

  Air Liquide Austria GmbH + Carbagas AG	Verfahrensanleitung	Dokument: MM-SQ-SA-VA-02 Revision: 0 Datum: 03.05.2024 Page: 1/8 Eigentümer: SHEQ Gültig bis: 03.05.2027 ●INTERNAL
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Dieses Dokument ersetzt folgende Dokumente:				

Revision	Datum	Erstellt von	Freigegeben durch	Änderungen
0	03.05.2024	Leopold Poller	Dominik Personowski	Neues Dokument
1				
2				
3				
4				

These Health, Safety and Environment rules are mandatory for CONTRACTORS working on installations of AIR LIQUIDE / CARBAGAS, at sites owned/operated by AIR LIQUIDE / CARBAGAS and/or by AIR LIQUIDE / CARBAGAS's customers. These rules may be supplemented by additional and site/installation specific topics expressed in any site specific safety induction. Specific topics may also include topics related to quality, food safety and medical gasses.

In accepting any order, preparing for and/or undertaking any work for AIR LIQUIDE / CARBAGAS the CONTRACTOR agrees the rules set out below are expressly included in each contract entered into with AIR LIQUIDE / CARBAGAS.

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1. General Principles

1.1 Safety policy

Safety is a core value at AIR LIQUIDE / CARBAGAS. Protecting the health and safety of people, whether they are employees, contractors or anyone who works with us, and the environment is our absolute priority.

More specifically, AIR LIQUIDE / CARBAGAS's priority is to:

- respect the physical integrity of personnel and everyone present at an AIR LIQUIDE / CARBAGAS site;
- operate installations in a safe and reliable manner and to consider the welfare of everyone who works at the sites or is affected by AIR LIQUIDE / CARBAGAS's activities;
- respect the environment and minimize any impact AIR LIQUIDE / CARBAGAS's activities have on health and the environment by reducing waste, emissions and discharges and by making efficient use of energy;
- constantly improve the quality of the working conditions for all personnel deployed at AIR LIQUIDE / CARBAGAS sites.

1.2 Compliance with applicable laws and regulations

The requirements of this document do not replace current HSE legislation but just set out the main criteria and rules and in the event of any discrepancies the more rigorous requirements will be followed.

The CONTRACTOR must stay up to date on the legal provisions applicable in the country and/or the region where he is active and must adhere to them. He is obliged to submit the necessary legal notices to the authorized bodies and must have the necessary permits required in terms of local regulations.

Every CONTRACTOR who carries out work in a manner that contravenes the applicable laws, regulations or rules, bears full responsibility for it. Claims for damages and other costs that may arise from non-adherence to these rules are for the CONTRACTOR'S account. Contractually, this also means that non-compliance to the rules could result in termination of the agreement and claims for damages.

1.3 Compliance with AIR LIQUIDE / CARBAGAS rules

The AIR LIQUIDE / CARBAGAS life saving rules (hereafter referred to as 'LSRs') set out "do's and don'ts" concerning activities posing a high potential safety risk. Each individual working for AIR LIQUIDE / CARBAGAS, whether employee or contractor, is expected to know the LSRs, follow them and always intervene if there is the potential for unsafe behavior or conditions.

The following 12 LSRs apply at all AIR LIQUIDE / CARBAGAS sites and for all contracts implemented for AIR LIQUIDE / CARBAGAS. AIR LIQUIDE / CARBAGAS has a zero tolerance policy with regard to these 12 LSRs. Transgression of any one of these rules could result in disciplinary action, lock-out of the employee concerned and/or the company. "If you choose to break these rules, you decide not to work for AIR LIQUIDE / CARBAGAS".

- "I do not work under the influence of drugs and/or alcohol."
- "I do not smoke outside designated smoking areas."
- "I wear the personal protective equipment required for the job."
- "I never enter a confined space without authorization."
- "I wear an ambient gas detector when required."
- "I work with a valid safe work permit."
- "I apply isolation procedures before working on potentially energized systems."
- "I do not disable an EIS without authorization and compensatory measures."
- "I wear fall-prevention equipment when working at heights."
- "I do not walk under suspended loads."

