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Ersatz für / <i>Supersedes:</i>	<b>Standard HSE Plan / Service assignments</b>	
<b>Mitsubishi Power Europe GmbH</b> <b>Dok.-Nr./</b> <b>Doc.-No.</b>	<b>QHSES-320-100S</b>	Classification Level: <b>Public</b>

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## Data protection

This procedure does not necessarily require the processing of personal data. In the event that personal data is processed in the course of this procedure, please read the MPW-EDE Data Protection Directive available on the Intranet for further information on the principles of processing personal data. If you have any questions, please contact the Data Protection Officer or the Head of Compliance, who is also responsible for data protection.

## 1. Purpose and scope of application

The prevention of accidents and environmental damage are the fundamental aspects of the MITSUBISHI POWER EUROPE GMBH (MPW-EDE) HSE Plan. The goal of this program is to plan and adhere to site safety and define basic principles and procedures in the areas of health, safety and environmental protection and make them available to all involved persons.

Everyone on the site has the right to a safe workplace and to appropriate tools or equipment to do their work without harming their health, risking their lives or harming the environment.

All site managers will plan and implement workflows so that employees can do their jobs with as little stress as possible. In addition, management must create a healthy and safe working environment to ensure efficient operations. "Safe working" must be constantly taken into account by all persons involved. This is just as important as the requirements in terms of quality, cost and schedule. Non-compliance with these requirements is not acceptable. We presume that all parties are aware of our health, safety and environmental requirements as described in their contracts.

This HSE Plan defines the minimum standards which must be adapted to the project-specific conditions. If local laws or regulations deviate from these, the stricter regulations must be implemented.

This HSE plan is part of the contracts with all our contract partners.

This procedure is mandatory and applies to all MPW-EDE construction sites, locations and operations. In accordance with the project-specific Division of work (DOW), this procedure applies to all MPW-EDE employees and all employees of contractors of MPW-EDE. Depending on the project and the consortium regulations reached, the consortium partner may have its own HSE plan for itself and its contractors.

According to the terms of our contract, the specifications of the HSE plan must be applied by all contractors on site. The HSE Plan is based on existing systems such as SCC or ISO 45001. The HSE Plan refers to the planning, construction and commissioning phase of the construction site

## 2. Responsibility

MPW-EDE and the respective contractual partners must ensure that the proper execution of the work during the term of the contract is supervised by a sufficient number of experienced, qualified foremen on site.

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Responsible party / person	Explanation
Client /Customer /	Client of MPW-EDE
SSE	Senior Site Engineer
PM	Project manager MPW-EDE
Safety and Health Coordinator	Safety and health protection coordinator according to EU Directive 92/57/EEC (usually provided by the client, but can also be provided by the general contractor)
Head of QHSE	Head of the department QHSE in Duisburg (Headquarter)
SV	Supervisor
Contractor / Supplier	A person or a company acting or commissioned on behalf of MPW-EDE
MPW-EDE	Mitsubishi Power Europe GmbH; In connection with this document, the abbreviation is used for all legal entities or companies under the control of MPW-EDE
Responsible manager	MPW-EDE Manager with responsibility for all activities associated with the tasks of MPW-EDE, e.g. the Site Manager, the Area Manager or the Program Manager, where no Field Service Manager is appointed.

The MPW-EDE site manager and the responsible managers have the authority to give binding instructions regarding the health, safety and well-being of the employees on site. Contractors are responsible for their own employees and their contractors.

### 3. Terms and definitions

Formulations in this document are used as follows:

“Shall”: A mandatory requirement; very directive in tone and the primary term to use when stating a required action;

“Will”: Also a mandatory requirement, but sounds a bit less dictatorial and can imply future the tense; can be useful when describing a series of actions to enhance the readability of a procedure;

“Should”: Conveys a high level of expectation, but no formal violation if not followed, use this term where some flexibility is needed;

“May”: Optional, no expectation for compliance, offered as an idea or good practice that may be applied based on the task or situation.

Abbreviation / Term	Explanation
BG	employers' liability insurance association
BGI	Information of employers' liability insurance association
BGV	Regulation of employers' liability insurance association
BGR	Rule of employers' liability insurance association
DGUV	German statutory accident insurance
Construction phase	construction assembly and commissioning phase
HAZIP	Hazard Identification Process
HAZOP	Hazardous Operation
HSE	Health Safety and Environment
LMRA	Last-minute-risk-analysis
LOTO	Lock Out Tag Out
LPG	Liquified Petroleum Gas
OSHAS	Occupational Health and Safety Assessment Series

PPE	Personal protective equipment
PPEaF	Personal protective equipment against falling
SCC	Safety Certificate Contractors
SeSaM	Service Safety Management
SiGe-Plan	Safety and health plan (not to be mixed with the HSE plan))
VerpackV	packaging ordinance
WMS	Work Method Statement
Incident	An incident is an undesirable work-related event that results in a near-miss, environmental damage, property damage or fire.
Accident	An accident is an undesirable work-related event that leads to injury or illness.
Near miss	A near miss is an unwanted work-related event that did not result in an accident but had the potential for injury, illness or other incidents. A near miss may contain statutory notifiable occurrences
Reportable event	An event with one of the following consequences:
	* fatality
	* Lost time incident
	* Medical treatment (any medical treatment that goes beyond first aid. Exceptions are visits to the doctor for observation or advice.)
	* First aid cases
Lost time incident	An incident in which one or more persons are absent from work for one or more days (excluding the day of the incident).
Event with work restriction	An event in which a person is able to work but is unable to perform his or her usual duties.

## 4. Procedure / Process / Activities

The following sections outline a typical HS & E plan. When developing a project-specific plan, these sections can be changed as needed. If it is necessary for the company to use a project-specific template, it should be created as a project-specific document.

### 4.1 Project Information

**Project name:** [add project name here]  
**Project location:** [add project location here]

#### **MPW-EDE:**

Mitsubishi Power Europe GmbH  
 Schifferstrasse 80  
 47059 Duisburg  
 Tel.: +49 (0)203 8038 0  
 Info: <https://emea.power.mhi.com>

### 4.2 Location of Site

[add the postal address of the construction site here]

### 4.3 Scope of delivery

The scope of delivery of the project is [insert detailed description].

## 4.4 HSE Strategy

MPW-EDE HSE strategy is described in the integrated quality, HSE and energy guideline, in which MPW-EDE describes, among other things, the health, safety and environmental protection system. The management system forms the framework for the HSE strategy.

MPW-EDE will ensure that all employees and contractors involved in the project are familiar with the HSE strategy. The HSE company policy must be approved and signed on site.

The MPW-EDE HSE strategy is supported by defined HSE standards, which stipulates compliance with and implementation of the specific requirements and activities.

### HSE Strategy:

- Compliance with all HSE rules and regulations.
- Health and safety of employees during work have priority.
- All contractors must adhere to the HSE plan while working on site.
- The use of resources must be optimized.
- Materials and the environment must be protected.
- Continuous improvement of the HSE plan is necessary.
- All personnel must understand the HSE strategy and be aware of their responsibility.
- All normal hygiene regulations at work must be observed, such as not eating, drinking or smoking (only in certain areas) at the workplaces.

