

Safety Guidelines for Contractors

We place great value on order handling that is free of safety system errors and safety-conscious work performance, and thus on prevention of workplace accidents and avoidance of damage to facilities and the environment.

In accordance with RAG's principles for workplace safety, we establish the same safety requirements for the personnel of your company that we do for our own personnel.

These "**Safety guidelines for contractors**" and the "**Summary of safety guidelines for contractors**" represent an integral component of all contracts with the contractors we employ and with their own contractors (subcontractors). Failure to comply is therefore considered as a breach of contract, with all the consequences resulting from that.

We expect you to comply with these RAG guidelines when performing the tasks and work as well as you accept all laws, ordinances, regulations and norms that apply to your activities.

In particular, your activities must also be carried out in compliance with the terms of the Austrian Mineral Raw Materials Law (Mineralrohstoffgesetz), Employee Safety Law (ArbeitnehmerInnenschutzgesetz), and the Construction Work Coordination Law (Bauarbeitenkoordinationsgesetz) with respect to responsibilities and, if necessary, a health and safety plan (SiGe-Plan).

Under the heading of Laws and Ordinances, you can find a sample list of the significant laws and ordinances for services (activities) performed on behalf of RAG.

In this document "RAG" refers to RAG AUSTRIA AG and its subsidiaries.

By **signing the declaration/confirmation (Appendix 1), you are obliged**, and by **signing the summary (Appendix 2), your employees^{***}** are obliged to comply with all health, safety, and environment regulations applicable to your activities.

You will therefore be obligated to inform yourselves at least before starting work within or in the vicinity of a facility or construction site about the locally specific regulations.

In case of violation of these regulations or of the plant (local) safety guidelines, **RAG supervision^{*}** and/or the **local construction management^{**}** are entitled to stop work until the proper conditions have been established. Any resulting costs and damages shall be the responsibility of the contractor.

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|------------------|----------------------|---|
| [*]) | RAG supervision | (RAG employee – plant supervisor, planning/construction site coordinator) |
| ^{**}) | Construction manager | (External personnel working for RAG – planning/construction site coordinator) |
| ^{***}) | Employee | (This word is used in a gender-neutral manner.) |

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1 Introduction

1.1 General information

The customer has high expectations for safety consciousness and safety-oriented conduct for the people working in their company, in their plants, and on their construction sites.

This standard, "Safety guidelines for contractors," contains basis safety regulations that must be followed by the contractor and their subcontractors. Applicable legal regulations, ordinances, and accident protection guidelines, as well as applicable technical rules, are not affected by this and must also be followed. In plants subject to the mining authorities, furthermore, the Austrian Mineral Raw Material Law (MinroG), the Drill Mining Ordinance (BB-V), the Drilling Work Ordinance (BohrarbV). In areas marked as "EX" the Ordinance for Protection of Employees from Potentially Explosive Atmospheres (VEXAT) has to be followed. Responsibility for the safety and the adherence to the safety rules of their personnel and for all measures required for the safe execution of the work order lies with the contractor.

By accepting the contract, the contractor recognizes these safety guidelines. Compliance is a part of the order.

1.2 Scope of applicability

The safety guidelines for contractors apply to all plant grounds and all construction sites of the customer.

1.3 Authority

The RAG supervision and/or local construction management reserve the right to inspect personnel of the contractor for compliance with this standard, and to expel them from the danger zone or plant grounds in case of unsafe conduct. Moreover, RAG supervision and/or local construction management may shut down a construction site until correction of unsafe conditions. The resulting costs shall be the responsibility of the contractor.

1.4 Accessibility of guidelines

The accident prevention guidelines applicable for the customer are available for viewing upon request. (Laws with posting requirements)

1.5 Work hours

On construction sites, the contractor must perform their work in accordance with applicable work time regulations.

The contractor must compare their normal working hours with RAG's normal working hours, and if overtime is required, the approval of the customer must be obtained.

2 Conduct in case of danger or accidents

2.1 First Aid

Every contractor must take the measures required by legal regulations.

These include:

- Availability of a sufficient number of personnel trained in first aid,
- The provision of first aid equipment in a clearly designated location,
- Posting in a clearly visible area of:
 - The names of all available personnel trained in first aid,
 - All important telephone numbers (doctors for first aid, emergency coordination office, hospitals, emergency clinic, fire department, police, etc.)
 - In additional important information, e.g. escape routes, assembly points,...

2.2 Problems/emergency cases

In case of problems/emergency the local construction supervisor must be informed immediately and the following rules obeyed:

- Turn off work machines and units,
- Stop work immediately,
- Stop smoking even in areas normally approved, and extinguish all embers,
- Keep roadways free,
- Move to the assembly point
- Follow the instructions of the emergency personnel.

Work may only be resumed upon instruction by the local construction supervisor.

