

Construction Site Regulations and Occupational Health and Safety Provisions for Contractors and Involved Employees of Verallia Deutschland AG

Applicable to all sites:

Bad Wurzach

Neuburg

Essen

Wirges

The aim of these “**CONSTRUCTION SITE REGULATIONS AND OCCUPATIONAL HEALTH AND SAFETY PROVISIONS FOR CONTRACTORS AND INVOLVED EMPLOYEES**” shall be to ensure that the health and physical integrity of all persons being in contact with construction works of Verallia Deutschland AG are not affected. For this purpose, they shall protect the employees of all participating companies, the employees of the Principal (Verallia Deutschland AG “VD”) and uninvolved third parties coming in contact with a construction site of Verallia Deutschland AG.

For this reason, the following shall be observed:

- Laws (e.g. ASiG [German Occupational Safety Act], ArbSchG [German Occupational Safety and Health Act], applicable German state building code etc.)
- Regulations (e.g. BaustellV [Construction Site Ordinance], ArbStättV [Workplace Ordinance], GefStoffV [Ordinance of Hazardous Substances], StVO [Road Traffic Regulations] etc.)
- Special provisions (e.g. construction site instructions and guidelines etc.)
- Technical rules (RAB [Safety Regulations on Construction Sites], TRBS [Technical Rules for Operational Safety], TRGS [Technical Rules for Hazardous Substances] etc.)
- Publications on Health and Safety at the Workplace by German Trade Associations (e.g. regulations, rules, information of the DGUV [German Statutory Accident Insurance]).

The content of the “Construction Site Regulations and Occupational Health and Safety Provisions for Contractors and Involved Employees” does not claim completeness with regard to the content of the stated technical regulations. All laws, ordinances, provisions, guidelines or DGUV publications shall apply in their respective last amended versions.

As a supplement to these “Construction Site Regulations and Occupational Health and Safety Provisions for Contractors”, additional regulations, ordinances, approval procedures and operating instructions which may specify individual items in detail may apply at the individual locations. They may be considered as part of these regulations. The construction site safety concept of the SiGeKo [health and safety coordinator] shall also be mandatorily observed.

The abbreviations **AGT** for the Agent and **VD** for the Principal are used in the following text.

For reasons of clarity, we will refrain in these Construction Site Regulations from terms in both genders. The used male form shall apply to both, male and female persons. The feminine gender shall not be affected by that.

Table of Contents

	Page		
Foreword	3	Environmental protection	8
In general	3	32. Waste	
1. Location of the construction site		33. Noise	
2. Emergency reporting system		34. Soil and water protection	
3. Alarm plan		35. Dangerous goods	
4. Coordination and monitoring of occupational safety environmental and health protection by VD		Securing the construction site	9
5. Reporting		36. Securing the construction site when leaving	
6. Personnel		37. Photography and filming	
7. Working time		38. Visitors	
8. Subcontracting		Forms	10
Workplaces	5	39. General statement of commitment	
9. Construction site facilities and construction traffic		40.1 Object-related statement of commitment for contractors	
10. Traffic rerouting plan/exception permit		40.2 Object-related statement of commitment for employees of VD	
11. Keeping the public sewage system clean		41. Proof of acknowledgement for contractors	
12. Winter-proof workplaces		Annexes	14
13. First aid		Annex 1: Extract TRGS 519 – Asbestos removal works	
14. Construction site power supply, construction site lighting		Annex 2: Extract TRGS 521 – Fibre dusts	
15. Order, cleanliness and hygiene		Annex 3: Extract from rules on works potentially releasing carcinogenic substances of category 1 and 2	
16. Drug abuse		Annex 4: Emergency reporting system, alarm plan (location-dependent)	
Safety at work	6	Annex 5.1: Copy for VD (instructions of employees) for contractors	
17. General provisions		Annex 5.2: Copy for VD (instructions of employees) for VD employees	
18. Recurring instructions		Annex 6: Declaration on the Occupational safety and health protection organisation	
19. Occupational medical prevention		Annex 7: Assembly instructions according to DGUV provision 38 (formerly: BGV [Occupational Prevention Act] C22)	
20. Additional work		Annex 8: Demolition instructions according to DGUV provision 38 (formerly BGV C 22)	
21. Construction machinery and equipment		Annex 9: List of employees	
22. Assembly works			
23. Scaffolding			
24. Ladders			
25. Safeguards			
26. Hazardous substances			
27. Personal protective equipment			
28. Demolition works			
Fire and explosion protection	8		
29. General provisions			
30. Preventive measures/permits			
31. In the case of fire			

Foreword

Verallia Deutschland AG imposes very high standards on environmental protection, safety and health protection during the execution of any works. For this reason, Verallia Deutschland AG also expects from contractors and employees rendering services that occupational safety and health protection are a natural part of their daily work. Verallia Deutschland AG considers it an obligation to make the safety and health protection of employees of contractors as much a priority as for their own employees.

The “Construction Site Regulations and Occupational Health and Safety Provisions for Contractors and Involved Employees of Verallia”, hereinafter referred to as “Construction Site Regulations”, shall facilitate a construction course free of disruptions and contribute significantly to the safety and health protection of the employees and other persons. It contains regulations on the organisation, coordination and monitoring of safe construction site operations and contains occupational safety measures which particularly affect all parties being involved in the construction. Each AGT shall instruct their personnel about the content of the Construction Site Regulations (**Annex 5**) and its compliance shall be part of the performance of the contract.

