

Operating rules for partner companies of the Saint-Gobain companies





Table of contents

Foreword	4
1 General notes	5
2 Construction and assembly work	7
3 Electrical equipment	8
4 Machines, tools, devices	8
5 Fire protection measures	8
6 Handling Hazardous Substances	9
7 Testing of facilities	9
8 Completion of work	9
9 Cleaning up the work site, debris removal	9
10 Liability	10
11 Behavior in case of incidents	10
12 Further regulations	10

Foreword

Saint-Gobain's stated policy is that in all activities, the health and safety of employees and others is given the highest priority, due regard is given to environmental protection and energy efficiency, and damage to fixed assets is prevented.

This not only means that the applicable laws, Saint-Gobain standards and other regulations relevant to occupational safety and environmental protection are followed, but also includes the independent further development of risk assessments and protective measures.

A principle of accident prevention based on experience states that employees at changing workplaces and in external companies in particular are exposed to an increased risk potential due to the different local conditions and the possibility of changing external influences compared to employees who are familiar enough with their work area, the activities to be performed and possible influences to be able to work safely.

The purpose of these operating rules is to define the rules of cooperation between Saint-Gobain and the

partner companies in the performance of their duties under contracts for work or services on the premises of the Saint-Gobain companies. The company regulations apply to all partner companies and their employees and subcontractors as well as to all Saint-Gobain employees who carry out activities on the respective site within the meaning of these regulations.

These rules are an essential part of the contract for the respective order. Lost times due to violations of the operating rules cannot be taken into account by the Contractor in the sense of a delivery delay penalty.

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1 General notes

AG / AN

In the following determinations, the the Saint-Gobain companies are named as client (CL), the partner company as contractor (CO).

Risk assessment and instruction

With regard to the activities on the Client's premises, the Contractor shall prepare and perform a risk assessment in accordance with the statutory provisions and document the performance (e.g. § 5 ArbSchG). The Client shall support the Contractor in this to the extent required by § 8 ArbSchG. In particular, the Client shall point out to the Contractor the known specific hazards of the plant and hand over to him the currently valid Saint-Gobain safety standards or site-specific specifications as required.

The risk assessment must be submitted to the client (coordinating body) or taken into account in the context of the coordination of several contractors.

Shutdown of equipment (LOTO)

Work may only be carried out on machines and systems if they are secured within the framework of the LOTO procedures valid at the site. In addition to electrical shutdown and safeguarding, particular attention must be paid to stored energies (e.g. hydraulics, pneumatics, springs, gravity) and the escape of media (e.g. liquids, gas, steam).

The Contractor undertakes to instruct its employees deployed at the Client on the contents of these Operating Regulations and to submit documentation on this to the Client's coordinating office.

Supervisor

Activities with special hazards as defined by BGR A1 must be supervised by a supervisor to be determined by the customer and contractor.

Applicable regulations

The Contractor shall inform itself about the relevant regulations for the respective activity before commencing its activity on the Customer's factory premises. This applies in particular to the observance of and compliance with occupational safety, health protection, fire protection and environmental protection as well as existing regulations on energy efficiency. If these statutory regulations are specified by official measures (permits, orders, etc.), the Contractor shall be obliged to comply with them as far as they are concerned.

The Contractor is obligated to observe the internal regulations for occupational safety, health protection, fire protection and environmental protection (alarm plan, disposal guidelines, etc.) as well as for energy efficiency and to monitor and ensure compliance with them by the employees deployed by it and by its subcontractors.

In accordance with the German Occupational Health and Safety Act, Section 2, and BGV A1, the Contractor shall, in order to prevent occupational accidents, provide facilities, instructions and measures which comply with the provisions of the accident prevention regulations and also with the generally recognized safety and occupational medical rules. Insofar as requirements in other legal regulations, in particular occupational health and safety regulations, these regulations shall remain unaffected.

Coordinating body / safety specialist

Providing information on occupational safety, health protection, environmental protection, fire protection and plant safety issues, and

regulations on energy efficiency, the Contractor can contact the coordinating office and, if necessary, the safety specialist. If necessary, he can consult the accident prevention regulations and Saint-Gobain standards as well as other safety-related, environmental and energy-relevant rules, laws, etc. here.

