

Specifications

External company guidelines	
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Occupational safety, energy and environment management regulations

for

contractors

of

DEUTSCHE ROCKWOOL GmbH & Co. KG

of

ROCKWOOL Operations GmbH & Co. KG

of

ROCKWOOL Mineralwolle GmbH Flechtingen

the companies above are hereinafter referred to collectively as
'ROCKWOOL' –

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1. Foreword

ROCKWOOL wants to provide everyone working in our factories with a safe working environment – free from accidents or critical incidents. ROCKWOOL aims to avoid unnecessary environmental pollution and energy consumption.

Therefore, the **ten golden rules of safety** of our occupational safety programme **ROCKSAFE and the ten environmental and energy rules** apply to everyone working on the premises of ROCKWOOL. As a contractor, please help by making your employees aware of these rules and familiarising them with them. Everyone on the premises is obliged to follow the ten golden rules of safety, the ten environmental and energy rules and these external company guidelines at all times. Please be aware that ROCKWOOL Germany has oriented its working processes on the international standards **ISO 9001, 14001 and 50001**. You are also obliged to be aware of and comply with all statutory and official regulations of relevance to the contract, the relevant accident prevention regulations and the generally recognised codes of practice.

Furthermore, in order to protect your and our employees, you must comply with all necessary operational regulations of ROCKWOOL, especially the provisions concerning safety and the environment.

By accepting the contract, the contractor recognises these occupational safety, energy and environmental management regulations for third parties.

We want everyone to go home just as healthy as they were when they left. We are all working towards this objective. Help us! If you have any questions, please do not hesitate to contact your ROCKWOOL representative.

2. The golden rules of safety!

1. I must take time for safety.

2. I must adhere to the safety regulations.
3. I must wear the necessary personal protective equipment.
4. I must only use tools and machines that are intact and have been tested.
5. I must keep my workstation clean and tidy.
6. I must ensure that systems and machines are safe before I work with them.
7. I must use designated routes and the handrail when using the stairs.
8. I must report any uncertain situation or damage to my superior immediately.
9. I must approach colleagues who seem uncertain and encourage them to work safely.
10. When operating a vehicle, I must always drive safely.

3. Environment and energy rules

1. Act responsibly with resources, the environment and energy!
2. The cheapest energy is the energy you do not use.
3. Avoid noise and dust!
4. Turn off equipment and lights that are not in use!
5. Report malfunctions, leaks and wastage! Report malfunctions or leaks.
6. Handle hazardous materials with care!
7. Avoid, reduce or recycle waste!
8. Be considerate and sort waste! Sort waste.
9. Think of the environment before you print on paper!
10. Use ROPEX or GRIPS to improve environmental protection or energy efficiency!

**Our safety and environment.
My responsibility!**

4. General

Applicability

These ROCKWOOL guidelines are a component of the work or service contract entered into with the contractor or its subcontractor. The provisions apply to all deliveries and services carried out by contractors on the premises of ROCKWOOL.

Legal grounds

The general occupational health and safety and environmental protection regulations apply on the premises, including

- the Gesetz über die Durchführung von Maßnahmen des Arbeitsschutzes zur Verbesserung der Sicherheit und des Gesundheitsschutzes der Beschäftigten bei der Arbeit (Arbeitsschutzgesetz, ArbSchG; German Act on the Implementation of Measures of Occupational Safety and Health to Encourage Improvements in the Safety and Health Protection of Workers at Work) and its associated ordinances and regulations
- the Gesetz über Betriebsärzte, Sicherheitsingenieure und andere Fachkräfte für Arbeitssicherheit (ASiG; German Act on Occupational Physicians, Safety Engineers and Other Occupational Safety Specialists)
- the rules and regulations of the German institutions for statutory accident insurance and prevention
- The internal regulations of ROCKWOOL with regard to occupational health and safety, fire protection and environmental protection

5. Registration, briefing and coordination



Briefing

Before entering the premises of ROCKWOOL for the first time, every employee of an external company must register online and participate in an online briefing on the general code of conduct on the premises, which is followed by a test. This is carried out at the external company and must be repeated within no longer than one year.

