



terrannets bw

Safety Requirements for External Companies

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1 Scope of application

The “Safety Requirements for External Companies“ are applicable throughout the whole company premises and on all construction sites of terranets bw and, without exception, for everyone who works at or on behalf of terranets bw.

2 Definitions

Where the competent responsible body is referred to, the following shall apply:

- For construction sites: The competent responsible body is to be found in the respective construction site organisation chart.
- For company premises: The responsible terranets bw employee on site.

3 General information

3.1 General

terranets bw places the highest demands on the safety awareness and safety-compliant behaviour of the persons who work on its company premises and on its operating and construction sites. The brochure “Safety Requirements for External Companies“ contains fundamental safety regulations that must be adhered to by all external companies. The applicable statutory regulations, ordinances and accident prevention stipulations as well as the relevant technical rules shall remain unaffected and are also to be complied with. If the system is subject to the mining control authority, the Federal Mining Act (BBergG) as well as the General Federal Mining Ordinance are to be adhered to.

Responsibility for the safety of their personnel and for all measures that are required for the safe and contractually agreed execution of the work order is borne by the Contractor (German: AN). Should their activities pose a risk for third parties or for terranets bw employees, the Contractor shall be responsible for safeguarding the property against hazards.

Upon acceptance of the order, the Contractor acknowledges these safety requirements, which become an integral part of the order and are to be complied with by the Contractor.

3.2 Fundamental safety rules

The following safety rules shall apply for all works commissioned by terranets bw:

- Safety shoes, ankle high, category S3 and suitable working clothes are to be worn (except in construction site offices or social/administrative offices).
- Pursuant to the risk assessment and separate marking of special areas, additional/replacement safety equipment (hard hat, safety goggles, safety gloves, safety harness etc.) are to be used.
- Hearing protection must be worn in noisy environments (noise level >85 dB (A)).
- Prior to executing any work, it is mandatory to obtain the required work permit.
- It is not permitted to leave the designated areas.

- It is prohibited to take mobile telephones (including smart phones) and electronic devices into explosive areas. Devices with EX approval may only be taken into these areas with permission by the competent responsible body.
- Only devices that comply with the ATEX directive and the corresponding zone may be used in explosive areas.
- In addition, the following shall apply on the premises of gas installations as well as in their explosive areas:
 - Besides a hard hat and safety shoes, flame-retardant work clothing according to DIN EN ISO 11612 must be worn – for limited flame spread Code Letter A and – for convective heat Code Letter B, and, if required, safety goggles.
 - Smoking and open fires are prohibited.
 - Ignition sources must be avoided.
 - Driving on company premises is only permitted for loading and unloading. The maximum speed is 20 km/h. The road traffic regulations are applicable.
 - Private electrical devices may only be used with the express permission of the competent responsible body. Only tested devices may be used.
 - Taking photographs with or without flash is only permissible with the express permission of the competent responsible body.
 - Openly carrying or consuming alcoholic beverages and other intoxicating substances is prohibited.
 - In case of danger (siren signal combined with a voice text), proceed to the respective assembly point at storage and compressor facilities and follow the instructions of the operations management.

3.3 Contractor obligations

The Contractor shall fulfil all obligations arising from the relevant Health, Safety, Security and Environment (HSSE) laws and regulations. This includes, among other things, the operational organisation of occupational health and safety, the assessment of risks and their avoidance, the definition of protective measures, the assessment of working conditions, selection of qualified, suitable and capable employees including their required supervision, appropriate instructions and the deployment of responsible persons. The Contractor's employees are to contribute as far as possible to implementing safety measures as well as health and environmental protection.

3.4 Scope of authority of terranets bw

terranets bw reserves the right to monitor the Contractor's employees for compliance with these requirements and instruct them to leave the danger area or company premises/construction site if these requirements are repeatedly breached.

terranets bw can additionally shut down a construction site until such unsafe conditions are rectified. Any costs arising from such actions are to be borne by the Contractor. terranets bw can contractually authorise safety experts or health and safety coordinators (German: SiGeKo) to issue instructions related to HSSE topics to third parties.