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- "I always wear a seat belt when I am in a moving vehicle."
- "I secure the load on vehicles."

The LSRs do not release people from their duty to comply with other operational and safety rules in force at the workplace. The CONTRACTOR will also ensure that AIR LIQUIDE / CARBAGAS's other applicable in-house rules are followed by their staff members.

1.4 CONTRACTOR management commitment

The CONTRACTOR is always required to adopt any and all measures aimed at increasing safety for its employees, even if such measures are not expressly addressed in this document. An active management participation is expected from the CONTRACTOR to contribute to safety, for instance by participating in on site safety meetings, conducting safety visits and getting involved in undesirable event investigation. The CONTRACTOR undertakes to communicate these guidelines to its personnel and to the personnel of any subcontractors and undertakes to enforce compliance with them.

2. Organization and resources

2.1 AIR LIQUIDE / CARBAGAS and CONTRACTOR roles and contacts

The CONTRACTOR has been appointed as it is an expert in the nature of works it is contracted to undertake. Good coordination and communication are essential to provide a safe working environment during the execution of maintenance works. To prevent persons endangering one another, the coordination of principles and responsibilities between AIR LIQUIDE / CARBAGAS and the CONTRACTOR shall be defined. Instructions given by the AIR LIQUIDE / CARBAGAS coordinator must be followed without exception.

The CONTRACTOR must appoint an on site "work supervisor" who supervises the works on site to ensure that they are carried out in accordance with the internal regulations of the customer and the applicable legal provisions. This work supervisor must be an employee of the CONTRACTOR and must be sufficiently proficient in the local language to ensure good communication with the person at AIR LIQUIDE / CARBAGAS who is responsible for the work.

2.2 CONTRACTOR staffing

The CONTRACTOR shall ensure the appropriate staffing with competent personnel with all required certification, as well as clear assignment of roles and responsibilities, to ensure a safe execution of the services.

The CONTRACTOR declares that he will only deploy workers if they are in possession of a valid work permit. The CONTRACTOR shall ensure that this obligation is also complied with by its subcontractors.

The CONTRACTOR is obliged to submit in advance a list of the names and national identification information as allowed by local regulation on data protection, of all personnel who will be carrying out work at an AIR LIQUIDE / CARBAGAS facility.

A foreign CONTRACTOR must submit the identification document issued by the social security department of its country beforehand, together with a copy of the necessary documents for its personnel so that he can deploy employees in the country or region where the work is taking place, as set out in local legislation.

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2.3 Worker capabilities

The CONTRACTOR will ensure all work is carried out by suitable and skilled personnel with sufficient technical skills and experience as required for the nature of works being undertaken. The CONTRACTOR'S personnel must be declared fit to carry out the work by their employer and must be in possession of the necessary valid legal official documents and certificates for the work to be completed. This refers in particular, but not limited, to:

- driving and operating riggers for hoisting and lifting equipment;
- working with a cherry picker, scissor lift, telescopic handler;
- building and signing off scaffolding;
- working on electrical installations;
- working with self-contained breathing apparatus;
- fire watchmen and safety watchmen for confined spaces;
- asbestos removal, etc.

The CONTRACTOR must submit the information on training and certification when requested to do so by AIR LIQUIDE / CARBAGAS.

The CONTRACTOR shall ensure that all its operators are able to understand and speak the language used in the location where the maintenance work is executed. At the very least, when composing the teams, each team present on site must have a supervisor who speaks the language of the AIR LIQUIDE / CARBAGAS team, as well as the language of the workers and who can therefore pass on any instructions to its workers.

2.4 Working hours

Work is carried out during normal working hours (in line with the normal working hours of the site) and on normal working days. The CONTRACTOR must take this into account when drawing up the planning and must ensure that the deliverables can be carried out within the time frame that is stated on the order form(s). Any deviation from the normal working hours must be approved by AIR LIQUIDE / CARBAGAS beforehand. The maximum working hours stated in national or regional legislation must never be exceeded.

