



Safety regulations for contractors (CO)

Status: June 2021, V9.3

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A summary of the key Gas Connect Austria safety regulations

⚠️ **No access without registration & instruction**

Before starting their activity, each employee must be briefed by the contractor (CO) on the activity to be carried out and the associated safety precautions and provisions. These briefings must be documented.

Before entering a Gas Connect Austria GmbH plant, each employee must be briefed by watching the *Moving safely in the Gas Connect Austria plant* film. The employee will only be authorised to enter the plant after passing a written test on the content of the film.

Note: Provide Gas Connect Austria with advance notice of your arrival at the site to avoid long waiting times. You will need around 20 minutes for the briefing.

All employees must sign in and out daily.

⚠️ **Working hours**

The working hours must be agreed with Gas Connect Austria in advance.

Standard working hours are: MON – THU: 07:00–15:30 FRI: 07:30–13:00

⚠️ **Personal protective equipment (PPE)**

On the plant premises, or other hazardous areas, the following minimum PPE requirements apply:

- ▶ work clothing made of antistatic, fire resistant material;
- ▶ safety helmet;
- ▶ static-dissipative safety shoes S3.

Further PPE and safety devices may be prescribed depending upon the specific activity.

The CO must provide their employees and suppliers with the appropriate PPE.

⚠️ **No work without risk assessment and work permit!**

Dangerous work, work in the plant area, or in designated danger zones may only be carried out with a valid work permit issued by Gas Connect Austria.

You may only work with a valid work permit, and you may only carry out the work specified in the permit. Stop work if conditions change and obtain a new permit. Do not carry out any work if the authorisation is unclear. Only approved equipment may be used in EX zones.

Note: Plan the time you will need for the issuing of a work permit!

⚠️ **Follow instructions**

All instructions issued by Gas Connect Austria site inspectors, the health, safety, environmental, and quality (HSEQ) representative of Gas Connect Austria, the safety specialists, the fire brigade or the HSE coordinator to ensure correct working and safety must be followed without fail.

⚠️ **Reporting of incidents**

Every employee has a duty to ensure that personal injuries/illnesses, all hazardous events such as unsafe acts and conditions, recognised hazards and incidents, including near misses, damage to plant and equipment, environmental pollution, or damage to the reputation of the company are immediately reported to Gas Connect Austria.

⚠️ **If in doubt, always ask.**

⚠️ **Stop all unsafe work, actions, and situations.**

⚠️ **Observe the safety signs (e.g. mandatory, prohibition, warning, rescue, and fire protection signs).**

⚠️ **Pay attention to order & cleanliness.**

⚠️ **Fire, smoking, naked lights, and the use of ignition devices are prohibited.**

⚠️ **The use of alcohol, drugs and medication is prohibited.**

























































⚠️ **Pay attention to the special protective measures required during special work, on construction sites and when handling hazardous materials and vehicles.**

⚠️ **Information and facilities must be protected.**

⚠️ **Taking photographs, making phone calls and filming are all prohibited.**

⚠️ **Pay attention to explosion and fire protection measures.**

⚠️ **Eat and drink only in the rooms and lounges provided for this purpose.**

Offices, social rooms & measuring stations			 1)	 1)	 1)				
Workshops, magazine, and			 1)	 1)	 1)				
other plant premises	 PPE appropriate to the location and/or work activity must be worn.								
Process area				 1)	 1)	 1)			
									
				 Additional PPE appropriate to the location and/or work activity must be worn as required.					
Examples: Special areas/ activities, when instructed, and as mandated by safety signs.									
									
									
	 PPE appropriate to the location and/or work activity must be worn.								
									
									

1) Please consult the site manager with respect to special regulations.

I. General Provisions

Gas Connect Austria pursues a clear vision when managing its projects:

Every employee working at and for Gas Connect Austria should return home safely at the end of each working day. All incidents are avoidable.

Consequently, Gas Connect Austria demands high standards of all its employees and COs to achieve this objective.

By observing the following rules and requirements, contractors play an important role in meeting the stringent health, safety, environmental, and quality (HSEQ) standards needed to achieve our objectives.

These safety regulations apply to COs and their employees, as well as subcontractors, hereinafter referred to as “contractors” (CO).

