

GASCADE Gastransport GmbH

HSE GUIDELINE FOR CONTRACTORS

Version 7 | As of: 22 April 2024





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1. FOREWORD

Health, Safety and Environmental protection (HSE) plays an important role in all GASCADE Gastransport GmbH business activities.

This HSE Guideline for Contractors defines the basic health, safety and environmental protection requirements that apply to work carried out by contractors.

The applicable legal provisions, accident prevention regulations and the relevant technical regulations remain unaffected by this and must also be complied with. The aim of GASCADE is to meet the HSE requirements together with its contractors through good planning and responsible conduct and therefore facilitate a trusting and successful partnership.

Upon commissioning, the contractor assures compliance with the present HSE requirements as part of the contract.



2. SCOPE

This guideline is binding for all activities carried out by contractors at GASCADE.

The contents of the "HSE Basic Requirements for Contractors" from GASCADE are to be applied to all activities performed by contractors with a low safety potential, e.g. office activities without a technical component or time spent on construction sites or simple plug connections on non-voltage-carrying equipment/devices in the IT sector.

3. GENERAL REQUIREMENTS, ACCESS, INTOXICANTS

Instructions given by the responsible GASCADE supervisory personnel must be followed.



Each employee or responsible supervisor must register with the appropriate GASCADE supervisor before starting work.

Visitors to the premises must be recorded in the visitors' book.

It is prohibited to bring or consume alcoholic beverages or other intoxicating substances of any kind on the GASCADE premises/construction site.



Persons under the influence of alcohol or intoxicating substances are not allowed on the company / construction site premises. The same applies to activities outside the company / construction site premises which fall within GASCADE's area of responsibility.

Smoking is generally prohibited on the GASCADE premises. The only exceptions are the designated smoking areas.



Photography is only permitted with the express permission of the GASCADE supervisor.



Perceived dangers and malfunctions are to be reported immediately to the GASCADE supervisory personnel.

Visitors are only permitted to stay in the assigned work areas.

Traffic areas, in particular escape or rescue routes and access routes to fire extinguishing or fire alarm equipment, must be kept clear.



Equipment and materials, in particular hazardous substances, may only be stored at the locations assigned by GASCADE.

Operating facilities, safety equipment, protective devices, etc. may only be disabled or activated on the basis of express instructions from GASCADE and under its supervision.



Work on electrical systems and electrical equipment may only be carried out under the supervision of qualified electricians.

The applicable minimum requirements for personal protective equipment (PPE) must always be complied with.

Required written work permits must be obtained before commencing work.

Sleeping overnight on company and construction site premises is generally not permitted.

The only exceptions to this rule are locations that GASCADE expressly designates as suitable for overnight stays.



4. RESPONSIBILITY / ORGANISATION / COORDINATION

The contractor is responsible for the safety of its employees and for carrying out the work order in accordance with the HSE requirements as agreed in the contract.

The contractor shall submit a description of its safety organisation prior to commencement of the work. It should show both the responsibilities at the place where work is carried out and the wider organisational structures and responsibilities. The duties, names and telephone numbers of the persons responsible for these duties shall be specified.



Work being carried out by individuals or teams at the same time and in the same place can lead to mutual hazards.

To counter this, a person must be designated as a coordinator within the meaning of § 6 DGUV Regulation 1 to coordinate the work.

For projects for which no coordinator is to be appointed in accordance with BaustellV (Construction Site Regulations), the (commissioned) company representative of GASCADE or the commissioned third party shall bear the responsibility for implementing the specifications of DGUV Regulation 1.





5. WORKING HOURS

The contractor shall carry out its work on GASCADE premises in accordance with the applicable working hours regulations.

On construction sites outside of GASCADE premises, the working hours are coordinated with the responsible GASCADE supervisor (construction supervision) before the start of construction and during the course of the work.

The provisions of the German Working Hours Act must be complied with.

6. BEHAVIOUR IN THE EVENT OF HAZARDS, ACCIDENTS AND OTHER INCIDENTS

HSE incidents (e.g. occupational accidents, near misses with high potential, environmental damage) associated with the execution of the contract by the contractor and all subcontractors are to be reported immediately to the responsible GASCADE supervisor.

Incidents involving personal injury must be documented in the first-aid book. In the event of reportable accidents, a copy of the legally required accident report must be sent to the GASCADE supervisor.

HSE incidents and near misses with high potential shall be systematically investigated by the contractor. GASCADE has the right to participate in incident investigations and to propose improvement measures.

7. TRAFFIC SAFETY

The contractor is responsible for preventing hazards which it may introduce from its sphere of influence into GASCADE's operational areas.

The contractor must ensure that no hazards arise within the area in which work is carried out that could endanger other persons or facilities due to the use of work devices, tools or other work equipment. If unavoidable hazardous areas (e.g. excavation pits) arise as a result of the work, these must be properly secured.