Smoking ban, breaks

Smoking is generally prohibited in all locations outside the designated smoking areas. Butts and ashes may only be disposed of in the containers provided. Burning, glowing and smoldering butts or comparable objects that pose a fire hazard may not be left without permanent supervision.

Eating and drinking is only allowed in designated areas.

Alcohol, drugs, medication... The carrying and consumption of alcohol or other intoxicating substances is prohibited at all locations of the Saint-Gobain company prohibited. Medication that leads to a restriction of perception must be reported to the coordinating office without being requested to do so. Persons who are under the influence of alcohol, illegal drugs or other intoxicating substances are prohibited from being in the company.

Private things

Private belongings that are not needed for work may not be brought without prior coordination with the coordinating office.

This applies in particular to electrical heating devices, mobile telephones and televisions or other objects that are dangerous or whose use poses a hazard.

i. The following table shows the possible consequences for the company.

Files...

Files, drawings, documents, breaks, etc. may not be taken out of the company and business premises, reproduced or made accessible to unauthorized persons without the permission of the plant management.

Use of vehicles

The use of vehicles, work equipment and PPE of the Client (forklifts, lifting platforms, tractors, trailers, workshops, etc.) is generally not permitted unless contractually regulated. They may only be used after consultation with the coordinator, necessary instructions have been given and proof of the necessary qualifications has been provided.

The driver's license must be carried at all times and presented during inspections. Riding on vehicles without seating is prohibited.

Liability for transport

The Contractor shall be liable for the transport of all materials and equipment, for their storage and safekeeping, for services and equipment provided until acceptance and for all damage caused by its employees, subcontractors or suppliers. He shall take all protective measures and precautions for this himself.

Job setup

Setting up the work or construction site, erecting construction fences, barracks, machines, etc., creating material storage areas and defining traffic routes on the construction site may only be done in agreement with the coordinator. Unauthorized modification and removal of protective equipment (e.g. gratings, railings) is prohibited.

Photos

The production of photos, films or videos requires the express permission of the AG.

Driving on the premises and parking

Unless otherwise regulated, the provisions of the German Road Traffic Regulations (StVO) apply on the roads and squares of the company premises. Stopping, parking and parking of vehicles of any kind is not permitted on the site premises with the exception of loading traffic. Parking is only permitted in the areas provided for this purpose. The access roads and the internal road network must be kept clear for fire department, rescue, police and other emergency service vehicles or cleared immediately if necessary.

The Contractor shall protect the access roads and the internal road network from damage and soiling. If necessary, the Contractor shall initiate and bear the costs of measures for their removal. The Client may have road damage and soiling removed at the Contractor's expense if the Contractor has not carried out the Client's requirements. The use of the company parking lots shall be at the Customer's own risk. The respective regulations of the Saint-Gobain company or location shall apply.

Registration / deregistration

The Contractor shall ensure that, prior to the start of work, the employees report directly to the work site or to the coordinator after registering with the coordinator.

The employee must go to the work accommodation and sign out immediately after the end of work and leave the plant premises by the shortest route. Staying outside the specified work location is not permitted. The working time outside the normal shift regime is to be coordinated with the supervising specialist department and announced to the coordinator.

Work permit

The Contractor is responsible for ensuring that the partner company employees working on the plant premises are in possession of

are a valid social security card and, if required, a valid work permit.

German-speaking contact persons The Contractor shall be responsible for ensuring that a German-speaking contact person is available to the Client's representatives at all times, on site, and in the case of several workplaces, at each individual work place.

Sanctioning of violations

Violations of these conditions of stay may be punished by a plant ban.

Work coordination

In order to avoid mutual hazards, the coordinator appointed by the Client shall coordinate the work in accordance with § 8 ArbSchG and BGV A1, taking into account the interests of safety and other specialist areas. In this respect, this employee is authorized to issue instructions to the Contractor. The measures ordered by him shall be complied with.

Multiple contractors

If employees of several COs work at one workplace, the COs are obliged to cooperate in the implementation of the safety and health protection provisions.

