

FLECHTINGEN SITE EDITION
12/2019

Safety Passport

Our safety.
My responsibility!



ALARM 0-112
or +49 (0) 39054 770

Golden **safety** rules!

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.



Our safety.
My responsibility!

Safety Passport

Rules of conduct and information for the Flechtingen site.



Our safety. My responsibility! For me, my family, my friends and my colleagues. Safe working practices are important for me personally and for my colleagues. ROCKWOOL has drawn up rules and processes for safe working practices. Our conduct determines how safe we all are at work in practice. Safety is a question of how we think and act – every day anew.

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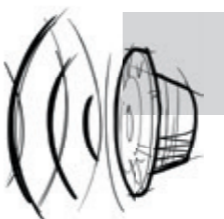
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Foreword

ROCKWOOL is firmly committed to ensuring the health and safety of all employees, visitors and people who work for our company. Safety is a top priority on the ROCKWOOL premises. Our rules and regulations are designed to prevent accidents, damage to health and environmental pollution.

Compliance with these rules and regulations is the responsibility of everyone! Our ROCKSAFE programme supports safe work by promoting a safety culture in which dangerous conduct will not be tolerated. We expect everyone to behave safely at all times and, where necessary, to address the hazardous behaviour of others.

The ROCKWOOL vision:

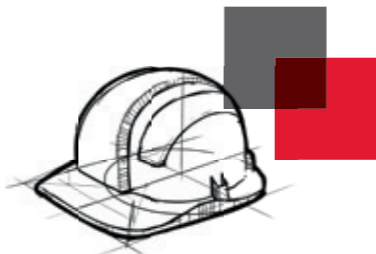
'We want everyone to go home just as healthy as they were when they arrived.'

We are all working towards this objective – management and supervisors, employees, contractor staff, temporary workers and trainees. Safety, health and environmental awareness concern us all.

This safety passport specifies the basic guidelines concerning occupational safety, environmental protection, site safety and conduct in emergency situations.

The specific job- and task-related instructions must also be considered and followed. Further information is available from your direct supervisor or client.

The safety Passport is intended for all persons working on ROCKWOOL premises.



General

Rules of conduct

- The aim of our ROCKSAFE programme is to continuously improve our work safety culture. Based on ROCKSAFE, ten basic safety rules have been established, known as the Golden safety rules (page 2).
ROCKWOOL expects these rules to be followed.
- Smoking is only permitted in designated smoking areas. This also applies to e-cigarettes. The available ashtrays must be used.
- At ROCKWOOL, waste must be sorted. Only dispose of your waste in the appropriate waste containers.
- Listening to music with headphones is not permitted.
- 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. If anyone is suspected to be under the influence of intoxicants, a voluntary test will be offered under the involvement of the works council. If the test is refused, the person will be forbidden from entering our premises.
- When taking medication with a possible adverse affect on reaction capacity, the supervisor must be informed.

Shower room

- Showers are available in the bathroom areas. Lockers in Flechtingen are assigned via HR and the works council.

Canteen

- The canteen is open from 8 a.m. to 1 p.m.

Factory safety

- Every individual who carries out tasks at ROCKWOOL will receive a visitor's pass and safety passport on their first visit.
ROCKWOOL employees will receive these on their first day.
- The visitor's pass and safety passport will be issued by the gatekeeper.
- The personal details section of the safety passport must be completed immediately.
- The visitor's pass must be worn and visible on the factory premises. Upon finishing work, the visitor's pass must be returned to the gatekeeper.
- Areas of the premises are monitored by cameras.
- Vandalism and theft must be reported to a supervisor.
- The factory management reserves the right to carry out inspections in order to maintain order and safety.
- It is prohibited to create records of operating equipment and work procedures.

- It is strictly prohibited to take photographs on the premises without prior authorisation.
- No one under the age of 16 is permitted to enter the premises without the authorisation of the factory management.

Traffic routes/hazardous areas

- The designated routes and handrails on stairs must always be used.
- Factory traffic must be heeded at all times. Make eye contact with vehicle drivers before crossing traffic routes.
- Hazardous areas are to be cordoned off. Hazardous areas are: Areas under suspended loads, in the paths and turning areas of vehicles and mobile machines, and in blind transport and traffic areas.

JSA/LMRA

JSA (job safety analysis)

As part of ROCKSAFE, ROCKWOOL uses so-called JSA to systematically analyse tasks with the aim of identifying hazardous situations/actions and introduce appropriate measures. The JSA can be performed during routine tasks (maintenance, operation, cleaning) and non-routine tasks (unexpected faults, deviations). ROCKWOOL may request a contractor to prepare a JSA for works to be carried out on the factory premises.