The *Safety Regulations for Contractors* (CO) are issued as part of the tender process and can be downloaded from our website. Additional regulations for safe working in the vicinity of natural gas systems must be obtained from Gas Connect Austria and complied with. By accepting the contract, the CO fully acknowledges that these requirements are an integral part of the contract.

During their work for Gas Connect Austria, the CO’s employees shall remain under the disciplinary control of the CO’s management.

The CO is obliged to ensure that all relevant legal provisions, valid regulations, official regulations, the recognised codes of practice, relevant technical regulations, the generally recognised safety rules as well as the safety regulations described below are complied with while carrying out their duties at Gas Connect Austria.

In addition to legal consequences, any violations of the applicable regulations may result in a ban on entering the company premises.

The CO shall ensure that its employees have sufficient command of spoken and written

German to carry out their specified tasks in an appropriate manner.

We hereby explicitly note that the CO must perform their services and deliveries in accordance with the provisions of all employment and environmental protection laws and ordinances currently in force.

The CO bears full responsibility for upholding safety while providing their services. Subcontractors are vicarious agents of the CO. The CO therefore bears full responsibility for ensuring that subcontractors also comply with all the safety regulations.

These requirements may be supplemented by additional requirements in special cases. Gas Connect Austria will check compliance with the *Safety Regulations for Contractors* – also unannounced. Deviations or violations may lead to a warning or a ban.



Your contact for all questions regarding safety, fire prevention, the environment, etc., is the Gas Connect Austria HSEQ department:

- ▶ **Telephone: +43-1-27 500-88061**

II. Safety Briefing

The CO is obliged to notify all its employees and subcontractors of the *Safety Regulations for Contractors* and to ensure their compliance. Confirmation of this notification should be submitted to Gas Connect Austria on request. Subcontractors must be shown to have been issued with a copy of the *Safety Regulations for Contractors*.

The CO’s employees must be briefed before starting to work on Gas Connect Austria plants or construction sites, and the briefing must be documented. These comprehensive briefings must be carried out verbally, related to practice, and also be understood by foreign employees. The procedure must be repeated

when exchanging employees or deploying subcontractors.

Each briefing must be documented in writing.

The CO is responsible for briefing these employees and documenting the briefing.

Before entering the Gas Connect Austria plant, each employee must also complete a special briefing. The employee will only be authorised to enter the plant after passing a written test on the content of the briefing.



Furthermore, before the start of work the CO must appoint an employee responsible for safety, management and technical supervision, and their deputies, and ensure that at least one appointed person is present on site.

The CO must submit the name of the appointed employee to Gas Connect Austria in written form.

The CO's employees responsible for safety must regularly check that the applicable regulations and *Safety Regulations for Contractors* are complied with.

When safety deviations are determined, the person responsible for safety:

- ▶ must ensure employees are aware of the requirement to comply with the rules, and insist that the rules are implemented;
- ▶ introduce safety measures;
- ▶ immediately inform Gas Connect Austria.

In the event of gross violations of the regulations, Gas Connect Austria or its representative is entitled to stop the work until a safe situation has been restored. They are authorised to issue warnings to employees.

Any costs arising as a result from deviations will be borne by the CO.

Repeated cases may lead to a ban on access.

III. Employees and Working Hours

The CO may only deploy staff registered with a social insurance agency.

If the CO seconded employees to Gas Connect Austria, before starting work they must provide proof of the social insurance agency with which they are registered.

If the CO employs foreign employees (non-EU citizens) as part of a work contract, they must show Gas Connect Austria a work permit for these employees before starting work.

The above proof or work permit must be shown to Gas Connect Austria unasked. Employees unable to do this will be rejected.

Driving licences which are valid in Austria and required for carrying out work (such as a forklift and crane licence) in accordance with the "Regulation on Documentation of Technical Skills (FK-V)" must be shown unasked. This is also required to issue an internal driving licence for facilities owned by Gas Connect Austria.

In this context Gas Connect Austria notes that in Austria foreign driving licences can only be accepted if they have been recognised by an authorised office (regional office of the Economic Development Institute WIFI: www.wifi.at).

Employees who operate equipment without the appropriate driving licence will be banned from the premises immediately.

Working hours must be agreed in advance with Gas Connect Austria.

The provisions of the Working Hours Act apply. Night and shift work, work on Saturdays and Sundays or public holidays is only permitted with the required approval and must be agreed with Gas Connect Austria.