2.3 Danger / accident report

Contractors and subcontractors report accidents, even minor injuries and near-accidents, for their employees, and damage events such as fires, blow-outs and other dangerous events in their scope of applicability **immediately** to RAG supervision **and** local construction management. In case of absences of personnel applicable local laws have to be obeyed. A copy of the accident report to the authorities (with the personal data of the accident victim obscured) and the resulting absence must be forwarded to the RAG supervision and local construction management as quickly as possible.

In places where a fatal or severe accident occurs, nothing may be changed before documentation of the accident by the mining authorities. Exceptions: Rescue and securing activities.

2.4 Direction of ambulances

Incoming ambulances should be directed to the accident victim.

3 Fire safety

RAG dispatching central for emergency calls: 00800 8481 0000 or 07583 / 8481

- Follow alarm plans - see also fire safety plans on-site and/or fire extinguishing and fire safety plans, as well as the oil, reservoir water, and gas leak plan
- In case of alarms sent through the dispatching central, wait for arrival of the fire department / emergency personnel / oil cleanup crew and direct them appropriately in the absence of the RAG supervision and/or local construction management.
- Everyone is obligated to contribute to prevention of fires by caution and suitable preventive measures.

3.1 Preventive fire safety measures

- Order and cleanliness:
- Ex and fire zones may only be entered with written approval from RAG supervision and/or local construction management.
- Fire extinguishing systems, escape routes, and emergency exits must be provided everywhere and remain accessible at all times.
- Follow smoking bans.
- Flammable waste belong in containers provided specifically for this purpose.
- Storage of materials which present a fire load is forbidden in flammable surroundings and fire belts.
- Fire section doors must be kept closed.
- Welding and working with fire:
 - Welding and work with fire may only be done with written work approval.
 - All flammable material must be removed from the vicinity of the fire work. If this is not possible, it must be covered with protective covers.
 - Depending on the scope of work, a fire watch must be organized, who will also inspect the work area after the work is complete.
 - Fire extinguishing devices must be held ready in sufficient numbers.
- Flammable liquids and compressed gases
 - Flammable liquids and compressed gases may only be kept ready in work rooms at most in sufficient quantity for a single day's use.
 - Quantities beyond a single day's use must be stored according to guidelines
- Electrical equipment
 - Electrical equipment that does not directly serve the fulfillment of the order (coffee machine, radio, etc.) may only be use with the explicit approval of the local construction management.
 - Use of non-explosion-secured electrical equipment in Ex zones is only permitted with written work approval and additional safety measures.

3.2 Conduct in case of fire

- In case of fire, the rule is always Alarm, Rescue, Extinguish.
- Stay calm.
- Report fire to the local construction management with specific information about the location of the fire (Alarm).
- Report briefly and clearly:
 - What is burning?
 - Where is it burning?
 - Who is reporting?
- Stay out of dangerous areas/situations.
- Rescue people in need.
- Warn people in danger.
- Attempt to extinguish the fire.
- Do not put yourself in danger.
- If electrical equipment is on fire, turn the electricity off.

3.3 Conduct after fires

- The location of the fire may not be changed, so that later examinations will not obtain incorrect results.
- Entirely or partly emptied fire extinguishers may not be put back in their places.
- A recognized technical company must be engaged immediately to inspect and fill all fire extinguishers.

4 Safety organization on the construction site

4.1 Safety training

Before work starts, the personnel responsible for management and technical oversight must be named in writing to RAG.

The declaration/confirmation (Appendix 1) must therefore be filled out completely, signed, and sent to the address below. This applies both to companies purely engaged in mining as well as those who exclusively activities of a commercial nature above ground.

**RAG AUSTRIA AG
Purchasing Department
Schwarzmoos 28
A-4851 Gampern**

The contractor must ensure that their personnel and the personnel of any subcontractors they employ are trained before commencing work in the area of applicability:

- About the content of these safety guidelines,
- About additional applicable legal regulations, ordinances, guidelines, and instructions for use and operation, and
- About special work related dangers and associated safety measures (conduct, personal protective gear, hazardous materials, etc.)

Your employees must be instructed in existing safety guidelines by you (management or technical oversight of responsible parties). The associated "Summary of safety guidelines for contractors" will serve as documentation, which the technical oversight person (responsible party) on-site and/or the employees sign and carry with them. The evidence of completed safety training must be presented to RAG supervision and/or local construction management upon request. When first time entering a RAG facility and after that yearly your employee has to pass a written multiple choice test. Passing criteria is reaching 60% correctness. Immediately after passing the test, an ID-sticker will be handed over to your employee. This sticker must be carried along and presented to RAG personnel on request or worn permanently visible. It is your responsibility to affix the sticker to a proper position, such as the RAG security card. If your employee loses the sticker, he will receive a new one after submitting the signed attachment-2. A repeat of the multiple-choice test is not required.

When replacing employees or employing subcontractors, proceed analogously.

Verifiable instruction about dangers in RAG facilities will be carried out by RAG supervision and/or local construction management.

The frequency, type, and scope of instruction to be repeated regularly must be determined in compliance with applicable laws, guidelines, and accident prevention regulations.