2.5 Sub-contracting

Complete subcontracting of the scope of work is not allowed. The CONTRACTOR may subcontract in part the execution of the work, which must be expressed before the order is placed and subject to AIR LIQUIDE / CARBAGAS's written authorization.

All provisions applicable to the CONTRACTOR in this document shall also apply to any subcontractor. The CONTRACTOR agrees to provide upon AIR LIQUIDE / CARBAGAS's request copies of the HSE sections in the contracts concluded with subcontractors.

3. Safety management system

3.1 Safety performance review and contract termination

As a minimum, after completion of the maintenance services, the safe execution of the work by the CONTRACTOR will be evaluated with the AIR LIQUIDE / CARBAGAS management representative who has supervised the work. This performance review will notably consider the respect of safety rules and the involvement in safety prevention actions.

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During the execution of the works, the CONTRACTOR agrees that the respect of HSE rules can be checked by AIR LIQUIDE / CARBAGAS at any time through safety inspections, behavioral safety visits and spot audits. In addition, AIR LIQUIDE / CARBAGAS reserves the right to carry out, on its own or through an external body, the controls it deems necessary to evaluate the adequacy of the HSE certification systems of the CONTRACTOR and of its subcontractors. For the avoidance of any doubt any such checks by AIR LIQUIDE / CARBAGAS does not lessen CONTRACTORS responsibilities under these rules.

It is expressly agreed that AIR LIQUIDE / CARBAGAS may terminate the contract without notice or liquidated damages in the event of:

- a. subcontracting not authorized by AIR LIQUIDE / CARBAGAS;
- b. a serious violation of the local safety regulations and/or safety AIR LIQUIDE / CARBAGAS rules.

Any costs arising from a breach of HSE guidelines (AIR LIQUIDE / CARBAGAS or national regulations) will be borne by the CONTRACTOR.

3.2 Reporting and analysis of undesirable events

The CONTRACTOR shall immediately notify AIR LIQUIDE / CARBAGAS in the event of:

- an incident affecting the health and/or safety of any person on site; and/or
- environmental or property damages.

A written report detailing the circumstances of the accident or incident will be sent to AIR LIQUIDE / CARBAGAS no later than one (1) day after its occurrence. It may be followed by a more in-depth analysis, at AIR LIQUIDE / CARBAGAS's request. The CONTRACTOR will participate in AIR LIQUIDE / CARBAGAS's incident investigation whenever requested. The CONTRACTOR is expected to help formulate suggestions to resolve or improve undesired situations, and to implement improvements identified during the in-depth analysis.

3.3 Record keeping

The following data shall be stored and produced at AIR LIQUIDE / CARBAGAS's request:

- certificates of contractors' employees;
- proof of evaluation of companies used as subcontractors;
- conformity and (legal) inspection certificates for vehicles, equipment, tools, etc. used;
- safety data sheets (SDS) for hazardous materials that are brought/used on site (if applicable);
- waste removal certificates for (hazardous) waste materials (if applicable);
- incident investigation report.

4. Risks and mitigation

4.1 Hazards associated with the works to be executed

Prior to starting the work, AIR LIQUIDE / CARBAGAS shall provide the CONTRACTOR with the information relevant to the site (insofar as it is in AIR LIQUIDE / CARBAGAS knowledge) to assist the Contractor with preparation of a safe execution of the work (e.g. co-activity, characteristics of the installation, products handled on site, circulation plan etc.), and the CONTRACTOR shall share with AIR LIQUIDE / CARBAGAS his work execution plan (method of statement to execute the work, hazards identification and mitigations). The CONTRACTOR is responsible to ensure it has received from AIR LIQUIDE / CARBAGAS all information required for the safe execution of the work. The CONTRACTOR shall be responsible for completing and keeping under review all necessary risk assessments and method statements.

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4.2 Safe work permit

A safe work permit is required for every intervention at an AIR LIQUIDE / CARBAGAS facility. The CONTRACTOR must familiarize itself with the local procedures for obtaining the work permit and attend the training provided. The works supervisor of the CONTRACTOR must ensure that he/she is in possession of a valid work permit before starting the work. He must sign the work permit on behalf of the CONTRACTOR, thereby stating its agreement with the work permit and that he has understood the content of the work permit. This means that the risks and preventive and/or protective measures have been clearly and comprehensively communicated and that the measures are adequate to commence work in complete safety.