The working time must be agreed with the employer in advance.

Standard working hours at Gas Connect Austria:

- ▶ MON–THU: 07:00–15:30
- ▶ FRI: 07:00–13:00

IV. HSEQ Rules of Conduct

General

These rules of conduct do not affect the applicable laws, regulations, and rules for the prevention of occupational accidents, health hazards and environmentally relevant incidents. Prudent, safety-conscious conduct and safe working are top priority. Any risk to personal health and that of other persons and the environment must be ruled out at all times.

Work permit system

No work without risk assessment and work permit!

Before starting work, think it through and evaluate the risks, hazards, and dangers! Avoid/reduce all possible hazards by taking appropriate safety measures.

Only work in possession of, and in accordance with, a **valid work permit**.

Only carry out the approved work. Stop work if conditions change and obtain a new permit. Do not carry out any work if the authorisation is unclear.

For all hazardous activities – including:

- ▶ work in the plant area;
- ▶ when working on the track within marked danger areas;
- ▶ all work on gas-bearing installations;
- ▶ tie-in work (requires a separate pipe construction work programme to be drawn up);
- ▶ work involving fire and/or explosion; hazards (e.g. hot work)
- ▶ work in confined spaces and containers;
- ▶ work and interventions in systems where a hazard can arise due to the release of energy (e.g. electricity, pressure, mechanics, ...);
- ▶ pressure relief/vacuum breaking;
- ▶ groundworks, civil engineering works in stations and in the protective strip of lines (natural gas, electricity, fibre optics, ...);

- ▶ work on hot plant components;
- ▶ lifting work;
- ▶ work at heights;
- ▶ smart plugging;
- ▶ recompressions and flaring;
- ▶ work with the risk of releasing asbestos fibres;
- ▶ shutdown of (live) power systems;
- ▶ complex electrotechnical activities up to 1000V (low voltage);
- ▶ high voltage ($\geq 1000\text{VAC}$);
- ▶ other dangerous activities

an appropriate work permit must be obtained.

In principle, **all** planned work in these areas must be reported to, and approved by, Gas Connect Austria before work starts.

A **written** work permit must be obtained from Gas Connect Austria before the start of work (application approx. 1 week in advance):

The safety regulations and safety instructions associated with the work permit must be strictly complied with.

Only the approved work may be carried out.

Work permits expire at the end of their validity period, when the work requirements change fundamentally, making a new evaluation necessary, after an incident, or if unforeseen circumstances occur which prevent the work from being continued safely.

Work for which local site inspection by Gas Connect Austria is required may not be started or finished until the latter is present.

The fire and safety personnel provided by Gas Connect Austria are authorised to give instructions to avoid danger.

A valid copy of the work permit bearing all the necessary signatures must be available at the place of work at all times. A backup copy of the valid work permit must be kept separately.

It is the responsibility of the CO to familiarise themselves with the process for issuing work permits in good time.

Compliance with the legal requirements for issuing a work permit for all other tasks is the responsibility of the CO.

Ban on alcohol, drugs and medication

Bringing and offering alcohol and drugs or other intoxicating substances (possibly medication) as well as the consumption of such substances before starting work within the corresponding elimination phase and during work is prohibited at all locations. Medication can impair workplace performance!

Employees engaged in safety-critical activities must therefore inform their doctor of the nature of their activity before starting any drug treatment. On their recommendation, the company medical service must subsequently be informed.

The consumption of alcohol, drugs, or other intoxicating substances (possibly medicines) influences human behaviour and is therefore banned from the workplace. Hence the following applies:

- ▶ The consumption, carrying and sale of alcoholic beverages or drugs are prohibited on all Gas Connect Austria plant and construction sites (incl. construction site installations).
- ▶ The storage and serving of alcoholic beverages in dining rooms, canteens or staff quarters etc. is prohibited.
- ▶ Working under the influence of alcohol, drugs or other intoxicating substances is prohibited.
(Be aware: residual alcohol).

Food and beverages

You may only eat and drink in the designated rooms and lounges.

Taking photos, making phone calls & filming is prohibited!

It is prohibited to bring cameras, mobile phones, pagers and radios into the process area. Exceptions may be granted by the respective site manager subject to compliance with special safety regulations.