Your employees must have mastered the German language sufficiently that they understand and can intelligibly repeat instructions and information from supervisors and RAG supervision and/or local construction management. Untrained personnel may not work in the area of applicability at any time. Should your personnel not be able to communicate in German you have to take care that somebody is on location who guarantees non-misleading communication.

The minimum age of employees must be 18 years.

4.2 Supervision

The contractor must ensure the presence of a technical supervisor. The supervisor must be named in writing to the local construction management before work commences. It will not be possible to start work without naming a supervisor.

When employing up to two people, placement of a supervisor on-site may be omitted after discussion with the responsible local construction management. This does not apply in case of so-called dangerous activities.

The supervisor must monitor compliance with all safety guidelines (including these safety guidelines) by regular inspections, so that unsafe work procedures, violations of safety guidelines, and other danger sources are detected in a timely manner and can be corrected.

If safety defects are noted, the supervisor must:

- Instruct workers to comply with the applicable safety rules,
- Take safety measures, and
- Inform RAG supervision and/or local construction management immediately.

The supervisor can personally be involved in the work, so long as this does not affect his or her monitoring activity.

If people from multiple contractors are employed in a location, a contractor coordinator must be named in writing after discussion with the local construction management, in order to prevent any possible mutual endangerments. Any applicable terms of the Construction Coordination Law (responsibilities and any necessary health and safety plan – SiGe-Plan) must be observed.

The safety instructions of RAG supervision and/or local construction management must be followed immediately.

4.3 Permit to Work

All contractor work within RAG operations need a permit to work. When performing hazardous work this permit has to be in writing. The decision whether a hazardous work will be performed is within the RAG supervisors duties. In any case the following work need a written permit:

4.3.1 Working with fire and explosion hazards (e.g. in areas with gas lines or systems in Ex and fire zones, but also for hot work in other areas).

In working areas at risk of explosion (Ex zone), welding, cutting, soldering, brazing, preheating, the use of non-explosion-safe light sources, and the use of non-explosion-safe electrical equipment and tools, as well as all spark-generating working methods, are entirely forbidden. Plug connections must be located outside the Ex zone. It should particularly be noted that the Ex zone may move due to suction lines or similar systems during performance of work; the restrictions listed above then apply as needed or corrections must be made by changing arrangements. It must furthermore be noted that the operation of powered vehicles in the Ex zone is forbidden.

Before starting fire work (welding, arc welding, soldering, etc.) in the Ex or fire zones (VEXAT), written work approval must be obtained from the RAG supervision and/or local construction management. Without an appropriate approval from the supervisor/plant manager, no approval can be issued for fire work.

The safety guidelines and safety rules associated with the work approval regarding the performance of fire work in areas at risk of explosion or fire must be strictly observed. Work approvals are revoked as soon as the date and time entered on them are exceeded or if unforeseen circumstances arise that prevent further work for safety reasons. The welding supervisor assigned by RAG is authorized to give instructions for the avoidance of risk.

4.3.2 Entering containers, excavations, shafts.

Containers, channels, ditches, wells, shafts, and the like in which the presence of poisonous gases or simply a deficiency of oxygen can be anticipated may only be entered if the approval of RAG supervision and/or local construction management is previously obtained and all necessary safety measures have been taken. Only approved breathing apparatus may be used. People wearing breathing apparatus must be able to demonstrate its suitability. Specific safety guidelines apply to the entry and cleaning of tanks. To ensure safe rescue, assistance must be obtained before starting work – working alone is forbidden!

4.4 Risk analysis in the workplace

Before starting work, the contractor must inform themselves about hazards in their working area. Existing dangers and safety measures that must be taken (technical and organizational measures, personal protective gear) must be recorded in writing and assigned to one another. If it is necessary to prepare a SiGe plan, the risk analysis must be documented there.

In case of unclarity with respect to existing risks, the contractor must seek the advice of the RAG supervision and/or local construction management.

4.5 Workplace clinical care

The contractor must ensure that the state of health of their personnel is monitored by workplace medical examinations if performance of the work is associated with health-endangering effects or hazardous activities.

In this case, before starting work, evidence of the completed examinations must be provided to the RAG supervision and/or local construction management.

If this evidence is not presented, employees of contractors or subcontractors cannot be employed.

4.6 Ending work

After temporary or final ending of work, the local construction management must be informed of the status or completion of the work. For work with influence on system function, safety systems, or operational readiness, evidence of proper completion of work must be provided.

5 Personal protective equipment

The contractor must provide their working personnel with sufficient quantities of personal protective gear.

On construction sites and the entire plant grounds of production facilities, the following must always be worn:

- Safety helmet (EN 397)
- Safety boots EN 20345 S3 (minimum S3 standard, ankle high, laced)
- Coveralls
- Shorts are not permitted
- Protective eyewear (EN 166 and EN 170)
- The following protective gear may also be required
 - o Protective gloves (EN 388 and EN 374, specifications should meet the requirements of the particular task being performed)
 - o Flame resistant and antistatic coveralls in Ex areas (EN 11612 (EN 531) and EN 1149)
 - o Long sleeves must be worn in Ex areas
 - o Safety harness when working at height (EN 361)
 - o Ear protection (EN 352) in hearing protection zones

Personal protective equipment must be selected in accordance with the existing dangers before work begins, and reported to the local construction management. The supervisor must monitor the use of personal protective equipment and make reference to it. The RAG supervision and/or local construction management is entitled to forbid personnel not wearing the prescribed protective equipment from continuing work.