3.5 Working hours

On the terranets bw company premises, the Contractor must execute their work in line with the applicable working time regulations at terranets bw. On construction sites outside terranets bw's business premises, working times are to be coordinated with the competent responsible body before construction begins.

The provisions of the German Working Time Act (German: Arbeitszeitgesetz) are to be complied with. Deviations from the working time regulations applicable at terranets bw are to be agreed upon with the competent responsible body.

Applications to the relevant authority for special authorisations for working on Sundays or statutory holidays are to be made by the Contractor. A copy of the authorisation must be handed over to the competent responsible body and added to the Construction Site Safety File.

3.6 Additional information

For questions pertaining to occupational safety measures, please contact the competent responsible body. Should you have additional open questions, please contact the HSSE Management team at terranets bw on + 49 711-7812-1362 / + 49 172-7812-558 or for project-specific queries, please contact the safety specialists or the health and safety coordinators (SiGeKo) deployed for this project.

4 Right of access

4.1 Registration

Employees of external companies must register with the competent responsible body upon arrival at terranets bw's business premises. Entering and leaving a facility must be recorded in the visitor/station book respectively.

On construction sites, employees of external companies must report to the responsible security guard /site manager.

In the terranets bw administrative building, external company employees must register at the gate. In order to obtain a terranets bw visitor ID, they must present a suitable identification document (e.g. personal identity card).

4.2 Accompanying persons/visitors

Additional persons or visitors may accompany external company employees on company premises or construction sites only if express consent is obtained from the competent responsible body.

Such accompanying persons must also be equipped with the necessary personal protective equipment in accordance with applicable safety provisions and must comply with these safety requirements.

5 Behaviour in the case of danger and accidents

5.1 First aid

Every contractor must take the necessary precautions for first aid measures according to statutory and trade association requirements.

This includes:

- availability of sufficient first aiders according to DGUV Regulation 1 (26)
- provision of first aid equipment (at least signalling device, first aid material, first aid logbook) at a clearly marked and visible place.
- a “First Aid“ notice with names of all available first aiders and company paramedics as well as their telephone numbers (first aid doctors, rescue coordination centre, hospitals, ambulance, emergency doctor, accident insurance consultant, fire service, police etc.) at a clearly visible place.

5.2 Alarm

If an alarm is sounded (at storage facilities and compressor systems, this is a siren signal with voice text), the following rules of behaviour must be observed:

1. Stop working immediately.
2. Stop smoking and extinguish cigarette ends.
3. Clear traffic routes.
4. Switch off machines and devices. Leave key in ignition.
5. Leave workplaces by the shortest, safest route.
6. Proceed to assembly point.
7. Following instructions given by the emergency officer-in-charge.
8. Work may be resumed only after instructed to do so by the competent responsible body.

5.3 Reporting risks/accidents

The danger zone must be immediately evacuated and other persons must be warned.

Any perceived risk (e.g. fire, gas leakage) must be reported to the competent responsible body immediately.

In the case of a gas leakage, terranets bw’s control centre must be informed using the following telephone number:

+49 (0) 0711/ 7812 – 1220; the control centre is manned around the clock (24/7).

Within the scope of these safety regulations, the Contractors must report any accidents of their employees to the competent responsible body immediately. A copy of the accident notification must be sent or given to the competent responsible body. Near-accidents are also to be recorded and reported. Such notifications are to be added to the Construction Site Safety File.

Unsafe conditions or actions that can lead to an accident or damage to health, are to be reported to the competent responsible body.

All employees are jointly responsible for occupational safety their areas.

5.4 Directing ambulances

Upon arrival, ambulances are to be directed to the casualty.

5.5 Accident investigations

Accident investigations are to be conducted together with the HSSE management of terranets bw.