MPW-EDE has developed the following strategic objectives and a 10-point program:

### 10-point programs for effective implementation of the HSE strategy:

1. Ensure safe working and compliance with rules and regulations by selecting competent managers and employees. A training program has been introduced for all employees.
2. This standard serves as the basis for a project-specific HSE plan.
3. The instruction of personnel on site includes the work-specific and site-specific risks. For this purpose, a training plan is drawn up which includes training sections for hazardous work. In the event that an employee, entrepreneur, MPW-EDE or employer considers an activity to be unsafe, he has the right to stop the work.
4. A continuous assessment of working conditions outside the construction phase shall be carried out on site through a main risk assessment, through job-related design and work instructions and through regular inspections, inspections and safety discussions. Furthermore, LMRA will carry out a continuous assessment of working conditions.
5. The introduction of a work permit procedure (PTW), for example for: Excavation, demolition and hot work, openings and work in confined spaces.
6. Regular inspection of the construction site including all machinery, equipment, vehicles, tools, lifting equipment, personal protective equipment and other equipment to ensure safe conditions on site.
7. Ensure effective communication between the site manager and the HSE specialist.
8. Personnel are examined by occupational health.
9. Consistent environmental protection on the construction site.
10. The reporting and investigation of incidents and accidents, cause analysis and a statistical evaluation as a basis for improvement measures.

The MPW-EDE HSE strategy aims to achieve the following objectives:

- Health no illness and the resulting absenteeism
- Safety no accidents or incidents
- Environment: no harm to the environment

## 4.5 Certification

All MPW-EDE employees at the sites must have a valid SCC safety certificate as per document 17 or 18 or equivalent.

The contractors must have a certified health and safety management system for the entire period of work and will demonstrate this on request. A copy of this evidence must be sent to the MPW-EDE HSE department before work commences. This also applies to a renewal of the certificate. In general, the following certifications are accepted, for example SCC, OHSAS, SeSaM. In some cases an assessment can be made in accordance with SCC Document 10 in consultation with MPW-EDE. For this the contractor bears all costs.

A minimum of 90% of the operative MPW-EDE employees must have a valid safety certificate according to IOSH, VCA or SCC according to document 17 or 18 or comparable. MPW-EDE is entitled to check the validity of the information on the contractor's premises at any time after prior notification. MPW-EDE will inform the contractor immediately about the results of the evaluation of the checklist.

It is the responsibility of the contractual partners to ensure that their contractual partners also have a valid certification according to SCC. Corresponding lists are to be sent to the HSE department of MPW-EDE on the construction site.

#### 4.6 Cooperation with our customers

At all times, the customer's personnel have the right to supervise the proper execution of the project, the health, safety and environment, to enter the entire construction site as well as the pre-assembly areas. If personnel wish to enter restricted areas (e.g. crane work, transmission work), they must apply for permission from MPW-EDE.

In order to develop a common understanding of HSE on the construction site, selected employees of MPW-EDE will participate in all instructions given by the customer. They will also participate in all relevant HSE coordination meetings.

Specific local regulations given by the customer to MPW-EDE mandatory for MPW-EDE. This will be ensured by briefing the MPW-EDE personnel on these regulations.

#### 4.7 Site-specific regulations / site regulations

Specific local regulations, such as the construction site regulations, given by the customer to MPW-EDE are binding for MPW-EDE and its contractors. This will be ensured by instructing MPW-EDE personnel and the contractor's site management in these regulations.

#### 4.8 Applicable laws and regulations

A person responsible for the project will be appointed to ensure that legal health, safety and environmental requirements are met. In accordance with the terms of the contract, all local contractors will be informed of country-specific laws and standards

MPW-EDE-EDE has a legal register which automatically informs about changes in the current legal situation. For foreign construction sites, a local HSE manager is assigned to the construction site if possible. This manager is responsible for tracking the legal register and ensuring that the relevant country-specific legal regulations are up to date. Any changes to the legal basis that may arise during the implementation of the project must be communicated accordingly and taken into account by all contracting parties.

The territorial principle applies in principle to German legal regulations, i.e. they only apply on the territory of the Federal Republic of Germany (e.g. the Occupational Health and Safety Act, the Ordinance on Hazardous Substances and the Construction Site Ordinance). The scope of application of the Occupational Health and Safety Act includes the exclusive economic zone (EEZ). However, some legal provisions, such as the ArbSchG, GefStoffV or the Arbeitsstättenverordnung, are mainly based on the implementation of EU directives, so that comparable provisions can be expected in all EU countries. However, in individual cases the EU states may also go beyond the minimum protection measures provided for in these EU directives, e.g. when setting national limit values. This means that an employer is obliged to always familiarize itself with the legal requirements of the respective country.



The accident prevention regulations (UVV) to be observed within the Federal Republic of Germany also apply to a temporary assignment abroad (posting in the sense of § 4 Social Law Book IV). German accident prevention regulations must be followed in the host country, provided that the legal regulations of this country do not contradict this. This detour in turn means that the German legal provisions, e.g. from the ArbSchG, also apply to employees of German companies working abroad. For employees of German companies, at least the German safety standard and German legislation apply worldwide.

In the case of deviating regulations, the regulation with the higher protection objective is to be applied..

## 4.9 Safety in the planning phase

### 4.9.1 HSE Plan

#### 4.9.1.1 General

Before starting work on the construction site, MPW-EDE will establish a health, safety and environmental protection plan (HSE Plan) and coordinate this with the customer.

#### 4.9.1.2 Requirements for the HSE Plan

The HSE plan is prepared taking into account the site regulations (MPW-EDE and customer).

In consideration, the contractors will compile any changes to this HSE Plan as part of their services. The MPW-EDE HSE Plan and the contractors' amendments shall each be considered as self-sufficient documents.

#### 4.9.1.3 Management of change

Changes to the HSE Plan or the MPW-EDE HSE Standards caused by changes in organization, personnel, systems, processes, equipment, products (substances or materials) or laws and regulations are reviewed by the QHSE Department. If necessary, this process is carried out in cooperation with the customer.

The MPW-EDE tool MARSH (Management Reporting System HSE) offers the possibility to register, monitor and evaluate changes.

The changes are recorded in the change history and the current version is distributed to the locations. The project-specific adaptation of the documents is achieved at the respective locations

### 4.9.2 HSE Plan in design phase

Early implementation of health, safety and environmental principles is essential to the success of engineering, procurement and construction (EPC) projects and can avoid negative consequences such as poor HSE metrics and quality issues such as rework, deadline delays and increased costs. This section describes the MPW-EDE methodology of early integration of HSE in engineering to facilitate a seamless transition to subsequent project phases. The main HSE activities include:

- Performing an HSE Analysis
- Identification and assessment of health, safety and environmental impacts through changes in organizational structure, personnel, equipment, processes or procedures.
- Develop the design taking ergonomic aspects into account
- Identify the resources required
- Create a time scale and develop milestones for implementation
- developing emergency plans for emergencies and in cases where plans or objectives are not fully met

Management must take the lead by integrating HSE activities into the project plan, by creating forums in which the entire team can participate, and by seeking open participation.

An early HSE analysis assesses HSE risks in these key areas:

- health
- Safety and security
- Environment
- Influence of the owner (e.g. project financing)
- Project implementation strategy (e.g. schedule, award basis)
- Location-specific factors (for example, layout effects, location selection)
- Legal requirements

The participation of experienced HSE professionals in these activities can reduce location issues later on.