6 Order in the plant/work environment/addictive substances

6.1 Setup and maintenance of construction site facilities

Construction site facilities such as changing rooms, office and storage containers, and sanitary vehicles must be set up in coordination with the local construction management.

Room and material containers as well as campers may only be placed in the assigned locations and must be equipped with tested, ÖNORM-compliant fire extinguishers. The setup of heaters and ovens of any kind requires the approval of the responsible RAG supervision and/or local construction management. In case of doubt, the responsible fire safety representative of the plant must be asked. The use of liquid gas systems for heating or cooking is forbidden.

Construction sites, workplaces, rest areas, and sanitary facilities must be kept in an orderly, clean condition. It must be ensured that the surroundings of work areas, particularly outdoor areas adjacent to the work site, are kept free of contamination of any kind. Contractors are responsible for cleaning and order in their workplace. Self-caused waste must be taken away and disposed of properly.

Overnight stays or residence on the plant grounds is forbidden.

Hazardous materials (flammable, explosive, poisonous, etc.) may not be stored in the changing rooms, offices, or office containers.

Self-serve fuel stations and stationary containers for liquid gas must be set up, secured, and labeled according to regulations. The setup location must also be coordinated with the local construction management.

6.2 Safe working environment

Hazardous areas such as ditches and obstacles must be removed or immediately and sufficiently secured as well as labeled.

Excavation pits with a bank angle of 45° or steeper and a depth of over 2.0m must be secured.

Openings in floors must be covered with suitably supporting materials or secured with protection on all sides.

In case of danger due to scattered objects or materials, the customer reserves the right to clean up the work area at the cost of the contractor, if necessary through engagement of another company.

6.3 Alcohol / drugs / medication / smoking

The consumption of alcoholic beverages of any kind is forbidden.

The entry to any RAG facility in an intoxicated condition or under the effects of drugs/medications is forbidden. No work at all may be done under the influence of alcohol. It is therefore strictly forbidden to bring alcoholic beverages onto the plant grounds. The responsible party for the contractor is obligated to refuse access to RAG facilities and construction sites to any person who is intoxicated or under the influence of drugs/medication.

Smoking is forbidden when working in Ex zones as well as anywhere on the RAG plant grounds and construction sites. Specially marked smoking areas are the exception. This also applies to the use of e-cigarettes.

6.4 Areas of access / behavior

The personnel of contractors and/or subcontractors must remain in the work areas assigned to them and may not disturb or hinder other operational activity. It is not permitted to remain on the work site outside the working hours determined. Horseplay and unnecessary noise must be avoided.

Rest areas for work breaks must be coordinated with the local construction management.

Operational facilities, valves, and other functional units serving production processes may not be entered, climbed on, changed, or actuated without the approval and an order from the RAG supervision and/or local construction management.

The performance of private work on plant grounds is not permitted. Photography is permitted only with the approval of the local construction management.

Warning signs, traffic signs, and other safety notices must be observed. They may not be changed or removed without the approval of the local construction management.

7 Machines and tools

7.1 Safe condition

Vehicles, machines, tools, equipment, etc. that are used in the context of the work order must conform to applicable regulations and must be maintained in a safe condition.

7.2 Correction of defects

Defects in your own equipment must be corrected immediately. If this is not possible, this equipment may no longer be used to fulfill the work order.

7.3 Safety systems

Safety systems on machines, equipment, facilities, and other safety systems provided for the protection of working personnel must be used as intended. They may not be influenced, manipulated, or removed.

7.4 Test signs and plates

In the applicable area, only machines/equipment with the "GS" or "CE" safety test symbols may be used. On large equipment/machines for which expert acceptance is required (e.g. cranes, backhoe, etc.) the test plates must be visibly affixed.

Electrical systems and equipment must be tested according to the Equipment Ordinance before the first use and after each restart after changes. Portable or mobile electrical systems and equipment must also be inspected at regular intervals. The inspections must be documented in test logs and marked on the equipment.

If there is any doubt concerning the safety of equipment/machines, RAG supervision and/or local construction management reserves the right to inspect the test logs and/or to forbid the use of the equipment/machines.

7.5 User qualification

Working machines and equipment for which special user qualifications are prescribed (e.g. industrial trucks, lifting equipment) may only be operated by trained personnel. Personnel entrusted with fire work must be trained and experienced in the use of the equipment required. Welding and autogenous cutting work may only be done by certified welders. The certificate must be presented upon request.

If power for your work is provided by our plant, the steam, air, gas, water, or power connections provided to you will be explicitly noted by RAG supervision and/or local construction management and approved for use. Other connections may not be used.