AGT shall declare acknowledgement and guarantee of compliance with the Construction Site Regulations as well as its associated annexes for the works being performed on behalf of Verallia Deutschland AG by means of the “General statement of commitment” (**item 37**).

The aim of the Construction Site Ordinance (BaustellV) dated 10 June 1998 (German Federal Gazette p. 1283) shall be to ensure safety and health protection of employees working on construction sites. In addition to that, each building owner shall be transferred co-responsibility.

The “Construction Site Regulations” of Verallia Deutschland AG, hereinafter referred to as **Principal (VD)**, are issued in accordance with the Construction Site Ordinance above with regard to safety and health protection.

In general

1. Location of the construction site

The construction site is located on the premises of a location of Verallia Deutschland AG.

AGT shall be obligated to inform themselves about the location of the construction site and the transport connection. Object-related instructions (**items 40.1 and 40.2**) shall be performed by the responsible project manager/coordinator of AGT.

The construction site shall consist of any premises and adjacent areas provided by the building owner in addition to the building plot which could be affected by the construction site operations. Should other companies be established at one location, then their normal business operations (delivery, shipping etc.) may not be affected.

2. Emergency reporting system

VD shall issue a danger prevention plan (**Annex 4**) for accidents, fire or special events and shall display this plan on the construction site or submit it to AGT.

AGT shall undertake to instruct all employees in this regard. The responsible person of AGT shall perform the notifications according to the danger prevention plan.

VD will give AGT instructions on the emergency numbers applicable at the location.

3. Alarm plan

VD will issue an alarm plan, including all required telephone numbers, and shall display it on the construction site. The assembly point for employees of the involved contractors shall be at various spots dependent on the location. VD will give AGT the corresponding instructions.

AGT shall obligate themselves to instruct their employees likewise.

The alarm plan shall contain the following telephone numbers:

- Responsible person of VD, e.g. representative
- Emergency responder
- Specialist for accident injuries
- Ambulance service
- Emergency numbers for electricity, gas, water

In addition to that, the corresponding transfer documents of the individual locations shall apply.

4. Coordination and monitoring of occupational safety, environmental and health protection by VD

The responsible persons assigned by VD and the responsible project manager of VD shall be authorised to issue directives vis-à-vis the executing companies as well as their employees with regard to occupational safety, environmental and health protection, by that exceeding their rights according to the Construction Site Regulations.

The responsible persons of VD and the responsible project manager of VD shall check compliance with these Construction Site Regulations as well as the associated annexes and the health and safety and environmental protection provisions. They intervene in the event of evident dangerous conditions.

AGT will report their work procedures as well as the planned safety measures to the responsible project manager of VD prior to the commencement of the works.

Subsequently, the responsible project manager of VD will check these details and whether the works can be performed as planned and without risks. Should the outcome of these checks prove that the safety measures have been insufficient, then the responsible VD or responsible project manager of VD will initiate the required changes of the work procedure or course of work.

The activity of the responsible project manager shall not release AGT from their reconciliation obligation with other companies according to Section 8 ArbSchG and Section 6 Subsection 2 DGUV provision 1 "Principles of Prevention".

The responsibility of AGT shall remain unaffected by the fulfilment of the occupational and environmental protection obligations vis-à-vis their employees.

5. Reporting

AGT shall report the operating sites to VD. The form "Declaration on the operational safety coordination" (**Annex 6**) provided by VD shall be delivered to VD by no later than 7 days prior to the commencement of the works. AGT shall document the use of personnel, devices, material deliveries, the performed works and the work progress in appropriate form.

The responsible persons of VD shall be immediately notified of any environmental incidents, unsafe situations, risk potentials and events of damage. The statutory obligation to notify authorities and trade associations shall remain unaffected by that.

6. Personnel

AGT shall display the DGUV provisions applicable to their company at an appropriate location. The persons entrusted with the execution of measures in order to prevent occupational accidents, occupational diseases and work-related health hazards of AGT shall be handed out the provisions on occupational safety and the DGUV provisions, unless they do not concern their work areas.

The permanent presence of a responsible person of AGT or their representative shall be required for the period of the works. The responsible persons shall be forwarded to VD without request. For this purpose, the form "Statement on operational safety coordination" (**Annex 6**) shall be used.

VD shall reserve the right to include the responsible occupational safety specialist of AGT prior to reconciliation. The occupational safety specialist of AGT shall be notified to VD upon request.

The personnel of AGT shall be physically and technically qualified for the work assigned to them. Persons who have already violated health and safety and occupational accident prevention regulations or have not followed the instructions of the responsible persons, shall be dismissed and replaced. Should employees be deployed which do not have sufficient command of the German language, then there will have to be a technically qualified suitable contact person on site at all times which does have sufficient command of the German language.

Any person shall carry along their ID documents (photo ID) and dependent on the industry, this shall also apply to the national insurance card. For employees of AGT coming from non-EU states, a copy of the residence permit as well as a work permit, shall be available. For employees coming from EU member states, with the exception of Germany, the E-101 forms shall also be available. Both must be submitted upon request of VD.