6 Safety organisation

6.1 Description of work processes

For complex and dangerous activities, work process descriptions must be drawn up. In these process descriptions, the required working steps for complex and dangerous activities are to be listed taking into account the respective risks. The process description is to be presented to the competent responsible person on request and added to the Construction Site Safety File.

6.2 Risk assessment

Taking the process description into consideration, the Contractor is to inform themselves about hazards in the area of their workplace prior to beginning their work. Existing hazards and protective measures that must be taken (e.g. technical measures, personal protective equipment) are to be documented in writing and assigned to each other. For the risk assessment, the following prioritisation must be used:

- S – Substitution
- T – Technical protective measures
- O – Organisational protective measures
- P – Use of personal protective equipment and behaviour-influencing measures

The Contractor is responsible for monitoring implementation of and compliance with protection measures. The risk assessment must be kept available and, on request, presented to the competent responsible body as well as added to the Construction Site Safety File.

In the case of ambiguities regarding existing risks, the Contractor is to seek advice from the competent responsible body.

6.3 Safety instructions

Within the scope of these safety requirements, the Contractor is to ensure that their personnel and any subcontractors' personnel are instructed in the contents of these safety requirements and, if necessary, any additional applicable documents (e.g. construction site regulations, environmental requirements) prior to beginning work. The Contractor must also provide instruction on further applicable statutory and trade association provisions, regulations, stipulations, instructions for use and operating manuals as well as on workplace-specific hazards and related protective measures in accordance with the aforementioned risk assessment.

Each instruction given must be documented in writing.

Documentation of the safety instructions provided must be presented to the competent responsible body at terranets bw and added to the Construction Site Safety File.

On no account may uninstructed personnel work within the scope of these safety requirements.

The frequency, type and scope of instructions that are to be repeated regularly must be determined taking into consideration the applicable laws, directives and accident prevention stipulations as well as the current situation.

Prior to commencing work for terranets-bw, a company-specific briefing is provided by terranets bw. This briefing includes principles of behaviour as well as local peculiarities of the respective work location (escape and rescue routes, assembly point, etc.). A record is kept of such briefings.

6.4 Foreign-language personnel

When deploying foreign-language personnel, the Contractor must ensure sufficient communication. This necessitates that the supervisor of every independent team of the Contractor can speak German.

Foreign-language personnel must be able to provide the competent responsible body at terranets bw with details of the work order and make an emergency call.

The Contractor must ensure that the contents of the safety requirements or other instructions are also understood by the foreign-language employees.

6.5 Construction site documents

On the construction site, the Contractor must keep all documents that prove compliant construction site organisation in a central place (Construction Site Safety File).

Integral parts of the Construction Site Safety File are:

1. Organisation chart of the construction site participants incl. contact details of the responsible persons
2. Process description
3. Project-specific risk assessments
4. Hazardous materials register and operating instructions for hazardous materials (including safety data sheets).
5. Operating instructions for work equipment deployed and activities taking place.
6. Emergency plan/ emergency response concepts e.g. for works at heights
7. Company verification documents (for example: proof of certifications, specialised waste management companies, handling asbestos (TRGS 519) / synthetic material fibres (KMF) (TRGS 520), proof / certification of the qualification G1 in accordance with DVGW GW 301 (steel) for installation, repair and integration of pipes)
8. List of employees
9. Qualification certificates
10. Authorisation to operate devices or machines

11. Proof of qualification in accordance with DVGW GW 129 for activities near in-service pipelines
12. Certificates proving occupational medical aptitude examinations/ company confirmation of regular preventive checkups
13. List of personal protective equipment (PPE) provided including test certificates and proof of instruction for the relevant employees
14. Test certificates for devices and machines according to regulations on health and safety in the use of work equipment
15. Proof of regular safety inspections on the construction site
16. The required approvals and plans as well as the time schedule
17. Proof of instruction on the Safety Requirements for External Companies

For every commissioned subcontractor, the documents are to be maintained in a separate file / register. The Contractor is responsible for the completeness and accuracy of the documents.