The work supervisor of the CONTRACTOR must communicate all this information and explain it to all persons (CONTRACTOR'S employees and subcontractors' employees) who carry out work under its supervision. The work supervisor of the CONTRACTOR must check that all measures stated in the work permit and/or that have been communicated are present and are implemented correctly before work commences.

The work supervisor of the CONTRACTOR also regularly checks on site that the situation and/or environment does not change during the course of the works, which may create new or additional risks. Only the work stated on the work permit may be carried out by the CONTRACTOR and only at the location stated on the work permit. A safe work permit will cover only one set of works, for a maximum duration of one working day (or one shift of the people executing the work in case of shift operations). In any case, a permit may not be renewed for more than six days (if work is performed continuously).

The safe work permit documents are accessible by the working team for the entire duration of the work.

4.3 Personal protective equipment (PPE)

The CONTRACTOR shall provide its employees with personal protective equipment in accordance with the type of work. It is the responsibility of the CONTRACTOR to clearly determine the necessary and required personal protection equipment and to provide it according to the relevant risk for the activities/works of the CONTRACTOR. CONTRACTOR shall ensure relevant PPE is noted in the risk assessments and/or method statements. In the event AIR LIQUIDE / CARBAGAS specifies certain PPE unique to certain activities CONTRACTOR shall comply with such requirements.

All required PPE will be provided by the CONTRACTOR to their personnel at no cost, unless otherwise agreed in the contract or purchase order. The PPE must be in good condition and fulfill the specific standards required by law. It must have a valid certification sticker (if applicable) and valid applicable regulation symbol marking. Instructions for use must be available for all PPE and safety equipment in the language of the user. If the works require using individual gas detectors, the CONTRACTOR will check with AIR LIQUIDE / CARBAGAS that the detectors provided to its personnel are appropriate (alarm, calibration etc).

The CONTRACTOR is responsible for training their employees in the use of the PPE and its periodic maintenance.

4.4 Hazards not directly related to the work

It is CONTRACTOR's responsibility to stop or adapt activities in extreme weather conditions (violent wind, storms, extreme low or high temperatures etc.) in consultation with the AIR LIQUIDE / CARBAGAS works manager if the health and safety of the staff is endangered. It is always forbidden to perform work on pipelines during storms (lightning).

In the event of a pandemic outbreak, and in full collaboration with AIR LIQUIDE / CARBAGAS, the CONTRACTOR will implement all the necessary measures to protect the health of its employees and make sure that the sanitary rules deployed to ensure the continuity of the works are understood and followed by its employees.

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4.5 First aid and emergency management

The CONTRACTOR's employees shall follow the rules, protocols and communication instructions related to first aid and emergency management that are applicable on the site where the maintenance work is executed. The CONTRACTOR's employees shall take part in any emergency exercises organized while they are present on the AIR LIQUIDE / CARBAGAS site.

If necessary – depending on the intervention and/or environmental factors, the CONTRACTOR must provide the intervention resources (fire extinguishers, eye showers, (portable) emergency showers, etc.) at the worksite. The CONTRACTOR must be certified and trained to provide staff for the use of these intervention resources.

The CONTRACTOR's employees are not allowed to speak directly to the press; external communication is the responsibility of a designated AIR LIQUIDE / CARBAGAS spokesperson.

5. Execution of the work

5.1 Preparation of the work

As part of the preparation of the work, the CONTRACTOR will provide the method statements applicable to the work and develop a pre-job planning.

Before starting the work, the CONTRACTOR must be sure that:

- a pre-job planning is prepared;
- all its employees have attended the AIR LIQUIDE / CARBAGAS safety induction;
- utilities needed to execute the work (i.e. electricity, compressed air, temporary lighting, etc.) are installed and ready for safe use;
- a valid safe work permit signed by an authorized AIR LIQUIDE / CARBAGAS representative has been issued and that the content thereof has been communicated clearly to the people executing the work.

