

Guidelines for external personnel while on the premises



General operational organisation

The Glatfelter company (GLT) strongly values health and safety at the workplace, environment protection, fire protection and hygiene. The following regulations and behavioural guidelines must be adhered to by each person on the premises of Glatfelter and are part of every contract. The contractor is bound to train their personnel in regular intervals according to legal obligations with regards to health and safety at the workplace. Certified companies (e.g. OHSAS 18001 or SCC) will take preference when commissioning.

In case of accident or fire please dial internal Tel. No. 211 (Alarm control unit)

Your responsible person: Name: _____ Tel.: _____

• Important contacts 07224-66-

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|------------------|-------------|------|---------------------|------------------|------|
| Gatehouse: | Hr. Bandel | -222 | Plant Fire Brigade: | Hr. Rothenberger | -416 |
| Health & Safety: | Hr. Fischer | -431 | Environment: | Hr. Kraum | -392 |
| Hygiene: | Hr. Bechtel | -420 | Sanitary Ward: | Fr. Knöller | -319 |

- The premises must only be entered with permission of a responsible person (registration only at the gatehouse).
- Service technicians and service providers must wear a clear identification of their company and are only allowed to stay in their designated working areas.
- The use of mobile phones and photography by external suppliers is strictly forbidden.
- Smoking is forbidden throughout the premises with the exception of designated areas.
- Working with flammables is only permitted after registration with and permit by the plant fire brigade (with the exception of designated workshops).
- Operations in areas at risk of explosives (META) are only permitted with specific instructions and specific tools.
- After completion of the job the working area is to be left in an impeccably clean condition.
- There will be no liability assumed for lost tools or personal items.
- Emergency exits and escapes are signposted and must be kept clear.
- Fire doors must not be blocked nor their closure be obstructed (cables, tubes etc.).
- No items must be deposited and extra care must be taken within areas of automatic ground conveyors.
- Alcohol is strictly forbidden throughout the premises.
- Standard working hours on workdays are max. 10h/day, breaks according to AZO (after 6h work min. 0.5h break). Working on Saturday and Sunday is only allowed with permission.
- StVO applies, max. speed 15 km/h.
- Parking spaces are located on the company car park in the "Schwarzwaldstraße". Parking of cars on the premises is at owner's risk and vehicles are not covered by Glatfelter's insurance.
- Before commencing work please ascertain fire fighting equipment (fire extinguisher, fire hose etc.) and emergency exits.

Safety at work

Working safely:

- Whilst carrying out any jobs, tasks, planning, projects or purchasing, the general relevant health and safety laws, directives, regulations, guidelines must be adhered to. When carrying out any construction work the recognised technical standard, legal rules, DIN/EN norms and MRL must be followed. Before commencing any task a risk assessment must be carried out and the consequential measures (directives, checklists, instructions, safety measures) must be taken.
- If various tasks are being carried out on a building site by different workgroups, these must be coordinated by an overall coordinator. This is particularly valid for tasks being carried out by different companies. The duty of each individual employee to adhere to the directives remains unaffected.
- For work to be carried out inside containers and confined spaces, the correspondent machine operator must fill in a permit.
- Works to be carried out on machine parts which are under pressure, hot media, acids or solutions are only allowed with specific permit by Glatfelter.
- Work which bears a crash risk (> 2.0 m) must be secured by the means of safety harnesses/height safety devices etc. (BGR 198). When carrying out roof work or similar tasks lateral safety measures must be taken (ZH1/584). Similar safety measures apply also to steel constructions and tall machine parts which are connected to each other.
- Access to scaffolding is only permitted with the specific acceptance protocol from Glatfelter.

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- Only faultless tools and appliances may be utilised. This is particularly valid for electric appliances, cables, lifting accessories and conductors.
- Machine tools in the GLT workshops (i.e. power cutter, drill, welding equipment etc.) may only be used with previous authorisation from the correspondent workshop manager or his/her deputy with adherence to the correspondent directives. GLT will not be liable for any damages as a result of non-adherence.
- Construction site safety: Put up barricades and signs, fix exterior lighting. Breakthroughs and crashsites must be duly secured.
- The crane operation is only permitted for instructed personnel. Power-operated vehicles (forklift, hauler etc.) may only be used by driving license holders according to BGV D27.
- Work on electrical equipment must solely be carried out by technical Glatfelter staff.

Personal safety gear:

- Safety shoes must be worn throughout the premises with the exception of the headquarters.
- Hard hats in areas at risk of items falling down and as requested.
- Safety goggles for protection of eyes at risk of mechanical, optical, chemical or thermal influences.
- Safety gloves for protection against hand and skin injuries through mechanical, thermal or chemical influences.
- Protective clothing when working with chemical or microbiological substances.
- Protective ear plugs when at risk of noise at a noise rating level over 90 dB(A) (compressor, hammer drill...).
- Breathing protection in presence of air travelling pollutants, i.e. dust or fibres.
- Reflective clothing, if timely identification of people is necessary.