This applies in particular to the preparation of a corresponding risk assessment by the Client. Insofar as this is necessary for the safety and health protection of the employees at work, the COs shall, depending on the type and activities, inform each other as well as their employees of the dangers to the safety and health of the employees associated with the work and coordinate measures to prevent these dangers.

Depending on the nature of the work, the employee must ensure that the employees of other employees or of the employer who are working in his or her work area are

have received adequate instructions regarding the hazards to their safety and health while working in his or her work area.

Subcontractor

The Contractor shall only be permitted to use subcontractors with the Principal's consent. The Client is entitled to refuse the use of subcontractors without stating reasons. If subcontractors are employed without the consent of the Client, the employees of the subcontractor may be prohibited from entering the works premises.

Any approval by the Client of the subcontractors used shall not release the Contractor from the overall responsibility with regard to all contractual obligations (in particular warranty, work safety, compliance with deadlines and other contractual agreements) for the execution of the order.

Employee leasing

This shall also apply mutatis mutandis to employees who are deployed by partner companies within the framework of employee leasing.

Safety marking

The safety and health protection signs must be observed and the necessary personal protective equipment must be worn. Control and monitoring areas that are subject to the Radiation Protection Ordinance may only be entered with the permission of the coordinator.

Securing against theft

The Contractor shall secure against theft the items brought and produced by him on the factory premises as well as the items handed over to him by the Client. The Client shall not be liable for items lost by the Contractor.

If the Contractor loses items that are the property of the Client, the Contractor shall compensate the Client for the value of the item.

In order to protect the property of the Client, an authorized representative of the Client may carry out inspections on the company premises, in the company parking lot and at the entrances to the company premises.

In addition, site equipment, partner housing, lockers and similar containers, vehicles (tool boxes, etc.) can also be checked for safety deficiencies.

2 Construction and assembly work

Construction sites, excavations, pits, channels, openings in the ground, etc. must be secured in accordance with the state of the art at the start of the work and during the entire construction and installation period. If the normal flow of traffic is impeded, the danger zone must be indicated in good time by means of suitable signage. At night or under insufficient lighting conditions, excavation pits and work sites must be adequately illuminated.

Any construction site on plant roads or -places, especially directly on buildings, may only be set up after prior consultation with the coordinator.

When working above existing workplaces, traffic areas, etc., protective roofs must be erected to protect against falling building materials or tools, or the danger zone must be secured accordingly. Workplaces with a risk of falling must be specially marked and secured.

2.1 Workplaces at height

Work at height is subject to special conditions and may only be carried out after a "permit for work at height" has been issued.

Protective measures are to be defined and complied with by the Contractor as part of the risk assessment.

In addition to the legal requirements, the Saint-Gobain safety standards apply in particular.

Technical protective measures against falls from a height are to be preferred. When using PPE against falls from a height, emergency and rescue measures in particular must be defined in advance. All measures taken must be brought to the attention of the coordinator.

2.1.1 Ladders and scaffolds

Ladders and scaffolds must comply with the applicable regulations and standards and may only be used for their intended purpose.

Modifications to scaffolds may only be carried out by authorized companies / agencies. Only flawless scaffold material may be used. Each scaffold must be provided with a clearly visible release certificate in accordance with the legal requirements. Scaffolds that are not safe must be clearly locked and access must be prevented.

Activities on scaffolds are prohibited while working below them.

Ladders (stepladders and single ladders) must always be secured against tipping over.

2.1.2 Aerial Work Platforms

Mobile working platforms and forklift platforms may only be operated by appropriately trained and instructed persons.

Suitable PPE against falling must be worn while on the stage/platform. Climbing from the basket to another surface at height is prohibited.

2.1.3 Roof works

In particular, roofs and areas that are not puncture-resistant should be considered in the risk assessment.

2.2 Civil engineering works

Prior to the start of civil engineering work, the Contractor shall obtain information from the coordinator on the location of current-carrying cables, water, gas and other lines. Work may only be carried out after a permit has been issued. The instructions given by the coordinator must be followed.

2.3 Dangerous work alone Dangerous work alone is to be avoided as a matter of principle. If, as a result of an emergency or exceptional case, dangerous work is nevertheless carried out by one person alone, the Contractor must ensure supervision by means of suitable measures in accordance with BGV A1, § 36 and on the basis of a risk assessment.