A key activity is to perform a preliminary hazard analysis to identify hazards and eliminate or control them at an early stage.

Regular review and follow-up of the progress of the HSE objectives are carried out.

#### 4.9.3 Preconditions for health and safety (HSE data)

The focus of the HSE coordination is the interface between the various contract partners on site. Therefore, MPW-EDE will create and continuously update an HSE file during the planning, construction and commissioning phases.

All relevant documents required to create the HSE file must be submitted to MPW-EDE.

#### 4.9.4 Safety during assembly and commissioning Phase

The legislation requires that every contractor must identify hazardous work processes and describe them in a General Workplace Assessment.

#### 4.9.5 Pre-qualification

Contractors must undergo a pre-qualification process before work can begin. This includes:

- Information about contractors,
- Work to be carried out, including supervision,
- The names of the employees including their qualifications (z SCC certificate, first aid training etc.)
- SCC certificate of the company (or comparable)
- 9001 QM Certificate,
- list of references

Access to the construction site can only be granted after the pre-qualification documents have been checked.

#### 4.9.6 General risk assessment

The general risk assessment provides a good view of the whole project. General hazards are described and appropriate measures are mentioned to avoid or reduce them. The general risk assessment is prepared and updated by MPW-EDE-QHSE. It is adapted and extended to the project by the personnel on site (senior site engineers, site managers, supervisors, etc.). The HSE personnel on site is not responsible for carrying out the risk assessment, but is available to provide assistance.

#### 4.9.7 Technical assembly specification (TAS)

The TAS contains a description of the assembly processes of the individual units and is also used as a basis for the preparation of contractor documents.

#### 4.9.8 Work method statement with risk assessment

On the basis of the general risk assessment, the assembly instructions with risk analyses are prepared by the responsible contractors. These documents must be sent to MPW-EDE and checked before work begins.

The document is prepared in two steps:

- First, the risk assessment is filled with the assembly steps known at this time and the resulting risks before and after the corrective actions and submitted to MPW-EDE for review.
- and at the latest 1 week before the start of work the final risk assessment is submitted. This form will also be checked by MPW-EDE

Task-related assembly instructions with risk analysis deal with a specific working procedure, such as an individual assembly procedure or working in closed rooms. Here, this method of working is divided into individual work steps. The hazards and risks, including the corresponding protective measures, are then determined step by step. Each contractual partner is obliged to instruct his employees on the principle of the task-related assembly instructions with the risk analysis before starting work and must document this. This includes, for example, the PTW system.

The MPW-EDE Construction Site Management reserves the right to determine for all work whether job-related work instructions have to be created before the start.

#### 4.9.9 Changes made by the Contractor to the MPW-EDE HSE Plan

4 weeks before the start of the work, each contractor must submit his changes to the MPW-EDE HSE Plan MPW-EDE for approval. The changes shall correspond to the MPW-EDE HSE Plan. Essential points are for example:

- internal assembly planning of the respective contractor
- Presentation of the internal HSE organization to nominate the HSE employees
- qualification matrix
- job-related assembly instructions with risk analysis
- Work and operating instructions for tools, equipment and hazardous substances
- regular security inspections; discussion and other events
- Communication and reporting, reporting of incidents and accidents
- List of hazardous substances used on site (including current safety data sheets)
- emergency planning

The contractor shall update its amendments if local regulations or MPW-EDE regulations or local conditions change.

#### 4.9.10 Regular checks, safety and coordination meetings

Here the interfaces between the different trades and work areas are an essential component. Registered and unannounced regular inspections are carried out by customer representatives, MPW-EDE and the responsible contractual partners. In addition, MPW-EDE will carry out regular audits. Thus, the defined HSE standards are guaranteed and constantly improved.

The regular controls, inspections and safety and coordination meetings are to be understood as part of a continuous improvement process of the HSE management system.

##### 4.9.10.1 Initial briefing of all employees on site

In addition to the initial instruction by MPW-EDE, all MPW-EDE employees and contractors are instructed in the safety and environmental requirements of the site before the relevant work begins. The relevant contractual partners will support this.

##### 4.9.10.2 Kick off meeting before start of work

A kick-off meeting takes place between MPW-EDE and the contractual partners before the start of the work on site. The following points will be dealt with during this meeting:

- Presentation of the most important contents of the HSE Plan by MPW-EDE HSE employees
- Instruction of a responsible contractor representative with regard to the HSE plan by an MPW-EDE HSE employee.
- Presentation of the HSE documents by a responsible representative and a joint evaluation of the contractor documents.

#### 4.9.10.3 Toolbox Meetings

The MPW-EDE task also includes defining topics for regular HSE training and toolbox meetings. For further explanation of Toolbox Meetings see chapter 5.3.2 of this HSE plan.

#### 4.9.10.4 Regular coordination meetings

Regular coordination meetings take place at various levels with MPW-EDE management and the contractors involved. With regard to HSE, important issues and interfaces are the priority at these meetings. Participants:

- Responsible site manager, construction sites HSE Manager (if available), contractual partner

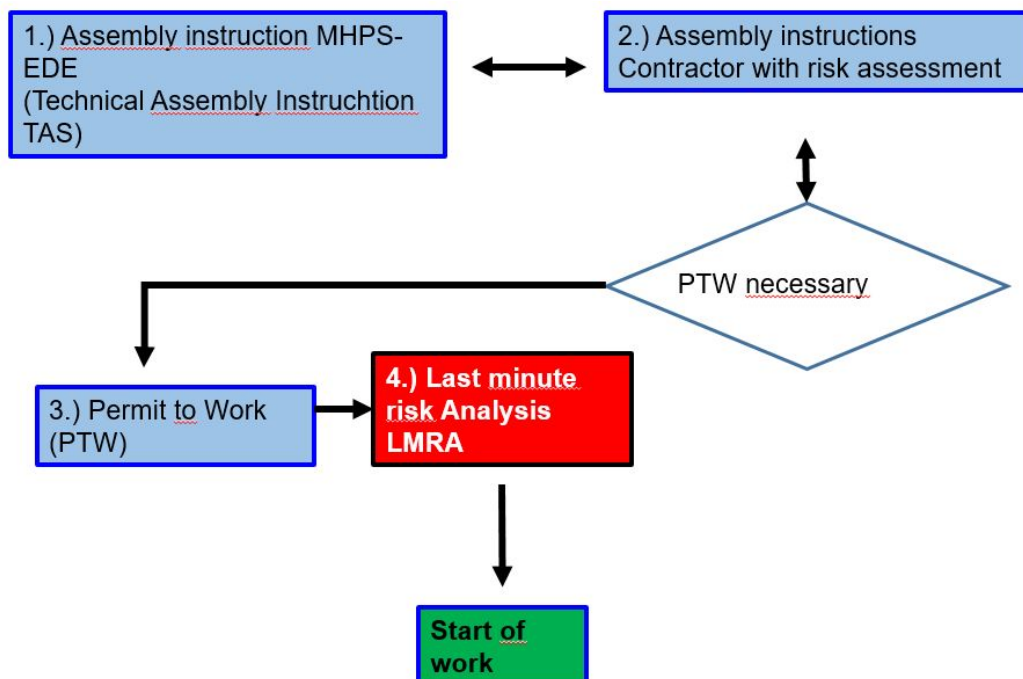
Frequency:

- Regularly once a week or otherwise as needed

#### 4.9.11 LMRA (Last Minute Risk Analysis)

The LMRA is carried out daily before work begins on site at the workplace. This deals specifically with the current work, the corresponding procedures and, for example, the current risks from other industries. This means that a new LMRA has to be created when the workplace conditions change. The LMRA must be carried out in writing.

