be entered into the visitor's book there or at the control room and will register again after the end of the visit at the place of registration.
- A representative of the RETA holds the safety instructions. The external staff confirms this by signing on the plant ID card. The plant ID card is to be carried at all times.
- The gate keeper instructs the external staff to immediately register with the responsible staff member of the RETA. This member of staff is the contact person for all concerns of safety and orderliness. His instructions are to be followed.
- The shift supervisor must be informed before any works are conducted.
- Certain operations may only be commenced after the implementation of the „Freischaltverfahren“ (permission). The permission is initiated by the shift supervisor. The shift supervisor instructs the external staff about special measurements. The „Freischaltverfahren“ must be followed.

Personal Protective Equipment

- In specially labelled areas (mandatory signs, warning signs) and during special works respectively, the required personal protective equipment must be worn in addition to safety helmet and safety footwear. The personal protective footwear is to be provided by the external company. It can be provided by the RETA only in emergencies.
- One Use-protective clothing is to be packed in bags after usage and to be disposed according to the instructions of the responsible member of staff of the RETA:

Protection Against Dangerous Substances

- When handling harmful substances, the risk assessment, the respective safety data sheets, the instructions according to § 20 GefStoffV and other instructions of the company must be followed. They are either displayed or provided by the shift supervisor.

- Mainly the following harmful substances, which are indicated by warning signs, are used in the RETA:
- Toxic substances: ammonia water,
- corrosive substances: acids (e.g. hydrochloric acid)
bases (e.g. sodium hydroxide)
- irritant substances: dusts and vapors
- The respective first aid and safety equipment (e.g. safety shower, eye shower, fire extinguisher) is provided in areas with safety hazards.
- The external staff is obliged to know the location, accessibility etc. of the safety devices at the work place before commencing any work.

Cleanliness and Integrity on the Premises, Hygiene

- Each member of staff has to keep the workplace tidy.
- Tripping hazards caused by objects lying about are to be avoided. Tools and equipment that is not needed are to be removed from the workplace. The workplace is to be left clean swept every day.
- Eating and drinking is only allowed in the break room.
- Dirty clothes must be taken off and hands must be cleaned before the break rooms are entered. This is particularly the case in working areas where wastes and dusts may occur.
- A strict smoking ban is valid on the whole premises, except from the labelled smoking areas. This also applies to electric cigars/cigarettes.
- The consumption of alcohol and drugs is completely prohibited.

Conduct in Case of Emergency



Every member of staff who discovers a remarkable case of damage or threatening danger (e.g. fire), must immediately inform the shift supervisor (Phone 039253209-162).

- In case of damage to persons the shift supervisor is to be informed immediately. He then requests rescue service if necessary. First aid must be rendered until the arrival of the rescue service.
- The instructions of the shift supervisor as well as the instructions given via the speakers of the control room of the RETA are to be followed immediately.



If the clearance of plant areas becomes mandatory or is instructed due to a hazardous situation, the gathering place at the administration building must be frequented (Siteplan).

Safety Marking

(1) Warning Signs



toxic substances



corrosive substances



radioactive substances/ionized radiation



dangerous voltage



harmful or irritant substances



slipping hazard

(2) Prohibition Signs



smoking prohibited



fire, naked light and smoking prohibited



no drinking water



no unauthorized persons may enter



no persons with pacemakers may enter



mobile phones prohibited

(3) Mandatory Signs

Usage of..



eye protection



respiratory protection



safety footwear



protective gloves



safety helmet



hearing protection



put on safety harness



protective clothing



face protection shield