6.6 Supervision

The contractor must guarantee the presence of a supervisor. The competent responsible body must be provided with the name of the supervisor in writing prior to commencing work. It is prohibited to start work without appointing a supervisor.

If only one or two people are deployed, appointment of a supervisor may not be mandatory. However, this requires consultation with the competent responsible body. This does not apply for so-called hazardous activities.

The supervisor must monitor compliance with all safety stipulations (including these safety regulations) by means of regular inspections. Such inspections must be suitably documented by the supervisor.

In the event that safety deficiencies are identified, the supervisor must alert the employee concerned to compliance with the applicable safety rules, initiate safety measures and report the issue to the competent responsible body without delay.

The supervisor may intervene in the work task providing this does not lead to an impairment of his or her monitoring activity. If persons from several contractors are working at the same workplace, a coordinator must be appointed in consultation with the competent responsible body in writing in order to exclude the possibility of endangering one another. Safety instructions given by the terranets bw responsible body or persons authorised by terranets bw (e.g. terranets bw supervisory personnel/ health and safety coordinator) are to be followed immediately.

6.7 Work permit

Fundamentally, certain works may only be carried out by order of terranets bw after obtaining a special work permit. For the following works, a special work permit must be issued by the competent responsible body:

“Hot“–work/welding, soldering, cutting etc.

Form: HSSE-FF-1.1

Entering containers, shafts and confined spaces	Form: HSSE-FF-1.2
Work in areas monitored by extinguishing systems	Form: HSSE-FF-1.3
Work in electrical plants	Form: HSSE-FF-1.4
Civil engineering tasks (shaft certificate)	Form: HSSE-FF-1.5

The work permit is issued on the respective form, which includes all additional stipulations regarding the required safety measures and supervision.

6.8 Occupational health suitability

Contractors must make sure that their employees' health status is monitored by means of occupational medical checkups/ aptitude tests if health-endangering effects or hazardous activities are to be expected when executing the work order. In this case, the Contractor must confirm the medical aptitude of persons deployed with the competent responsible body prior to commencing work. Employees of external companies for whom no confirmation of the medical aptitude has been presented may not be deployed.

6.9 Emissions

Fundamentally, work processes and work equipment should be deployed that reduce emissions as far as possible.

At the workplace, precautions are to be taken that minimise the spread of noise, dust, radiation, pollutants, vibrations etc. The Federal Immission Control Act (German: BImSchG) is to be observed.

6.10 Completion of work

Upon temporary or final completion of work, the competent responsible body is to be informed about the status or completion of the work. For work that influences system function, safety facilities or operability, proof of proper completion of the work must be provided.

7 Personal protective equipment

Within the scope of the risk assessment, the personal protective equipment (PPE) is to be determined in accordance with the existing hazards in writing and must be presented to the competent responsible body prior to commencing work.

The Contractor must supply their employees with the necessary personal protective equipment in sufficient and usable quantities.

The supervisor must point out the use of the personal protective equipment and monitor compliance.

On construction sites, the following PPE must be worn as a general principle:

- PPE head protection: hard hat/helmet
- PPE foot protection: ankle high S3 safety shoes
- PPE protective clothing: work suit – wearing shorts is prohibited

- PPE high-visibility clothing (hi vis): in the vicinity of construction machines, large vehicles or on qualified roads, work clothing with high visibility (e.g. reflective vests)

On premises with gas systems (e.g. systems at storage facilities and compressor stations, gas pressure control and metering systems) or construction sites near gas pipelines, the following additional requirements shall apply:

- PPE: protective clothing: flame-retardant protective clothing in accordance with DIN EN ISO 11612 for limited flame spread Code Letter A and for convective heat Code Letter B,

Moreover, according to the labelling of certain areas or a trade-related risk assessment, further personal protective equipment must be used as an alternative or in addition,

e.g.:

- PPE against falls from a height: safety harness when there is a risk of falling
- PPE hearing protection: hearing protection in labelled noise areas
- PPE hand protection: protective gloves
- PPE eye protection: safety glasses / visor

The competent responsible body is entitled to prohibit persons who are not wearing the required protective from continuing their work.

