

work safety...



in the Bohle Group

Dear Employees,

Your health is your most important asset, and its protection is our primary objective. We require your full support to achieve this objective and to ensure our joint success.

Please make a habit, therefore, of taking a moment to consider your own and your colleagues' safety before starting any task. Always make sure that you can carry out the tasks assigned to you safely and professionally. Speak directly to your supervisor if you have any doubts about being able to carry out your work safely.

As a supplement to the training courses and safety briefings, this booklet will support you in assessing your working environment.

We wish you continued success in your work!



Gerd Rossenbach
(Managing Director)



Thomas Held
(Safety Engineer)

Together,
we are stronger



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Securing our future together

Work safety

Maintaining health

secures our

Retaining customers' trust

future

Securing workplaces

Here's how we do it ...

With diligent collaboration and enthusiastic support by everyone involved, we can achieve our shared goal: **protecting your health!**

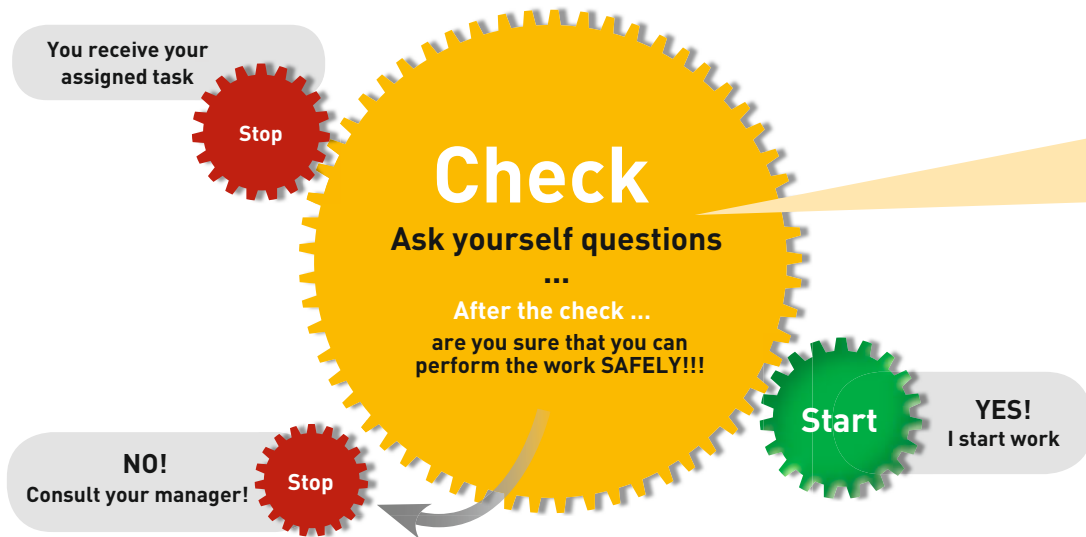
To do this, we rely on our employees' professionalism and expect them to do the following within their field of work

- **show responsibility for occupational safety**
- **recognise occupational safety as part of the task**
- **view occupational safety as a TEAM endeavour**

Our 10 commandments of occupational safety

- 1 For us, health and safety at work always takes priority**
- 2 We never carry out work without the necessary permit**
- 3 We determine the possible hazards before starting any work**
- 4 We question the effectiveness of the available protective measures**
- 5 We observe all warning and information signs**
- 6 We use the necessary personal protective equipment**
- 7 We use the provided equipment as intended**
- 8 We never work with untested or defective equipment**
- 9 We always ensure tidiness and cleanliness in our workplace**
- 10 We are always alert to any dangers in the workplace**

Check your safety ...



Ask yourself questions ...

- ... Have I understood my assigned task??
- ... Has a work permit been issued for my assigned task?
- ... Do I have sufficient knowledge of the safety regulations?
- ... What hazards are present for me and for others?
- ... Do I have to do something to reduce the hazard?
- ... Am I wearing correct and complete PPE?
- ... Is my equipment free of defects and has it been tested?
- ... Do I know the escape routes and assembly points?



Working scaffolds

Dangers*

- Persons falling
- Persons being hit by falling objects
- Lightning strike



Conduct in the event of an incident*

- Report defect to the supervisor without delay
- Block access to the scaffold
- The scaffold must be approved again once the defect is rectified
- Rescue injured persons, deliver first aid, inform ambulance service
- Report to supervisor

How to do it – protective measures*



Before starting work, always perform a visual check for defects.