#### 4.9.12 Main document Sequence before commencement of work



#### 4.9.13 Transfer from assembly to commissioning

Before systems are released for commissioning, the site manager, the commissioning manager and the HSE Site Manager carry out a check after completion of the installation. Commissioning work on this part of

the system may only be started after this check has been carried out. This version will be documented with an internal form.

#### 4.10 Violations of HSE regulations

Compliance with the HSE plan is monitored by MPW-EDE through constant checks and inspections. Disciplinary measures (QHSES-320-200) are taken by MPW-EDE Construction Site Management.

MPW-EDE will seek to improve the HSE performance of people, not only its own employees but also those of MPW-EDE contractors. In doing so, MPW-EDE aims to promote better health and safety performance on site. This can be achieved by:

- Encourage people to follow health and safety measures,
- Promote participation in security initiatives such as surveys,
- Encouragement, reward and reinforcement of specific safe conduct

Should dangerous situations arise on the construction site, every employee is obliged to scream in, to interrupt or stop the work and to transfer it to a safe condition.

### 5. Organization and responsibilities

#### 5.1 Business language on the construction site

The business language is specified in the contract. If there is no regulation in the contract, German or English shall apply on the construction site (this shall be determined by the site management before the start of the construction site). All reports, minutes and business correspondence must be written in this language.

#### 5.2 Working time

Working hours must be observed in accordance with local legal regulations.

#### 5.3 Training of subcontractors

##### 5.3.1 HSE instructions

###### **General**

Training and instruction are an important part of the MPW-EDE safety system. Work can only be carried out correctly and safely if the employees involved know how the work is carried out, i.e. are familiar with the contents of the work process. They must also be familiar with the hazards that arise during execution and must be able to control and apply the hazard prevention measures safely.

Toolbox meetings, instructions and training sessions are designed to provide employees with detailed knowledge of the work process. The dangers and measures for danger prevention must be explained in the training courses and instructions in such a way that the employees are able to carry out the work safely and error-free.

In the course of this standard, the different ways of imparting knowledge are dealt with.

- Toolbox meetings
- Instructions
- Topic related trainings
- Workshops

## Language

The language of the participants must be taken into account in all measures for imparting knowledge. The lecturer must ensure that the participants can understand the content of the lecture. This can be ensured on the one hand by holding the lecture in the language of the participants or by consulting a translator.

### 5.3.2 Toolbox meetings

#### General

Toolbox meetings are regular discussions between the foremen and their work groups. Within the toolbox meetings, changing focal points of occupational safety, accidents, innovations on the construction site and findings from incidents are to be discussed and communicated.

#### Frequency and documentation

Toolbox meetings are held weekly or on special instruction. Toolbox meetings are also held in accordance with the HSE plan. Documentation of the actual implementation and the contents should be provided, but the documentation of the individual participants is not mandatory.

### 5.3.3 Training

#### General

Instruction of employees is a regular information meeting or training with the aim of imparting knowledge. Training is required by many sources of law. The most important of these are the Occupational Health and Safety Act and DGUV A1.

Clearly defined topics are discussed and communicated within the instruction sessions. Instruction is usually carried out in a planned manner. As a rule, instruction sessions last longer than toolbox meetings and should be conducted as a separate event.

#### Frequency and documentation

Instruction is carried out on a scheduled or unscheduled basis on special instruction. A documentation of the actual implementation and the contents has to be made, the documentation of the individual participants is also mandatory. The documentation must be in writing. In addition to the list of participants, the documentation must also include proof of the content of the training.

All participation in training courses must be entered in the participant's safety pass, but this does not replace the documentation of the training courses by the contractor.

The list does not claim to be exhaustive; it merely represents a selection of the most frequently carried out instructions.

Frequency	1st work commencement	Before each work commencement	monthly	quarterly	Half-yearly	annual	By special arrangement
Topic							
General Safety Instruction	X					X	X
Construction site regulations incl. instructions for safety alarms	X					X	X
industrial trucks	X			X			X

aerial work platforms	X			X			X
Dealing with PPEaF	X			X			X
hot work	X				X		X
Confined spaces	X	X		X			X
Working at height	X			X			X
Working under increased electrical hazards	X	X		X			X
housekeeping	X				X		X
Dangerous substances	X				X		X
Hydrofluoric acid (HF)	X	X		X			X
After unwanted events	X				X		X
In case of defects in the inspection report							X

Table 1: Frequency of the most important instructions on construction sites

If during inspections or audits by MPW-EDE-HSE or other occasions employees are encountered for whom the proper execution of the instructions cannot be proven, the complete cessation of the work of the respective subcontractor can be ordered until all proof of instruction is available. The instructions shall also be entered in the qualification matrix of the respective subcontractor. The updates are to be passed on to MPW-EDE by the subcontractor unsolicited and in the manner agreed with the MPW-EDE-HSE Site Manager.

#### 5.3.4 Training

##### General

Staff trainings are events with the aim of imparting knowledge. For individual training courses, special qualifications are required with regard to teaching activities. Some training courses can also be offered and conducted by external institutes.

##### Frequency and documentation

The execution and participants of training courses must be documented. After a training course, the participants receive a certificate of participation or a test certificate or a certificate of competence (driving licence), several documents can also be issued as a certificate of participation.

All participation in training courses must be entered in the participant's safety pass, but this does not replace the documentation of the event by the subcontractor. Not all training courses must be repeated regularly. If there is a validity period for individual documents, this is indicated on the document. The national regulations must be observed here.

##### Requirement of training

Training is required in any case if a certificate of competence (driving licence) is required to carry out an activity in accordance with the relevant regulations. The qualification is generally proven by an examination. The examiner shall issue the certificate of competence after passing the examination.

Training courses that generally end with an examination are:

- Training for crane operators
- Training for industrial truck drivers
- Training for operators of earth-moving machinery
- Training according to SCC
- Training for the operators of aerial work platforms, according to national legislation
- Attachment of loads, depending on national legislation

Training may also be required to perform complex tasks. Such training usually concludes without an exam.

Such topics are among other things:

- Training in First Aid

- Training in fighting incipient fires
- Use of PPE against falls from a height
- Confined spaces
- Working under increased electrical hazards
- Handling hydrofluoric acid

### Written assignments

For the operation of industrial trucks, earth-moving machines, cranes and aerial work platforms, the written commissioning of the machine operators is required in accordance with the regulations of the BGR. The written order must be issued at the construction site following the workplace-specific instruction. In this instruction, the special features of the construction site, such as special traffic routes, special rules and prohibitions, alarm plans, etc., are to be emphasized

#### 5.3.5 Qualification matrix

The qualification matrix is used to prove the individual employee qualifications to MPW-EDE, the customer and the authorities. In order to enable automated data processing, the qualification matrix file VO-36-001-10 shall be given to the subcontractors in electronic form. The qualification matrix is to be completed by the contractor and submitted to MPW-EDE Site before the registered employees arrive at the construction site. Employees who do not appear in the qualification matrix will not be granted access to the construction site.

