



Important telephone numbers

**Emergency call: 112 (internal landline)
0203 6081 112 (from mobile
phone)
Accidents, fires, other
emergencies**

Occupational safety: 123

Environmental Protection: 109

Gate: 300

Welcome to DK

We, the *DK Recycling und Roheisen GmbH (DK)*, are pleased that you are working as a contractor or subcontractor on our factory premises. DK is an upper-tier operating area according to the *StörfallV*, with safety-relevant installations (SRI) and hazardous substances according to Annex I of the *StörfallV*. We want you to work safely on our premises. In order to ensure this, these safety instructions are intended to help you as an external company to become familiar with the essential rules of conduct and safety in our company.

However, if you have any questions, please contact your contact person (DK coordinator), who has introduced him-/herself to you before you started working, directly. You can also obtain information from our specialist departments: “Environmental Protection” and “Occupational Safety”.

Occupational safety, environmental protection and quality have highest priority in our factory!

With the aim of mutually satisfactory cooperation and the requirement that all work is carried out without endangering the safety and health of workers, the environment and installations, we insist on strict compliance with the following instructions.

In case of violations of the safety rules, your employee or company will be expelled from the factory premises. If any costs arise for DK as a result of violations or resulting measures, we will charge you for them.

Corporate policy

DK supplies national and international markets with pig iron, zinc concentrate and electricity.

The management is convinced that the future can only be shaped with a corporate policy that extends to all activities of the company.

The quality demanded by the customers is achieved at DK with maximum productivity and flexibility while maintaining and further developing plant safety as well as occupational safety and environmental protection.

Economic success, occupational safety, health protection, environmental protection, plant safety, quality assurance and the responsible use of energy are elements of equal rank in our corporate policy. This means that they are not isolated on their own but, together with the economic and social aspects, are an integral part of our activities and the basis of our entrepreneurial decisions.

The management is convinced that high quality can only be ensured by well-trained, motivated, responsible and flexible employees. For this reason, great importance is attached to training and further education, the improvement of working conditions and the delegation of responsibility. A well-organised working environment, in which work is clearly visible to all employees to reduce occupational accidents and health hazards, has an influence on employee motivation and the climate in which work is done that should not be underestimated. For this reason, we are constantly developing our occupational health and safety system.

We consider environmental protection, plant safety and the efficient use of energy as precautionary, future- and job-securing measures and are committed to avoiding environmental pollution and to complying with all applicable regulations and laws as well as other requirements entered into by DK regarding our energy-related performance. We cooperate with authorities and the public on the basis of mutual trust.

The recycling of industrial residues requires a high energy input, which is associated with high energy costs and negative environmental impacts. For this reason, DK is committed to continuously improve its energy-related performance. In order to achieve this, the procurement of new equipment, spare parts, goods but also services are carried out with energy efficiency in mind.

The management commits itself and all employees to comply with the requirements of the DK management system (DKMS), which provides the framework for setting and reviewing strategic and operational objectives, to actively participate in the implementation of the corporate policy and to continuously improve it. Furthermore, the management commits itself to provide all information necessary to maintain the DKMS as well as financial and human resources to a sufficient extent.

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1. Scope

- These instructions apply to all contractors and their employees, subcontractors commissioned by the contractors and their employees, who work on DK's premises or on DK's behalf on other properties. It is a binding part of the contracts and leads to the termination of the contract and thus to losses for your company in case of disregard.

2. General provisions

All employees must be instructed about the special features of the

- The contractor (executing supplier) is obliged to
 - comply with the regulations of the Employer's Liability Insurance Association applicable to his company as well as those applicable to DK, the statutory regulations and the generally recognised rules of technology.
 - to instruct all employees of his company, including temporary workers employed by him and subcontractors commissioned by him, about the contents of these "Safety Instructions for External Companies" before commencing their work at DK and to ensure that they are complied with. The instruction shall be documented and handed over to the DK coordinator before the start of the work.
 - to inform the DK coordinator about the use of subcontractors before starting the work.
- If the contractor undertakes activities whose execution coincides in time and place with activities of other contractors or DK, he shall be obliged to coordinate with them on the necessary safety measures. In this case, a coordinator authorised to issue instructions shall be appointed for this construction site in agreement with the DK coordinator.
- The contractor shall bear full responsibility and liability for occupational safety and environmentally compatible behaviour at his work site. He shall name the responsible supervisor (contractor supervisor) in writing

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to the DK coordinator before commencing the work. The duty of supervision for the execution of the transport and assembly work lies exclusively with him.