RISK ASSESSMENT

ROCK
SAFE!

Risk category	Risk value (R)	Measure category
1. Acceptable risk	$R \leq 20$	Continue to look for improvements
2. Possible risk	$20 < R \leq 70$	Action required; measures must be carried out within a reasonable period
3. Significant risk	$70 < R \leq 200$	Action required; measures must be carried out immediately
4. High Risk	$200 < R \leq 400$	Action required; measures (temporary where applicable) must be carried out immediately; long-term, wider-reaching measures must be defined within half a year and then implemented immediately
5. Very high risk	$R > 400$	Immediate action required; work must either be stopped or immediate provisional measures taken; long-term, wider-reaching measures must be defined within three months and then implemented immediately

The deadline for implementation also depends on the measures planned and the associated expenditure.

RISK

Risk assessment helps to identify and assess hazards at work.

Risk value [R] = impact [I] x frequency [F] x probability [P]

ISK DETERMINATION FACTORS

- [I] The risk impact indicates the severity of any possible injury and/or damage to health that may occur.
 [F] The exposure rate (frequency; 'F') indicates how often or how long a person or group of people is exposed to the risk.
 [P] Probability: This indicates how likely it is that the impact occurs due to the activity and/or a hazardous situation.

Risk impact (I)

- 1 Low: Injury without absence from work (first aid) or impairment
- 3 Significant: Injury or absence from work
- 7 Serious: Serious injury (permanent disability)
- 15 Very serious: One fatality (acute or long term)
- 40 Catastrophe: Some fatalities (acute or long term)
- 100 Serious disaster: Many fatalities

Frequency of exposure (F)

- 0,5 Very infrequent (once in 2–3 years)
- 1 Infrequent (yearly: once per year)
- 2 Sometimes (monthly)
- 3 Occasionally (weekly)
- 6 Regularly (at least once per working day)Arbeitsstages)
- 10 Continuous (or often during a working day)

Impact probability (P)

- 0,1 Practically impossible
 - 0,2 Practically impossible – 1/10 million
 - 0,5 Conceivable, not improbable – 1/100,000
 - 1 Unlikely, but possible – 1/1,000
 - 3 Unusual, but possible – 1/100
 - 6 Possible – 1/2
 - 10 Almost expected
- Has never happened
- Has never happened in the industry
- Has happened in the industry, but not at the company
- Has not happened at the company in the last 10 years
- Has not happened at the company in recent years
- Happens at the company several times a year
- Occurs often/happens frequently at the company

LMRA (last-minute risk analysis)

Ask yourself the following six questions before beginning your task:

- 1 Have I received instructions on how to carry out the work safely?
- 2 Am I wearing suitable personal protective equipment?
- 3 Is the equipment safe or secure?
- 4 Am I using tested and intact tools?
- 5 Is my workplace safe and tidy?
- 6 Have I really thought of everything?

START

If you answer any question with **NO**, proceed as follows:

- 1 **STOP!** Do not start work.
- 2 Ask your supervisor.
- 3 Arrange measures
- 4 Only then can work be resumed

STOP

Report all unsafe situations directly to your supervisor in accordance with golden rule of safety 8.



ROCKWOOL

Always carry this card with you so that you know what to do in unsafe situations.

LMRA (last-minute risk analysis)

The LMRA is an aid for the simple execution of a personal risk assessment before non-standard tasks. It helps to assess possible health and safety risks for accident prevention at the last moment.

- The LMRA must be carried out by all individuals working on the ROCKWOOL premises.
- Contractors who work in accordance with their own LMRA system must apply this.



Safety measures

Before commencing work

Always report to the area manager or client before commencing work. Contractors must discuss the following with their client:

- The scope of the works.
- The hazards associated with the works and surrounding area.
- The suitable protective measures to minimise the risks; if necessary, a JSA is to be created for the task in consultation with the client.

A work permit is required for the following work:

1. Flammable work such as welding, grinding, burning and working in ATEX zones, etc.
2. Work in closed rooms
3. Demolition and dismantling work
4. Excavation
5. Working at heights
6. Crane work
7. Test operation

This is granted by the client.

- Work on machines and systems may only be carried out if they have been switched off and secured with a personal padlock.



During work execution

- Use the LMRA for the individual tasks to be executed (page 16).
- If you believe that a task cannot be carried out safely using existing resources, contact your supervisor or client. Look for a solution together!
- Do not start work until it is safe to do so.
- Always work safely, even when time is of the essence! The main causes of accidents are rushing and lack of attention.
- Keep the workplace clean and tidy. Avoid tripping hazards. Keep doorways, gates and traffic routes clear.
- Take care not to endanger others.