Reporting of dangerous situations & incidents

Every occupational accident and every incident (e.g. injury, illness, damage to property, near misses, dangerous actions, impact on the environment, damage to the company's reputation, etc.) must be reported immediately to the supervisor and, if necessary, to the local site supervisor or the site manager in accordance with the reporting chain.

Each employee is responsible for immediately reporting:

- ▶ personal injuries/illnesses;
- ▶ damage to plant and equipment;
- ▶ environmental pollution;
- ▶ incidents which could damage the reputation of the company;
- ▶ or near misses.

to Gas Connect Austria.

A written incident report (form available from the HSEQ Department) is required immediately.

This report does not release the CO from the legal obligation to report to the Accident Insurance Institute (AUVA).

Incidents must be investigated in coordination with Gas Connect Austria. Agreed measures must be documented. The CO's staff must be informed about the incidents. Employees must immediately report unsafe conditions and actions to their manager. The latter must immediately inform Gas Connect Austria or its representative.

Stop unsafe work

Stop all unsafe work, actions, and situations.

Follow instructions

All instructions issued by Gas Connect Austria (or its representative) must be followed without exception to maintain order and safety.

If in doubt, always ask

You must understand the instructions you are given. You must be familiar with your surroundings. Take a closer look at your workplace. Ask yourself what you would do if something were to happen. If necessary, ask a co-worker or contractor for help.

Register your presence

You may only enter plant and plant areas which Gas Connect Austria has given you

permission to enter. All employees must sign in and sign out.

Only registered persons may be present on the construction site (construction site ID, visitor ID). Persons moving around the plant or construction sites must be able to prove their identity at all times.

The CO is not permitted to take visitors into the plant or construction site without prior registration with Gas Connect Austria.

Arrival and departure times must be documented (construction site register, attendance list); it must be possible to account for everyone in the event of an emergency.

Follow the safety regulations and bans in the plant area

The safety regulations and bans for the Gas Connect Austria plant area must be observed without exception.

Every employee must complete a plant-specific briefing before entering the Gas Connect Austria plant (film).

The employee will only be authorised to enter the plant after passing a written test on the content of the film.

Good housekeeping

Good housekeeping is a key issue for safe and successful working.

Always keep your work area clean and tidy. Everyone is obliged to clean their work area on an ongoing basis.

This applies in particular to keeping rescue and traffic routes clear, to immediately removing materials (e.g. packaging materials, building rubble, etc.), removing iron parts, as well as marking dangerous spots (so far as they cannot be remedied by means of technical measures) and – after finishing the work – the immediate and complete clearance of the work site.

Everyone is obliged to avoid creating waste, and to minimise fuel and energy consumption as far as possible.

Contamination must be removed, and the waste disposed of in the respective waste container.

The burning of waste is prohibited.

The discharge of liquid substances into the earth is prohibited.
Wastewater must be captured and disposed of. In the event of infringements, Gas Connect Austria reserves the right to remove contamination immediately at the cost of the polluter.

Please note that all workplaces, especially those indoors, must be kept in a clean and operationally safe working condition.

Hence the following applies:

- ▶ Remove contamination/spillages immediately and leave the area clean.
- ▶ Collect waste and dispose of it appropriately.
- ▶ Store items only in the safe places assigned for that purpose.
- ▶ Remove tripping hazards.
- ▶ Openings and holes in the ground must be covered (no formwork plates). The covering must be load bearing, fixed in place, and sufficiently strong to prevent people or equipment falling through.
- ▶ Structural irons should be bent over or shielded.
- ▶ Safeguard sites where there is a risk of falling.
- ▶ Build/install appropriate ascents, descents and bridges.
- ▶ Fire loads such as paper or cardboard must be removed immediately and must not be stored.

Each CO is responsible for ensuring that the materials are properly delivered, unloaded and stored.

The CO is responsible for the disposing of waste.

If the CO fails to meet their obligation to remove waste and their duty of good housekeeping, Gas Connect Austria has the right to rectify the situation at the CO's cost.

Every major violation of good housekeeping rules can lead to a temporary stop of work and/or a ban from the building site.

Fire, smoking, naked lights, and the use of ignition devices are prohibited.

Smoking and the use of ignition devices (lighter, match, etc.) are strictly prohibited at all locations, as well as in all vehicles belonging to Gas Connect Austria GmbH. Avoid sources of ignition.