Employees must not follow orders which are recognizably against safety and health!

3. *Start of work*

- Before starting the work, the contractor must report to the responsible DK coordinator and be briefed. The DK coordinator will tell him whether he must also register at a plant unit and fill out an inspection certificate.
- Only the specified work areas may be entered and the specified shortest or safest routes between gate 1 - community centre - work site may be used. DK facilities and equipment may only be used with the explicit permission of the DK coordinator. This restriction does not apply to emergency equipment, e.g. first aid equipment and fire extinguishers. In the event of intentional or negligent handling of DK's property, the contractor shall be liable for all resulting damage.
- **In order to ensure the coordination of external companies, I was informed that the approval of the DK coordinator must be obtained before the start of any work.**
This release must take place at least daily. Exceptions are only permitted if this has been agreed separately in writing for a specific period or scope of work.

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4. *Site equipment*

**SOS: “Sauberkeit – Ordnung – Sicherheit”
“Tidiness – Order – Safety” are top priorities.**

- Construction site equipment (construction vehicles, containers, etc.) may only be set up at the locations assigned by the DK coordinator. The equipment must comply with the relevant safety regulations, e.g. BG regulations, workplace regulations.
- No pressurised gas cylinders may be stored in the construction site facilities, flammable liquids must be stored in accordance with regulations. Any necessary fire extinguishing equipment must be installed in accordance with the legal requirements.
- The contractor shall be obliged to cordon off and secure its construction, working and storage sites with its own cordoning-off material, if necessary. This also includes securing against the risk of falling. Order and cleanliness must be ensured.

5. *Fire - and explosion prevention*

Keep traffic and escape routes clear at all times!

- You are obliged to follow all instructions of the DK coordinator for the prevention of fire and explosion hazards.

Always register hot work. Follow smoking restrictions.

- Before carrying out work with an increased risk of fire, such as work with an open flame, welding, burning, brazing and grinding in areas at risk of fire and explosion, a written "Permit for welding work" must be obtained from the DK- coordinator. ([Consense](#))

- In addition, all work and activities involving heat and sparks are prohibited in the following areas due to the particular fire and explosion risk, e.g. welding, grinding, drilling, smoking, etc.
 - In gas hazardous areas
 - in all cable ducts and switch rooms,
 - in addition, in all areas marked with no-smoking signs,
 - Exceptions are only permitted after approval by the DK coordinator.
- A gas warning device must be carried when entering cable and pipe ducts. The gas detector warns of carbon monoxide, oxygen deficiency, hydrogen sulphide and explosive atmospheres. Furthermore, the inspection must be registered in “Messwarte C” (control room C).
- All waste and work equipment that is no longer required, in particular combustible waste including used cleaning rags, must be removed from the work site daily and disposed of properly.
- The DK coordinator must be informed, in advance, of the location of any compressed gas cylinders. The required safety devices, e.g. against gas backflow and flashback, must be available.

6. Road safety

Caution! There is a lot of active forklift, crane and train operation in the production plants!

- The rules of the German Road Traffic Regulations (StVO) apply on the factory premises.
- DK is not liable for damage to vehicles parked outside the designated or assigned parking areas. Excluded from this are only damages caused by gross negligence or intent on the part of DK. DK is also not liable for damage caused by contamination to vehicles parked on the factory premises.

- Work in the danger zone of the track installations may only be carried out after approval by the DK railway operations manager.
- Entering the railway facilities
 - The siding's facilities may be entered outside the authorised routes only by staff performing railway service and persons officially authorised to do so.
 - Staying in the track area is to be avoided and only permitted for compelling reasons. In this case, all necessary safety measures must be taken.
- Crossing the railway
 - Rail vehicles always have the right of way.
 - Tracks may only be crossed at designated points, -except by the aforementioned persons-. However, they may not be crossed at these points if it is immediately apparent or indicated that a railway vehicle is approaching.

