

## Introduction

- Visitors or Contractors of the company "Firma SBOT", as well as their employees, have an obligation to follow all the work, health, environmental and fire-control guidelines in order to prevent injury to persons, property damage or other such hazards.
- We request that all the specified general guidelines of our company, as well as all legal requirements in accordance with the Occupational Health and Safety Act, be complied with. All instructions given by your contact person or the client should also be followed.
- The safety-related and environmental protection conduct of employees is the responsibility of the contractor. (External company)
- Violations may result in immediate expulsion from the site or the company premises by the contact person or the client.

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## 1. Registration, Right of Access

- The orientation will be given after the Project Manager (manager, purchaser, foreman, tradesperson from the department) has registered you, prior to the commencement of work. All work requires the approval of the SBOT representative or their agent. (Advice on specific possible potential hazards). The orientation can also be conducted before the day that the work is to be carried out.
- While on the premises access is only permitted in the areas that have been assigned. Entry into other operational areas is prohibited.
- Every contractor (external company) must provide a supervisor on-site who is responsible for the working team. This specified contact person has the responsibility to ensure that all guidelines are complied with and should ensure that all their employees are informed of the guidelines. A verification of the guidelines is required at least once a year.

## 2. Work Safety, Safety Regulations

- Any work carried out must comply with Austrian legal requirements and/or any special directives from our company.
- In accordance with the Employee Protection Act and Building Regulations the supply of and wearing of personal protective equipment is mandatory. (§ 69 u. §70 ASchG)
- Ensure the use of the correct personal protective equipment during all activities. When working with cranes, scaffolding, lifting equipment or working above others a helmet must be worn without exception.
- The wearing of safety vests is compulsory for all contractors (external persons) in the entire work premise.
- Work may only be carried out with the relevant professional qualifications. (e.g. all work involving electricity should be done by a licenced electrician – no unrecognised certificates)
- The shutting down of any main energy sources (electricity, steam, compressed air, water, gas, etc.) can only be carried out by the responsible SBOT employee.



## 3. Alcohol and other intoxicating substances

- In the entire work premises prevails a strict ban on alcohol as well as any other form of intoxicating substances. This applies to you and your employees.

## 4. Building sites, maintenance and cleaning

- Building Occupational Health and Safety Laws apply when working on raised platforms.
- Fall heights equal to or higher than 0.5m for machines: min. 1.1 m railing with a mid and upper guardrail.
- Fall heights equal to or higher than 1m: min. 1m high railing with a mid and upper guardrail.
- Fall heights equal to or higher than 2m: Foot guardrails are additionally required.
- Only conductors that are built and tested according to ÖNORN EN 131 may be used.
- When working on raised platforms particular attention should be paid to the dangers of overhead cranes and forklift traffic.
- Hazardous zones should be secured/closed-off in consultation with the Project Manager (e.g. signal lights outdoors at night).
- On the construction site the responsible employer is accountable for the workplace organisation and the necessary safety measures according to "BauV §61".
- Plant equipment, building materials, tools etc. should only be stored in areas specified for this purpose and approved by the Project Manager.
- Should work be required in tanks, canals, pits, shafts or similar confined spaces the Project Manager named in Point 1. should be contacted without fail (written approval). Shafts or openings should be safeguarded against falls.
- Roofs may not be entered without written permission from the Project Manager. The ascent to roofs or cranes should only be made with a cherry picker or using access ladders with safeguarding (fall protection). All necessary protection should be provided to prevent falls (safety belts or harnesses).
- Pendant cranes and forklifts in SBOT can only be operated by trained and qualified persons (crane/forklift license). Internal permission to operate these devices is also necessary.
- Hazardous areas caused by the lack of protective coverings, such as open pits and canals as well as the removal of grates must be immediately and adequately safeguarded.