- Safe access
- Three-part side shield
- Distance from property max. 0.3 m
- Floor coverings must be laid without gaps
- Access to the scaffold only if scaffold approval has been given
- Only the scaffolding contractor (specialist firm) may modify scaffolds
- Only access and exit workplaces on scaffolds via intended access ways
- Do not exceed the permitted load of the scaffold platforms
- Do not put small parts down loose on scaffold platforms; secure sheets against wind
- Vacate scaffolds when a storm is gathering
- Do not throw objects from or onto scaffold decks



Mobile elevating work platforms

Dangers*

- Persons falling
- Work platforms overturning
- Contact with live system components
- Objects falling
- Collision with parts of building or system



Conduct in the event of an incident*

- Shut the device down in the event of faults
- Close off the site of the accident
- Rescue injured persons, deliver first aid, inform ambulance service
- Report to supervisor

Before starting work, always ...

- Erect elevating work platforms in a stable fashion, use safeguards against overturning (e.g. struts)
- 👁 Perform visual check for defects
 - Perform functional test daily
- Operation only by persons who have been briefed and assigned in writing
- Beware of crush and shear points
- Remove key when leaving the device
- Follow the manufacturer's operating instructions, e.g.:
 - Persons occupying the basket while the platform is moved (permitted?)
 - Obligation to use fall-arresting PPE
 - Never exceed maximum loads
 - Put folding guardrails in protective position before starting work

* also follow Bohle operating instructions



Ladders and steps

Dangers*

- Persons falling
- Overturning of ladders and steps
- Objects falling



Conduct in the event of an incident*

- Dispose of damaged ladders and steps
- Make the site of the accident safe
- Deliver first aid, inform ambulance service
- Report to supervisor

How to do it – protective measures*



Before starting work, always perform a visual check for defects.

- Have ladders and steps inspected by an authorised person at least once a year
- Inspection stamps must be valid

- The following guidance must also be observed:



* also follow Bohle operating instructions

Operating power-driven work machines/workshops



Dangers*

- Dangers of crushing, being pulled in
- Danger due to electric current
- Danger due to compressed air
- Danger of being hit by parts (e.g. tools and workpieces flying off)

Conduct in the event of an incident*

- In the event of faults, switch off machinery immediately
- Report damage to machinery to supervisor
- Have repairs carried out by authorised persons or specialist companies
- Deliver first aid, inform ambulance service
- Report to supervisor

How to do it – protective measures*



Before starting work, always perform a visual check for defects.

- Functional test
- Persons may only operate machines if assigned to do so
- Use personal protective equipment
- Observe manufacturer's information (operating instructions)
- Observe mandatory, prohibition and warning signs on the machine
- No manipulation of machines and guards
- Furthermore, the following protective measures must strictly be taken:
 - Wear eye/face protection
 - Do not wear protective gloves if there is a danger of being pulled in
 - Tight-fitting work clothes and hair covering
 - Wear mandatory hearing protection
- Operation only as intended (no misuse)



* also follow Bohle operating instructions

Personal Protective Equipment (PPE)

You personal protective equipment is for your own safety. Use it whenever you foresee a possible hazard and whenever its use is required.

How to do it – protective measures*

- Standard on all construction sites:
 - Safety footwear (S3)
 - Industrial safety helmet
- Use PPE as intended
- Replace defective PPE
- Handle PPE with care
- Select PPE correctly

Use additional PPE*

- In accordance with the mandatory signs on the construction site
- Observe requirements of the work permits and risk assessment
- Follow the supervisor's instructions

PPE consists of various elements



* also follow Bohle operating instructions

Fall-arresting Personal Protective Equipment (PPE)

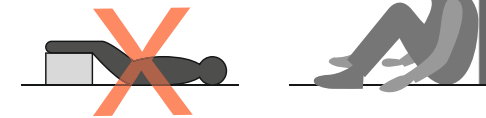
Always to be used for work with a danger of falling from a height unless a complete three-part side shield or safety nets is/are present.