- Rail damage and operational disruptions

It is forbidden to damage or contaminate the railway facilities, the operating equipment or the vehicles, to place objects on the tracks or to create other obstacles to travel. If damage or contamination is found, this must be reported immediately to the DK coordinator. Furthermore, it is forbidden to operate track switches without authorisation, to set rail vehicles in motion, to operate the equipment serving the operation or the prevention of accidents or to carry out other actions that disrupt or endanger the operation.

- It is generally forbidden to drive vehicles into the production halls. Only in absolutely necessary exceptional cases, e.g. for loading and unloading, can a special permit for a short-term stay be granted by the DK coordinator. In any case, fire brigade access routes must be kept clear.

- In the halls, pedestrians may only use the assigned - and, if available -, marked paths. Do not use gates because of vehicle traffic – use doors.
- A maximum of 10 km/h may be driven on the factory roads.
- Crossing crane operations always have right of way in the halls.
- In order to drive forklifts, a permit from DK is required in addition to the legally required certificates. If special certificates of competence/driving licences are required for driving industrial trucks, these must be presented to the DK coordinator without being asked. The loss of such a necessary licence must be disclosed to the DK coordinator without delay.
- When diesel vehicles are used in halls, measures must be taken to reduce diesel engine emissions in accordance with the state of the art.

If there is a risk of falling, provide fall protection!

- The person who has to remove individual gratings from a grating surface (e.g. to obtain a transport flow) must first make sure that the surrounding gratings are reliably fastened. If necessary, tighten the fastening screws. Barrier measures in the vicinity of the opening point and the necessary fall protection must be provided. The removed gratings must be properly reinstalled immediately after completion of the work.
- The use of mobile phones and radios while driving vehicles of any kind, including bicycles, is not permitted.

7. Use of lifting gear

- The crane operator of mobile cranes is responsible for the safe use of his hoist and the compliance with all safety regulations. Instructions contrary to safety regulations must not be followed.
- Cab-controlled DK cranes may not be used by employees of external companies. Floor-operated DK cranes may only be used by employees of external companies with the consent of the DK coordinator and after prior instruction.

- In order to drive cranes, a permit from DK is required in addition to the legally required certificates. If special certificates of competence/ drivers licences are required for driving cranes, these must be presented to the DK coordinator without being asked. The loss of such a necessary licence must be disclosed immediately to the DK coordinator.

8. **Switching operations**

Never operate switchgear and fittings at your own discretion!

- From the moment an electrical installation erected by the contractor is energised, the DK coordinator and his switching personnel must be informed of all switching operations intended by the contractor and of the progress of the installation work. All switching operations (including trial switching) may only be carried out by the contractor after the by DK authorised switching person has given his approval.


DK will only assume responsibility for the safety measures of the newly constructed or extended facilities after provisional takeover of operations.

Systems that are being tested must be marked as such, e.g. by red and white bands and signs with the inscription.

9. **Alcohol and other intoxicating substances**

Working under the influence of alcohol or drugs is strictly prohibited!

- Bringing in and taking any kind of alcoholic beverages and intoxicating substances is strictly prohibited. Persons who are suspected of having consumed alcohol or other intoxicating substances or who are carrying them will be immediately expelled from the premises. If DK incurs costs as a result of this measure, we will charge you for them.

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10. Earthworks

- Earthworks may only be carried out after a shaft permit has been issued by the building department.

11. Personal protective gear (PPG)

The mandatory signs for wearing personal protective gear must be strictly followed.

- In addition to the general obligation to carry regulated by the safety regulations, the following applies:
 - Safety helmets, safety goggles and safety shoes must be worn throughout the factory premises.

This obligation to wear is no longer applicable:

 - in offices or office-like rooms
 - at the start and end of work on the direct route between changing rooms and offices or workplaces
 - on a direct route between the factory entrance and the community centre C
 - on a direct route between the factory entrance and the administration building
 - in the immediate area of the factory entrance and the bicycle hall
- In order to ensure minimum protection against hot parts or flammable masses, work clothing / protective clothing must be worn in the immediate area of the melting and casting plants after consultation with the DK coordinator.
- It is forbidden to wear shorts in all production halls, including adjoining rooms and workshops.
- In the area of the blast furnace and the casting machine there is a risk of molten iron splashing. If work has to be done near the equipment during operation, special safety precautions must be taken in consultation with the responsible plant management.