Special protective measures and specifications for process and EX areas, as well as the guidelines specified in the fire protection and explosion protection documents, must be observed.

Smoking bans during work

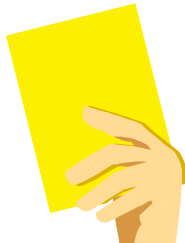
There is a general smoking ban for the whole area of a Gas Connect Austria plant. This ban also applies in vehicles.

Smoking is only permitted in authorised locations which have been marked as smoking zones. Cigarette waste must be disposed of safely and in accordance with regulations.

The smoking ban also applies to workplaces outside the plant area, when carrying out work or during supervision. Smoking is only permitted during breaks, outside danger zones.

Warnings and site reprimands

An employee will receive a “warning” (yellow card) for a general breach of the safety regulations or construction site rules following any unsafe action which results in increased risk.



The CO is obliged to give the employee additional training in the subject concerned within two working days and must document this training.

A “construction site ban” (red card) will be issued to any employee who intentionally breaks rules or deliberately places other staff at risk in a grossly negligent manner. When a construction site ban has been issued, the employee will be permanently banned from Gas Connect Austria sites.



The CO concerned will be notified of this in writing. Any employee issued with two “warnings” (yellow cards) for a repeated violation of a specific rule or regulation will also be given a “construction site ban”.

Any employee issued with three “warnings” (yellow cards) for three different breaches of the rules or regulations will also be given a “construction site ban”.

Incidents leading to a warning or a construction site ban must be reported in accordance with the reporting guidelines in force. The consequent training measures must be carried out and documented.

V. Personal Protective Equipment (PPE)

Wearing appropriate PPE is mandatory when working for Gas Connect Austria. Always wear the PPE prescribed for the location and/or activity without exception.



In plant areas or areas of high risk (defined danger zones), the following minimum PPE requirements apply:

- ▶ long work clothing made of antistatic, fire-resistant material;
- ▶ safety helmet;
- ▶ static-dissipative safety shoes S3.

Legs and arms must be fully covered by this work clothing.

Requirements for PPE and normative references:

Protective work clothing

Flame retardant in accordance with ÖNORM EN ISO 11612 (A1 B1 C1) and ÖNORM EN

ISO 14116, and antistatic in accordance with EN ISO 1149-x.

Safety shoes

At a minimum these must comply with EN ISO 20345 (S3) and DIN EN 61340 (ESD).

Safety helmet

Standard helmet: this must comply with ÖNORM EN 397.

Electrician's helmet: This must also be VDE certified and have a 1000V marking.

The minimum requirements for workplaces outside plant areas and in defined danger zones are:

- ▶ long work trousers with (minimum) short-sleeved outer clothing;
- ▶ safety helmet;
- ▶ safety shoes S3.

All the CO's employees must use the PPE as specified by the regulations for the respective field of work, with additional PPE as appropriate (protective glasses, protective gloves, hearing protection, special face protection, respiratory protection, fall protection and other special protective equipment, etc.). Persons encountered on site without the required PPE may be banned.

The CO is obliged to provide the appropriate equipment for their employees and to ensure the required briefing and checks. The PPE must be inspected and deemed to be safe.

If personal protective equipment is defective or no longer fits, this must be reported immediately. Defective protective equipment must be repaired or removed to prevent further use.

It is mandatory for all CO employees, subcontractors, transport companies and suppliers to comply with the PPE guideline.

It is incumbent on the CO to ensure and monitor the use of appropriate PPE by his subcontractors.

When there is a risk to eyes or face, the CO must provide appropriate eye protection such as protective glasses, protective shields, protective hats, or protective screens and ensure that they are used.

Protective glasses, at a minimum, must be worn when working with the following risks:

- ▶ dust, chips, shavings or fluid particles, such as in grinding, jet and cutting work, mortise and chiselling work, work with bolt firing tools, liquid or steam spray equipment;
- ▶ acidic or irritating work materials when working with acids and alkaline, the mixing and application of adhesives and coating materials by spraying;
- ▶ blinding light or damaging radiation, such as in welding work and work with lasers;
- ▶ the effect of flames and heat;
- ▶ work in battery rooms;
- ▶ work where there is pressurisation or it may arise (e.g. lubrication work);
- ▶ venting and purging activities;
- ▶ work (e.g. opening manometer taps) on systems under internal overpressure;
- ▶ in designated areas.