Please note the following rules*

- Only use fall-arresting PPE that has been provided by the employer
- A valid inspection stamp must be attached to the fall-arresting PPE (last inspection must be no more than 12 months ago)
- Check fall-arresting PPE before each use for obvious defects. Dispose of damaged fall-arresting PPE immediately (inform supervisor)
- Anchorage points are specified by the supervisor
- A briefing by the supervisor is necessary before fall-arresting PPE is used
- The anchorage point should be above the person being protected
- Fall-arresting PPE must always be used with the energy absorber

Conduct in the event of an accident*

- Persons that have fallen in the fall-arresting PPE must be rescued from the harness as quickly as possible
- The rescued persons must be placed in the crouched position
- The person must only gradually be moved from the crouched position to a flat body position



- Examination by a doctor is strictly required after fall
- The fall-arresting PPE is to be disposed of after a fall



What to do if the alarm sounds

When the alarm sounds ...



... what action must be taken?

- Stop the activity in a safe manner
- Pay attention to the loudspeaker announcement
- Take an escape mask, keep it ready, and use it if required
- Leave plant via escape routes and go to assembly point (see site plan)



- Use the stairs – never the lifts
- Note the wind direction: escape perpendicular to the wind direction
- Do not leave the assembly point
- Pay attention to further announcements and instructions
- Wait for the all-clear
- Reapply for the work permit after an alarm
- Stay calm



Traffic rules on company premises

The **special rules** relating to traffic, as well as the general **Road Traffic Regulations (StVo)**, must be observed on the company premises.

The following guidance must also be observed in particular:



No through road



Rail vehicles have priority. Park at a sufficient distance from rail tracks (observe ground markings).



Use the right-hand side of the road in the direction of travel. Cross the tracks at a right angle.

- Wear a seatbelt
- Observe speed limits
- Secure loads
- Only use the telephone with hands-free equipment
- Cyclists: both hands on the handlebars
- Smoking in the car is forbidden
- Observe no-parking signs

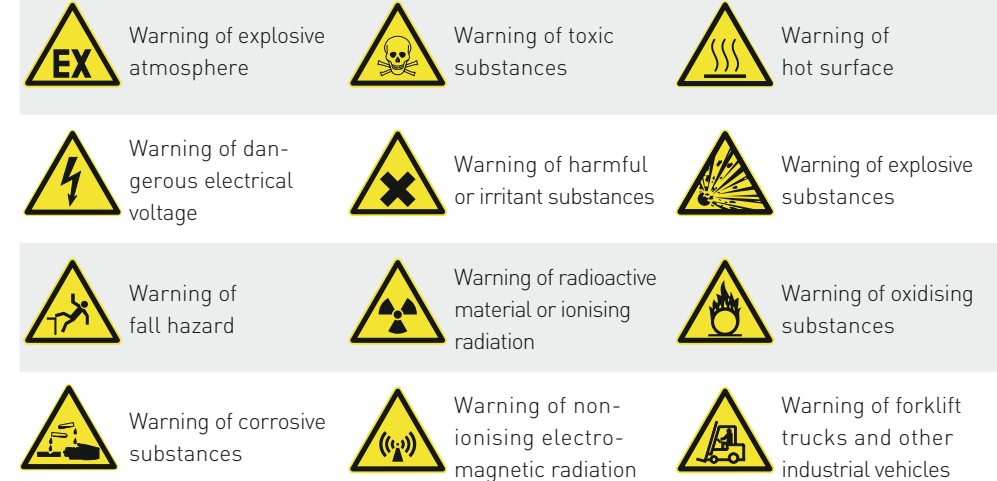
Symbols for hazardous substances

■ Always observe hazard signs



Warning signs

■ Warning signs show possible dangers



Prohibition signs

■ These things are strictly prohibited



Mandatory signs

■ You must always comply with the mandatory signs



We act consciously ...even in the event of accidents

- We obtain the necessary permits before entering the plants
- We do not work without an approval certificate or without a briefing
- We devote sufficient time to safety
- We only smoke in designated areas
- We do not eat or drink in the workplace
- We always follow all internal and external safety instructions

- Stay calm
- Make the site of the accident safe
- Do not put yourself in danger
- Remove persons from the danger area

Always consider the following five things when making an emergency call:

- Where is the emergency?
- What happened?
- How many people are injured?
- What are the injuries?
- Wait for further queries!

Important emergency phone numbers

Please enter the following numbers yourself in case they are needed:

Ambulance service and fire brigade


 _____

Police emergency number

 _____

Poison Control Centre Bonn (Germany)

When off the premises


 **+49 228 19240**

Other emergency phone numbers that are important for you (e.g. supervisor, etc.)

 _____

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 _____

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The Bohle Group –
United through quality

- Insulation technology
- Interior work
- Fire protection
- Metal construction

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