7.6 Working noise

The machines and tools used should have as little noise emission as possible. Measures should be taken on construction sites to restrict the extent of noise to a minimum. If the legally specified noise limits are exceeded, hearing protection must be worn. Furthermore, any project decisions on the part of the mining authority must be observed.

8 Working on the construction site

8.1 Lifting of loads

- Only approved and inspected lifting apparatus may be used. Lifting straps, round slings, and ropes are not suitable for sharp-edged or hot loads
- Lifting accessories must be inspected regularly (periodic test data must be visible).
- When lifting loads, head protection, foot protection, and hand protection must be used.
- Be careful with load capacity and tilt angles of supporting ground
- Loads slung by hand may only be moved upon the clear signal of the slinger.
- No person is allowed to be under hanging loads.
- Guide ropes must be used to guide loads during the transport process.
- When lifting loads, do not stay between the load to be lifted and fixed objects such as walls, machines, or stored materials. The swinging load may crush the slinger.
- A load may only be set down if all personnel (including the slinger) have left the danger zone of the discharge area.
- Defective sling and load lifting equipment must be destroyed.

8.2 Working with compressed air bottles

- Compressed air bottles may not be placed in rooms below ground level or in narrow pipe ditches.
- Compressed gas bottles must be secured against falling over and protected from impact; they may not be thrown, allowed to fall, or rolled over the ground. They must also be protected from direct sunshine.
- Use only suitable transport equipment (bottle carts, transport racks) for transport.
- Within the protection zone of the bottles, there may not be any source of sparks.
- Valves from bottles not currently in use must be closed and secured with the protective cap.
- Behind the bottle valve, a standards-compliant pressure regulator/reducer must be installed.
- Only defect-free hoses and suitable hose connectors may be used.
- When working below ground level with hoses over 40 cm in length, gas leak clips must be used. Above ground level, instead of gas leak clips, hose break clips may also be used.
- Compressed gas bottles of flammable gases (acetylene, liquid gas) and fire-enhancing gases (oxygen) may not be stored directly adjacent to one another.

8.3 Ladders, steps, scaffolding, and fall safety devices

Ladders, steps, and scaffolding must comply with accident prevention regulations and standards. When working above ground level, a safe place to stand must be provided (scaffolding, safety straps, etc.). When working on elevated places the endangered area below has to be locked out and no personnel in this dangerous area is allowed. Inspection plates must be visible.

Leaning ladders may only be used to cover height differences of up to 5.0m. In all other cases, suitable stair towers or scaffold access ladders must be provided.

8.3.1 Ladders and steps

- Metal ladders may not be used in the vicinity of voltage-carrying parts.
- Ladders and steps may not be overloaded.
- Ladders and steps must be set up stably, and secured against slipping as needed.
- Defective ladders must be separated out immediately and secured against reused.

8.3.1.1 Leaning ladders

- The correct leaning angle must be ensured.
- Lean ladders only against secure support points (not glass panes, cables, or rods).
- To reach higher areas, leaning ladders must project 1 m beyond the transfer point.
- Only work on small areas may be carried out on leaning ladders. No higher point than 5 m may be used to stand on.
- If machines or equipment is operated with both hands from a leaning ladder, a safety belt must be worn.

8.3.1.2 Stepladders

- The upper steps of stepladders may not be used to stand on.
- You may not climb to higher work areas using stepladders.
- Stepladders may only be used if fully extended; the safety struts must be engaged.

8.3.1.3 Vertical ladders

- On vertical ladders at heights of over 5 m, safety belts must be used.

8.3.2 Scaffolding

- Scaffolding must comply with legal requirements. This particularly applies to the attachment of footboards and railings. After setup, scaffolding must be closely inspected before use. Written records must be kept of the scaffolding approval (scaffolding approval confirmation must be kept on-site.)
- Mobile scaffolding or rolling ladders may only be moved if no-one is on them.
- Scaffolding for construction work at 2 m or higher must be equipped with three-part side guards.
- Scaffolding must be secured in such a way that no-one can be injured by falling objects.
- Mobile scaffolding and work platforms must be parkable with brake levers and may only be moved if no-one is on them. The fastening spindles may not have upwards-pointing handles.
- Bridges between mobile scaffolding and buildings are not permitted.
- Scaffolding must be inspected daily before work starts by the user of the scaffolding, as well as by the scaffolding builder after particular stress due to storms.

8.3.3 Fall protection

- Work of any kind may only be carried out after all required safety measures against falling have been taken.
- Employees operating in work cages of any kind must be securely harnessed to guard against falls.

