

GASCADE Gastransport GmbH

HSE-GUIDELINE-CONTRACTORS

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1. PREAMBLE

The health protection, the industrial safety and the environmental protection (HSE = Health, Safety and Environment protection) are of major importance for all business activities of GASCADE Gastransport GmbH.

The fundamental requirements for contractor activities with regard to the health protection, industrial safety and environmental protection are defined in this HSE-Guideline-contractors.

The applicable statutory provisions, accident prevention regulations as well as the relevant technical rules shall remain unaffected hereby and are also to be complied with.

The aim of GASCADE is to take the concerns of HSE into account together with its contractors, through good planning and responsible actions and thus to enable a trustworthy and successful cooperation.

When it is commissioned the contractor shall assure the compliance with these HSE-requirements as a part of the order (see 21. "Declaration").

2. SCOPE

This Guideline is binding for all activities of contractors at GASCADE.

The contents of the "HSE-basic-requirements-contractors" of GASCADE are to be applied to all contractor activities with a low safety-related potential such as e.g. office activities without manual work components or time spent on construction sites or simple plug connections to non-live equipment/devices in the IT field.

3. GENERAL REQUIREMENTS, ACCESS, INTOXICANTS

Instructions of the responsible GASCADE supervisory personnel are to be followed.

Each employee or the responsible supervisor has to report to the responsible GASCADE supervisory before commencing work.

The visit to the business premises by all persons "not belonging to the company" is to be documented in the visitors' book.

It is prohibited to bring or consume alcoholic drinks or other narcotics of all kinds on the GASCADE business premises /construction site.

Persons under the influence of alcohol or intoxicants may not spend time on the business premises / construction site. The same shall apply to activities outside the business premises / construction site, which however fall under the area of responsibility of GASCADE.

There is a principle smoking ban on the GASCADE business premises. Only the designated smoker zones are excepted from this ban.

It is only permitted to take photographs with the explicit consent of the GASCADE supervisor.

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

It is only permitted to spend time in the designated work areas.

Traffic areas, in particular escape or rescue routes and access routes to fire extinguishers or fire alarm equipment, are to be kept free.

Devices and materials, in particular hazardous substances, may only be stored at the places designated by GASCADE.



Operating systems, safety equipment, protective devices, etc. may only be deemed out of order or operated owing to an explicit instruction by GASCADE and under its supervision.



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

The respective applicable minimum requirements from personal protective equipment (PPE) are to be complied with.



The necessary written work permit is to be obtained before starting activities.

It is principally not permitted to stay overnight on business premises and construction sites.

Only locations, which GASCADE explicitly designates for the establishment of possibilities for overnight stay are excluded from this ban.

4. RESPONSIBILITY / ORGANISATION / COORDINATION

The responsibility for the safety of its employees and the HSE-conform contractually agreed execution of the work order, will be borne by the contractor.



The contractor has to submit a description of its safety organisation before commencing work. Both responsibilities at the place of execution of the work as well as further organisation structures and responsibilities should be seen from this description. The functions, the names and the telephone numbers of the function holders are to be provided.

Activities of individuals or of working groups at the same time and at the same location may lead to reciprocal dangers.

In order to counteract this one person shall be determined as coordinator within the meaning of Section 6 DGUV Regulation 1, who shall coordinate the work.



For projects, for which no coordinator is to be appointed according to BauStellV [Construction Site Regulations], the (commissioned) company representative of GASCADE or of the commissioned third party shall bear the responsibility for implementing the stipulations of the DGUV Regulation 1.

5. WORKING HOURS

At GASCADE permanent establishments the contractor has to carry out its work in line with the applicable working hours regulation.

On construction sites outside the GASCADE permanent establishments the working hours shall be coordinated before commencement of construction and over the course of the activities with the responsible GASCADE supervisor (site supervision).

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

6. CONDUCT IN CASE OF HAZARDS, ACCIDENTS, OTHER EVENTS

HSE-events associated with the execution of the order (e.g. industrial accidents, near misses with a high potential, environmental damages) of the contractor and all subcontractors are to be reported to the GASCADE supervisor immediately.

Events with physical injuries are to be documented in the first-aid log.

In case of reportable accidents a copy of the statutory accident report is to be sent to the GASCADE supervisor.

HSE-events and near misses with a high potential are to be systematically investigated by the contractor. GASCADE is entitled to take part in event investigations and to propose measures for improvement.

7. ENSURING PUBLIC SAFETY

The contractor is responsible for the protection against dangers, which it brings from its scope of influence into the sphere of action of GASCADE.

The contractor has to pay attention that no dangers for other persons or equipment are caused in its work area by used work devices, tools or other work equipment. If danger zones, which are however unavoidable, (for example excavation pits) are caused by work, these are to be secured in a qualified manner.