In exceptional cases and subject to consultation with ROCKWOOL, this online briefing can also take place on-site at the entrance to the premises.

Registration

Once an employee has passed the test (this is verified on the online system at the factory entrance), he/she will receive an external company ID and his/her presence on the premises will be registered after he/she presents identification (personal ID card, driving licence, etc.). This ID card must be worn so that it is visible at all

times. Day passes must be returned to the gatekeeper when leaving the factory.

External company coordinator ('coordinator')

The contractor must appoint coordinators to coordinate the work of the contractor with the work of the client or other companies.

The coordinator

- can inspect the execution and progress of the work on-site at any time without this limiting the responsibility of the contractor for the due execution of the deliveries and services
- can set out regulations for all work if necessary in order to avoid potential hazards
- can, at random, test the occupational safety organisation and the briefing of the employees working on the factory premises
- must be provided with all necessary information and documentation in this regard
- shall brief the supervisor of the contractor in the local and operational particularities of each place of work
- shall provide the contractor with all necessary information for the activities to be performed, especially with regard to occupational safety, environmental protection and energy efficiency
- can stop the work of the external company at any time due to breaches of occupational safety or environmental protection regulations and coordinate measures with the person in charge from the external company

Contractors

The contractor and its representative must comply with all statutory, professional and internal occupational safety and environmental regulations.

The legally mandatory occupational safety organisation and documentation must be present and evidence thereof must be provided to the coordinator on request. In particular, this includes a complete, up-to-date hazard assessment and evidence that the employees have been briefed on occupational safety. In some cases, occupational health checks are necessary before certain activities are undertaken. The external company must ensure that its personnel are sufficiently qualified and healthy.

Supervisor of the contractor

If deploying more than one employee, the contractor must appoint a supervisor.

The supervisor

- can issue instructions to the employees
- must be named to the client in good time prior to starting work and following a change of supervisor
- must report to the coordinator of the client in good time before the start of the work

- must, if prompted to do so, demonstrate his/her requisite qualifications and suitability to the client
- must have a mastery of written and spoken German
- must be able to communicate in a common language if using employees of external companies who have not mastered German
- must supervise the performance of the work on-site during all hours of work
- must brief his/her employees on the potential hazards in the workplace and what actions to take to counter them during their working hours; the briefing must be documented
- must notify the coordinator of the start of work, interruptions to the work, work outside of regular working hours, dangerous work, job rotations and the end of work
- must additionally notify the coordinator of any disruptions to operations as well as of any accidents, near misses and uncertain situations

Coordination of work

The coordinator and supervisor must notify one another of the potential hazards in the area or work being carried out in the area. The coordinator must coordinate the work and define the measures to protect against mutual risks.

Qualification and conduct of personnel

Only suitably qualified personnel who are able to carry out the necessary work professionally and properly may be deployed on the premises of ROCKWOOL. Employees of external companies must wear personal and company identification at all times and, if necessary, produce evidence of their right to remain on the premises.

If there is a risk to life, limb or health, that risk must be averted immediately. If this is not possible, anyone at risk must be warned immediately and the next available supervisor must be notified. Dangerous areas must be secured.

Everyone must address uncertain situations or behaviour at all times. If necessary, the supervisor or coordinator must be notified.

If employees of the contractor breach internal or industry-wide safety regulations, the factory manager can have the persons in question removed from the premises of ROCKWOOL.

The Arbeitszeitgesetz (ArbZG; German working hours act)

All work must be carried out in line with the regulations on working hours that are in effect at each facility. Any necessary deviations must be discussed with the coordinator of the client.

The contractor is responsible for adhering to the provisions of the German working hours act and for obtaining the necessary official authorisations for work on Sundays and national holidays.