The CO is obliged to carry out noise reduction measures within the limits of what is technically possible. Technical and/or organisational measures for noise reduction take precedence over PPE.

Appropriate hearing protection must be:

- ▶ provided by the CO and carried by employees starting from 80 dB (A);
- ▶ worn starting from 85 dB (A). The CO must ensure that this happens.
- ▶ It is obligatory to wear hearing protection in the designated areas.

If there is a danger of falling, or when working in shafts, pits or trenches, an appropriate safety harness must be worn and rescue equipment must be provided.

If there is a risk of harmful gases or lack of oxygen (e.g. when working in confined spaces), it is obligatory to use suitable breathing equipment.

Employees may only undertake work which requires breathing equipment weighing more than 5 kg to be worn longer than 30 minutes each day if, before starting the work, they have undergone a medical examination confirming their suitability for this task (see also regulation on health monitoring at the workplace, Federal Gazette II 27/1997, as amended) and they

have been trained to use the breathing equipment.

People working with breathing equipment must be observed and safeguarded by safety personnel; a second breathing equipment set must be provided.

Persons who do not wear the required PPE may be banned. Any costs arising as a result from work interruptions will be borne by the CO.

VI. Behaviour During Emergencies, Dangerous Situations and Accidents

Inform yourself about the conditions on site (escape routes, emergency exits, assembly point, emergency numbers, etc.).

Each CO must fulfil and uphold the statutory requirements and provisions for first aid measures on the building site and ensure that there are a sufficient number of trained first aiders present.

Gas Connect Austria must be notified of the names of the first aiders.

If a dangerous situation has been noticed (e.g. fire, smoke, leakage of gas or other dangerous substances), the danger zone must be left immediately. Gas Connect Austria must be informed without delay!

If signal sirens sound, all working machinery and equipment in the plant or danger zone must be switched off immediately, and employees must go to the designated collection point. Escape and traffic routes, fire brigade accesses, etc., must be kept free of obstruction.

Only after notification from Gas Connect Austria may the area be re-entered.

Accidents of all types must be reported to the Gas Connect Austria representative immediately.

VII. Vehicle Traffic

Entering the plant site or the construction site with company or private vehicles is generally prohibited.

Vehicles not required for the direct execution of work must be parked outside the plant or construction site.

Any permission to enter the site will be issued by Gas Connect Austria.

Please always make sure that the entry permit is visibly attached behind the windshield.

Traffic regulations apply on Gas Connect Austria sites with a speed limit of max. 15 km/h.

Vehicles must be parked in the parking spaces designated for the CO. Parking is at the owner's risk under all circumstances. Vehicles parked without authorisation may be removed at the owner's cost.

Escape and emergency routes, alarm equipment, hydrants and other emergency resources must not be blocked.

It is prohibited to ride on cranes and other vehicles not licensed for the transport of people or where the maximum number of permitted persons has been reached.

Refuelling or other service work may only be undertaken in the designated areas or following agreement with Gas Connect Austria and while taking additional security measures.

In principle, reversing is only permitted with the appropriate technical equipment on the vehicle or a reversing assistant.

Each vehicle occupant must wear a seat belt.

A breach of this rule will lead to the withdrawal of entry permission.

VIII. Fire Prevention

Removal of fire extinguishers from the stores is permitted only in the event of an emergency. In areas equipped with a fire alarm system and/or an automatic extinguishing system, it must be clarified prior to the start of work whether these systems need to be disabled before the work can proceed. This requires special permits and measures.

The CO is responsible for fire prevention measures with respect to their own technical equipment and work processes.

These measures include, in particular:

- ▶ keeping available the appropriate fire extinguishing equipment; and
- ▶ providing fire protection briefing for their own employees.

Any fire and/or product leak must be reported immediately to Gas Connect Austria

Dispatching:

Public telephone network **0800/808 128**
Internal phone extension **88440**

Information provided over the telephone must be given slowly and clearly.

Where the manual call button is used to sound the alarm, you should wait for the fire brigade to arrive in order to provide them with the relevant information.

There is a strict smoking ban at Gas Connect Austria. The exceptions are designated smoking areas.