Upon completing work

- Leave the workplace clean and tidy.
- Tidy away material and equipment.
- Dispose of waste (sorted) in the dedicated waste containers or environmental stations.
- Contractors must report to their client upon completing the work.

Clothing and personal protective equipment

On the factory premises, the following items must generally be worn:



Head protection
Helmet
hard hat



High safety shoes
Safety class: 3



Reflective workwear

- In addition, certain personal protective equipment (PPE) is required for specific work areas and tasks. This may arise from:
 - Operating instructions
 - Mandatory signs
 - Work permits
 - JSA
 - LMRA

- This prescribed clothing must be worn at all times during the tasks and in the areas concerned.
- The PPE must be checked for damage before each use.
- Defective PPE must not be used and must be replaced.
- If necessary, further regular inspections by knowledgeable persons may be required.
- When working on machines, systems and with tools:
 - Wearing jewellery (necklaces, rings, bracelets, etc.) is prohibited.
 - Tight clothing must be worn.
 - Long hair must be tied back.
- ROCKWOOL personnel may only use PPE approved by ROCKWOOL.
- Contractors are responsible for providing their employees with the appropriate PPE. Please contact your ROCKWOOL contact person for more information on the specifications.

Working at heights

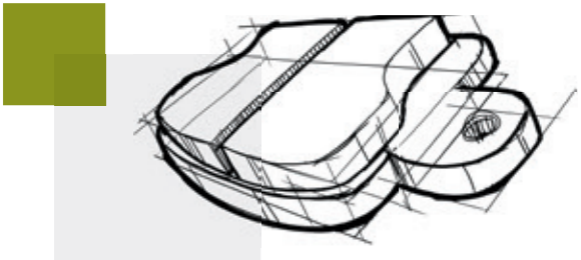
- The risk of falling exists from a fall height of ≥ 1 m:
 - Edges with an inclination of more than 60°
 - When moving from a tread-proof to a non-tread-proof surface
 - When moving from surfaces with different angles of inclination from a surface with up to 20° inclination to one with more than 60° inclination
 - Regardless of the fall height in work areas/traffic routes beside or over water or other solid or liquid substances in which sinking is possible

If these areas are not secured against falling by railing, access and work are only allowed with a work permit and in accordance with the measures specified therein.

For fall edges < 1 m, the hazards must be determined and measures implemented where necessary.

- Work is to be carried out from scaffolding or an aerial work platform. If this is not possible, working with all types of ladders is only permitted if it can be carried out safely.
 - In particular, work that requires the use of both hands is prohibited.
 - Only tested and intact ladders may be used.
 - The ladder must be positioned safely and firmly on suitable ground. For free-standing ladders, attention must be paid to the contact angle.

- Do not use stepladders to climb onto other surfaces.
- The operation of areal work platforms is only permitted after appropriate training and assignment.
- Access to lifting platforms is only permitted with the appropriate PPE for falls.
- The use of a lifting platform as a lifting device or lifting gear is not permitted.
- It is forbidden to leave lifting platforms at height.



Operating equipment and machinery

Even safe operating equipment and machinery can pose a risk if operated incorrectly or improperly. Therefore, persons may only work with systems, machines and tools if they possess the necessary knowledge of how to use them.

Prior to working on an unfamiliar system or machine, a briefing must be given by a supervisor to ensure that everyone working with the system, machine or tool is aware of the risks involved and the applicable safety measures.

At ROCKWOOL, systems and machines are switched off and secured (lock out, tag out) before work is commenced in their risk area.

Working with electricity

If you are not a qualified electrician, it is forbidden:

- To enter electrical switch rooms without a qualified electrician.
- To open control cabinets.
- To remove or insert fuses or to detect or correct electrical faults.

Working with hazardous substances

On the ROCKWOOL premises, hazardous substances may only be used if they have been approved and listed in the hazardous substances register. Contractors must report their hazardous substances to their client before commencing work.

■ Symbols on packaging of hazardous substances



Explosive



Flammable



Oxidising



Gases under
pressure



Corrosive



Toxic



Harmful



Health hazard



Hazardous to the
environment

- When handling hazardous substances, the safety data sheet and hazardous substance directive must be observed. Read and follow the directive.



Flammable substances



Toxic substances



Corrosive substances



Risk of explosion

Drinking water, legionella

- Tap water in production facilities or tap water marked with the following sign is not drinking water:
- Due to the risk of legionella, fire-extinguishing water is only used in case of fire.