Subcontractors

The use of subcontractors requires the written consent of the client prior to the start of work. The client can also refuse to permit the use of subcontractors. The contractor bears full responsibility for ensuring that its subcontractors comply with the occupational safety and environmental protection regulations. It is the solely responsible main contractor with regard to the client.

The contractor is obliged to include all safety-related regulations agreed with the client in all contracts with its subcontractors, including these guidelines on external companies.

6. Courses of action in the event of a fire, accident or other danger



Raise the alarm

The emergency number for the fire brigade in Germany is **112 (from a landline)**. The following details must be provided in the call:

Who is calling?

What has happened?

Where did it happen?

How many people are injured?

Do not hang up immediately – wait for confirmation!



Evacuation

If the alarm sounds, for example, in the event of a fire, the buildings must be evacuated immediately through the closest emergency routes, exits and staircases. People in the vicinity must be warned and injured and disabled people must be provided with assistance. Look for the assembly point. You may only leave the assembly point with the permission of the emergency services.

Warning: Do not use the lifts!

Follow the instructions of the emergency services and the fire safety officer

Courses of action in the event of an incident or accident

Before work starts on the premises of ROCKWOOL, the supervisor on-site must familiarise him/herself with the first aid equipment (e.g. the locations of the first aid room, the emergency alarm and first aid equipment) and emergency medical station and pass this information on to his/her personnel or the employees of his/her subcontractor.

In the event of an accident or emergency, after first aid has been administered to the injured person and the chain of survival has been initiated, the coordinator of the client must be notified without undue delay (or the shift manager if the coordinator is absent).

This does not affect the duty of the contractor to notify its professional association.

The contractor must investigate every accident or case of damage thoroughly. In doing so, the contractor must work closely with the coordinator, the health and safety officer of the client and, if necessary, the authorities or its professional

association.

7. Prohibited actions



Alcohol and tobacco

The possession or consumption of alcohol and other intoxicants is prohibited on the premises of ROCKWOOL. Additionally, it is prohibited to remain on the premises of ROCKWOOL whilst under the influence of alcohol or any other intoxicant. Smoking is only permitted outside; non-smoking areas must be taken into consideration.



Mobile phones

The use of mobile phones and other non-explosion-proof electrical equipment is prohibited in areas that are exposed to the danger of explosions.



Secrecy

It is prohibited to create records of operating equipment and work procedures. Photography is therefore also prohibited. Additionally, employees of external companies are obliged to maintain secrecy with regard to third parties in connection with such operating equipment and work procedures, even after the completion of their activity



Restricted access

No workstations other than those assigned to the contractor may be accessed without authorisation.

The briefing is provided by the coordinator or a briefed supervisor.

The contractor and its employees are not permitted to bring visitors onto the premises.

Whilst on the premises, every individual must behave in such a way that neither he/she nor any other person is at risk.

Factory safety

- The factory management reserves the right to carry out inspections in order to maintain order and safety
- The inspections cover people, vehicles and all items and containers brought onto the premises
- The instructions of the coordinator or shift manager must be followed immediately

Infringements can result in the immediate exclusion of the external company.

Hazardous work

As a rule, hazardous work is prohibited. Exceptions require the consent of the coordinator, for example:

- Work in containers and enclosed areas



- Work involving a risk of ignition (welding, burning, drilling, etc.)
- Work involving a risk of falling
- Work in areas that are exposed to the danger of explosions
- Test operation of systems
- Work over 0.2 m beneath the surface
- Demolition/disassembly of systems, machines and buildings
- Assembly of systems/machines

Consent is generally provided by the coordinator or, if the coordinator is absent, an appointed manager/superior, in the form of a work permit. The steps to be taken as part of the work must be defined in the work permit.

Safety precautions

Safety equipment may not be removed or rendered ineffective.