All entries in the matrix must be supported by documents. For this purpose, voluntary photocopies or the original documents can be submitted. The documents are to be handed over to MPW-EDE-Site management together with the file of the qualification matrix. The contractor must allow sufficient time for MPW-EDE-Site management to check the entries in the qualification matrix.



#### 5.4 Performance of contract

##### Start of work

At least 1 week before the start of the work, the contractor must send the risk assessment to the HSE Site manager of the construction site.

#### 5.5 Execution of work

All HSE-related documents, guidelines, laws, standards etc. must be complied with during work.

#### 5.6 Finishing of work

When the job is finished, all HSE-related documents must be passed to MPW-EDE.

#### 5.7 Monthly HSE reports

The MPW-EDE HSE site manager must enter the necessary data in MARSH for the monthly HSE report by the third working day of the following month. The points listed below are part of the HSE monthly report

Description	Abbreviation
Amount of Near Misses	NM
Amount of First Aid Cases	FAI
Amount of medical treatments	MTC
Amount of Lost Tie Incidents (>1d)	LTI
Amount of fatalities	FAT
Amount of recordable Incidents	TRC
Recordable Incident frequency	TRCF
Amount of restricted work cases	RWC
Amount of commuting accidents	CA
Number of hours lost due to LTI	LD
Number of working hours of the month	MM
Number of employees on the construction site per	EM
Number of inspections	WA
Number of tours of the authorities	AWA
Number of official directives	OA
fires	FI
Fire damage (€)	
Number of environmental damage	ED
Environmental damage amount (€)	
Number of material damages	MD
Value of material damage (€)	
Number of warnings	W

Furthermore, the following documents must be kept available:

- Waste management certificates for hazardous waste
- Quantity of waste broken down by month and total and by waste code

An evaluation and trend analysis of accidents and incidents is carried out by MPW-EDE.

The summary of the following elements will also be part of the Monthly Report:

- Findings from the HSE inspections,
- weekly toolbox meetings,
- Inspection of safety harnesses, tools and equipment,
- HR topics (incl. new construction site personnel, their training, lessons learned)

The monthly report is part of the final HSE documentation and is handed over to the customer when the work is completed.

## 6. Obligations of the contractors

Each contractor bears full responsibility for the health, safety and welfare of its employees within its own area of work. In the case of further subcontracting, the respective contractor is in turn responsible for coordinating the work of its contractors on its own responsibility. Further subcontracting of work to contractors must be approved by the main contractor. The same qualification criteria must be applied as for the main contractor. The HSE staff of all companies involved shall consult jointly on safety, health and environmental protection issues.

All HSE-specific data (work and residence permits, A1, certificates of competence, etc.) should be passed on to the client in digital format before the start of work. For emergency management purposes, copies of identity cards or passports should also be kept at MPW-EDE and sent to MPW-EDE at short notice if necessary. This also serves to obtain access authorizations to the relevant premises.

### 6.1 Responsibilities

If employees of several different trades work at one workplace, the contractual partners are obliged to cooperate in the implementation of health and safety regulations (duty of coordination). Depending on the work, the contractual partners are obliged to inform each other in particular about the risks and measures for health and safety at work if this is necessary for the health and safety of the employees at work. Depending on the nature of the work, the contractor shall ensure that the employees of the other trades involved in the work receive adequate instructions on the risks to their health and safety.

If subcontractors are used, the MPW-EDE site manager will be responsible for coordinating the various trades on site. The HSE staff will advise the site management on health, safety and environmental issues. This requirement will be considered between the MPW-EDE managers and the Contractors through the PTWs prepared and in the various inter-coordination meetings.

MPW-EDE will try to separate the work of the different trades on site.

### 6.2 Contractor responsible person / language skills

All work must be carried out under the direction and supervision of a responsible person on site who is authorized to represent the contractor (e.g. site manager). At the latest 10 working days before the start of the work, the contractor must give the name of the responsible person and his deputy on the construction site to the contact person responsible for implementing the order.

The responsible person and his deputy must have the necessary reliability, technical and physical qualifications as well as sufficient language skills to understand instructions given by the responsible MPW-EDE person in the business language and to pass them on to the employees of the company so that they understand them.

If necessary for the performance of his work, the responsible person must entrust other supervisors (SV) with the administration and supervision of the work on site and pass on the names to the responsible contact person in writing before the start of work. The SV must be instructed by the person responsible as instructed by MPW-EDE and in the same way they must be able to carry out and supervise the work (including language skills). This means that they must have the necessary technical knowledge and knowledge of safety at work.

If the responsible person uses one or more SVs, he remains responsible for their supervision, clear selection of their tasks and controlled cooperation. If an SV is prevented from performing his duties and no other SV can be used, the person responsible or his deputy must take over the tasks themselves.

The contractor must ensure by appropriate regulations that the responsible person and the delegated SVs can take over the tasks and responsibilities. In particular, they must have the necessary authority with regard to the instructions of the employees and those of the contractors. While the work is being carried out, either the responsible person, his deputy or an authorized SV must be permanently on site and within reach.

All employees of the contractors must be able to understand emergency instructions and read warnings and other notices. In addition, the contractor and his employees must be familiar with the meaning of the local safety instructions.

### 6.3 Site regulations

All regulations of the customer's local construction site regulations are to be applied. This refers in particular to the regulations on internal traffic, the work permit procedure and the internal regulations on first aid and behavior in emergencies.

### 6.4 Permit to Work System (PTW-System)

The work permit system of the customer is to be used. If the customer does not use an own work permit system, MPW-EDE reserves the right to use its own work permit system.

### 6.5 HSE employees of the contracting parties

#### 6.5.1 Number of safety specialists

The number of HSE employees provided by the contractors depends on the nature of the work and the associated assessment of working conditions. The following table shows the recommended number of employees:

Employees	HSE Manager (SiFa)	HSE Officer (SiBe)
<10		0,4 <sup>1)</sup>
10-50		1
51-100	1	0
101-200	1	1
201-300	1	2
301-400	1	3
For each additional 100 persons over 300 or part thereof, an additional full-time HSE person will be provided.		

Employees must work full-time (except <sup>1)</sup>).

Depending on the results of the risk analyses and the HSE performance of the contractors, the amount of HSE employees on site may be higher or lower. The MPW-EDE HSE site manager carries out the assessment.

MPW-EDE has the right to demand the replacement of any HSE personnel without further costs or time extension if MPW-EDE is not satisfied with the performance.

#### 6.5.2 Qualification of HSE Specialists

The qualification of the HSE specialist must be proven to MPW-EDE (copy of the certificate of competence).

### 6.6 Documents and records to be made available

#### 6.6.1 Pre-qualification documents

Must be submitted 6 weeks before the kick-off meeting.

#### 6.6.2 Job-related assembly instructions with the risk analysis (general)

Job-related assembly instructions with risk analysis must be submitted to MPW-EDE 4 weeks before the start of work. The work can only begin after the documents have been checked and approved.

#### 6.6.3 Additional Documents for the MPW-EDE HSE Plan

Must be transmitted 4 weeks before the kick-off meeting.

#### 6.6.4 Job-related assembly instructions with risk analysis (detailed)

Must be submitted 1 week before the start of work.

### 6.7 Contractors Reports

#### 6.7.1 Monthly reports

The data for the monthly report (normal number of hours, events, amount of personnel, etc.) must be sent to MPW-EDE on the first working day of the following month.