8 Organization of the company

8.1 Setting up and maintaining construction site facilities

Construction site facilities such as changing rooms, office and storage containers as well as sanitary facilities are to be set up according to the corresponding workplace guidelines in consultation with the competent responsible body. Construction sites, workplaces, site accommodation and sanitary facilities are to be kept in an orderly, tidy state.

Hazardous materials (e.g. explosive, toxic etc.) may not be stored in changing rooms, office rooms/office containers, or other rooms/containers, but only in specially designated rooms in accordance with the Technical Rule for Hazardous Substances (German: TRGS) 510.

Filling stations for own consumption as well as stationary tanks for liquid gas must be set up, secured and labelled in accordance with regulations. The place of installation must be defined together with the competent responsible body.

8.2 Safe working environment

Danger zones such as trenches and tripping points are to be eliminated or sufficiently secured and signposted immediately.

Floor openings must be covered with appropriate, puncture-resistant, anti-slip materials or cordoned off using side protection.

Opening and removing gratings or railings requires the prior consent of the competent responsible body at terranets bw. Deinstallation is forbidden until appropriate safety measures have been put in place to prevent falling.

Flutter tape is not permissible as a barrier or fall protection. After completing the work, gratings and railings must be properly reinstalled immediately.

For risks caused by objects and materials lying around, terranets bw reserves the right to have order and cleanliness in the work area restored at the Contractor's expenses, and, if required, by another company in the event that order and cleanliness are not immediately restored when requested to do so by the competent responsible body.

8.3 Alcohol, smoking and any other intoxicating substances

It is prohibited to consume or possess alcoholic beverages or any other intoxicating substances or to take medication that can affect rational judgement or impair the ability to drive. No work may be carried out under the influence of alcohol, any other intoxicating substance or medication that can impair rational judgement or the ability to drive.

Smoking is prohibited when working in explosive areas and on the whole premises of storage facilities and compressor stations. The only exceptions are the designated smoking areas.

8.4 Residence areas/ behaviour

Employees of external companies must stay in the work areas assigned to them. It is prohibited for them to interfere with or hinder other operational processes or remain at the workplace outside the specified working hours.

Recreation rooms for breaks are to be determined in consultation with the competent responsible body. terranets bw premises, controls and instruments or other equipment may not be entered, mounted, changed or operated without approval and instruction to do so by the competent responsible body.

Carrying out private work on terranets bw premises is not permissible. Taking photographs and using telephones (mobile phones, smart phones) are only permissible with express consent by the competent responsible body. It is prohibited to take such devices and any other electronic devices into Ex areas. Electronic devices in accordance with the ATEX Directive are only permissible if allowed by the competent responsible body.

Warning signs, traffic signs and other safety instructions are to be observed and may not be changed or removed without authorisation by the competent responsible body. The German Road Traffic Regulations shall apply (German: StVO).

9 Work equipment

9.1 Safety-compliant condition

All work equipment such as vehicles, machines, tools, devices etc. that are deployed within the scope of the work order must comply with the pertinent regulations and are to be maintained in a safety-compliant condition. The regulations of the Industrial Safety Ordinance (German: Betriebssicherheitsverordnung) are to be observed.

Work equipment subject to mandatory inspection is to be tested regularly by a qualified person. Written proof that the test was carried out must be provided. A sticker on the work equipment must clearly show the date of the next inspection.

Prior to using the equipment, the user must check that the condition of the equipment deployed is safe for use.

If there are any doubts about the safety-compliant condition of the equipment, terranets bw reserves the right to inspect the test certificates (test books) and to forbid use of the equipment.