Before the work starts, the supervisor and coordinator shall agree the security measures designed to prevent machines, systems and process equipment from starting up unexpectedly during work. Work can begin only after the agreed measures have been implemented.

8. Accident prevention



Prohibited areas and traffic routes

The designated routes and the handrails on stairs must always be used on the premises. Unless rules designed to ensure occupational safety have been agreed with the coordinator, it is prohibited to stay in dangerous locations, especially those under suspended loads, in the paths and turning areas of vehicles and mobile machines and in blind transport and traffic areas.



Work equipment

The following provisions apply **to all** work equipment (machines, devices, apparatus, tools and systems) provided by either ROCKWOOL or the contractor:

The contractor is responsible for

- ensuring that all work equipment is operationally reliable
- ensuring that all work equipment is suitable for each activity
- checking for the presence of a seal of approval indicating the date of the next inspection on all electrical equipment, ladders, cranes, hoisting devices, vehicles, ground conveyors, construction machines and other work resources provided by ROCKWOOL; the contractor must notify ROCKWOOL immediately if this is not the case
- also visually inspecting equipment lent by ROCKWOOL for damage prior to use; if damage that might affect safety is present, it must be reported to the coordinator and the equipment may not be used
- using suitably qualified personnel, for example, experts or specialists, to carry out an inspection of all electrical equipment, ladders, cranes, hoisting

devices, vehicles, ground conveyors, construction machines and other work resources provided by the contractor in line with the statutory regulations; prior to the start of work, suitable documents must be presented to prove that these inspections were carried out and if and insofar as possible, a seal of approval indicating the date of the next inspection must be applied.

Employees must be briefed on how to use the work equipment.

The briefing and commissioning must be documented for work equipment such as ground conveyors, cranes, elevating work platforms and construction machines.



Personal protective equipment (PPE)

The contractor is responsible for the following:

- ensuring the provision of PPE required for the work and its storage on the premises; in cases of doubt, the contractor must consult the coordinator
- ensuring that employees wear PPE
- ensuring that employees are briefed on the use, maintenance and durability of PPE

As a rule, hard hats and type S1P or S3 safety shoes must be worn on the premises. Any regulations specific to each factory must be complied with. These provisions do not apply to offices, control rooms or sanitary facilities. Additionally, suitable work clothing must be worn. Employees are not permitted to work topless or while wearing shorts. Additionally, reflective clothing must be worn outdoors and in the finished goods warehouse. Other PPE in specific areas and/or required for specific activities is specified in the signs and instructions or, if necessary, must be defined by the supervisor.



Hazardous substances

The handling of hazardous substances is subject to the Verordnung zum Schutz vor Gefahrstoffen (GefStoffV; German ordinance on hazardous substances) and the Technische Regeln für Gefahrstoffe (TRGS; technical rules for hazardous substances). It must be ensured that no one is endangered by the hazardous materials that are used or released.

In particular, the following must be taken into consideration:

- The use of substances that are considered Substances of Very High Concern (SVHC) in the sense of the REACH Regulation, carcinogenic, toxic to reproduction, mutagenic, poisonous or highly poisonous is prohibited. Exceptions must be requested and approved by the client prior to the awarding of the contract. All hazardous substances used on our premises must be registered with the coordinator prior to the start of work.
- Only the hazardous substances required for the day may be stored at a workstation. Any further storage areas must be arranged with the coordinator.
- Hazardous substances may only be brought onto the premises in suitable, lockable and sufficiently labelled containers.
- The consumption of food (and drink) is prohibited in all areas in which



hazardous substances are being used or stored.

- The up-to-date safety information sheets and procedures for working with hazardous substances must be stored on-site.
- The supervisor must brief employees on how to handle the hazardous substances.
- The handling of substances that are hazardous to water is subject to the Gesetz zur Ordnung des Wasserhaushalts (Wasserhaushaltsgesetz, WHG; German federal water act) and the Verordnung über Anlagen zum Umgang mit wassergefährdenden Stoffen (AwSV; German ordinance on facilities for handling substances that are hazardous to water).
- Contamination to the soil, groundwater or any body of water must be prevented.
- Any environmental contamination by substances that are hazardous to water must be reported to the coordinator immediately.