Driving on the business premises is only permitted with the consent of the person responsible for the station, e.g. for loading and unloading work tools and measuring devices.

The German road traffic regulations shall apply on the business premises. The maximum speed is 20 km/h. Motor vehicles may only be parked on the parking spaces envisaged for this purpose.

The ability to drive on the access roads as well as the roads on the business premises may not be impaired by construction and assembly work as well as contamination. Contamination of roads is to be disposed of by the causing party immediately.

Before commencing work, which has implications on public road traffic, the contractor has to obtain an order under traffic law from the responsible authority and to implement the ordered measures.

Necessary road blocks are to be agreed with the responsible GASCADE person in time. All heavy-duty transports are to be reported in advance in order to coordinate the work flow. In particular the guidelines for securing workplaces on roads (RSA) are to be complied with.



8. RISK ASSESSMENT

Before commencing work the contractor is obliged to carry out a project-specific risk assessment by taking the ambient conditions into consideration and to derive protective measures from this.

The risk assessment is to be documented, the stipulated protective measures shall be taught to the employees by an instruction.

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



9. TRAINING, INSTRUCTIONS

The respective supervisors of the contractors shall be instructed by the responsible GASCADE persons with regard to the specific stipulations of GASCADE and the dangers emanating from plants or activities of other working groups. The instruction shall be documented in writing.

The accordingly conveyed information shall be forwarded by the supervisor of the contractor to his employees in the form of an instruction. The instruction shall also be documented.

The contractor additionally has to ensure that his personnel and the personnel of commissioned subcontractors are instructed in a documented form before commencing work about the contents of this HSE-Guideline-contractors, further relevant statutory and trade association provisions as well as about dangers specific to the activity and the thus associated protective measures according to the aforementioned risk assessment or separately created operating instructions.



10. USE / TESTING OF WORK EQUIPMENT

All used work equipment and devices that are liable to testing shall comply with the relevant regulations and are to be kept in a condition that is suitable for safety. Faulty work equipment is to be marked and removed from circulation immediately, until the successful remedy of the defects.

Work equipment that is liable to testing is to be tested regularly by a qualified person in line with the relevant regulations or the results of the risk assessment.

The tests are to be documented on the work equipment by a sticker ("date of next test") as well as by a corresponding test protocol, which must be inspected on site.

Work equipment, for which special user qualifications are stipulated (e.g. industrial trucks), may only be operated by specially trained personnel who have been appointed by the employer in writing. The written proof of the training and appointment are to be kept at hand on site.

In justified exceptional cases it is possible for GASCADE work equipment to be used by the contractors. The hand-over shall be documented in writing and is linked with conditions such as e.g. user qualification, occupational-medical health examination, instructions, etc.



11. WORK PERMIT SYSTEM

The supervisors of the contractors shall be familiarised with the application of the respective relevant work permit system before commencing work and have to ensure the compliance with the then stipulated flows.

All work on compressor stations and other equipment in operation by contractors requires a permit.



A permit is to be applied for from the responsible GASCADE person before commencing the work. The work may only be started when a release has been granted in the form of a fully completed permit.

12. PERSONAL PROTECTIVE EQUIPMENT (PPE)

The contractor undertakes to stipulate the personal protective equipment that is necessary for the activities within the framework of the risk analysis and to make this available to the employees.

In addition minimum requirements from the personal protective equipment apply on operating systems, which are to be implemented by all persons. The PPE minimum requirements are specified in the annex "HSE-information-sheet-contractors".



13. PREVENTATIVE OCCUPATIONAL MEDICINE

The contractor has to 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).

In particular examinations according to the following principles may be taken into consideration as special occupational medical check-ups:

- > G 20 Noise
- > G 25 Driving, controlling and monitoring activities
- > G 39 Welding fumes



14. HAZARDOUS SUBSTANCES

Before commencing the activity a list is to be handed over to GASCADE of all hazardous substances which are used, including details of the respective quantity.

The list is to be adjusted in case of changes. The associated safety data-sheets and operating instructions are to be kept at hand on site.



The contents of the operating instructions specific to the hazardous substances shall have been conveyed to the employees and be documented.

15. FIRE PROTECTION

Each contractor is obliged to contribute to the prevention of accidents by preventive cautious behaviour.

The fire protection regulations at the company locations are to be complied with.

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

Fire- and smoke-proof doors are to be kept closed. It is strictly forbidden lock fire- or smoke-proof doors.

Highly flammable and inflammable waste shall be placed in interim storage in suitable containers envisaged for this purpose.

Flammable liquids and pressured gases may only be kept in reserve directly at the workplace up to the daily quantity requirement.

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

Flammable material is to be removed in the area of the open flame location. If this is not possible a qualified coverage has to be ensured.