9.2 Rectification of defects

Defects in the Contractor's own equipment must be rectified immediately. If this is not possible, this equipment must not be used for the execution of the work order for terranets bw. Using equipment belonging to terranets is only permissible when authorised by the competent responsible body. If defects are identified on the client's machines and tools, the related activities must be stopped and the competent responsible body must be informed immediately.

9.3 Safety systems

Safety mechanisms on machines, devices and any other safety systems provided for the protection of workers must be used according to regulations. They must not be influenced, manipulated or removed.

9.4 Protection against re-energisation of work equipment

Before work is carried out on systems, it must be checked if all energy sources are identified and isolated or if stored energy has been switched off and discharged. The system must be secured against being re-energised.

In consultation with the terranets bw competent responsible body, work equipment and systems must be switched off at the main switch and secured against – unintentional – restart by means of a personal padlock prior to commencing repair, cleaning, setting up and further comparable activities. An additional safeguard using a personal padlock is also required if the main switch is already secured by padlocks of other contractors.

This procedure is also to be used for short-term stays within the facility.

If work is interrupted such as during breaks, the system must remain secured by the padlock.

9.5 User qualification

Work machines and devices that require special operator qualifications (e.g. industrial trucks, hoisting devices) may only be operated by specially trained personnel. Proof of such training must be provided on request and a copy of the qualification must be added to the Construction Site Safety File.

9.6 Fuel-powered vehicles and machines

As a general principle, it is prohibited to operate combustion engines in buildings. If the use of diesel-powered vehicles and machines cannot be avoided, compensatory measures such as particle filters, connecting to a ventilation system etc. must be taken.

9.7 High-voltage (HV) interference

Cables including their electrically conductive assemblies may be subject to interference when installed parallel to high-voltage power lines. This interference manifests itself with magnetically induced alternating current with dangerously high voltages. Prior to commencing work in the vicinity of the mains, it is mandatory to enquire with the responsible body as part of the briefing whether there is interference.

10 Working on the construction site

Working on construction sites is subject to high occupational safety requirements. The high dynamics, changing situations and the various trades working in close proximity to each other pose major challenges for all stakeholders.

It is therefore mandatory to comply with the applicable laws and current German Social Accident Insurance (German: DGUV) regulations. For work procedures, "state of the art" or best available technology as described in norms and in the DGUV regulations must always be taken into account. In addition, a risk assessment is to be carried out to ensure safety while working on the construction site. The protective measures on the construction site are to be derived from this risk assessment corresponding to the hazards identified.

Depending on the activity, stakeholders are subject to special requirements on construction sites. The Contractor must deploy only suitable and reliable persons, in particular for specialised works.

Compliance with the relevant regulations (e.g. DGUV, DIN, DIN EN) is mandatory, especially for the following activities/activities using the following work equipment:

- Activities with/on electrical systems on construction sites
- Rigging loads
- Handling pressurised gas cylinders
- Activities with ladders and steps
- Activities with scaffolding
- Activities that require protection from falling
- Using aerial work platforms (AWPs)
- Using industrial trucks
- Working in excavation pits and trenches
- Securing workplaces and roads
- Handling hazardous materials
- Work safety when operating gas systems

terrants bw is entitled to issue appropriate construction site regulations that are then compulsory for all companies on the construction site.

11 Traffic safety

Driving on the premises of storage facilities and compressor stations is only permissible with express consent granted by the competent responsible body and only in exceptional cases, e.g. for the loading and unloading of work and measuring devices. As a rule, it is mandatory to stay on the internal site roads in this case. Driving in hazardous areas requires written permission from the competent responsible body.

Road traffic regulations apply on the premises of the operating facilities, the headquarters and field office. The maximum speed limit is 20 km/h. Motor vehicles must be parked on the designated parking spaces, usually outside the company premises. Parking inside and outside company premises is at your own risk.