8.4 Bulldozing and excavation work / working in excavations and ditches

- Before starting bulldozing and excavation work, ask the responsible RAG supervision and/or local construction management whether structures in our plant will hinder your work or could be damaged by performance of your work.
- Shafts, ditches, pipeline slits and the like must be sufficiently secured and compliant with regulations. During the hours of darkness, suitable lighting must be provided in the vicinity of roads and paths. Shoring must be implemented according to applicable regulations.
- At the edges of excavations and ditches, at least 0.6 m wide safety zones must be arranged and kept free of excavated material, obstacles, and unnecessary objects. If excavation depth is greater than 0.8 m, the safety zone can be omitted on one side.
- Excavations over 1.25 m in depth may only be entered if they are banked or shored in compliance with applicable guidelines. The bank angle depends on the type of soil.
- Excavations and ditches over 1.25 m in depth may only be entered using suitable facilities such as ladders or stairways.
- For ditches over 0.8 m in width, bridges at least 0.5 m wide must be provided.
- For ditch depths over 1.25 m, bridges must be equipped with a three-part side guard on both sides.
- Construction vehicles, construction machines, lifting machines, etc. must keep a safety distance from the edge of the excavation. This distance depends on the total weight of the construction vehicle and the type of ditch securing (banking or shoring).

8.5 Working with hazardous substances

- Before using materials and preparations, the contractor must:
 - Determine whether the material is hazardous in the sense of the Hazardous Material Ordinance,
 - Check whether it would be possible to use materials with a lower health risk,
 - Determine which hazardous are possible when working with the materials,
 - Instruct employees on safe handling of the materials, and
 - Provide the local construction management with a list of all hazardous materials to be used.
- When working with hazardous materials (observe danger symbols), corresponding safety measures must be taken in accordance to the relevant material safety data sheet (MSDS) with the H- and P-statements.
- Containers that are filled must be labeled like the original containers.
- Hazardous materials and preparations must be stored in such a way that employee health and the environment are not endangered.
- If hazardous materials are possible in the air at the workplace, measurement must determine whether the prescribed limits can be observed or not.
- If contact with hazardous materials is possible, suitable personal protective gear must be provided.
- Suitable systems must be used for filling and emptying. For flammable liquids, the danger of static charge must be countered appropriately with grounding measures (e.g. metallic containers, conducting connection to barrels, etc.).
- Restrictions on employment must be followed. Any irregularities that occur during work with hazardous materials must be reported immediately to the local construction management.
- Intermediate storage of hazardous materials on RAG grounds is only permitted after approval by RAG supervision and in locations provided for this purpose.
- If hazardous substances are given to RAG-employees the formal RAG approval process has to be performed and approval has to be granted in advance.

8.6 Working on gas lines

The ignition of emerging natural gas and the improper use of equipment can lead to severe injury. For this reason, the following instructions must be followed:

- Work may only take place with approval by the RAG plant supervisor.
- Sufficient escape routes must be provided (at least 2 ladders in excavations).
- Danger zones must be separated and marked (restrictions, warning signs, warning tape, warning sports)
- Before working on raw pipeline, obtain approval for fire work.
 - Only trained personnel may be used.
 - When working on gas lines, flame-retardant protective clothing must be worn.
 - Spark sources must be removed from the working area.
 - Before welding on a line under working pressure, an expert must inspect the condition of the line (e.g. wall thickness, etc.).
 - To fight fires, at least two P 12 fire extinguishers and if necessary a Type P50 fire extinguisher must be kept ready for use on-site.
 - For sudden danger, work must be stopped immediately and RAG supervision and/or local construction management must be informed.

8.7 Electrical safety

The operation of RAG electrical facilities is limited to the switching steps for lighting, diverse small consumers, etc. required for the specific tasks, as well as the provision of construction power using standard plug systems and/or working energy distributors. In the fault case, the responsible RAG supervision or local construction management must be notified and will call for help. Any independent intervention in electrical facilities is forbidden, or requires written consent from RAG supervision and/or local construction management.

9 Traffic safety

Driving on the grounds of a facility in operation is only permitted with the explicit approval of the RAG supervision and/or local construction management, and only in exceptional cases, e.g. when charging and discharging working and measurement equipment. Plant roadways may generally not be left.

Ex zones may only be entered with written approval from RAG supervision and/or local construction management.

On plant grounds, normal traffic law applies. The maximum speed is 20 km/h.

Powered vehicles may only be parked in the parking lots provided – generally outside the plant grounds / construction site.

Incorrectly parked vehicles can be towed at the cost of the owner of the vehicle. Parking inside and outside the plant grounds is at your own risk.

The driveability of plant and access roads may not be hindered by construction or assembly work, or by contaminations. Roadway contamination must be corrected immediately by the person who caused it. Roads may not be used as intermediate storage for materials or machines.

The required roadblocks must be indicated to the local construction management at least 7 days in advance.

In addition to the statutory requirements for securing loads, the use of steel side stanchions is compulsory for the transportation of pipes. The height of the stanchions must exceed that of the load.

10 Environmental protection

RAG and its subsidiaries are committed to protecting the environment. Accordingly we have introduced various management systems in certain areas and obtained the necessary certifications (RAG: ISO 50001 Energy management). The conduct of contractors' employees is vital for the effectiveness of measures implemented under these management systems and HSE.

10.1 Working with waste materials

It must be ensured that the surroundings of work areas, particularly outdoor areas adjacent to the work site, are kept free of contamination of any kind.