Procedures in case of fire:

- Stay calm!
- Inform the plant fire brigade on emergency tel. no. -211- .
- Inform employees about the fire.
- Try – if possible – to extinguish the fire but do not put yourself at risk.
- If you are endangered by the fire, exit the building via the signposted emergency exits.
- Under no circumstances make use of the lift. It could get stuck.
- Find the nearest assembly point and report to your line manager.

Dangerous substances:

- The properties of dangerous substances must be labelled as they may cause fire or explosions, may be harmful to the environment or to health, or may be acidic or irritating. If a labelled substance and its handling is unknown to you please get information from your line manager or your contact partner! Please specially ensure legally correct permanent legible marking on the containers you are using.
- Dangerous substances must be reported to and approved by the correspondent GLT contact partner before their usage.
- When applying dangerous substances the MAK and/or TRK values must be considered. The correspondent safety measures must be taken. Ventilation, extraction and filtering must be according to the state of the technology. Special operating instructions must be adhered to or must be requested from the GLT contact partner.

Environmental protection

Water pollutants:

- In case of leakage of water pollutants, i.e. hydraulic oil, chemicals, etc immediately prevent further leakage by switching off the correspondent aggregates and pumps. Lock floor drains within the range. Prevent substances getting into the sewage system or into the earth! Absorption of the substances is usually managed by oil absorbing cloths, oil binding agents or cleaning cloths. 10 "Environment boxes" are distributed throughout the plant. The disposal of the contaminated material is done in consultation with the environmental officer (Tel. 392). If you cannot control a damage, inform the alarm control unit on tel. 211 immediately. There the necessary help will be requested.

Waste:

- For small waste similar to household waste which arises from the consumption of food and beverages etc. waste containers are located between buildings 9.1 and 9.2. Waste separation must be adhered to. Contract specific waste must strictly be disposed by the company itself. Example: Packaging waste, boxes, canisters, paint containers, foams, leftover cleaning agents etc.

Emissions:

- Take noise protection measures! Use sufficient encapsulated aggregates.

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Water, sewage:

- Water must be used in moderation. Contamination may be avoided in most cases by working carefully. Under no circumstances must oils, fats, solvents, poisonous substances leak into the sewage. Chemicals must strictly be stored in collection trays.

Information:

- Notify oil leakages, blocked sewers, torn floor surface coatings, damages in containers directly to the alarm control unit (Tel. 211). If further clarification is needed the environmental officer (Tel. 392) will be able to assist.

Hygiene

Orderly and clean work:

- External contractor employees must wear clean and uniform work clothing, which must be cleaned on a regular basis. Clothing must be free from dried paint, cement dust, cuttings and similar. Work clothing that has been worn at a different workplace must be changed or cleaned before usage at GLT.
- Access to signposted High-Care-Areas is only allowed when wearing the compulsory headgear; all jewellery including wrist watches must be removed.
- Eating, drinking and smoking is strictly forbidden throughout the premises and is only allowed in the signposted designated areas.
- Hands must be washed and / or disinfected after eating, drinking, smoking or usage of toilet facilities.
- Wastage must be duly disposed of into correspondent containers.
- Small items like paper clips, tools, screws etc. must not to be carried in work clothes pockets! No material in pockets above the waistline.
- Care must be taken to ensure clean personal hygiene by regular cleanliness.
- Do not touch any products, packaging and machine parts if you are not directly working on it and / or carrying out any maintenance or repair work.
- If necessary let operational staff move the products and packaging from the work area.
- Care must be taken to prevent cross-contamination of products and packaging material by paint splatters, metal splinters, dust, chippings, oils, fats etc.
- Avoid leaving materials and tools lying around unnecessarily.
- Keep remainder material on site as low as possible.
- Injuries to hands and fingers must be covered with a blue plaster. If necessary wear disposable gloves.
- Vehicles with combustion motors are only allowed to drive through the production areas with a special permit from the production management, the technical management or its deputies.
- Any tools, spare parts, construction materials, screws etc. must be removed from the workplace and tended to accordingly after completion. The construction site must be left in a clean and hygienically impeccable state. The hygienic approval will be given by acceptance protocol.

Declaration:

- According to the infection protection law, reportable illnesses, i.e. food borne infection, stomach flu, infected wounds must be reported immediately after discovery; this also applies to a possible contagion through contact with verifiable infected people.
- Cleaning agents for production machines must have a permit according to the food legislation.
- Tools/machines with glass elements (i.e. spirit-level) must be reported before start of work and must be checked for intactness after completion of work.
- Breakage of glass of any kind must be reported immediately to the operating personnel. Glass splinters must be removed immediately. This also applies to broken/damaged plastic items.

All responsible employees are instructed to check the adherence to the above mentioned directives and to report any breach.

By signing the briefing protocol the person confirms the briefing and the receipt of this directive sheet.

We are grateful for your understanding and are looking forward to a good cooperation!

Glatfelter Gernsbach GmbH & Co. KG