Taking any potential source of ignition (e.g. mobile phones, lighters, etc.) into gas-bearing installations (the process area) is prohibited.

Huts for employees or materials, as well as caravans, may only be set up in the designated areas and must be equipped with tested fire extinguishers corresponding to the ÖNORM standard.

Using heaters and stoves of any kind requires the written approval of Gas Connect Austria.

The use of LPG systems for heating and cooking purposes is prohibited.

Substances posing a fire risk may not be stored in danger zones (EX zones, process area, etc.) on the company premises.

Staying overnight and living on the company premises is prohibited.

IX. Plant Work and Building Sites

Plant installations

Safety valves, gate valves, mechanical locks, protective equipment, electrical equipment or other devices may only be activated or stopped when this has been approved by Gas Connect Austria.

If protective equipment, safety notices, etc., must be dismantled for work reasons, they must be attached again once the work has been completed and before use, and their functions must be tested.

Groundwork

Before starting groundwork, it must be determined whether there are potential risks for employees in the planned work area (e.g. through installations, pipes, dangerous water conditions, vibration through building site and/or road traffic).

The digging of inspection trenches must be agreed with Gas Connect Austria.

In the case of pits and trenches which are more than 1.25 m deep, measures must be taken against material sliding or falling (banking, lining or a suitable procedure for soil compaction).

Railings with foot, middle and breast bars must be erected in accordance with the guidelines.

In addition, excavation pits with a depth of more than 1.25 m that are oiled or are only accessible via ladders (too narrow a space) must be treated like shafts and additional safety measures are necessary (see driving into containers/narrow spaces, pits and in shafts).

Barriers and fall protection devices

If there is a risk of falling:

- ▶ fall protection devices (barriers at the building edge);
 - ▶ barriers (approx. 2 m away from the edge of the drop);
 - ▶ protective equipment (safety scaffold or safety nets)
- must be installed.

Fall protection devices are fixed covers capable of taking the full load (formwork plates

are not permitted) for openings and hollows or railings at the building edge consisting of foot, middle and breast protection.

Railings must be able to resist horizontal pressure of 30 kilograms (0.3kN).

Barriers (stable breast protection made of wood, metal pipes, tensioned ropes or chains) are only permitted on surfaces with an inclination of up to 20° degrees and must be set up 2 m away from the building edge.

PVC tapes (barrier tape) may not be used to mark restricted areas (fabric tape is permitted).

Stairs/staircases

Erection, modification, or dismantling of stairs during construction work must be carried out in such a way that the time for activities involving a risk of falling is as short as possible.

Stairs with straight flights are preferable to those with spiral flights.

After a maximum of 18 steps or 3 m height per flight of stairs, an intermediate landing should be arranged.

On exposed flights of stairs and landings with a fall height of more than 1 m, side protection should be provided with a handrail and an intermediate landing.

It is recommended to install an appropriate handrail on both sides.

Work above ground level/scaffolding and ladders

During work above ground level, a secure stand and the appropriate safety installations must be ensured (ladders, scaffolding, safety harness, fall protection, etc.).

The CO is obliged to check the scaffolding before use and must document these checks.

If the scaffolding has been set up by Gas Connect Austria, any defects noted must be reported immediately to Gas Connect Austria. In such cases the CO is prohibited from making changes to the scaffolding themselves. Gas Connect Austria will decide on and implement the necessary changes.

The CO is obliged to brief their employees on the use of ladders and scaffolding.

Lifting and crane work

If cranes with more than a 5-tonne load capacity are used, a crane licence recognised in Austria is required.

Gas Connect Austria notes that, for work of more than 4 weeks duration, foreign crane licences can only be accepted if they have been recognised by the competent office (regional office of the WIFI: www.wifi.at).

Cranes must be securely set up on a subsurface capable of bearing the load:

- ▶ Mobile cranes must use their supports.
- ▶ Only approved supports may be used.
- ▶ Set up and stability checks must be carried out.

Before setting up cranes or construction equipment for work near aerial lines, it must be checked whether the safety distance can be upheld in the potential work area (e.g. swing of crane jibs, crane loads, falling over of devices, vehicles or installations, etc.).