Prior to the commencement of the works, the construction site

manager of AGT shall submit the fully filled in list of employees (**Annex 9**) to VD. The presence of employees on the construction site shall be documented by crossing out the day column.

Companies and their representatives shall be displayed at the construction site, if any. This shall be performed by VD.

Personnel of AGT shall be permitted to enter the production areas (beyond the construction site and/or the way to the construction site) with express consent by VD or their responsible construction site manager only. If the construction site is in operation, then the rules applicable to these areas (PPE, hygiene, clothing, hairnet) shall be complied with.

7. Working time

The provisions of the Working Hours Act shall remain unaffected. In principle, the working hours agreed upon between VD and AGT shall be complied with. Should there be the necessity of work on Sundays and public holidays, the AGT shall file the corresponding request with the competent authority. A copy of the permit for the execution of work on Sundays shall be submitted to the responsible project manager.

8. Subcontracting

Services may be assigned with consent of VD on the basis of Verallia Deutschland AG – General Terms and Conditions of Purchase for Construction Works (construction works) and these Construction Site Regulations to a subcontractor only.

AGT shall comply with Section 8 ArbSchG as well as Section 6 Subsection 1 DGUV provision 1 "Principles of Prevention" upon subcontracting to other entrepreneurs.

Subcontracting may not result in any obligations of VD.

VD shall be indemnified and held harmless against any third-party claims.

The responsible person of Agent shall be present when using subcontractors on site.

The responsible person of Agent shall check the used subcontractors regularly. A regular interval is considered once daily.

Workplaces

9. Construction site facilities and construction traffic

AGT shall prepare their construction site facilities on the premises assigned to them by VD.

Storage facilities and/or storage space for accommodation rooms shall be instituted only after agreement with VD or the construction site management and shall be implemented, if any, if the construction measure so requires. The responsibility for order and cleanliness shall reside with AGT.

Petrol stations shall be positioned, maintained and operated such that no risk for the environment emanates from them. The current appraisal certificate shall be submitted prior to erection.

Employers' vehicles may be parked in the parking areas assigned to them only. In general, the German Traffic Code shall apply to the construction site. Only suitable transport routes which meet the load requirements, may be used. The load capacity of the ceiling construction will have to be increased, if any.

Traffic areas may not be affected by construction and/or assembly works.

Reversing manoeuvres shall be allowed in exceptional cases only. Due to the restricted view to the front due to high loads as well as downhill traffic, traffic with forklifts shall always be performed in reverse mode. In any case, the driver will be subject to instructions.

Access roads for fire brigade, ambulance, police vehicles and other auxiliary vehicles shall be kept clear. Materials, machines and devices shall be transported onto the construction site in accordance with the work progress. The type of delivery, location as well as loading and unloading works shall be notified to the responsible project manager. The AGT shall store the materials delivered to them safely. After completion of the works, the construction site shall be immediately vacated. The used spaces shall be restored to their initial state.

Vehicles leaving the company premises shall secure their loads with a net and/or otherwise.

10. Traffic rerouting plan/exception permit

The construction site is located on the premises of a location of Verallia Deutschland AG. Should a traffic rerouting plan be required, then this will be clarified separately with AGT. The exception permit shall then be requested by AGT from the authorities.

11. Keeping the public sewage system clean

AGT may not affect any public sewage systems by their activities. Tools may be cleaned and construction residues may be hosed down at the spaces particularly designated for those activities only and subject to VD approval.

In the event of non-compliance, AGT shall bear the sewer rehabilitation costs.

12. Winter-proof workplaces

AGT shall organise and operate "internal and external workplaces [] such that they may be reached, used and left again safely by employees with any weather and without constituting a health hazard. This shall entail that these workplaces are protected against weather effects or that employees will be provided with suitable personal protection equipment (chapter 5, Workplace Ordinance)".

13. First aid

AGT shall meet the requirements of "First aid" according to the Workplace Ordinance and/or the DGUV provision 1 "Principles of Prevention".

In the presence of up to 20 employees (EM), an emergency responder shall be permanently present. In the presence of more than 20 EM – this shall apply to 10% of the personnel accordingly.

The emergency responders shall be reported to VD unsolicitedly. For this purpose, the form "Statement on the operational safety coordination" (**Annex 6**) shall be used.

14. Construction site power supply, construction site lighting

The power supply shall in principle be organised by AGT. Should a power generator with a licensed and calibrated power meter be provided and used by AGT, then AGT shall induce the establishment of the connection point and the main distribution board.

If a power supply by AGT itself is not possible, this must be notified to VD before the start of the construction.

The connection and inspection of the construction site power supply shall be performed by the electrical workshop of VD. AGT shall be responsible for sufficient workplace lighting according to the ArbStättV. VD shall support AGT with general lighting.

15. Order, cleanliness and hygiene

AGT shall be obligated to keep their workplace as well as their accommodation and sanitary facilities in a tidy condition. Pollution shall be immediately removed.

This shall also apply to the facilities provided to personnel of AGT by VD. The joint use of sanitary facilities of Verallia Deutschland AG (toilets, showers...) shall be possible after prior agreement with VD or construction site manager only.

Breakfasts and lunches shall be permitted exclusively in their own recreation rooms or the ones of the company (e.g. canteen).