Not drinking water

Radiation

- Any sources of radiation or X-rays are marked with a warning sign. Work on these sources is only permitted for authorised persons.
- Any laser devices are marked with a warning sign. Work on these lasers is only permitted for authorised persons.



Radioactive
substances



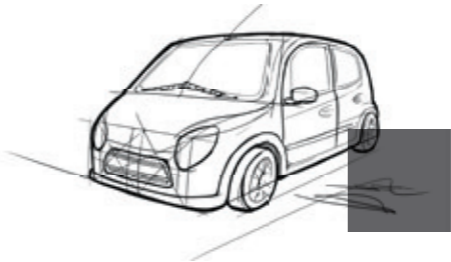
Laser devices

Transport

Traffic regulations apply on the factory premises. The maximum speed is 12 km/h. Pedestrians have the right of way.

Forklift operation

- Forklift trucks may only be driven with a valid forklift driving licence and upon assignment by the supervisor.
- All forklift drivers are to receive annual training.
- The corresponding machine operating instructions must be observed.
- Eye contact must always be made with pedestrians.
- Forklift trucks may only be used with appropriate safety cages for working at height.
- Forklift trucks must not be left unattended with the key inserted in the ignition.
- The speed must be adapted to the situation on-site. Drivers must go slower whenever required by on-site conditions.



Vehicles on premises

- Vehicles may only be parked on the factory premises when work requires it.

The client will issue corresponding permits.

The parking card received at the gate must be positioned in a visible place behind the windscreen.

- Upon request, a list of the machines and tools carried in the vehicle must be presented.
- Vehicles may only be parked in the designated areas.
- No vehicles may enter the factory floor etc. without the authorisation of the factory management. Appropriate measures must be taken concerning the accumulation of exhaust gases.
- ROCKWOOL does not assume liability for the use of motor vehicles and other means of transport on the premises.

Bicycles

- Only the company's own bicycles may be used.

Pick-up and delivery drivers

For pick-up and delivery drivers, flyers with the relevant safety regulations are available from the gatekeeper and in the loading offices.

In general, the following rules apply:

- Immediately upon arrival, the driver must report to the area specified to them in order to receive further instructions.
- The general provisions regarding personal protective equipment also apply to drivers.
- During loading, the driver is to remain with the vehicle.
- While waiting for loading, drivers remain inside or in the immediate vicinity of their vehicles.
- The vehicle must be secured against rolling.
- The vehicle's engine must be switched off during the entire loading process.

Safety equipment

Fire extinguishers

- Used, missing or defective extinguishing devices must be reported to the supervisor.
- Fire hydrants and hose reels may only be used in the event of fire.
- Fire-extinguishing devices must not be obstructed or moved.
- Contractors must provide their own fire extinguishers if required by the work permit.

Escape routes

- Escape routes must be kept free of obstructions at all times.
- Escape doors must not be closed.



Safety notices

- Removing or affixing escape route markings may only be carried out with the consent of the fire protection officer.



Markings and barriers

It is forbidden to enter restricted areas.

■ Red-and-white marking

Warning against working with indirect hazards in the area. Additional PPE may be required.



■ Yellow-and-black marking

Warning against working with direct (and significant) hazards in the area. The entry of unauthorised persons is strictly prohibited.



What to do in the event of fire/explosion

Keep calm.

1. Report fire/explosion



- Call fire brigade (landline) 0-112
- Who is calling?
- Where did it happen?
- What has happened?
- How many people are affected/injured?
- Wait for further questions.
- Inform shift supervisor.

2. Seek safety.



- Take people at risk with you
- Follow the marked escape route.
- Close doors and windows.
- Note power supply. (electricity, gas).
- Do not use lifts.
- Follow the instructions of the fire brigade.
- If the evacuation alarm sounds, go to assembly point.



3. Attempt to extinguish the fire.



- Use extinguishing devices.
- Do not expose yourself to excessive risk.

4. Protect the environment.

- Do not allow extinguishing water to enter drains.

What to do in the event of an accident

Keep calm.

1. Emergency measures



- Secure the scene of the accident (ensure personal safety)
- Care for the injured
- Follow first aid instructions

2. Report accident



- Telephone (landline) 0-112 or (mobile) 112
 - Where did it happen?
 - What happened?
 - How many people are injured?
 - What type of injuries?
 - Wait for further questions.
- Inform shift supervisor.

3. Additional measures

- Brief rescue services.
- Inform supervisor.