The CONTRACTOR must, as far as possible, organize the work activities and set up the intervention area in such a way that performing the work does not have a negative impact on the safety and health of the people who are at and/or near the intervention area. The intervention area is determined beforehand with the AIR LIQUIDE / CARBAGAS works supervisor. If necessary and possible, the intervention area is cordoned off to prevent unauthorized persons from entering.

5.2 Human factors and stop work authority

The CONTRACTOR shall actively contribute to AIR LIQUIDE / CARBAGAS's practices to support the safe behavior of the CONTRACTOR's employees, and especially:

- safety routines (safety talks, toolboxes, meetings, etc.);
- behavioral safety visits;
- investigation/disciplinary policy in case of safety rules violation;
- recognition of safe practices.

The CONTRACTOR shall encourage its employees to detect and report unsafe situations and to stop/suspend unsafe work that presents an immediate danger to people or the environment.

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5.3 Working environment

The CONTRACTOR must always maintain its workplace in a clean and tidy state. Access roads and thoroughfares must be kept unobstructed at all times and circulation rules (vehicles and pedestrians) must be respected. No materials may be stored outside the areas made available by AIR LIQUIDE / CARBAGAS. If storage of materials, products, etc. is necessary, the CONTRACTOR must visibly demarcate these areas at night and during the day. The CONTRACTOR is fully responsible for maintaining the workplace, materials and the installation in a good state for the duration of the works.

The CONTRACTOR ensures its employees adhere to the health and hygiene practices promoted by AIR LIQUIDE / CARBAGAS, notably in the use of social spaces (e.g. refectory, sanitation) they are given access to.

5.4 Coordination during the execution and at completion of the works

Coordination meetings between the CONTRACTOR (and its subcontractors as needed) and AIR LIQUIDE / CARBAGAS are held with a frequency and format appropriate to the duration and complexity of the scope of work. Safety, health and environment are systematically included on the agenda of these coordination meetings. After the completion of work, a final check must be carried out with AIR LIQUIDE / CARBAGAS, to ensure that the equipment/installation subject to maintenance is returned to safe operating conditions. This final safety check is performed while closing the safe work permit or by a dedicated review, depending on the complexity of the scope of work.

5.5 Interventions at sites that do not belong to AIR LIQUIDE / CARBAGAS

Certain AIR LIQUIDE / CARBAGAS installations are located on sites that belong to AIR LIQUIDE / CARBAGAS final customers. In the case of maintenance of AIR LIQUIDE / CARBAGAS's equipment installed at the final customer's premises, AIR LIQUIDE / CARBAGAS will provide the CONTRACTOR with any specific safety training requirements requested by AIR LIQUIDE / CARBAGAS's customer. The CONTRACTOR must familiarize himself with any additional, specific requirements, instructions and conditions that could be imposed at the final customer's site, and adhere to them and follow them in addition to the conditions contained in this document.

6. Environment

The CONTRACTOR is expected to eliminate or at least minimize the environmental impact (use of raw materials, waste, leakages, noise, etc.) as much as possible. All waste materials (solid and liquid) produced by the CONTRACTOR'S activities and/or generated by the CONTRACTOR must be cleaned up and removed by the CONTRACTOR in line with local regulations. If local regulations require it, the CONTRACTOR must be able to produce the necessary certificates for waste removal. Waste must be separated for collection and removal. Incidents involving leaks, spillages or contamination must immediately be reported to AIR LIQUIDE / CARBAGAS. The CONTRACTOR bears the costs for cleaning, soil decontamination and any fines that may arise during execution of their work or services due to non adherence to AIR LIQUIDE / CARBAGAS's and/or legal environmental instructions.

7. Security

The CONTRACTOR shall follow all protocols and documents regulating access to the sites of AIR LIQUIDE / CARBAGAS or its customers. Photographing and/or filming parts of installations is prohibited without the explicit permission of AIR LIQUIDE / CARBAGAS.

AIR LIQUIDE / CARBAGAS reserves the right to deny access of any CONTRACTOR to the work location.

This document is an integral part of the order/contract.