16. Drug abuse

In principle, the following shall apply to the construction site:

→ NO ALCOHOL AND NO DRUGS!

The persons involved in the construction shall not put themselves in a state by consuming alcohol, drugs or other intoxicating substances (this shall also apply to medication) in which they may constitute a risk to themselves and others.

AGT shall immediately remove persons from the construction site of whom there are substantial grounds of believing that they are under the influence of alcohol or drugs.

VD shall reserve the right to prohibit access to the construction site to those persons.

Smoking is prohibited in the entire work area. Smoking shall be allowed in the clearly designated areas only!

Safety at work

17. General provisions

It is the AGT's responsibility that their construction site managers and/or responsible persons, including their subcontractors, have been informed about these "Construction Site Regulations" as well as their associated annexes and the applicable health and safety and accident prevention provisions. AGT shall be obligated to submit the risk and pollution analyses according to Sections 5 and 6 ArbSchG as well as Section 3 BetrSichV and Section 7 GefStoffV upon request of a responsible person of VD regarding the works to be performed.

Should work processes of various agents interfere with each other, then the conditions found shall be checked by AGT. This shall particularly apply to construction pits and trenches, workplaces at height, all transport routes, scaffolding as well as the power supply and the general lighting of the construction site. Should it be required for the progress of the construction works to temporarily suspend protective measures, then the responsible representative of VD shall be notified in advance. Other suitable protective measures shall be determined for this period. After completion of the works, the initial state shall be restored. The responsible representative of AGT shall have to check safety.

Should AGT detect defects in the area of the construction site, then those shall be immediately rectified. Should they fail to rectify, then the project manager shall be informed and the potential hazardous area shall be secured.

The applicable health and safety and DGUV provisions shall be provided on the construction site.

18. Recurring instructions

Solely employees may be deployed which have already been instructed in the content of these "Construction Site Regulations" as well as their associated annexes by the responsible representatives of AGT.

A copy of the signed list for VD (**Annexes 5.1 and 5.2**) regarding the instructions shall be submitted to VD.

AGT shall instruct their employees in the potential hazards associated with their activities as well as in preventive measures at regular intervals, however, at least once a year. These instructions shall be documented and the proof of the instructions shall be submitted to VD upon their request.

Employees being deployed on the construction site for the first time must be instructed on the special requirements of the construction site **prior to the commencement of the works** and by the responsible person of AGT.

19. Occupational medical prevention

AGT shall ensure that only employees are deployed in areas in which works have to be carried out with health hazard exposure which are qualified for those works and are monitored by occupational medical prevention measures. Proof must be submitted upon request of VD.

20. Additional work

Additionally required work, such as e.g. digging of pits and trenches, hammering piles or metal rods into the ground and the like shall require the prior consent of the responsible project manager of VD.

21. Construction machinery and equipment

Only certified, portable electric devices may be used according to DGUV provision 3. Electric cables and connections shall be checked daily by visual inspection, damaged parts shall be immediately replaced or reported and be put out of operation.

Works in the medium voltage level area shall be reported to VD and to be approved by the responsible electrically qualified person or their representative.

AGT undertakes to keep the relevant certificates, assembly instructions, notes of authorisation, permits, audit and log books on the construction site for all machines, devices, tools, electrical installations and equipment as well as installations requiring monitoring (cranes, hoists, trucks, construction elevators, among others) subject to mandatory testing by an expert or a qualified person.

A crane which requires to be erected shall be subject to recurrent testing according to UVV DGUV provision 52 (formerly BGV D6) Section 26 Subsection 2 by a qualified person prior to the commencement of the works. The test results shall be kept on the construction site.

AGT shall ensure that construction machines and devices are operated by persons being commissioned to their operation in writing and holding a driving licence or similar document. If a written commissioning is prescribed by law, then the commissioned person shall carry this along at any time.

Hazardous areas shall be cordoned off. Persons shall not stay in these areas.

22. Assembly works

Assembly instructions (**Annex 7**) defining the required safety measures as well as the machines, devices and tools to be used, shall be submitted to the project manager on the basis of DGUV provision 38 (formerly BGV C22) in the event of assembly works.

23. Scaffolding

AGT shall prove the serviceability of the work, protection and bearer scaffolding used by them and to monitor their operational safety. Notes of authorisation as well as assembly and use instructions shall be kept on the construction site.

Any user shall check the proper condition of the scaffolding and maintain it. Any alterations of it may be performed by the scaffolder only. Scaffolding may be accessed after approval and labelling of the scaffolding only. Blocked and/or non-approved scaffolding may not be used.

The labelling must contain the following details:

Scaffolding according to DIN EN 12811-1, width category, load category and name of the scaffolder. A copy of the test and handover report shall be submitted to VD.

24. Ladders

AGT shall submit proof of the serviceability of the ladders used by them and monitor their operational safety. Only minor works may be performed from ladders (with a time limit of < 20 min). In addition to that, the permissible work heights must be complied with by AGT. Sufficient structural stability must be observed. Defective ladders shall be immediately replaced. Please compare “DGUV information 208-016 – Instruction manual for the use of ladders and footsteps (formerly BGI 694).”