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12. Reporting occupational accidents and adverse events

- Accidents that occur at the DK must be reported immediately to the DK coordinator. The coordinator will then draw up an accident and incident report.
- Suggestions and notes with safety significance must also be communicated to the DK coordinator.

13. Use of working and hazardous materials

In gas-hazardous areas, observe the hazard analysis of gas-hazardous areas.

- Inadmissible substances

The use of substances prohibited by the Chemicals Prohibition Ordinance is prohibited:

- e.g. CFCs,
 - chlorinated hydrocarbons,
 - substances containing asbestos.
 - etc.
- The following substances may only be used after approval by the occupational safety department:
 - radioactive substances,
 - toxic and very toxic substances,
 - substances containing enzymes or microorganisms,
 - carcinogenic substances,
 - etc.

Hazardous substances may only be temporarily stored at DK in the absolutely necessary quantity. If it is foreseeable that such stored materials / substances of an external company are no longer required, they must be removed immediately from the factory premises in

compliance with the necessary safety guidelines. Any waste disposal obligations remain unaffected by this.

- Safety data sheet and information transfer

Hazardous substances may only be brought onto the premises after prior notification. For this purpose, the current safety data sheet, in accordance with REACH regulations, must be obtained by the external company. The DK coordinator must complete the "[Erlaubnisschein Gefahrstoffe](#)" (Permit for hazardous materials) and forward it to the Occupational Safety and Environmental Protection departments for approval.

Before starting work, operating instructions must be drawn up in accordance with § 14 of the "*Gefahrstoffverordnung*" (ordinance on Hazardous Substances), the employees must be instructed, the instruction must be documented and handed over to the DK coordinator before work begins.

14. Waste treatment

Environmentally friendly behaviour is assumed!

- It is prohibited to bring waste onto DK's premises from outside and to remove it from the premises without a disposal permit.
- It is prohibited to store waste outside the designated collection containers.
- The contractor is the waste producer within the meaning of the Closed Substance Cycle and Waste Management Act (*Kreislaufwirtschafts- und Abfallgesetz*) for all waste arising from the contractor's activities.

The contractor is therefore responsible for all obligations regarding proper and legally compliant disposal. (Especially during construction activities).

- For small quantities, the waste tubs/barrels provided by DK on the factory premises may be used after consultation and prior approval with the DK coordinator. The respective labelling of the waste bins must be observed.

- Excluded from this collection in any case is waste that constitutes hazardous substances or containers/packaging of hazardous substances. In particular excluded are:
 - Illuminant
 - Capacitors
 - Batteries
 - Paint cans
 - Spray cans
- Packaging must be returned to the manufacturer/distributor in accordance with the Packaging Ordinance.
- Large quantities of waste must be disposed of by the external company itself. Normally, more details on this are specified in the respective underlying order description.
- If costs are incurred by an external company due to incorrect waste separation, the additional costs incurred by DK for collection, re-sorting, transport, any harmful soil changes etc. will be charged or invoiced to the external company.

15. Use of energy

Energy is to be used economically!

- The recycling of industrial residues requires a high energy input, which is associated with high energy costs and negative environmental impacts. For this reason, DK is committed to continuously improving its energy-related performance.
- DK operates an energy management system. For all external companies, this means that they must comply with our environmental and energy standards, i.e. know our company policy and act accordingly. The company policy can be viewed at www.dk-duisburg.de.
- Superfluous energy consumption of any kind is to be avoided. Unused energy consumers should therefore be switched off after use, at the end

of work or during longer system downtimes, if possible and sensible. Your coordinator or the energy manager will be happy to answer any questions you may have about switching off energy consumers.

- Resources such as electricity, compressed air, water and working materials must be used economically.
- Switch off the light when leaving the rooms.
- Close windows and doors during the cold season.
- Report conspicuous energy wastage, such as leaks in compressed air and equipment lines.
- Suggestions for raising previously unrecognised energy efficiency potentials can be submitted at any time via the existing company suggestion scheme or directly to the DK coordinator or energy manager. Information on this can be obtained from the DK coordinator.