## 5. Fire protection

- All work involving fire and/or high temperatures (risk of sparks or open flames) or work required in areas with danger of explosions can only be carried out with the issue of an approval certificate from SBOT or written approval from the Fire Brigade. An approval certificate is only valid for one week. The approval certificate must be applied for at least 3 days before the start of work. The Project Manager can provide more detailed information.
- When the fire or evacuation alarm sounds (continuous e-siren) you should immediately leave the work premises and go to your assigned assembly point.

## 6. Work at electrical systems

- All work at electrical systems at SBOT has to be discussed in advance with the project manager. In any other case the working process has to be in coordination with the Electrical systems engineer/officer or an employee of the electrical maintenance department before starting work at the latest.
- Herein has to be determined the planned changes and also those responsible for the work.

### Definition of work at electrical systems:

- Renovations, repairs and initial start-ups of systems / installations / electrical components
- electrical work at distributor or network sector of SBOT
- electrical work at office buildings and on the shop floor
- electrical work at production machinery
- non electrical work (e.g. painting, installations, masonry work, etc.) in switching ranges (entry only allowed for employees of SBOT or electrical specialists)
- The work supervisor, as well as the person who will complete the job shall/ must have the appropriate qualification for electronic work and have to be trained on low-voltage plants. All working processes have to be in accordance with applicable standards and regulations.
- Only SBOT employees are exclusively allowed to unlock, reconnect or reset the electrical circuits.
- Switching operations at machines has to be clarified on-site.
- If you have been registered at SBOT for the first time, prior to the commencement of work you have to declare in the form, 'Work Release', whether or not you have to perform electrical work, as well as who is the work supervisor and also the person who will complete the job. Afterwards you should contact the electrical systems supervisor/ officer or an employee of the electrical maintenance department.
- Daily prior consultation is necessary for work lasting several days

## 7. Reporting of production- and operating materials

All relevant material safety data sheets for the working and operation materials have to be sent via e-mail to the environmental officer (see attached contact data sheet). This also applies to using cleaners, lubricants, sealants etc. Working materials that are especially dangerous (highly flammable, toxic, corrosive, etc.) have to be separately pointed out.

## 8. Vehicles and items on premises

- Driving of motor vehicles and bicycles is only permitted on the designated traffic routes (not in buildings). Traffic regulations apply in the entire work premises (max. 25 km/h) or, as the case may be, walking pace. Internal company transport always has precedence!
- The parking of motor vehicles or trucks in buildings is prohibited. Parking is only allowed in designated areas. Vehicles that are illegally parked will be towed away at a charge. Parking is prohibited on both sides of the road along the "Südbahn", as well as, between the Firma NITEC and "Halle 1 SBOT".



## 9. Photography, Film and Video prohibition

- In the entire company premises, inclusive the offices and the production buildings it is prohibited to take photos and/or to film. Cameras (including mobile phones with a camera function) or the like are strictly forbidden during tours of factories. Violations can result in expulsion from the premises.



## 10. Persons under 18 years of age

- Trainees (apprentices) working on our premises must be supervised. The responsibility lies solely with the contractor.

## 11. Smoking Bans

- Smoking is strictly prohibited outside designated smoking areas in all company premises and production buildings.



## 12. Environmental Conservation, Waste

- Any disposal (e.g. contaminated waste-water) via drains is forbidden.
- In the case of environmental violations (contamination of soil, water or air with harmful substances) the Fire Brigade should be alerted (emergency number 122) and the Project Manager notified without delay.
- On completion of a job the Project Co-ordinator (or the deputy) should be informed. The works areas should be handed over in a clean and tidy condition. Unless otherwise agreed, any additional waste should be properly disposed of at the expense of the contractor.

## 13. Accidents, Reporting of damage

**Accidents and property damage should be reported immediately, including the location and description of the incident, as well as the name and company affiliation (see attached contact data sheet).**

**These directives are an integral part of our work contracts and are valid without limitations.**



Ing. Franz Wurzer  
Executive Management

SCHOELLER-BLECKMANN  
OILFIELD TECHNOLOGY GMBH