25. Safeguards

There is the danger of falling if a height constituting a risk of falling of more than 1 m is present. In those cases, safety fences (railings, fixed side barriers, balustrades, coverages, among others) for protection of persons against falling down or into a hazardous area shall be mounted. AGT shall be responsible for the professional execution.

- **Colourful streamer (barrier tape) shall NOT be permissible as fall protection.**

Prior to the commencement of the works with personal protection equipment against falling, AGT shall determine the attachment points. The PPE for the AGT will be provided by AGT and will have to be efficiently suitable for the height and verifiably tested.

In order to protect uninvolved third parties, VD may lower the height to be secured of 1 m.

26. Hazardous substances

AGT shall prepare the operational instructions for the handling of hazardous substances according to Section 14 GefStoffV, to keep them on the construction site and to instruct their employees accordingly.

AGT shall report all hazardous substances that they intend to bring onto the premises of the construction site in advance to VD and shall obtain approval from VD after testing.

AGT shall initiate the reports prescribed by law regarding the handling of hazardous substances. A copy of the request shall be submitted to the responsible project manager.

- Products with SVHC [substances of very high concern according to the REACH regulation] substances are prohibited!
- Products being labelled as CMR [carcinogenic, mutagenic or toxic] shall be permitted in exceptional cases with approval of VD only.

27. Personal protective equipment

On the construction site, safety boots S-3, a protective helmet and a red reflective vest by employees and blue reflective vest by managers must be worn.

Should there be any additional personal protective equipment required (e.g. eye and facial protection, hearing protection, dust masks, visibility clothing), then the Agent (subcontractor) shall provide those in accordance with the accident prevention provision “Principles of Prevention” DGUV provision 1, Section 29 for their employees.

PPE against falling must be proven to be tested.

The DGUV provision 112-198, Section 6.1.6 shall be observed: PPE with textile fibrous materials may not be exposed to higher temperatures (in general higher than 60°C).

Persons who do not have the required personal protective equipment may not access the construction site. AGT must ensure its use. VD shall reserve the right to remove any persons from the construction site to who this applies.

28. Demolition works

Any legal restraints of the approving authority as well as the “Technical provisions for demolition works of the Deutscher Abbruchverband e.V. [German registered association for demolition works]” shall be complied with by AGT.

- **Upon execution of demolition works, instructions for demolition works defining the required safety measures and the machines, devices and tools to be used (Annex 8) shall be submitted prior to the commencement of the works to the responsible project manager.**

Prior to the commencement of the demolition works, AGT shall check whether the employees will be exposed to hazardous substances containing asbestos during their activities or whether such substances might be released during the activities. In order to protect the employees and the persons involved in the construction, the provisions of TRGS 519 shall be complied with by AGT upon demolition works of substances containing asbestos. The responsible authority shall be notified of works involving substances containing asbestos 7 days prior to the commencement of the works at the latest.

In general, the demolition works may be commenced only if the gutting of the building has been previously completed. In addition to that, all hazardous wastes (paints, lacquers, oils, asbestos cement products, mineral fibres and the like) shall be professionally removed and disposed of before commencement of the demolition works. The demolition of the building may be commenced only after all hazardous wastes have been removed from the construction site.

Fire and explosion protection

29. General provisions

AGT shall implement the fire and/or explosion protection measures required for their work area effectively.

- **This shall particularly apply to monitoring by fire watch teams during the works if that has not been provided by VD.**

Deviating measures shall be agreed upon with the responsible project manager of VD.

The displayed fire protection regulations (part A and part B) shall be observed.

30. Preventive measures/permits

Highly flammable or spontaneously igniting substances may be kept at the workplace in amounts required for the progress of the works only.

The execution of welding, cutting and similar procedures for the processing of metal works shall be registered and will require a written approval by VD or the construction site manager in the form of a permit. The permit will be issued to AGT (subcontractor) for a limited short time of the hot works on the construction site only.

Upon execution of the welding, cutting and similar works according to chapter 2.26 "Welding, cutting and similar procedures" of DGUV provision 100-500, separate fire prevention measures must be observed.

AGT (subcontractor) shall ensure that the area subject to fire exposure and its environment is monitored by a fire watch team equipped with suitable fire extinguishing devices (see permit) upon execution of the hot works in areas in which the fire hazard is not fully removed for structural and operational reasons.

Subsequently after the hot works above, AGT (subcontractor) shall ensure that the area at risk of fire and its environment is repeatedly checked.

AGT (subcontractor) shall notify parties unsolicitedly if certificates (e.g. according to WHG [German Federal water Act], for welding etc.) which are required for the execution of the works, are not available. These works may not be accepted.

Pressurised gas bottles may not be used unsecured in horizontal or vertical position.

31. In the case of fire

The alarm plan (**Annex 4**) shall apply in the case of fire. This shall exclude fires that can be extinguished with the available fire extinguishers. These cases shall be reported to the responsible persons of VD and the responsible project manager of VD after fire extinction.

The used fire-extinguishing agents shall be collected centrally and will have to be refilled.

Environmental protection

32. Waste

When handling wastes, all relevant legal provisions shall be complied with (German Closed Substance Cycle and Waste Management Act, Commercial Waste Ordinance, Ordinance on Waste Disposal and Recovery Records etc.).