Building construction work – fall prevention



Safety barriers must be in place at all workplaces and traffic routes where there is a risk of falling or that are adjacent to areas where there is a risk of falling. Floor openings such as hatches, stairwells and cavities must be secured with fixed or removable rails, grilles, covers, etc.

If, in the affected areas, no technical measures can be implemented to prevent the risk of falling, the work may only be carried out with a work permit. The necessary safety measures set out herein must be followed by everyone.

Assembly and disassembly work

Assembly and disassembly work on systems and machines may only start with the written consent of the coordinator.

The contractor must prepare a plan in writing (an assembly and disassembly plan or demolition plan) that contains all necessary safety-related information. In particular, the plan must describe the intermediate storage as well as the assembled, disassembled and in-transit conditions of the systems and machines. Furthermore, the measures designed to ensure safe workplaces and points of access must be specified and the associated general drawings must be included. The work can be given the green light on the basis of this plan.

In the event of larger quantities of waste, the coordinator must be provided with a waste disposal concept prior to the start of the work.

Work on utilities and process equipment

As a rule, work on the main utilities of the factory (gas, electricity, water, compressed air, process equipment, etc.) may only start with the written consent of the coordinator. The coordinator must be notified of the end of the work and of its degree of completion without delay.



Electrical safety

All electrical systems and equipment must comply with the relevant electrical regulations and it must be possible to demonstrate that their functionality has been tested.

The contractor may only plug its own electrical systems and equipment into sockets fitted with at least a residual current circuit breaker. If no such socket is available in the factory, the contractor must set up and use its own safety equipment. This requires the consent of the coordinator of the client prior to the start of the work.

Scaffolding and ladders

The relevant technical rules, DIN standards and accident prevention regulations must be adhered to in the interests of the safe construction, modification, use and disassembly of scaffolding. The contractor responsible for the scaffolding assembly work must ensure that the scaffolding is assembled, disassembled and used in line with the generally recognised codes of practice. Therefore, all working and protective scaffolding requires a suitability certificate comprising the stability certificate and the certificate of operational safety.

Additionally, the scaffolding must be labelled with the approval for use.

Scaffolding without such an approval must be labelled with a visible notice that they are not to be used.

Every contractor that uses scaffolding must ensure that the scaffolding is inspected for evident defects prior to use and that it is labelled with an approval notice. Additionally, the contractor is responsible for ensuring that the scaffolding is used for its intended purpose and that operational safety is maintained.

The contractor must ensure that ladders and steps are set up in such a way that they are stable and safe to use. The necessary type, number and size must be provided and their inspection must be documented.

Fire protection

The German fire safety regulations apply.

In particular, the following must be taken into consideration:

- Emergency exits and access to fire extinguishers and firefighting equipment must not be obstructed at any time.
- Fire extinguishers and wall hydrants should only be used in an emergency and taken from the designated points.
- Smoking is prohibited!
- Work involving a risk of ignition (welding, burning, drilling, etc.) requires a permit (see the section on hazardous work).

Setting up construction sites and workstations

Prior to the start of work, the setting up and delineation of a construction site must be arranged with the coordinator of the client (the same applies to site accommodation, construction containers, construction trailers, etc.).

The entire construction site, including the material storage area, must always be kept clean and tidy. All paths, emergency access roads, emergency exits and fire extinguishers must remain unobstructed at all times. Lines, cables, tubes, etc. must be laid in such a way that they do not represent a hindrance or risk. Upon completion of the work, the construction site must be left in an appropriate condition.

Depending on the scope of the construction work, a site plan will be drawn up and a health and safety coordinator appointed in line with the site regulations.



