Introduction, foreword

The HSE Standard of the BAUER Group will be given in writing to all managers, superiors and employees concerned. They specify the worldwide operative HSE standards for all companies of the BAUER Group. Naturally, local legal regulations and specification stipulating a higher standard are to be adhered to. In regular examinations by superiors as well as during HSE management audits, the understanding and observance of this Standard on the part of the employees are to be assessed and evaluated. The organisational HSE specifications are described in the HSE guidelines of the BAUER Group.

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1 Instruction, course of actions, proceedings

1.1 Work place

It is expected from employees to perform a **self-test** every day before beginning their work or before taking up new work to check for possible HSE hazards. The work may be started only when all unsafe conditions have been brought under control in accordance with the safety rules.

1.2 Personal safety equipment (PSE) on construction sites

Manufacture and assembly areas

- Safety shoes with steel toe-caps (on construction sites ankle-high and with puncture-resistant soles)
- Safety helmet (e.g. according to DIN EN 397)
  High visibility vests (on construction-, assembly- and deep drilling sites, according to the local standards)
- Safety glasses (according to the local risk assessment)
- Wearing safety glasses in obligatory while handling chemicals (e.g. bentonite), hazardous substances as well as during welding and flexing work and other machining activities.

1.3 Electrical power

- FI (RCB)-circuit breaker (30 mA) on all electrical power distributors
- No repair work on live current-carrying equipment!
- Before beginning work: Log Out/Tag Out – “Activating the equipment – shut off and signal”
- Adequate training
- Protect electrical switch devices against exposure to elements
- Check electrical systems and equipment for visible damages before every use
- Discard damaged equipment immediately

1.4 Working at heights

- Fall protection at work places with a height of 2.00 m or more (6.5 feet) (in case of danger of drowning or sinking, 0.00 m onwards) are mandatory.
- Use only equipment allowed as per local standards
- Fall protection is **not** required on portable ladders when the employees have three-point contact with the ladder (e.g. 2 feet and 1 hand or 2 feet and 1 knee/shin)
- All ladders have to be checked and erected stable surface.

1.5 Confined spaces

- Mark confined spaces and develop and implement appropriate procedures for access

1.6 Dangerous energy systems

- In case of hazardous energy, shut off the energy and secure before beginning work (Log out Tag Out)!
- Implement and follow all safety-related procedures for working with electrical, mechanical, hydraulic or pneumatic equipment

1.7 Machine safety in manufacture floors and workshops

- Do not manipulate or turn off safety devices
- Check all devices regularly in accordance with the standards by qualified personnel
- Employees operating rented equipment must be instructed and qualified to operate.

1.8 Motor vehicles

- Newly acquired or leased vehicles must be equipped with safety belts for driver, co-driver and rear-seat passengers. The belts must be kept on during the drive.

1.9 Power-driven vehicles in plant area

- In plant and areas with high pedestrian traffic: maximum speed 10 km/h (6 mph)!
- In case of high traffic of vehicles and crossing of pedestrians, designate marked areas for pedestrians
- Secure vehicles during loading or off-loading against rolling away (e.g. wheel wedges or hooks on the loading ramp).

1.10 Mobile construction machines

- Construction machines (e.g. drilling rigs) require a camera (or equal system) for supervision of the blind spot, alternatively, the swivel range is to be secured and cordoned off
- Machines to be operated only by personnel trained and qualified by Bauer (equipment operating license)
- The operator is responsible for daily maintenance, examination and reporting of the machine condition.
- Mobile construction machines have to be secured against unauthorised use
- Provide and mark lifting and lashing points for transport and assembly
- Driving in reverse with construction machines is allowed only in presence of an additional guide, camera system or banks man.

1.11 Water polluting substances

- Use tanks and containers for water polluting substances (e.g. oil or hydraulic fluids) with double-wall design or equip with collecting pans
- All liquid dispensing systems (e.g. diesel tank station) must be equipped with an automatic shut-off device
- Drips must be immediately properly collected
- All leakages larger than 10 litres have to be reported to the HSE department

1.12 Underground tanks

- Underground tanks must be double-walled and must have an electronic leakage indicator.
- Local regulations and standards are to be followed

1.13 Waste and emissions

- Long range waste disposal and storage on BAUER Group company sites is forbidden
- Waste and emissions have to be handled and disposed of as per the local specifications
- Disposal is to be appropriately documented
- Contamination of ground or ground water has to be remediated immediately.

1.14 Training/instructions

- Instruct employees thoroughly in HSE every year (min. 10 hours including Toolbox meetings)
- Document instructions and get them countersigned by the trainees
- Weekly Tool box meetings at the construction sites, workshops and production facilities (technology, organization, work safety and environment)
- Instruct new employees in workshops or on construction sites on HSE-relevant aspects **before they start** their work
- Communicate BAUER HSE instructions to external service providers immediately after commissioning

1.15 Tests

- Equipment and devices must be checked at regular intervals. These tests are to be documented.

1.16 Pressurized gas cylinders

- Secure pressurized gas cylinders against falling
- Store inflammable gases separately (No smoking!)
- Protect pressurized gas cylinders during outdoor storage against exposure to elements and from direct sunlight
- Mountings must be dismantled during storage and transport
- To transport your gas cylinders on the construction site, use approved trollys.

1.17 Marking of containers

- Mark containers according to their contents
- Mark containers with hazardous substances with internationally recognized hazard symbols (GHS system)
- Material safety data sheets (MSDS) for all hazardous substances according to the applicable local standard in the respective national language
- Create handling instructions for hazardous substances

1.18 Sanitary and commercial areas

- Prepare suitable, country-specific sanitary facilities and commercial areas
- Sufficient drinking water at places with extreme climatic conditions (e.g. deserts)

1.19 Alcohol and drugs

- Consumption of any type of drugs or alcohol is banned in all the operational areas and construction sites of the BAUER Group.
- No Bauer employee (or subcontractor commissioned by Bauer) may be under the influence of alcohol or other drugs and narcotics while performing his/her duty for the BAUER Group.

1.20 Construction site safety

- Ensure that construction sites are safe for employees, subcontractors and third parties
- Secure pits and ditches against collapsing (over 1 m deep, additionally built up or sloped) and mark them
- Keep sufficiently tested equipment for fire fighting (fire extinguishers)
- Provide first aid chain/contingency plan and place it visibly
- Sufficient first aid equipment at designated places
- Mark dangerous areas
- At least 5 meter distance from electrical transmission lines (dependent on voltage)
- Ensure clearance of contamination, hazardous substances, chemicals and weapons in affected areas through the commissioner

THINK
SAFETY
FIRST
BAUER