AGT shall be obligated to recycle any wastes in agreement with VD by appropriate and professional recycling/disposal. VD will provide suitable waste bins (containers). Should AGT not comply with their obligation of waste disposal, then VD will reserve the right to initiate the required measures for execution of disposal at the expense of AGT.

VD will reserve the right to check compliance by AGT with the legal provisions above at any time.

Any potential special incidents in the field of the waste recycling or disposal above shall be immediately reported to VD.

33. Noise

In principle, only silenced compressed air compressors and compressed air tools may be used. Works potentially requiring an assessment level exceeding 85 dB(A) shall also be notified to the responsible project manager. Any disturbances of residents must be prevented if possible or reduced to a minimum level.

34. Soil and water protection

When handling water-polluting substances, the relevant legal provisions shall be complied with and the handling shall be reported to the responsible project manager.

Waste water from cleaning activities shall be collected and be disposed of by AGT according to the provisions.

If these provisions are not complied with, then VD will reserve the right to initiate professional disposal of pollutions and their consequences at the expense of the polluter.

35. Dangerous goods

If **dangerous goods** are shipped, packaged and transported, then the German Regulations on the Transport of Dangerous Goods shall be complied with by all carriers. Any transports of dangerous goods leaving the construction site shall be reported to VD.

Securing the construction site

36. Securing by the AGT and any subcontractors when leaving the working areas

Before leaving the working areas / the construction site, the supervisor must be informed.

At the end of work, the machinery and equipment as well as the elevators must be protected against any access by unauthorised parties.

The access routes to the different areas, as well as any arbitrary openings in the barrier must be closed upon discovery and when leaving the construction site.

37. Photography and filming

Photographing and filming on the construction site are permitted only with the consent of Verallia. Corresponding applications must be submitted to the plant management in writing.

Automatic data and image capture (for ex. data goggles) with direct posting on public networks is prohibited.

38. Visitors

As a general rule, visitors are not tolerated on the construction site.

Any visitations and guided tours require the prior consent of VD.

The individuals concerned must be provided with corresponding protective equipment and must be instructed by the person responsible on the proper course of action on the construction site.

39.

General statement of commitment to the “Construction Site Regulations and Occupational Health and Safety Provisions” for contractors

Agent:

Trades:

Street:

Place:

Company man.:

Name:

Phone:

Mobile:

Fax:

E-mail:

I/We herewith declare that we acknowledge and warrant compliance with the “Construction Site Regulations and the Occupational Health and Safety Provisions for Contractors” above as well as with the associated annexes for the construction site.

The “Construction Site Regulations and the Occupational Health and Safety Provisions for Contractors” as well as the associated annexes are available to me/us and shall be put into force with immediate effect.

Place: , on

Legally binding signature/s and stamp/s

40.1

Object-related statement of commitment to the “Construction Site Regulations and Occupational Health and Safety Provisions” for contractors

Construction project:

Trades:

Street:

Place:

Agent:

The “Construction Site Regulations and the Occupational Health and Safety Provisions for Contractors” above as well as the associated annexes shall be laid down for the construction site.

The aforementioned documents are available to the Agent.

The “Construction Site Regulations and the Occupational Health and Safety Provisions for Contractors” as well as the associated annexes shall be put into force following the local and factual introduction.

The local and factual introduction took place on:

Person responsible at the Agent's (AGT)

Introducing responsible project manager (VD)

Place: , on

40.2

Object-related statement of commitment to the “Construction Site Regulations and Occupational Health and Safety Provisions” for employees of VD

Construction project:

The “Construction Site Regulations and the Occupational Health and Safety Provisions for contractors” above as well as the associated annexes shall be laid down for the construction site.

The aforementioned documents are available to VD employee. The “Construction Site Regulations and the Occupational Health and Safety Provisions for Contractors” as well as the associated annexes shall be put into force following the local and factual introduction.

Place: , on

The local and factual introduction took place on:

Person responsible at VD

Introducing responsible project manager (VD)

41.

Proof of acknowledgement for contractors

Every agent/subcontractor is obliged to notify its staff deployed on the construction site and its sub-suppliers on the contents of the “Construction Site Regulations and the Occupational Health and Safety Provisions for Contractors” as well as of the associated annexes before any work is commenced and to enforce and verify their compliance during work.

The “Construction Site Regulations” were drawn up by:

Verallia Deutschland AG, EHS Management

Place: , on

Acknowledged:

Corporate name/subcontractor

Person responsible (AGT)

Person responsible (subcontractor)

Annexes

Annex 1: Extract from TRGS 519 – Asbestos removal works

Working with asbestos-containing substances

Asbestos-containing construction materials must be disassembled by the AGT before being the demolition operation in accordance with the guidelines specified above. In doing so, occupational health and safety and security-related concerns must be coordinated with the construction site management. Before such work is commenced, the AGT must provide the Trade Supervisory Authority (State Authority for Occupational Health and Safety) with the notification of the intended handling of asbestos-containing hazardous substances in accordance with the German Ordinance on Hazardous Substances (Gefahrstoffverordnung - GefStoffV) and the Technical Rules for Hazardous Substances (Technische Regeln für Gefahrstoffe - TRGS 519).

A copy of this notification must be delivered to VD.