Driving on the premises is only permitted with the permission of the station manager, e.g. for loading and unloading work and measuring equipment.

Road traffic regulations apply on the company premises. The maximum speed is 20 km/h. Motor vehicles may only be parked in the designated parking spaces.



Access roads as well as roads on the premises must not be impaired by construction and assembly work or by spills or debris. Spills or debris on the road must be removed immediately by those responsible.

The contractor shall obtain permission from the relevant authority before commencing work that affects public road traffic and shall implement the instructed measures.

Necessary road closures are to be agreed with the responsible persons at GASCADE well in advance. All heavy-duty transport must be reported in advance in order to coordinate the work flow. The guidelines for securing work sites on roads (RSA: Richtlinien für die Sicherung von Arbeitsstellen an Straßen) must be especially observed.

8. RISK ASSESSMENT

Before starting work, the contractor is obliged to carry out a risk assessment specific to the project, while taking into account the environmental conditions, and deriving protective measures from this assessment.

The risk assessment must be documented and the employees must be instructed in the protective measures that have been established.

The contractor is responsible for monitoring the implementation of and compliance with the protective measures.



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9. TRAINING, INSTRUCTIONS

The contractors' relevant supervisors will be instructed by the responsible persons at GASCADE with regard to the specific requirements stipulated by GASCADE and the hazards posed by installations or the activities of other groups performing work. The instruction is documented in writing.

The information imparted in this way must be passed on by the contractor's supervisor to the employees in the form of an instruction. The instruction must also be documented.

The contractor shall also ensure that its personnel and the personnel of commissioned subcontractors receive documented instructions on the content of this HSE Guideline for Contractors, other relevant statutory and employers' liability insurance association provisions as well as on work-specific hazards and the associated protective measures in accordance with the above-mentioned risk assessment or separately prepared operating instructions prior to the commencement of work.



10. INSPECTION OF WORK EQUIPMENT

All of the work equipment and devices used that are subject to inspection must comply with the relevant regulations and must be kept in a safe condition. Defective work equipment must be labelled immediately and removed from circulation until the defect has been successfully rectified.

Work equipment subject to mandatory inspection must be inspected regularly by a qualified person in accordance with the relevant regulations or the results of the risk assessment.

The inspections must be documented on the work equipment by means of a sticker ("Date of next inspection") as well as by means of a corresponding inspection report, which must be available for inspection on site.

Work equipment for which specialist user qualifications are required (e.g. industrial trucks) may only be operated by specially trained personnel appointed in writing by the employer. Written evidence of training and appointment shall be kept on site.

In exceptional and justified cases, it is possible for contractors to use GASCADE work equipment. Handover is documented in writing and is subject to conditions such as user qualification, occupational health examination, training, etc.



11. WORK PERMIT SYSTEM

The contractors' supervisors shall be familiarised with the implementation of the relevant work permit system prior to commencement of work and shall ensure compliance with the procedures it sets out.

All work carried out by contractors at compressor stations and other facilities in operation is subject to a permit.

Before commencing work, a permit must be applied for from the person responsible at GASCADE. Work may not be started until clearance has been obtained in the form of a fully completed permit.



12. PERSONAL PROTECTIVE EQUIPMENT (PPE)

The contractor is obliged to determine the personal protective equipment required for the work as part of the risk assessment and to make it available to the employees.

In addition, minimum requirements for personal protective equipment apply at operating facilities and must be complied with by all persons. The PPE minimum requirements are specified in the appendix "HSE instruction sheet for contractors".



13. OCCUPATIONAL HEALTH CARE

The contractor shall ensure that the health of its employees is monitored in a suitable manner depending on the safety and health risks at the workplace (risk assessment).

The following measures in particular can be considered as special occupational medical precautions in accordance with the Ordinance on Preventive Occupational Health Care (ArbMedVV):

- > "Activities with noise exposure if the upper exposure action values of $L_{ex,8h} = 85\text{dB(A)}$ or $L_{pC,peak} = 137\text{ dB(C)}$ are reached or exceeded".
- > "Welding and cutting of metals when the air concentration exceeds 3 milligrams per cubic metre of welding fume".

ArbMedVV
Verordnung zur
arbeitsmedizinischen
Vorsorge



The following principle in particular must be taken into account for the issue of occupational health suitability:

- > "G 25: Driving, steering and monitoring activities

14. HAZARDOUS SUBSTANCES

Before commencing the work, GASCADE must be provided with a list of all hazardous substances that are used, including the respective quantity.

The list must be adjusted in the event of changes. The associated safety data sheets and operating instructions must be kept on site.

The contents of the hazardous substance-specific operating instructions must have been passed on to the employees in a documented manner.



15. FIRE SAFETY

Every contractor is obliged to contribute to the prevention of fires through prudent behaviour.