A sufficient number of suitable fire extinguishers are to be kept available.

Depending on the type and scope of the work a "fire-guard" is to be provided, which will also control the field of work after completion of the work.



16. ENVIRONMENTAL PROTECTION

Work processes and work equipment are principally to be used, which feature low emissions as far as possible.

Precautionary measures are to be taken on the construction sites / workplaces, which restrict the spreading of noise and dust to a minimum.

Waste (e.g. building rubble, soil, etc.), which are produced during the execution of work, are to be collected by the contractor in containers, etc. that are authorised for this purpose and to be disposed of promptly in a documented form in compliance with the requirements under waste law.

The proof of the qualified disposal of the waste must be available on site.

A contamination of the water or the ground must be prevented when handling substances that pose a danger to the water. Rainwater is principally to be kept away from substances that pose a danger to the water. It is to be excluded that substances, which pose a danger to the water, are not spilt. The discharge of substances, which pose a danger to the water, into water, into the subsoil or into waste water canalisation is principally forbidden.

Should, despite all precautionary measures, the ground or water be contaminated, suitable measures for limiting the damages are to be initiated immediately. The suffered damages are to be remedied at the costs of the contractor.



17. FOREIGN-LANGUAGE CONTRACTOR

The contractor has to ensure that employees who speak foreign languages receive the necessary instructions and notifications in a language which they understand.

If employees who speak foreign languages are assigned the permanent presence of a supervisor of the contractor with the necessary language skills is to be ensured at the location where the work is carried out.

The supervisors of the contractor and persons, who are commissioned with independent work, must be proficient in the German language.

18. SUBCONTRACTORS

The same requirements shall apply to subcontractors as to the contractors.

The use of subcontractors requires the consent of the customer.

If special circumstances during the project processing lead to the use of subcontractors, which were not named in advance, then the use is to be approved by the responsible GASCADE person in advance. GASCADE reserves the right to forbid the use of certain companies as subcontractors in justified cases.

The contractor is responsible for ensuring that the subcontractors used by it fulfil the HSE-requirements. It is expected from the contractor that it monitors the HSE-conform conduct of its subcontractors and will, if applicable, initiate corrective measures.

19. CONSTRUCTION SITE DOCUMENTATION

All documents are to be kept at hand for proof of a proper HSE-organisation on the construction site or at the place of work by the contractor. These are at least:

- > Project or construction site organisation chart.
- > Project-specific risk assessment for all activities, which are to be carried out.
- > Operating instructions for all essential activities.
- > Operating instructions for all used hazardous substances.
- > Valid (not older than 1 year) proof of instructions for all activities that are to be carried out / for all operating instructions.
- > Documentation for all used work equipment.
- > Proof of tests for all used work equipment (sticker and test protocol).

- > Proof of tests for emergency material (fire extinguishers and first aid kits).
- > Proof of the occupational medical check-ups.
- > On-site inspection protocols of the responsible person of the third party company.
- > When using subcontractors with large and extensive measures: Proof of the control that the subcontractor also fulfils all requirements.
- > Current list of the assigned third party company employees including subcontractors.

It is expected that all third party company employees assigned at GASCADE are fitted with a security pass, from which the personal proof can be seen.

20. CONTROLS, AUTHORISATIONS, MEASURES WITH INSUFFICIENT SAFETY CONDUCT

GASCADE reserves the right to carry out controls with regard to the implementation of the HSE-Guideline-contractors.

GASCADE further reserves the right to temporarily or permanently exclude persons, who grossly breach the safety due to their conduct or who disregard these HSE-requirements, from further employment. In addition, GASCADE may have work suspended, until the conditions in breach of safety are remedied. The costs incurred hereby shall be for the expense of the contractor.

All employees of GASCADE and of the contractor have the obligation and the possibility to arrange for the suspension of work, with which the work and environment protection stipulations are breached and / or with which there is danger in delay. Before the work is continued the facts are to be clarified.

A breach of the HSE-requirements of GASCADE shall be deemed an important reason within the framework of the contractual regulations and can lead to the termination of the contract in serious cases.



21. DECLARATION

This declaration is part of the contract between GASCADE Gastransport GmbH as customer and the contractor and may only be signed by persons who are authorised to do so.

The signed declaration is to be returned to GASCADE Gastransport GmbH together with the order confirmation.

We hereby declare that we shall comply with the requirements of the "HSE-Guideline-contractors" within the framework of the execution of our order/our orders at GASCADE Gastransport GmbH. We undertake to inform our own employees as well as those of the sub-contractors and sub-suppliers of the existing requirements.



Contractor (corporate name)

First name, last name

Street, house number

Postal code

City

Phone

Date

Signature

Company stamp

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