The drivability of the site and access roads must not be impaired by construction and assembly works or soiling. Soiling must be removed immediately by the party that caused it. Roads must not be used as interim storage areas for materials or machines.

Any required road closures must be arranged with the competent responsible body in advance. The competent responsible body must be informed of all heavy goods transports at least 10 days in advance in order to coordinate work processes.

Routes for firefighting must be kept clear.

The safety rules of the respective premises are to be observed.

12 Fire protection

It is obligatory for everyone to contribute to preventing fires by acting with caution. Fire safety regulations are to be observed on company premises.

12.1 Precautionary fire safety measures

12.1.1 General rules of conduct

- Driving in or entering hazardous areas is only permissible with written permission granted by the competent responsible body.
- Fire extinguishing equipment, escape routes and emergency exits must be kept clear.
- Adherence to smoke-free regulations is mandatory.
- Highly flammable and combustible waste must be disposed of in the designated containers.
- Fire and smoke control doors must be kept shut. Obstructing, wedging or fixing fire or smoke control doors is prohibited.

12.1.2 Welding and firing works

- Welding and firing works may only be carried out with a written work permit (form).
- All combustible material must be removed from the hot work site. If this is not possible, protection with flame-proof covers must be used.
- Depending on the nature and scope of the work, a fire watch must be installed who also monitors the area after the work is completed.

- Suitable and sufficient fire extinguishing equipment must be provided.

12.1.3 Combustible liquids and pressurised gases

Combustible liquids and pressurised gases that may be kept at the workplace must be limited to one day's supply. Quantities that exceed the daily supply must be stored according to the regulations.

12.1.4 Electrical equipment

Using electrical devices that do not directly serve to carry out the work order (coffee machine, radio etc.), is permissible only with express permission from the competent responsible body. In addition, these devices must be tested in accordance with the German Industrial Safety Ordinance (German: BetrSichV).

Electrical systems and devices that are not required to operate terranets bw systems must be switched off after use.

The Contractor's damaged electrical operating/work equipment is to be taken out of service immediately. Damage to terranets bw operating equipment must be immediately reported to the responsible plant manager /site manager.

12.2 Behaviour in the event of damage to harnessed gas systems

In the event of damage to a harnessed gas system, there is a risk of fire and explosion from escaping gas. The following measures are to be taken:

- Avoid generating sparks, do not use any electrical systems, immediately extinguish any existing ignition sources, refrain from smoking.
- Switch off engines of all construction machines and vehicles and extinguish any open fire.
- Leave danger area and cordon off a wide area.
- Secure the location of damage and prevent entry by unauthorised persons.
- Where possible, inspect any neighbouring buildings, shafts and ducts for gas entry. If there is gas present: open doors and windows, do not ring the bell and do not leave any electrical devices running.
- Possible evacuation of rooms in endangered residential or commercial buildings.
- The construction site personnel may only leave the location of damage with terranets bw's consent.
- Coordinate measures that have to be initiated with terranets bw and, if required, with additional services or offices.
- Valves on gas pipelines may only be closed by terranets bw personnel or by those authorised to do so by terranets bw on their express instruction.

12.3 Behaviour in the event of fire

- Keep calm.
- Report fire to the fire service and site/operations manager providing clear information about the location, type and size of fire immediately.
 - Who is reporting?

- What has happened?
- How many people are affected/injured?
- Where has something happened?
- Wait for questions!
- Get yourself and others to safety, taking care of your own personal safety.
- Alert endangered persons.
- Escort vulnerable persons with you, taking care of your own personal safety.
- Close doors.
- Follow marked escape routes. Avoid using lifts.
- Follow instructions.
- Any attempt to extinguish the fire must be with due regard to your own personal safety.
- When electrical systems are burning, switch off electricity if possible.
- Go to assembly point.

12.4 Behaviour after fires

The location of the fire must not be altered.