16. Groundwater and soil protection

- No substances may get into the soil, groundwater, cooling water or sewage system. This applies in particular to oils and cleaning agents as well as cleaning water containing cleaning agents! As a matter of principle, cleaning water may only be discharged into the wastewater sewer system (e.g. via sanitary facilities) and not via sewer openings. In the event of environmentally relevant incidents, the DK coordinator and the DK environmental protection officer must be informed immediately.
- In the case of activities that pose a particular risk with regard to the penetration of oils or similar into the subsoil, all precautionary measures must be taken to reduce the extent. In particular, oil binding agents must be kept available in sufficient quantities or work must be carried out in a sufficiently dimensioned collecting tray.
- DK has separate sewage systems for wastewater and rainwater. Rainwater is discharged directly into the river Rhine. Cleaning waters or oils therefore cause considerable damage, especially in the rainwater sewer system, and must therefore not be introduced there.

- The contractor shall be obliged to inform the client without delay if, in connection with the performance of the contractor's services on the client's works premises, contamination of the soil (developed and undeveloped areas) with substances, in particular substances hazardous to water, has occurred (e.g. spillage or leakage of oil, paints, solvents, etc.) caused by the contractor. The contractor shall, at its own expense and after consultation with the client, carry out a comprehensive and proper removal of this contamination in such a way that no residues remain on or in the soil.

17. Factory security

- The contractor shall be obliged to comply with the instructions of the plant security, the DK coordinator, the plant managers and the management and to tolerate inspections of the contents of vehicle compartments, construction vehicles, toolboxes, etc.
- Photography and filming are generally prohibited on the factory premises. Exceptions require the approval of the management.

18. Liability

- The contractor shall be liable for any damage resulting from non-compliance with the aforementioned rules, whether caused intentionally or negligently.

19. Exclusion of other general terms and conditions of business

- The validity of contradictory general terms and conditions used by the contractor is expressly excluded.

Violations of the DK safety instruction can be punished with a house ban!

20. briefing confirmation - external companies

Company:


Supervisor:

<input type="checkbox"/> Initial briefing	<input type="checkbox"/> Repeat briefing		
Briefing topics: (tick as appropriate)			
<input type="checkbox"/> Significance and content of operational guidelines	<input type="checkbox"/> Personal protective gear		
<input type="checkbox"/> Special features of the work area/local conditions of the workplace	<input type="checkbox"/> Reporting occupational accidents		
<input type="checkbox"/> Corporate policy	<input type="checkbox"/> Use of working materials and hazardous substances		
<input type="checkbox"/> Taking up work – registering and deregistering in the companies	<input type="checkbox"/> Waste treatment		
<input type="checkbox"/> Site equipment	<input type="checkbox"/> Use of energy		
<input type="checkbox"/> Fire protection	<input type="checkbox"/> Groundwater and soil protection		
<input type="checkbox"/> Road safety	<input type="checkbox"/> Factory security		
<input type="checkbox"/> Use of lifting gear	<input type="checkbox"/> Liability		
<input type="checkbox"/> Switching operations	<input type="checkbox"/> Exclusion of other general terms and conditions		
<input type="checkbox"/> Alcohol and other intoxicating substances	<input type="checkbox"/> Use and registration of subcontractors		
<input type="checkbox"/> Earthworks	<input type="checkbox"/> Access routes to the construction site and escape routes		
Other topics/ remarks:			
<p>The briefing was carried out comprehensively – as stated above – and the contents of the briefing were sufficiently conveyed.</p>	<p>By signing this document, I declare that I have been instructed in the above-mentioned topics. I have understood the contents of the instruction. I undertake to comply with the regulations on the above topics and to pass on the contents to my employees as part of the instruction. The instruction will be repeated regularly, but at least once a year.</p>		
Date	Signature DK Coordinator	Date	Signature of supervisor

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Holger Schneiders (HS)
06.11.2023 19:13

		Proof of instruction	
Company:		Date:	
Construction site:			
Content/ Topic: Safety instructions for DK contractors			
No.	Participant (Name)	Signature	
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(Signature of instructor)