#### 6.7.2 Reports and investigations on accidents and incidents

Information on accidents, property damage (> 1,000€) and fires must be sent immediately to MPW-EDE as an immediate report. Reports must be generated as soon as possible (no later than 1 day) and forwarded to MPW-EDE.

#### 6.7.3 Notification and analysis of unwanted events

The contractor undertakes to process and analyze incidents in the MPW-EDE statistics.

### 6.8 Accidents

Every accident must be recorded immediately by the responsible contractual partner and forwarded to MPW-EDE. This document (QHSES-350-104 incident investigation report) is the basis for the MPW-EDE accident report, which is handed over to the customer and included in the statistics. It must be completed in full and, above all, contain a description of how the accident occurred as well as measures to avoid a similar accident in the future.

The contractor must immediately inform the contact person of the construction site about accidents and property damage so that MPW-EDE can comply with local regulations and inform the authorities.

- Near Miss

The notification and analysis of other incidents will be logically used.

#### 6.8.1 Checking the HSE records

The HSE records of the contractors (including their contractors) are randomly checked during audits.

#### 6.8.2 Operating manuals / operating instructions

Necessary operating manuals / operating instructions shall be prepared by the contractors. MPW-EDE reserves the right to prepare its own operating manuals / operating instructions and to introduce these as binding instructions.

### 6.9 Duty to instruct

HSE management systems and laws require that all contractors only employ suitably qualified, trained personnel for the work in question. This is to ensure that the work can be carried out locally, safely and without negative impact on the environment.

The contractor will demonstrate to MPW-EDE that they have conducted the training program in accordance with their internal health and safety management system.

At least one manager from each contractor shall participate in an HSE instruction by MPW-EDE prior to commencing work on site.

Each contractual partner is responsible for informing his employees about the general and special construction site regulations as well as about the HSE plan of MPW-EDE before starting the activities. Contractor's responsibility with regard to health and safety will be in writing from each contract partner to the appropriate responsible persons.

Every employee must have a valid safety pass.

#### 6.9.1 Information and instruction

When informing his employees, the Contractor shall take the necessary precautions to ensure that his employees:

- Obtain sufficient information, especially on the risks posed by the tools, even if they do not use them themselves.
- If necessary, receive operating instructions in a form and language that they can understand. The instruction handbook shall contain at least information on the conditions of use, foreseeable malfunctions and experience relating to the too.

In the case of instructions, the Contractor shall ensure that

- Employees who use tools are adequately instructed in particular on the risks associated with these tools.
- Employees who are entrusted with carrying out repairs, maintenance and conversion work receive sufficient special instructions.

#### 6.9.2 Trainings matrix

Before the start of the work, the contractor will take the planned briefing measures as a matrix.

#### 6.9.3 HSE motivation

The contractor is obliged to motivate his employees with regard to correct HSE behavior. Bonus programs and other measures are welcomed.

## 6.10 Restricted work places

Contractors must set up and maintain restricted workplaces for persons who are slightly injured or have limited operational capacity. These do not necessarily have to be on the construction site, it is also possible to set them up in the company office.

Contractors must introduce and operate a reintegration program to rehabilitate those who have suffered injury or illness and to encourage their return to work. Such a reintegration program must take into account any medical restrictions or restricted working practices.

## 6.11 Preventive medical check-ups

The contractor is responsible for ensuring that only those employees are used who have successfully undergone the currently required occupational medical check-ups. Suitability of the respective persons, as confirmed by the certificates, will be presented upon request.

Employees must be fit to take on their tasks (e.g. driving, working at heights, strenuous activities, etc.).

## 6.12 Other agreements

Outside regular working hours, at least one person from each contractor can be reached by telephone. This readiness must be announced in a notice. All HSE specific data should be transmitted MPW-EDE in electronic form.

# 7. Health protection

## 7.1 Welfare facilities

Offices, break rooms, toilets, washrooms, showers, etc. Must be available in sufficient numbers and cleaned and maintained regularly. Local regulations (in Germany the Workplace Ordinance) must be observed.

First aid facilities are part of the social facilities.

## 7.2 Smoking and vaporizing

Every employee has a legal right to a workplace free of smoke and pollutants. Smoking and steaming is therefore only permitted in the designated and approved places.

# 8. Occupational Safety

## 8.1 General

This section describes the minimum requirements for safe working on site. If local laws or regulations differ, the stricter regulation must be applied.

### 8.1.1 Collective protective measures

The use of collective protective measures is preferable to the use of personal protective equipment. The following hierarchy is applied when selecting protective measures:

#### **S** Substitution of risk source

- T** Technical solutions have first priority
- O** Organizational Measures have second priority
- P** Personal protective equipment may only be used if technical and organizational measures cannot be used. PPE is always the last line of defense

In principle, there is an unrestricted obligation to wear PPE at the construction site.

Work areas which represent an obstacle or a danger for third parties must be made safe by the responsible contract partner. These areas are, for example, closed off at a sufficient distance and marked with warning notices. The use of flutter tape as a barrier is not permitted.

In particular, installation work at height must be shut off at a sufficient distance and marked with warning notices. Lifting loads over traffic routes and the working areas of other contracting parties is not permitted. Such areas are closed for a short time and released again immediately after the work has been completed.

For the duration of their work in hazardous working areas, the respective contractors shall provide suitable protective equipment such as side protection, covers or barriers. These protective devices must be checked regularly and repaired if necessary. In addition, this protective device will be made available beyond the period of the respective work so that it can also be used by others. Hazardous areas must be cordoned off, marked and illuminated.

For example, stable barriers must be installed at a sufficient distance before removing covers or side guards. These barriers are only removed after work has been completed. Before removing protective devices, suitable measures must be taken against falls from a height.

Openings  $\geq 0.3$  m must be covered in such a way that the cover is stable enough and cannot be moved. The other way is to erect a side guard.

#### 8.1.2 Removal of protective measures are only allowed with approval of MPW-EDE!!

Under certain circumstances protective equipment is provided by MPW-EDE. The costs incurred are to be borne by the respective contractor.

## 8.2 Tidiness on the construction site

Order on the construction site is necessary so that safe work can be achieved. Each contracting party is responsible for order in its work area. If several contractors work in one area, and order is not sufficient in this area, MPW-EDE can commission a third party to clean up. The costs are divided among the contracting parties.

Work areas, corridors, stairs and all other areas are to be kept free of garbage, equipment and materials. Storage areas become clean and the materials stored there are kept in order and in a stable condition. The bearing capacity of the subsoil must be taken into account.

Screws and other small parts must be stored and transported in plastic or metal containers. Storage in cardboard boxes is prohibited.

Waste containers must be placed in easily accessible locations on the construction site and used for the disposal of scrap and other waste.

Liquids and materials (e.g. paints, solvents, thinners, oils and greases) or containers containing chemicals must be disposed of in accordance with local regulations.

Transport routes must be kept free of cables and hoses. They must be fastened at a height of about 2 m, so that they are not an obstacle on the ground. S-shaped hooks are preferred.

Welfare facilities must be kept free of waste, packaging and dangerous substances.

Any remaining material that is no longer used is immediately removed from the work area.

The use of open fire for the disposal of waste or heating is strictly prohibited.