Waste such as construction rubble, wood, fiberglass, residual cable, insulation, packing materials, cleaning cloth, solvents, old oil and other waste types which occur during performance of the work on the construction site, must be documented by the contractor and removed in approved containers. The procurement of the containers as well the request to perform proper disposal or recycling according to waste-management laws is the responsibility of the contractor.

Containers must be set up and secured in a suitable location in coordination with local construction lines.

No later than conclusion of construction activity, all waste occurring must be removed from the construction site by the contractor.

The placement of disposal orders must be carried out in a timely manner by the contractor, and a copy sent to the local construction management.

The requirements of the Waste Management Law and the Mining Waste Ordinance must be followed.

Remaining material and scrap must be stored in an orderly fashion in a separate place provided, and in any case must be removed no later than conclusion of construction tasks by the contractor.

In case of improper disposal, the customer reserves the right to transport the waste away at the contractor's cost. In case of unclarity, the waste representative of the RAG must be notified.

10.2 Transporting hazardous waste.

For the transport of hazardous materials, the requirements and terms of ADR and RID must be met. All resulting obligations must be borne by the contractor.

Hazardous goods transport carried out on behalf of the customer are controlled and approved using checklist by the RAG supervision and/or local construction management.

10.3 Working with materials hazardous to water

When working with materials hazardous to water, the requirements of the Water Management Law and the national water regulations must be followed.

Replacement materials or waste that is hazardous to water may only be stored in such a way that the contamination of ground water or the floor may not occur. The same applies to the processing systems, machines, devices, and equipment parts used. Type approved systems should be used by preference. Precipitation must be kept away.

There may be no dumping or introduction to waters, underground, or in a waste water channel of materials hazardous to the water.

If despite all care taken, soil or water contamination occurs, suitable containment measures to limit the damage must be taken immediately; the event must be reported immediately to the RAG supervision and/or local construction management.

10.4 Legacy pollution

The encounter of suspected legacy pollution or other soil contamination must be reported immediately to the RAG supervision **and** local construction management.

11 Access authorization

11.1 Registration

On construction sites with a manned gate, the contractor or subcontractor employees must register with the gate. The gate informs the local construction management and hands out the visitor identification. This identification must be returned to the gate after the work ends.

On construction sites without a manned gate, contractor or subcontractor employees also register with the local construction management, who will carry out training and instruction. Arrival and departure must each be entered in the visitor log.

Contractor and/or subcontractor employees who remain within the construction site grounds must be able to identify themselves at all times (personnel ID, employers, authorization to be present, and social insurance ID card and safety pass).

11.2 Accompaniment by other people / visitors

Contractors, subcontractors, and their employees are not permitted to bring other people or visitors with them onto the construction site grounds, without the approval of the responsible construction management.

11.3 Surveillance and access control

For the purposes of monitoring plant, equipment and buildings, meeting the relevant safety requirements and ensuring the safety of employees, in particular lone workers, surveillance and access control systems are installed at various RAG sites and offices. Many of these systems will also capture employees at their place of work or in the course of performing their duties, as well as collecting access data.

This is clearly indicated by signs at these sites. A list of these sites can be obtained from RAG

The use of the systems for the purposes of monitoring employees is not permitted.

Recordings will be stored for as long as is deemed necessary for safety purposes.

Recorded data are stored securely so as to prevent unauthorised access.

Safety monitoring by means of cameras and access control systems is carried out in a manner that safeguards as far as possible the dignity of the employees concerned. Monitoring of employees shall only take place to the extent required for safety reasons.

Contractors consent to the use of such surveillance and access control systems, and shall inform employees working at a particular location of the surveillance measures in place.

Surveillance and access control systems are installed at various RAG sites and offices. This is clearly indicated by signs at these sites.

12 Declaration/confirmation

The declaration/confirmation (Appendix 1) of the "Safety guidelines for contractors" is a part of the contract and may only be signed by people authorized to do by means of signing the contract and/or after changes to personnel at the construction site.

13 Laws and Ordinances

This list is an example only and includes the significant laws and ordinances in the applicable version for services (activities) on behalf of RAG.

- Mineral Raw Material Law, GAG, EnWG, General Mountain Police ordinance, Drill Hole Mining Ordinance, Mountain Police ordinance for electrical systems (BPV electrical engineering), Ordinance concerning the responsible parties in mining (VBP-V), Drilling Work ordinance.
- Ordinance concerning the protection of contractors from potentially explosive atmospheres (VEXAT), Employee Protection Law, Construction worker Protection Ordinance, Machine Safety Ordinance, Working Equipment Ordinance, Ordinance concerning the storage of flammable liquids, Chemical Law
- Working Hours Law, Workforce Assignment Law, Foreign Worker Employment Law
- Construction work coordination law

RAG AUSTRIA AG
 Purchasing Department
 Schwarzmoos 28
 4851 Gampern
 AUSTRIA

DECLARATION / CONFIRMATION

Contractor (company name): _____ Stamp:
 For external services order _____

I hereby confirm the receipt of the "Safety regulations for contractors" and confirm to comply with it as minimum requirement and to instruct verifiable the appointed personnel about these regulations.

