



Introduction, Preface

The HSE standard of the BAUER Group is given in writing to all managers, superiors and employees concerned. It defines the globally valid HSE standard for all companies of the BAUER Group. Local legal requirements and regulations that prescribe a higher standard than ours always have to be adhered to. Employees' understanding and observance of these regulations is to be regularly checked and evaluated by the superiors and by HSE management audit. Organisational HSE specifications are described in the BAUER Group HSE guidelines.



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1. Instructions, course of actions, procedure

1.1. Workplace

Employees are expected to perform a **self-test** every day before they start working, or before they take up new work, for possible HSE hazards. The work may be started only when all conditions seen as unsafe in accordance with the safety rules have been brought under control.

1.2. Personal protective equipment (PPE) 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 / it is obligatory to wear helmets on all construction sites, assembly sites and deep drilling sites, as well as for all other activities for which the local risk assessments set this requirement!)
- High visibility vests (on construction sites, assembly sites and deep drilling sites, according to the local standards)
- Safety glasses (according to the local risk assessment)
- Wearing suitable safety glasses is obligatory while handling chemicals (e.g. concrete, cement, water-glass, etc.), 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 equipment carrying live electric current!
- Before starting work: "Disconnect equipment from the mains – switch off and tag" (Lock Out - Tag Out)
- Adequate training
- Protect switches against exposure to elements
- Check electrical systems and equipment for visible damage before every use
- Dispose of 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)
- Only the equipment allowed as per local standards may be used
- Safety harness is **not** required on portable ladders if the employee has 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 erected on stable surface

1.5. Confined spaces (see definition in Appendix 1)

- Mark confined spaces and develop and implement appropriate procedures for accessing them



1.6. Dangerous power systems (see definition in Appendix 1)

- In case of hazardous power sources, make sure the power level is zero and mark with a tag before starting work (Lock out Tag Out)!
- Implement and follow all safety-related procedures for working with electrical, mechanical, hydraulic or pneumatic equipment

1.7. Machine safety in manufacturing areas and workshops

- Do not manipulate or turn off safety devices
- Have all devices checked regularly by qualified personnel in accordance with the standards
- Employees operating rented equipment must be instructed and qualified to operate it, and must have a written authorisation

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 fastened all the time during the drive.

1.9. Power-operated vehicles in the factory area

- In plants and other areas with high pedestrian traffic: maximum speed 10 km/h (6 mph)!
- In areas with high traffic and pedestrian crossings, marked areas for pedestrians are to be designated; these areas must be kept clear of any tripping hazards!
- During loading or unloading, vehicles must be secured against rolling away (e.g. wheel wedges or hooks on the loading ramp)

1.10. Mobile construction machinery

- Construction machines (e.g. drilling rigs) require a camera for the view of the blind spot; alternatively, the swivel range is to be secured and cordoned off
- Machines are to be operated only by personnel trained and qualified by Bauer (equipment operating license)
- The operator is responsible for the daily maintenance and inspection of the equipment
- Mobile construction equipment is to be secured against unauthorised use
- Suspension and lashing points for transport and assembly are to be provided and marked
- Reversing with construction machines is allowed only in a cordoned off area on in the presence of an additional guide or a suitable reversing camera system

1.11. Water pollutants

- Tanks and containers used for water pollutants (in accordance with their safety data sheet / e.g. oil or hydraulic fluids), have to be double-walled, or are to be equipped with collecting drip trays
- All liquid dispensing systems (e.g. diesel tank station) must be equipped with an automatic shut-off device
- Drips must be immediately collected in a suitable container
- All leakages exceeding 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 specifications are to be adhered to

1.13. Waste and emissions

- Long-term storage of waste on the premises of the BAUER Group is forbidden
- Waste and emissions have to be handled and disposed of according to the local specifications Generally, the goal is to recycle waste!
- Disposal is to be appropriately documented
- Contamination of ground or ground water has to be avoided at all times, possible contamination is to be remediated immediately

1.14. Training / Instructions

- Employees must receive thorough instructions in HSE every year (at construction sites and in workshops, minimum of **10** hours including Toolbox meetings)
- Instructions are to be documented and signed by the attendees
- Weekly toolbox meetings on construction sites! In workshops and production areas, it is possible to schedule these meetings on another, more sensible, time scale, but at least once a month (technology, organisation, work safety & environment, QA, risk)
- New employees in workshops or on construction sites are to receive detailed instructions on HSE-relevant aspects **before they start their work**
- External service providers are to be immediately upon their arrival

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 toppling over
- Combustible gases are to be stored separately (No smoking!)
- Pressurized gas cylinders, when stored outdoors, must be protected against the elements and from direct sunlight
- Mountings must be dismantled for storage and transport
When transporting gas cylinders on construction sites and in workshops, suitable trolleys are to be used.

1.17. How to mark containers

- Containers are to be marked according to their contents
- Mark containers with hazardous substances with internationally recognized hazard symbols (GHS system)
- Create Material Safety Data Sheets (MSDS) for all hazardous substances according to the applicable local standard in the respective national language
- Create instructions on how to handle hazardous substances.



1.18. Sanitary and staff rooms

- Suitable, country-specific sanitary facilities and staff rooms are to be provided
- Sufficient drinking water at locations with extreme climates (e.g. deserts)

1.19. Alcohol and drugs

- Consumption of any type of drugs or alcohol is prohibited in all company areas and construction sites of the BAUER Group.
- No Bauer employee (or subcontractor commissioned by Bauer) is allowed to 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

- Transport routes must be marked clearly and must be kept free of tripping hazards!
- It is to be ensured that construction sites are safe for employees, subcontractors and third parties
- Pits and ditches are to be secured to prevent collapsing (for depths exceeding 1 m, also shored up or sloped accordingly) and marked
- Sufficiently tested equipment for fire-fighting (fire extinguishers) must be provided
- First aid chain/contingency plan must be drawn up and visibly displayed
- Sufficient first aid kits at designated locations
- Risk zones are to be marked
- At least 5 meter distance from electrical aerial lines
- Where applicable, clearance of contamination, hazardous substances and weapons by the client is to be ensured.

1.21. Transitional light-duty workplace

Employees who have suffered a minor accident (slight injury or health-related limitations) through their work for the BAUER Group, should be offered a transitional light-duty workplace. The activities conducted by the employee at a transitional light-duty workplace must be adjusted to the medical and/or health-related limitations caused by the accident. A transitional light-duty workplace is only temporary, until the employee is able to resume normal duties.

1.22. Mobile phones

Use of a mobile phone without a hands-free system while driving Bauer vehicles is prohibited! Reading or sending an SMS or other text messages and e-mails (by the driver) while driving is prohibited at all times!

Furthermore, the use of mobile phones during the following activities is prohibited:

- When standing in the danger areas of tools or machines
- When operating or guiding cranes, tools and construction machines