### 8.3 Storage areas and materials

The contractor's storage areas shall be marked. Each contractor is required to use only the areas allocated to it, to use them economically and to keep them clean at all times.

If a contractor's materials or storage containers are not within the allocated areas, they will be moved by MPW-EDE Site Management at the contractor's expense or removed from site without prior warning. The Contractor shall bear all costs for this.

Any contractor storage area must be fenced off. A sign shall be posted with the name of each contractor and the name and telephone number of the responsible site manager.

Permission must be obtained from MPW-EDE before material may be stored elsewhere than in the allocated areas. Only material to cover daily needs will be stored at the workplace.

Materials are stored neatly and secured against falling over. Traffic routes and work areas are kept clear. MPW-EDE's site management will be informed immediately of any interference.

### 8.4 Storage of gas cylinders and combustible materials

This section covers all portable gas cylinders, LPG (propane, butane) containers, diesel containers, solvents and other combustible materials. All contractors are responsible for ensuring that their materials comply with the following principles:

- Gas cylinders and other gas-filled containers must be protected against mechanical, chemical and thermal influences.
- Substances which react with each other shall be stored separately (a minimum distance of 2 m shall be maintained for flammable and fire-inducing gases).
- Flammable materials are stored in adequately ventilated metallic containers marked "Flammable materials".
- Gas cylinders are stored upright and in a stable position (secured with a chain). If they use the cylinders underground, they must be fitted with a special sealing cap. It is forbidden to store gas cylinders below ground level.
- Hot work" must not be carried out near flammable materials or fuels.
- A suitable fire extinguisher must be kept near storage areas containing combustible materials or fuel.
- All gas cylinders, temporary installations and containers containing flammable or toxic materials must be marked with the owner's name.

All gas cylinders and other hazardous substances must be stored in defined areas.

### 8.5 PPE standards

#### 8.5.1 Protective equipment

Personal protective equipment must meet the requirements of European Directive 2016/425 on PPE, have a CE mark and be in good condition. Personal protective equipment, basic equipment:

- Safety helmet with chin strap (EN 397) (observe helmet marking obligation!).
- Suitable eye protection (EN 166 F)
- Work gloves (EN 420, EN 388)
- Safety footwear (EN 20345 S3, ankle-high)
- Warning protection clothing (EN 20471 class 2)



- Flame retardant and antistatic protective clothing with long sleeves and long trousers (EN ISO 11612 and EN 1149-5)
- In addition, protective clothing in accordance with EN ISO 11611 Class 2 must be provided for welders. Chemical protection against liquid chemicals must be carried out according to EN 13034.

The necessity to wear other personal protective equipment for a specific job (e.g. noise protection, skin protection, respiratory protection) results from the respective risk assessments and / or work instructions of the contractual partners.

The operative employees of the contractor must wear one-piece or two-piece work clothing.

Suitable full protective masks must be worn for grinding and cutting work.

Hearing protection must be offered from 80 dB(A) and must be worn from 85 dB(A).

The contractor must provide the necessary personal protective equipment for his employees and check that it is used and maintained correctly.

## 8.6 Working in confined spaces

Possible risk factors include suffocation by toxic gases, vapors or lack of oxygen, sediments, slippery or bulky material, various fixtures, explosion hazards, electrical voltages, radiation, detergents, etc.

Isolating transformers or protective extra-low voltage must be used for electrical work in enclosed spaces.

All enclosed spaces must be clearly marked to prevent unauthorized persons from entering them. Working in enclosed spaces involves special risks for each employee.

All employees must be fully trained to work in confined spaces. In addition, regular rescue exercises must be carried out.

Further regulations result from the construction site regulations or the client's work permit procedure.

## 8.7 Hot works

Each contractor will keep its own fire extinguishing equipment in accordance with local regulations in its site facilities and work areas. Fire extinguishing equipment from MPW-EDE may only be used in an emergency situation. Emergency telephones must be available on site.

Further regulations result from the construction site regulations or the customer's work permit procedure.

## 8.8 Noise protection and reduction

### Measurements:

When the lower triggering level of 80 dB(A) is reached:

- instruct personnel
- Provide hearing protection

When the upper triggering level of 85 dB (A) is reached:

- Establishment of a noise protection program with technical and organizational measures
- Marking and, if necessary, separating noise areas. For example in workshops or construction machines and their control platforms.
- Ensure that hearing protection is worn by employees

## 8.9 Machinery, tools and equipment

Contractors shall only use equipment and machinery that:

- Conform to the Directive on the use of work equipment (95/63/EEC); and
- Are tested and in working order.
- Only use diesel-powered machinery and equipment in buildings that is fitted with an effective diesel particulate filter or that fully discharges its exhaust gases to the outside. Preference shall be given to electrically powered machinery and equipment.

Machinery and electrical equipment will comply with the following directives:

- Directive 2006/42 / EC and its amendment in relation to machinery,
- Directive 93/68 / EC and its amendment in relation to low voltage,
- Directive 89/336 / EC and its amendment with regard to electromagnetic compatibility.

They must have a CE mark and a European certificate of conformity. All test certificates must be held in accordance with the required local regulations at the construction site.

Contractors must ensure that equipment and tools are in good condition and are only used for the appropriate purpose. Any machine that could pose a hazard due to rotating parts (axles, drive belts, pulleys, saw blades, etc.) must be fitted with sturdy protective covers. Close-fitting work clothes must be worn.

Especially when using angle grinders, make sure that all handles (vibration-damping handles) and safety devices are fitted. All angle grinders must be equipped with a dead man's switch and a kick-back stop. If vibration-damping handles are not available, vibration-damping gloves must be used. Wearing ear, face and eye protection (visor and goggles) when working with the angle grinder is obligatory.

Machines and tools must be checked at regular intervals, before use and regularly thereafter.

## 8.10 Shut down

Safety measures must be taken when shutting down plant, equipment and their parts. These should prevent the machine from being accidentally switched on again. This means for example:

- Put padlocks on main switches
- Use lockable switch boxes
- Setting plug-in discs

Reference is made to the LOTO procedure (QHSES-320-500 LOTO).

## 8.11 Fire and explosion protection

Contractors are responsible for providing adequate fire protection measures in their work areas.

In accordance with local laws, each contractor shall provide its own fire extinguishers in its work and storage area.

In accordance with local regulations, fire extinguishers shall be regularly inspected and labelled. The locations of the fire extinguishers shall be marked with signs.

Traffic, rescue and escape routes must be kept clear at all times.

Furthermore, the construction site regulations shall govern.

## 8.12 Hazardous substances

All contractors are obliged to check in advance whether substances delivered to the construction site are potentially harmful to health or the environment. All hazardous substances and their quantities must be listed in a hazardous substances register, indicating the possible risks (in terms of storage, use, spillage, release, waste products, etc.). The corresponding safety data sheets must be kept on site. The list must be handed over to MPW-EDE together with the associated safety data sheets and operating instructions before work begins. The import, storage, refilling or use of hazardous substances must be approved by prior agreement.

The contractors are responsible for informing MPW-EDE immediately of any release of chemicals, oils, fuels, solvents, acids, mordants, etc. In case of danger (fire, environmental damage), the internal emergency number must be called immediately.

### 8.12.1.1 Asbestos

Before starting work, the client must confirm that buildings and components are free of asbestos. If this is not done, the work may not be started.