 Signature

At the same time I announce the responsible person for contract fulfillment and the responsible person for HSE matters. These persons also accept by signature the "Safety regulations for contractors".

Persons for technical supervision onsite will be announced separately with the form provided in Appendix 3 at the latest immediately before starting to work.

PEOPLE FOR MANAGEMENT

	NAME	FUNCTION	SIGNATURE, DATE
Contract holder			
Safety officer			
Environmental officer			

A change in responsible persons has to be reported to RAG immediately by issuing Appendix 1 new.

SUMMARY SAFETY GUIDELINES FOR CONTRACTORS

In general, the "Safety guidelines for contractors" apply to all work. This summary is a part of it, but represents only an extract of the most important regulations.

- Before starting work, the employees of your company involved in these activities must be **verifiably instructed by you** about the relevant hazards/safety guidelines (this also applies to employees of subcontractors). **By having your employees sign this summary (Appendix 2), you obligate them to comply with the relevant safety instructions. Knowledge on these safety guidelines will be checked by RAG with a multiple choice test. After reaching 60% correctness in this test an ID-Sticker will be issued as visible sign.** You will be instructed on the potential hazards at RAG facilities by the **RAG supervisor or local construction supervisor in charge.**
- Only instructed personnel is allowed to enter **facilities** and **construction sites** which are assigned by our responsible RAG supervisor and/or local construction contractor for the activities to be performed. The entry of other facilities and construction sites requires the explicit approval of the responsible RAG supervisor and/or local construction contractor. **Smoking** is forbidden except in construction huts and social buildings. The consumption of **alcoholic beverages** and **drugs** is forbidden. **Photography** with or without flash is only permitted with the approval of RAG supervision and/or local construction management.
- Before **starting work** in or on the relevant facilities, agreement must be reached with RAG supervision and/or local construction management as to whether it is necessary to obtain a **written work permit** for "hazardous operations".
- In **potentially explosive areas**, **special safety measures** are required. **Work with fire** may only be performed with **special safety measures and with a written work permit**. Furthermore, only explosion-protected communication systems (mobiles, pagers, etc.), devices and machines may be used. Entry into potentially explosive areas with a **vehicle requires approval** by the **responsible RAG supervision and/or local construction management.**
- **Entry** into narrow spaces such as **shafts, containers, tanks**, etc. is only permitted with **special safety measures and with a written work permit**, specific auxiliary equipment and safety personnel. **Working alone** is **forbidden** in this case.
- The use of our **electrical systems** is limited to switching operations for lighting, etc. needed for the relevant tasks and to the abstraction of electricity through construction junction boxes and standard outlets provided for this purpose. Unauthorised tampering with electrical installations is prohibited and reserved exclusively for **electricians.**
- When **working above ground level**, a **safe place to stand** must be provided (scaffolding, safety straps, etc.). No work may be performed under hanging loads.
- If **safety systems**, safety instructions, etc. must be removed, they must be **replaced** before completion of the task.
- The **wearing of a safety helmet**, safety glasses and **safety boots (S3 ankle-high strapped)** is mandatory. Administration buildings, break rooms, etc. as well as specially marked work areas are exempted. **Hearing protection** must always be **kept ready** and used depending on the activity performed.
- **Overalls, a safety helmet, protective eyewear and safety boots** must be worn. The relevant **requirements** can be found under point 5 of the Safety Guidelines for Contractors. Please note that **additional standards** must be observed in **Ex areas**, in particular **EN 11612** and **EN 1149**. **Hearing protection** should be **to hand at all times** and used when required. The personal protective gear guidelines do not apply in areas such as administration buildings or recreation rooms, nor in other specially designated areas.
- In **emergency cases**: Turn off work machines and units, stop work immediately, stop smoking, and extinguish embers, keep roadways free, leave the construction site, go to the meeting area and follow the instructions of emergency personnel. **Work may only be resumed upon instruction by the emergency personnel.**
- **Every work accident**, every minor injury and every near-accident must be **reported** immediately to RAG supervision and/or local construction management. The same applies in case of fires, explosions and other dangerous events.
- In case of **violation of workplace safety regulations** or **plant safety guidelines**, RAG supervision and/or the local construction management are entitled to **stop work** until proper conditions have been re-established. Any resulting expenses will be charged to the contractor.
- Surveillance and access control systems are installed at various RAG sites and offices. This is clearly indicated by signs at these sites.

Confirmation	Contractor	Name	Signature / date
Instructed by			
Instructed			

PEOPLE FOR TECHNICAL SUPERVISION on Site

Contractor (company name): _____ Stamp:
 For external services order _____

Name of responsible person for supervision	Signature of responsible person for supervision	Signature, Date

A change in responsible persons for onsite supervision has to be reported to RAG immediately by issuing Appendix 3 new. Appendix 3 must be handed over to RAG supervisor at latest before starting to work.