2.4 Work in confined spaces Work in containers or confined spaces must be coordinated with the responsible specialist department and is subject to a permit procedure. In particular, the conditions of the Saint-Gobain standards as well as company or site specifications that go beyond these, if applicable.

2.5 Work in the travel range of crane systems

When working in the travel range of crane systems, the coordinating department must be informed about the type and scope of the work. Work may only be started after the work area has been secured in coordination with the responsible department (e.g. locking the main crane switch, mechanical end stops).

2.6 Noise

If particularly severe, unavoidable noise nuisance occurs during the work (> 80 dB (A) or peak value >135 dB (C)), the Contractor must draw attention to this in good time. Appropriate measures, taking into account the mutual risk, must be taken as part of the risk assessment.

3 Electrical equipment

3.1 Working near live equipment

Only verifiably qualified persons may perform live work. A corresponding assignment and permit regulation must be observed, in which suitable protective measures are taken on the basis of the risk assessment.

The disconnection of the electric current must be applied for in good time so that appropriate arrangements can be made with the production sites in good time. The power disconnection and connection or the assembly and disassembly of the protection may only be carried out by the authorized representative of the electrical department.

Unauthorized actions are prohibited on all electrical equipment.

3.2 Electrical equipment

The electrical equipment used by the Contractor must be in proper condition. It must be verifiable at all times that the electrical tools used have been inspected in accordance with the statutory requirements (BGV A3).

For ISOVER plant locations:

Under the Renewable Energy Sources Act (EEG), electricity quantities not consumed by the company itself must be recorded separately for these sites. Therefore, the use of electrical equipment is only permitted there with an interconnected mobile electricity meter. This applies both to work with the company's own electrical equipment and to mobile equipment provided by SG Isover G+H, if necessary. The electricity meters will be made available to the partner companies at the respective gate or by the respective coordinator at the site. These are to be returned there after completion of the work. The electricity consumption will not be invoiced to the partner companies.

4 Machines, tools, devices

4.1 In-house facilities

The use of factory-owned equipment, machines, materials, etc. is only permitted with the approval of the coordinating body and the responsible technical department supervising the order. The appropriate procedure for the use (e.g. handover, instruction, proof of suitability) at the site must be observed.

4.2 Equipment of the Contractor

The tools, machines, vehicles and equipment used by the Contractor at the Client's must be procured and operated in accordance with the applicable regulations and standards.

5 Fire protection measures

5.1 General

The general rules for fire prevention are provided by the AG and must be observed.

5.2 Hot works

The Contractor who carries out welding, grinding, soldering and other hot work on site must always be instructed on site by the Coordinator. A permit shall be issued for this work. The department manager of the customer shall be consulted. In particular, the times of the fire watch are to be specified in writing and adhered to. Suitable fire extinguishing equipment must be kept available to extinguish incipient fires. If there are any uncertainties or problems, the safety specialist must be consulted.

5.3 Open fireplaces

Open fires of any kind are strictly prohibited.

5.4 Fire protection in accommodations

Written permission from plant management must be obtained for heating shelters, work sites, and construction sites with stoves.

Every Contractor who sets up accommodation in the plant premises is obliged to station hand-held fire extinguishers appropriate to the fire class of the object.

The storage of compressed gas cylinders containing oxygen, acetylene or other gases in these shelters is prohibited.

5.5 Storage of highly flammable and combustible substances

The storage of highly flammable substances, such as solvents and paints containing solvents, is only permitted under the appropriate safety precautions and in compliance with the statutory regulations.

Combustible packaging material may only be brought to the construction site for unpacking and must then be removed from the building immediately.

5.6 Explosion protection

Only Ex-protected devices may be operated in designated Ex-protected areas.

5.7 False triggering of hazard detection systems or other detection devices

The Contractor shall ensure that no hazard alarm systems, such as automatic fire alarms, pushbutton alarms, fire extinguishing systems or burglar alarm systems are triggered by its work.