The fire safety regulations at the operational sites must be observed.

Fire extinguishing equipment, escape routes and emergency exits must remain accessible everywhere and at all times.

Fire and smoke protection doors must be kept closed. Locking fire or smoke protection doors is strictly prohibited.

Highly flammable and combustible waste must be stored temporarily in suitable containers that have been provided for this purpose.

Flammable liquids and compressed gases may only be kept directly at the workplace up to the daily quantity required.

Welding and work involving flames may only be carried out with a separate written permit (work permit).

Flammable material must be removed in the area surrounding the work involving flames. If this is not possible, a professional cover must be used.

A sufficient number of suitable fire extinguishers must be kept available.

Depending on the type and extent of the work, a "fire watch" must be established to check the work area even after the work has been completed.



16. ENVIRONMENTAL PROTECTION

As a matter of principle, work processes and equipment should be used that have the lowest possible emissions.

Precautions must be taken at construction sites / workplaces to keep the spread of noise and dust to a minimum.

Waste (e.g. building rubble, soil, etc.) that accumulates during the execution of the work shall be collected by the contractor in containers or bins, etc. approved for this purpose and disposed of promptly in accordance with the requirements of waste management law.



Evidence of proper waste disposal must be available on site.

When handling substances hazardous to water, contamination of bodies of water or the soil must be prevented. Precipitation water must always be kept away from substances that pose a hazard to water. The spillage of hazardous substances into water must be prevented. The discharge of hazardous substances into a body of water, into the subsoil or into a sewer is generally prohibited.



Should soil or water contamination occur despite all precautionary measures, appropriate measures to limit the damage must be taken immediately. The damage incurred shall be rectified at the contractor's expense.

17. FOREIGN LANGUAGE CONTRACTORS

The contractor shall ensure that employees speaking foreign languages receive the necessary instructions and briefings in a language they understand.

If foreign-language employees are assigned, the permanent presence of a supervisor from the contractor with the necessary language skills must be ensured at the place where the work is carried out.



The contractor's supervisors and personnel who are commissioned to carry out work independently must be proficient in the German language.

18. SUBCONTRACTORS

The same requirements apply to subcontractors as to contractors.

The use of subcontractors requires the consent of the client.

If special circumstances lead to the use of subcontractors during the execution of the project, which were not named in advance, their use must be approved beforehand by responsible persons at GASCADE. GASCADE reserves the right to prohibit the use of certain companies as subcontractors in justified cases.

The contractor is responsible for ensuring that the subcontractors it employs comply with the HSE requirements. The contractor is expected to monitor its subcontractors for HSE-compliant behaviour and to take corrective action where necessary.

19. CONSTRUCTION SITE DOCUMENTATION

The contractor shall keep all documents required to prove that HSE has been properly implemented on the construction site or at the place of work. At a minimum, these include:

- ✓ Project or construction site organisation chart
- ✓ Project-specific risk assessment for all activities to be carried out
- ✓ Operating instructions for all essential activities
- ✓ Operating instructions for all hazardous substances used
- ✓ Valid (not older than 1 year) training certificates for all activities to be carried out / for all operating instructions
- ✓ Documentation for all work equipment used
- ✓ Inspection certificates for all work equipment used (badge and test report)
- ✓ Inspection certificates for emergency equipment (fire extinguishers and first aid kits)
- ✓ Proof of the occupational medical check-ups
- ✓ Inspection records of the responsible person from the contractor's company
- ✓ When using subcontractors for large and extensive projects: Evidence is required to prove that the subcontractor also fulfils all requirements.
- ✓ Current list of contractor employees used including subcontractors

It is expected that all contractor employees working for GASCADE are equipped with a safety pass which shows the personnel-related credentials.

20. CONTROLS, AUTHORISATIONS, MEASURES IN THE EVENT OF INADEQUATE SECURITY BEHAVIOUR

GASCADE reserves the right to carry out checks with regard to the implementation of the HSE Guideline for Contractors.

GASCADE further reserves the right to temporarily or permanently exclude persons from further employment who grossly violate safety or disregard the present HSE requirements. Furthermore, GASCADE can have work stopped until the conditions in breach of safety have been remedied. The resulting costs shall be borne by the contractor.

All employees of GASCADE and the contractor have the duty and the power to order the suspension of work in which the occupational safety and environmental protection specifications are violated and / or in which there is imminent danger. Before the work is continued, a clarification of the situation must be obtained.

A violation of the HSE requirements from GASCADE is considered as good cause under the contractual regulations and in serious cases can lead to the termination of the contract.



21. CONTRACTOR QUALIFICATION

The contractor (and any subcontractor appointed by the contractor) must ensure that only competent persons in accordance with TRBS 1203 are used for the inspection of work equipment.

Before carrying out the work, the contractor shall submit proof that the appointed employees are qualified without being requested to do so.



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