Factory traffic

No vehicles not belonging to the factory may be operated on the premises (with the exception of delivery vehicles) without the consent of the coordinator of the client.

Drivers must have the necessary driving licence.

Upon entering and leaving the premises, vehicles are subject to random visual inspections in terms of road safety and a valid driving licence.

The Straßenverkehrs-Ordnung (StVO; German road traffic regulations) apply on the entire premises of ROCKWOOL. Unless provided for otherwise, a maximum speed limit of 15 km/h is in force and vehicles must be driven at walking pace in the loading area.

Vehicles may only be parked in the designated bays.

The traffic routes on the premises may not be restricted without authorisation.

Drivers of all vehicles must be trained and commissioned.

9. Environmental protection



Environmental protection

The protection of the environment must be guaranteed unconditionally with regard to keeping the air, soil and water clean and controlling noise.

It is of the utmost importance that all relevant environmental protection legislation is adhered to on the premises. Therefore, the contractor is obliged to make its employees aware of potential environmental hazards in connection with the work to be carried out and have them adhere to the environmental protection regulations.

The coordinator must be notified immediately of the following, even if they have not been caused by the contractor:

- visible dust formation resulting from contamination

- leakage of substances that are hazardous to water
- discovery of soil or water contamination
- improper storage of waste
- complaints from neighbours

Where possible, countermeasures must be implemented immediately if a risk to the environment is evident.

Substances hazardous to water

When storing and handling substances that are hazardous to water, you must ensure that no substance hazardous to water comes into contact with the soil, surface water or the sewer system. If substances hazardous to water should leak, the coordinator must be notified immediately.

Emissions

The contractor must take precautions to ensure that its activity does not result in inadmissible emissions in the form of dust, gas, odour, noise, etc. on the premises or in the surrounding area.

Waste



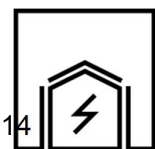
All contracted firms are obliged to minimise the occurrence of waste.

Waste brought in from outside the premises may not be disposed of in company receptacles.

Waste disposal is the exclusive duty of the contractor. The contractor must adhere to the Verordnung über die Bewirtschaftung von gewerblichen Siedlungsabfällen und von bestimmten Bau- und Abbruchabfällen (Gewerbeabfallverordnung, GewAbfV; German industrial waste regulation). Waste may not be incinerated. Paper, glass, plastic, metal, wood, textiles and hazardous waste must be separated by the contractor and disposed of separately. The same applies to construction and demolition waste; these must be divided into the following waste fractions on the construction site: glass, plastic, metal, wood, insulating materials, bituminous mixtures, gypsum-based construction materials, brick and ceramic. ROCKWOOL operates collection points for waste that has to be disposed of separately by waste type, although the contractor has no legal entitlement to use these.

If the contractor fails to fulfil its duty to dispose of waste, the project managers reserve the right to have the waste disposed of at the expense of the party responsible for it.

10. Energy



The contractor and its employees must be aware of the ROCKWOOL energy management system and its energy policy.



They must ensure that they consume energy sparingly when using machines, equipment, tools and systems. Employees of the contractor are obliged to use energy sparingly and to report potential improvements and wastes of energy.

The contractor is obliged to ensure that the conduct of its employees meets these requirements:

- Reporting of visible and audible leaks (compressed air, excess air, water, etc.) to the relevant coordinator.
- When using the factory's compressed air network, hose and pipe connections, couplings and valves must be inspected to ensure they are airtight. This applies to the equipment of the contractor and the factory network of the client. Leaks must be reported to the relevant coordinator.
- When using tools that consume energy (e.g. technical gas, oil, compressed air, electricity, water, light), they must be made sure to be in impeccable condition and may only be used for as long as necessary to complete the assignment.
- If multiple tools or pieces of equipment are available for selection, the most efficient one must be used.