If asbestos is suspected in the building, work area or components (usually seals or insulation) during the work, the work in the area must be stopped immediately. Work may only be resumed after removal and clearance measurement by a qualified company.

## 8.13 First Aid

Each contractor shall ensure that it has sufficient and appropriate first aid material in accordance with local legislation.

In accordance with local legislation, each contractor must appoint a certain number of first aiders, which must be proven to MPW-EDE. The contractor shall ensure that the first aiders are trained at regular intervals to meet this requirement. These persons will participate in site rescue drills.

Number of employees	Amount of first aiders	Presence
< 20 Employees	min. 2 First Aider	Full time
>20 Employees	10 % of the present workforce	Full time
>100 Employees per shift	1 additional paramedic	Full time

Every injury must be recorded and treated and recorded in the site dressing book. Every first aid case must also be reported to the MPW-EDE Manager.

## 9. Environment protection

### 9.1 General rules for environment protection

The contractor shall comply with the relevant environmental protection laws and regulations (e.g. Immission Control Act, Waste Management Act and Water Resources Act).

The locally applicable regulations of the emergency and hazard plans must be followed.

MPW-EDE must be informed of all work that may have an impact on the environment.

MPW-EDE keeps a register of environmental aspects and impacts (EAI - Register) for all work that could have an impact on the environment. Particular attention should be paid to the following points:

- Handling environmentally hazardous materials
- air pollution
- Discharging into water bodies, waste water

- Soil and water protection
- soil contamination
- waste management
- Use / consumption of energy, raw materials and natural resources
- Release of energy, e.g. in the form of heat
- Noise release (on construction sites)
- odour release
- release of vibrations
- Start-up and shutdown activities
- Consideration of disturbances
- Consideration of emergencies (emergency stop)

## 9.2 Disposal, storage and recycling of waste

The Contractor shall obtain information from MPW-EDE about the existing waste disposal systems on the construction site. The disposal of waste owned by the Contractor is the Contractor's duty unless otherwise contractually agreed.

Proof of disposal must be provided to MPW-EDE. The relevant evidence (proof of disposal, export certificates etc.) must be presented to MPW-EDE. MPW-EDE reserves the right to inspect the contractor's waste before it leaves the construction site. The handling of waste must be carried out in accordance with the applicable legal provisions.

Each contractor shall supply materials for neutralizing and absorbing hazardous substances for its hazardous substances used.

## 10. Reference documents

### 10.1 Further applicable Guidelines

Norms / Regulations	Item
ArbSchG	Occupational Health and Safety Act
ArbStättV	Workplace Ordinance
ASIG	Occupational Safety Act
ASR A 4.3.	First aid
ASR 47 1-3,5	Washrooms
ASR 48	Toilet rooms on construction sites
ASR A 4-4	Accommodation
ASR A2.2	Measures against fires
Baustellenordnung des Kunden	Site regulations of the client
BetrSichV	Industrial Safety Ordinance
BetrVG	Works Constitution Act
DGUV Information 208-016	Stepladders
BImSchG	Federal Immission Control Act
DGUV Grundsatz 308-001	Training and commissioning of industrial truck drivers
DGUV Grundsatz 309-003	Selection, instruction and certification of crane operators
DGUV Information 112-194	Use of hearing protection

DGUV Information 201-011	Instructions for handling work/protective scaffolding
DGUV Information 203-001	Safety when working on electrical equipment
DGUV Information 203-005	Selection and operation of mobile electrical equipment according to area of application
DGUV Information 203-006	Selection and operation of electrical equipment on construction sites
DGUV Information 203-070	Repeat testing of portable electrical equipment
DGUV Information 204-001	First aid instructions
DGUV Information 204-006	First aid
DGUV Information 208-004	Forklift truck drivers
DGUV Information 208-016	Instructions for handling ladders and steps
DGUV Information 208-019	Safe handling of mobile elevating work platforms
DGUV Information 209-012	Crane operator
DGUV Information 209-013	Slinger
DGUV Information 209-021	Load tables for lifting gear
DGUV Information 209-058	Welding work with chrome and nickel filler and base materials
DGUV Information 209-061	Use of lifting slings and round slings made of synthetic fibers
DGUV Information 211-041	Safety labelling at the workplace
DGUV Information 212-019	Chemical protective clothing for remediation of contaminated sites
DGUV Information 212-024	Hearing protection
DGUV Information 213-001	Working in containers and confined spaces
DGUV Information 213-521	Using ladders safely
DGUV Information 214-009	Design of safety spaces, safety distances and traffic routes on railways
DGUV Information 215-210	Natural and artificial lighting of workplaces
DGUV Regel 100-500	Operating work equipment
DGUV Regel 101-005	Hoistable access equipment
DGUV Regel 109-003	Working with cooling lubricants
DGUV Regel 109-005	Use of sling wire ropes
DGUV Regel 109-006	Use of fiber ropes
DGUV Regel 112-198	Use of PPE against falls from a height
DGUV Regel 113-004	Working in containers and confined spaces
DGUV Vorschrift 1	Principles of prevention
DGUV Vorschrift 3	Electrical installations and equipment
DGUV Vorschrift 38	Construction work
DGUV Vorschrift 54	Winches, lifting and pulling equipment
DGUV Vorschrift 6	Occupational health precautions
DGUV Vorschrift 68	Industrial trucks
DGUV Vorschrift 70	Vehicles
DGUV Vorschrift 73	Railways

DGUV Vorschrift 77	Work in the track area
DIN 18211	Temporary structures for buildings
DIN 4124	Excavations and trenches
DIN 4420	Working and protective scaffolding
GefStoffV	Ordinance on Hazardous Substances
KrWG	Recycling Management Act
TRBS 1201	Inspections of work equipment and systems requiring monitoring
TRBS 2121 Teil 1	Risks to persons from falling - Provision and use of scaffolding
TRBS 2121 Teil 4	Risks to persons from falls from a height - Lifting persons with work equipment not intended for this purpose
TRBS2121	Mobile scaffolds
TRGS 519	Asbestos ,Demolition, renovation or maintenance work
TRGS 521	Demolition, renovation or maintenance work with old mineral wool
TRGS 528	Welding work
TRGS 559	Mineral dust
VBG 9a	Load lifting devices in hoist operation
VBG-R 513	Internal cleaning of water pipes Steam generator connection + pipelines
VerpackV	Packaging Ordinance
WHG	Water Resources Act

The above specifications make no claim to completeness

## 10.2 SDA / Standard-Forms

Dok-No.	Item
QHSES-320-112	Instructions
QHSES-350-106	Kick Off Meeting
QHSES-320-103	Qualification matrix
QHSES-320-200	Process instruction for implementation of site regulations
QHSES-320-201	Notification of non-compliance of site regulations
QHSES-320-308	LMRA
QHSES-330-100	Compiling of risk assessment
QHSES-330-101	Blanc form risk assessment
QHSES-330-102	Standard Risk assessment

QHSES-370-100	Issue of PPE
QHSES-370-102	Form issue of PPE
QHSES-350-200 / VA0192-H-0_202003	HSE reporting on site
QHSES-350-201	Checklist of documents to be submitted
QHSES-310-200	Alarm plan for construction sites
QHSES-350-104	Incident investigation report
QHSES-350-001	Safety alert
QHSES-300-205	Environmental protection
QHSES-300-201	Waste balance sheet

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