Completely or partially emptied fire extinguishing equipment must not be returned to its original place.

13 Environmental protection

13.1 Handling waste materials

Waste such as building rubble, wood, glass wool, cable scraps, insulation materials, packaging material, cleaning cloths, solvents, waste oils and all other kinds of waste that occur when carrying out work on terranets bw's company premises or construction sites, must be disposed of in the approved disposal facilities by the Contractor.

The Contractor is responsible for procuring waste disposal equipment and for organising and carrying out proper (if necessary certified) disposal in accordance with waste management regulations.

terranets bw's waste containers must not be used by the Contractor.

Containers or bins must be safely installed in consultation with the competent responsible body.

Waste produced on construction sites outside closed company premises is to be disposed of as soon as possible, however temporarily at least stored safely until proper disposal.

If waste is not disposed of in a timely manner, terranets bw reserves the right to have the waste removed at the cost of the Contractor.

Proof of compliant disposal must be placed in the Construction Site Safety File.

13.2 Transport of hazardous substances

If transport of hazardous substances leaves closed terranets bw company premises or takes place in an open construction site area, the regulations pertaining to hazardous goods must be adhered to. The Contractor must comply with all obligations resulting from these regulations, inter alia those for the sender or forwarder.

Hazardous goods transports that are commissioned by terranets bw are checked and processed by the competent responsible body using a checklist.

13.3 Handling water polluting substances

When handling water polluting substances, the pertinent federal and state water quality regulations and – where applicable – those of the districts and municipalities must be observed.

Water polluting substances or waste materials must be stored and used in a way that does not pollute water bodies or contaminate the ground. The same applies for process engineering systems, machines, devices and equipment parts deployed. Type-approved equipment must be the preferred option. As a matter of principle, prevent precipitation water from becoming polluted.

Spilling water polluting substances must be ruled out. Please note that it is forbidden to discharge water-polluting substances into water bodies, the ground or into a sewer.

If water-polluting substances are used, precautions must be taken for the event that they enter the environment. The precautions must be set out in the risk assessment.

If – despite all measures – the ground or water bodies become polluted, appropriate safety measures must be immediately undertaken to minimise the damage; the incident must be reported to the competent responsible body immediately.

13.4 Obligation for certified specialists

Systems for storing, filling, handling, producing, treating and using water polluting substances may only be installed, set up, serviced, repaired or cleaned by certified specialists in the sense of the German Water Resources Act (German: WHG). In these cases, the Contractor must provide the competent responsible body with a valid certificate prior to commencing work that proves that they are either entitled to bear a quality mark of a monitoring or quality association recognized under construction law or that they have concluded a monitoring contract with a technical monitoring organisation that includes inspection every two years at least.

In addition, the valid test report of the monitoring organisation documenting the scope of the specialist certification must be provided.

13.5 Contaminated sites

The competent responsible body must be informed and work must be stopped immediately upon suspicion of contamination or any other ground pollution.

13.6 Explosive ordnance

If explosive ordnance is encountered during the construction process (despite prior explosive ordnance exploration), work in the immediate vicinity must be stopped at once and the required safety precautions are to be taken. The police must be informed. Persons must leave the danger area and proceed to the assembly points. The competent responsible body is to be informed immediately.

14 Acknowledgement pursuant to the General Purchasing Terms and Conditions (German: AEB 5.8)

This acknowledgement is an integral part of commencing work for terranets bw as client/ principal and the Contractor/ Subcontractor. Upon acceptance of the General Purchasing Terms and Conditions of terranets bw, these Safety Requirements are simultaneously acknowledged.

The Contractor and Subcontractor of the Contractor shall herewith undertake to comply to the Safety Requirements for External Companies. Moreover, the Contractor shall undertake to instruct their personnel and that of their Subcontractor on the contents of the Safety Requirements for External Companies and at the same time monitor compliance with the provisions. Proof of such instruction must be recorded and is to be added to the Construction Site Safety File.