The following minimum distances must be maintained during the entire work process:

- ▶ up to and including 110 kv – 2 m
- ▶ up to and including 220 kv – 3 m
- ▶ up to and including 380 kv – 4 m
- ▶ with unknown voltage – 4 m

Caution: aerial lines can swing in the wind! Distances should be increased accordingly.

Only sling gear fit for purpose and without any defect may be used.

Working under a lifted load is not permitted.

Containers/confined spaces, pits and shafts

When entering containers and confined spaces, pits or shafts, use a rescue harness, safety line and appropriate recovery equipment.

A person must also be assigned to supervise. A written work permit must be obtained for all such work.

This also applies to all excavation pits (> 1.25 m) that are oiled or only accessible via ladders (too narrow a space), as these should be treated as shafts.

If necessary, measurements (oxygen, natural gas, methane, CO₂, etc.) must be taken before entering.

Dangerous work materials

When handling dangerous work materials, the corresponding protective measures and the safety data sheets (SDS) must be observed. Hard copies of the SDS will be provided on site.

Dangerous work materials and chemicals must only be stored in the containers designated for that purpose. These must be labelled in accordance with the regulations and stored appropriately.

When handling these substances, the appropriate PPE must be worn and attention must be paid to the environment.

The appropriate devices must be used for decanting and emptying.

Contamination of the soil must generally be avoided.

In the case of contamination, appropriate measures must be taken to protect the environment.

X. Electrical Plant and Operating Resources

The required safety measures must be agreed with Gas Connect Austria prior to the start of work on electrical operating resources or in electrotechnical facilities.

Work on electrotechnical facilities may only be carried out by technically qualified persons.

Gas Connect Austria electrical facilities may only be operated in order to carry out the specific work required, such as necessary switch operations for lighting, various small-scale users, etc., and accessing building site power supplies by means of standardised plug devices. Gas Connect Austria must be

informed about defects, which it will repair. Independent work on electrical facilities is prohibited.



In EX areas only EX-protected and marked devices and machines and non-sparking tools may be used. Connectors which are not EX safe must be situated outside the EX areas.

Only electrical facilities, machinery and devices which have been tested and labelled in accordance with the latest electrotechnical regulations may be used.

Lines under intensive use, in particular, must be protected from damage:

- ▶ relocate to a higher level;
- ▶ cover; and
- ▶ cover with protective pipe.

Damaged lines and working materials must be shut down immediately and taken out of service.

XI. Protect Information and Facilities

Work-related information may only be disclosed to authorised persons to the extent necessary. At the end of the working day or when leaving the workplace, employees are required to tidy up their workplaces, lock away confidential documents and data carriers, etc., and lock the premises.

Report any damaged or malfunctioning security equipment.

Do not pass on your keys, access cards, access data, etc., and report their loss immediately.

XII. Legal Notice

Where Gas Connect Austria is named as a contact in this document, this function can also be undertaken by persons authorised by Gas Connect Austria. This applies in particular to project construction sites, outside the plant, or in danger zones.

In addition to the regulations defined by Gas Connect Austria, each CO must also comply with the statutory occupational health and safety regulations.

The appointment of a building site coordinator or HSE coordinator does not remove the CO's occupational health and safety obligations.

Adherence to the *Safety Regulations for Contractors (CO)* are the basic requirement for all work at Gas Connect Austria plants and construction sites, and, in addition to the statutory requirements, must be complied with without exception.

The *Safety on Construction Sites* brochure (most recent version) summarises the statutory requirements by subject area and is suitable for briefing staff.

This is a translation of the original German document; the contents of the original German document take precedence.

The following is a list of applicable laws and standards; errors and omissions excepted:

Employee Protection Act – ASchG
Work Place Regulation – AStV
Construction Work Coordination Act – BauKG
Building Worker Protection Regulation – BauV
Liquid Gas Regulation 2002
Regulation on Explosive Atmospheres – VEXAT
Regulation on Noise and Vibrations – VOLV
Regulation on Optical Irradiation – VOPST
Electrical Protection Regulation 2003
Machine Safety Regulation – MSV
Working Materials Regulation – AM-VO
Regulation on Documentation of Technical Skills – FK-V
Chemicals Regulation – ChemV
REACH Regulation
Labelling Regulation – KennV

Safety on Construction Sites brochure, 2010 edition
ÖNORM standards and AUVA instruction sheets