The aforementioned work must be carried out under observance of the generally recognised standards of good practice, in particular the stipulations of the German Ordinance on Hazardous Substances and the associated Technical Rules for Hazardous Substances “Asbestos - Demolition, Reconstruction or Maintenance Work” - TRGS 519.

The AGT must notify its employers’ liability insurance association in charge of the work on the dismantling of the components containing asbestos in good time before the work is commenced (see TRGS 519, annex 1).

The staff deployed must have undergone a preventive medical health check-up before the work is started. The employees must be provided with means for body protection (for ex. respiratory masks at least of filter category P2, disposable protective suits, etc.). The means for body protection must be used.

The work plan to be drawn up in accordance with 7.4 of TRGS 519 must be brought to the attention of all eligible employees against signature.

The components containing asbestos must be carefully dismantled to ensure that the development of particulate matter will be prevented to the greatest possible extent. Any dismantled asbestos cement boards must be put into interim storage and disposed of by the AGT in accordance with the regulations.

Any loose, small-sized components containing asbestos must be collected in sturdy and leak-tight containers of the AGT.

The proof of proper waste disposal must be submitted to or coordinated with VD.

Annex 2: Extract from TRGS 521 – Fibre dusts

Guidelines for the proper handling of hazardous substances in accordance with TRGS 521

Guidelines for the proper handling of hazardous substances in accordance with TRGS 521 - fibre dusts, insulation materials from artificial mineral fibres (AMF) in accordance with annex 1 of TRGS 521 the dismantling of which can generate carcinogenic or potentially cancerous fibre dusts must be disassembled by the AGT before the demolition operation in accordance with the guidelines specified above. In doing so, occupational health and safety and security-related concerns must be coordinated with the construction site management. Before such work is commenced, the AGT must provide the Trade Supervisory Authority (State Authority for Occupational Health and Safety) with the notification of the intended handling of hazardous substances in accordance with the German Ordinance on Hazardous Substances (Gefahrstoffverordnung - GefStoffV) and the Technical Rule for Hazardous Substances (Technische Regel für Gefahrstoffe - TRGS 521). A copy of this notification must be delivered to VD.

The aforementioned work must be carried out under observance of the generally recognised standards of good practice, in particular the stipulations of the German Ordinance on Hazardous Substances and the associated Technical Rules for Hazardous Substances “Fibre Dusts” - TRGS 521.

The AGT must notify its employers’ liability insurance association in charge of the work on the dismantling of the AMF in good time before the work is commenced (see TRGS 521, annex 3).

The staff deployed must have undergone a preventive medical health check-up before the work is started.

The AMF must be carefully dismantled to ensure that the development of particulate matter will be prevented to the greatest possible extent.

Any dismantled insulation materials must be stacked into suitable receptacles (lockable containers, tear-resistant and dust-tight sacks or the like) (shall be made available by the AGT).

The receptacles must be marked with labelling in accordance with 4.1(9).

The employees must be provided with means for body protection (for ex. P2 respiratory masks, disposable protective suits, etc.). The means for body protection must be used.

The operating instructions to be drawn up in accordance with 3.6 of TRGS 521 must be brought to the attention of all eligible employees against signature.

The proof of proper waste disposal must be submitted to or coordinated with VD.

Annex 3: Extract from rules on works potentially releasing carcinogenic substances of category 1 and 2

Guidelines for activities with carcinogenic hazardous substances of categories 1 and 2 in accordance with annex VI of REG 67/548/EEC

The AGT must ensure that the hazard caused by a hazardous substance for the health and safety of the employees will be eliminated or reduced to a minimum by taking the measures defined in the hazard assessment.

If the hazard cannot be eliminated accordingly, the AGT must reduce it to a minimum level by taking the measures in accordance with Section 9 German Ordinance on Hazardous Substances.

The AGT must determine whether the occupational exposure limits have been complied with. Compliance with the occupational exposure limit must be documented in the hazard assessment.

If compliance with the occupational exposure limit is not possible, in particular in case of any demolition, reconstruction and maintenance work, the AGT must reduce the exposition of the employees to the maximum extent possible according to the standards of good practice and must immediately implement additional protective measures, in particular by providing personal protective equipment. The further measures implemented to comply with the occupational exposure limit must be laid down in the documentation of the hazard assessment.

VD resp. its SHC must be provided with the following information before the demolition work is commenced:

- 1. the result of the hazard assessment and the information underlying the assessment, including the documentation of the hazard assessment;
- 2. the activities during which employees are actually or potentially exposed to hazardous substances and the number of these employees;
- 3. the persons responsible for the demolition;
- 4. the planned protective and precautionary measures including the operating instructions.

The AGT must confirm to VD that the occupational preventive medical check-ups specified in Section 15 German Ordinance on Hazardous Substances are performed at regular intervals.

Upon request, the AGT must provide the public authority in charge with a copy of the preventive health care files in accordance with

Section 15 Para. 5 of the German Ordinance on Hazardous Substances.

Furthermore, the AGT must demonstrate the requisite specialist knowledge to the public authority in charge upon request.

Due to the existing conditions, any work in contaminated areas shall be regarded as isolated cases and shall, as a general rule, be deemed to be subject to constantly changing conditions. To ensure protection of the employees, any specific particularities requiring sound preparation and proper implementation of the work must be taken into account and into consideration.