In the event of a triggering of the aforementioned systems through the fault of the Contractor, the costs for the deployment of public emergency services or the deployment of other emergency services shall be charged to the Contractor.

Work that can lead to the triggering of the systems must therefore be reported via the coordinating office before work begins.

The work may only be started after their approval. The coordinator must be informed immediately of the end of the work and of any extension of the work.

6 Handling hazardous substances

6.1 Hazard warnings

The use of hazardous substances is subject to special legal and site-specific regulations. As part of the risk assessment, the use of hazardous substances must be regulated between the customer and the contractor before the start of work.

If certain substances are prescribed by the customer, only these may be used. Substances for which a prohibition of use applies must not be used.

6.2 Environmental hazard

All environmental hazards are to be assessed and suitable protective measures are to be defined between the customer and the contractor.

6.3 Asbestos work, remediation and work in contaminated areas

The use of materials containing asbestos is prohibited.

When working on or with materials containing asbestos, the relevant regulations must be observed. In particular, demolition and renovation work with products containing asbestos is only permitted with official approval.

When working in contaminated areas, all influencing variables that can lead to a hazard must be determined and evaluated.

The disposal of these substances shall be carried out in accordance with the statutory provisions. The Contractor shall provide evidence of this to the Client.

7 Testing of facilities

If a facility must be put into operation on a trial basis, suitable protective measures must be defined between the employer and the contractor as part of a risk assessment (permit regulation). Corresponding regulations in the LOTO procedure must be taken into account.

8 completion of work

A final inspection must be carried out after work on buildings, plant or machinery has been completed. Particular care must be taken to ensure that the safety equipment concerned is functioning properly.

All parts, pieces of waste or material residues left lying around must be removed. Waste disposal is carried out in accordance with the relevant regulations.

9 Cleaning up the work site, debris removal

9.1 Clean up

The Contractor shall keep his work area in a tidy condition. The required materials and auxiliary materials as well as the equipment and machines etc. shall be properly stored or set up in the areas provided by the Client.

Packaging materials, debris, etc. are to be removed or cleared away as soon as they occur, residual materials, scaffolding, etc. are to be removed or cleared away immediately after completion of the work, unless the coordinating office requires that they be held for a longer period of time. It is prohibited to discharge paints, oils, greases, fuels, chemicals or other hazardous materials into the sewage system or to pour them onto the ground.

Hazardous waste must be delivered to the designated place.

9.2 Waste removal

As a rule, the customer does not provide debris skips, temporary storage areas, etc. for upcoming work. The AG's own skips are to be used only after coordination with the coordinator.

The removal and the associated regulations (e.g. weighing, etc.) of all waste generated shall be documented. This documentation is to be sent to the coordinating office of the customer.

9.3 Non-compliance with waste regulations

If the Contractor fails to comply with the obligation to keep the workplace clean, the Client reserves the right to have the clean-up work carried out at the Contractor's expense after a single unsuccessful warning.

If, in the case of several COs, no polluter can be identified for waste, the OP shall be entitled to carry out the cleaning and to invoice all COs equally for the costs incurred.

In the event of imminent danger, the costs incurred shall be charged to the Contractor, even without prior warning.

10 Liability

The Contractor shall be liable for all damage caused by him and his vicarious agents in accordance with the statutory provisions. He shall be liable for damages of all kinds resulting from non-compliance with the regulations to be observed, etc., also insofar as they are caused by his commissioned subcontractors and other workers. The Client shall be indemnified against any claims for damages by third parties.

The Contractor shall take all necessary precautions and safety measures at its own expense to avoid personal injury, property damage and financial loss.

Insofar as insurance options are available, Partner Companies shall take out adequate liability insurance for themselves and their vicarious agents for personal injury, property damage and financial loss.

Proof of this must be provided at the request of the Client. However, the scope of the statutory liability shall not be limited by the conclusion and proof of the liability insurance.

11 Behavior in case of incidents (occupational accident, environmental or property damage, etc.)

All incidents, even minor ones, are to be reported to the CL immediately (< 24h) within the framework of the site-specific regulations. The Contractor shall provide the Customer with all documents required for the root cause analysis.

12 Further regulations

These operating rules may be supplemented by site-specific guidance.

Imprint

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