How to prepare for an alarm situation

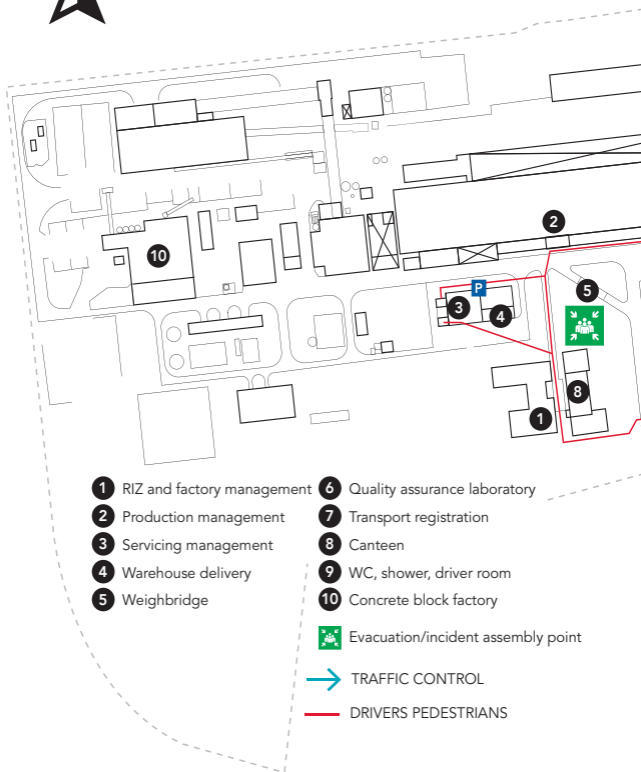
- Familiarise yourself with the layout of your department.
- Note the emergency numbers. After making an emergency call to 0-112, always notify the area manager.
- Find out where the emergency exits, escape routes and assembly points are located.
- Find out where emergency stop devices, fire extinguishers, safety showers and eyewash stations are located.
- Find out who is a trained first-aider in your department.

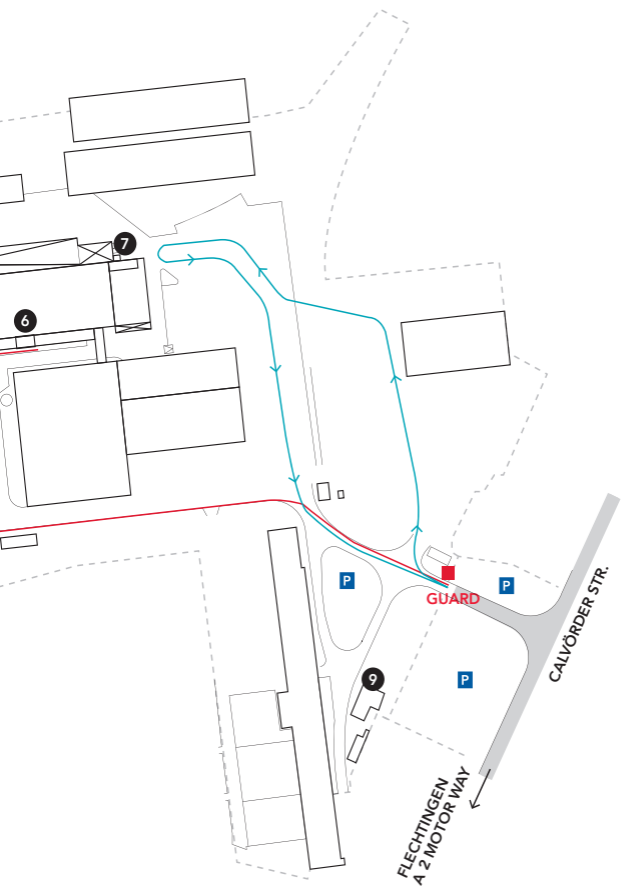
Alarm in the event of an environmental incident

- Inform those in the vicinity and department manager.
- Notify shift supervisor (tel. 105).
- Details: **NAME, WHERE, WHAT, HOW, callback number**
- Take measures to limit the consequences of the incident while keeping yourself, others and the environment out of danger.



Map





Training details

Validity of access instruction:

Personal details

Name*:

Address:

Postcode:

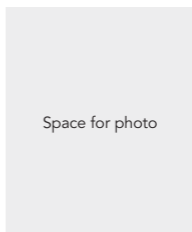
Town/city:

Telephone*:

Mobile*:

Date of birth:

Blood group:



* Please complete in order to ensure rapid help in the event of an accident.

In the event of an accident, please contact:

Name*:

Telephone*:

Relationship: partner/spouse/parent/child

Other:

Additional information for first-aiders:

e.g. allergies, diabetes or any other information that may be important for help

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