The requirements of TRGS 524 must be taken into consideration in this context.

Annex 4:

Emergency reporting system, alarm plan (location-dependent)

Shall be made available as a **bill posting on the factory premises** on account of data protection!

Annex 6

Declaration on the occupational safety and health protection organisation

Agent

Name:
Street:
Place:

1. Personal organisation

Managing director/s:

Expected maximum number of employees on the construction site:

Employers' liability insurance association / accident insurer/s:

Name:

Registered office:

Membership no.

Person responsible on the construction site:

Phone no.:

Safety-related support provided by:

Name:

Street, no.:

Postcode, town/city:

Occupational medical care provided by:

Name:

Street, no.:

Postcode, town/city:

First aider/s on the construction site:

Phone no.:

2. Information on the documentation within the company

- Are the written supporting documents required for the instructions available? Yes No
- Has any hazard assessment been implemented? Yes No Not req.
- Is the documentation of the hazard assessment available? Yes No Not req.
- Are the results of the occupational preventive medical health check-ups required for the activities on the construction site available? Yes No Not req.
- Are the qualification certificates and the assignment letters for employees with specific tasks (first aiders, crane operators, etc.) available? Yes No Not req.

3. Information on the work equipment used

- Has your work equipment requiring monitoring and subject to mandatory testing been recorded in an overview? Yes No Not req.
- Can you demonstrate in writing that such work equipment is tested at regular intervals? Yes No Not req.
- Do you have the operating instructions and, as the case may be, instruction manuals for your machinery at your disposal? Yes No Not req.

4. Information on working procedures

- Are all authorisations or licences requested for the implementation of your work on the construction site available? Yes No Not req.
- Are special permissions for specific working procedures available (for ex. welding, flame cutting, demolition instruction, assembly instruction, transportation and operation of access equipment for lifting persons, etc.)? Yes No Not req.
- Can you provide written evidence of the required qualification/entitlement of the employees for the execution of the work on the construction site? Yes No Not req.
- Do the employees have the personal protective equipment required for the execution of the work on the construction site at their disposal? Yes No Not req.

5. Information on the hazardous substances used

- Does your company handle hazardous substances during work on the construction site? (If "No", no further response to the questions under clause 5 will be required.) Yes No Not req.
- Has a list of hazardous substances acc.to GefStoffV icw TRGS 222/440 been drawn up? Yes No Not req.
- Are the safety data sheets for the hazardous substances available? Yes No Not req.
- Are the operating instructions for the hazardous substances available? Yes No Not req.
- Are there any employment restrictions for specific groups of individuals? Yes No Not req.
- Is the suitable protective equipment required for handling the hazardous substances available? Yes No Not req.

6. Confirmation

By undersigning below, I confirm that the information indicated above has been furnished in full and both true and correct.

The project manager in charge will be immediately informed of any significant changes in connection with security and health protection.

_____, on _____

Signature (entrepreneur or its authorised representative)

Annex 7

Assembly instructions according to DGUV provision 38 (formerly: BGV [Occupational Prevention Act] C22)

Agent

Name:
Street:
Place:

Assembly instructions

For the contract / construction site:

General

VD / building owner:

Construction site management / coordinator:

Start of the work:

Expected end:

Description of the construction work

Nature and scope:

Safety measures and instructions (see also implementation instruction BGV C 22)

When fastening, transporting, storing, installing and dismantling the component parts:

For the load bearing capacity and structural stability of the building structure and of its components:
(evidence of critical assembly conditions)

For the construction of walking and working areas at a height:
(for ex. ascents, scaffoldings)

Specific hazards, for ex. electric current, hazardous substances, simultaneous work performed by several companies

Protective measures, for ex. protective equipment, auxiliary means, flagmen

Assembly instructions drawn up by:

Signature:

Assembly instructions verified by:

Signature:

, on

Annex 8

Demolition instructions according to DGUV provision 38 (formerly: BGV [Occupational Prevention Act] C22)

Agent

Name:
Street:
Place:

Demolition construction site

Place/street:	Start of the work:
Demolition permit no.:	
VD / building owner:	End of the work:
Supervisor (foreman):	Specialist construction manager:
Construction site manager, LBO:	SHC:
Employers' liability insur. ass. (BG):	Membership no.:
Deployment of subcontractors: Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, for which areas?

Brief description of the physical structure:

Constructional features:

Nature and location of residual supply lines:

Protection of public transport by:

Chronological order and description of the individual work steps:

Relevant work sections:

Selected demolition method:

Is the work dangerous? (within the meaning of the Rules of the German Employers' Liability Insurance Associations BGR A 1, clause 2.7) Yes No

Planned use of equipment:

Load bearing capacity of the frequented ceilings: kN/m²

Demolition statics: Yes No

Protection of adjacent land plots:

Support measures on the building:

Scaffoldings / protective roofs required:

Access routes to the working areas via:

Fall protection devices required:

Personnel rope haulage w/ crane/excavator: Yes No Notification of BG required? Yes No

Specific hazardous substances within the construction site area:

Personal protective equipment required:

Protection of the hazardous areas by:

Protection measures after the end of work:

Removal of substances harmful to the environment to a hazardous waste landfill:

Disposal of demolition material to a landfill:

_____, on _____ Signature: _____

