

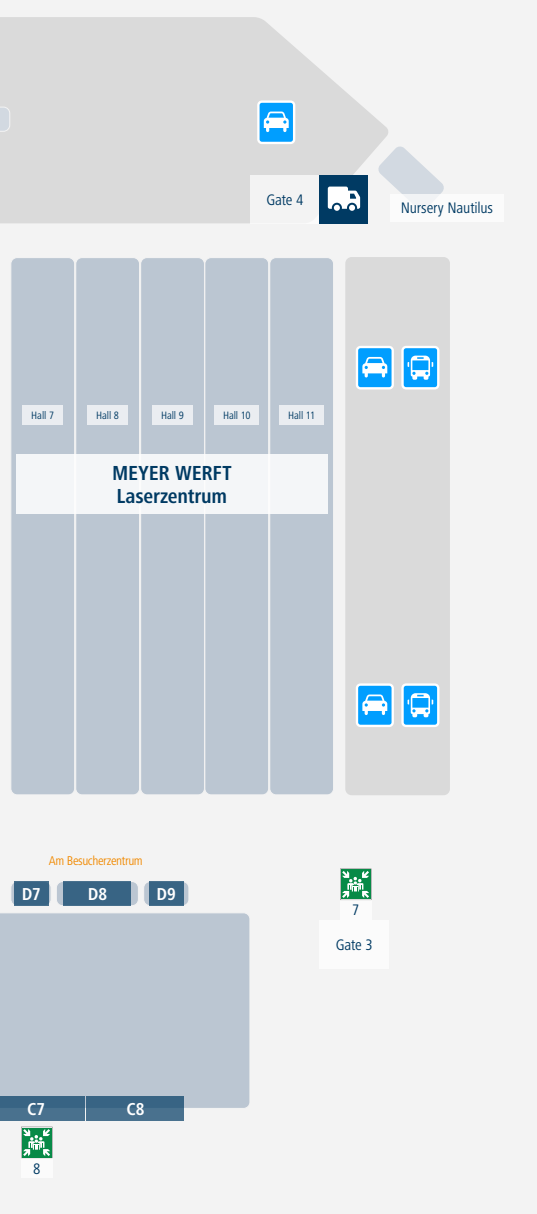


WORKING SAFELY AT  
MEYER WERFT  
& NEPTUN WERFT



# SHIPYARD MAP

OVERVIEW OF THE MEYER WERFT SHIPYARD SITE



Meeting rooms are named as per the following scheme:

Example:

### **MR-R1-0-1**

- MR: Meeting Room
- R1: Building (including section)  
Here Building "R", Section 1
- 0: Level  
Here: Ground Floor
- 1: Serial number  
Here the first meeting room in this section



# SHIPYARD MAP

## OVERVIEW OF THE NEPTUN WERFT SHIPYARD SITE

- Hall 1: Section production/Pre-assembly
- Hall 2: Panel production
- Hall 3: Part and volume sections
- Hall 4: Steel complex
- Hall 5: Preservative complex
- Hall 6: Universal hall
- Hall 7: Equipment hall
- Hall 8: Assembly hall
- Hall 8a: Assembly hall
- Hall 9: Warehouse hall
- Hall 10: Warehouse hall
- Hall 11: Workshop
- Hall 12: Training hall
- Hall 13: Workshop



Muster points



Parking areas



**NEPTUN WERFT**

**NEPTUN SMULDERS Engineering**

Rented space



Hall 20

MEYER NEPTUN Engineering

Administration building  
Hall 17

Hall 18

Hall 17

Hall 16

Fraunhofer  
IGP

Hall 19

Hall 15

Hall 14

Administration building

Administration building

Administration  
building & canteen 1

Container village

Hall 11

Hall 12

Social building  
& canteen 2

Hall 13

Hall 7

Hall 8

New Gate

Hall 9

Hall 10

Shipyard quarter 1 - 4

Office container

Hall 8a

Shipyard quarter 5

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# FOREWORD

Providing safe and healthy working conditions is not just a legal and moral obligation, it also pays off financially. Investing in health, safety and environmental protection in the workplace avoids human suffering and helps to retain and promote our most valuable assets – the physical and psychological integrity of our colleagues and an intact environment. These investments pay off twice. Not only do they increase our employees' satisfaction and motivation, but also the quality of our services and products and the company's reputation, thus ultimately contributing to financial success.

## Only together can we:

- ▶ Make working and shipyard safety, as well as environmental protection, our top priority.
- ▶ Manage the company in a manner that protects and promotes the community and safety.
- ▶ Comply with laws and regulations in order to protect our fellow human beings and nature.
- ▶ Provide safe and healthy workplaces.
- ▶ Create structures that actively and sustainably promote our colleagues' health.
- ▶ Improve our efficiency.
- ▶ Use resources and sources of energy sparingly and sustainably.
- ▶ Continuously reduce hazards to an acceptable minimum..



Dr. Bernd Eikens

Bernard Meyer

Jan Meyer

Tim Meyer

Thomas Weigend

*If you have any questions or suggestions regarding this brochure or its implementation, please contact your managers. You can also contact the responsible Occupational Safety Officer directly.*

# GENERAL INFORMATION ABOUT THE ISPS CODE

## (INTERNATIONAL SHIP AND PORT FACILITY SECURITY CODE) AT GERMAN SHIPYARDS

Since July 2004, extensive safety measures have applied to ships and port facilities worldwide. These measures were drawn up by the International Maritime Organization (IMO) in order to improve the prevention of maritime hazards. The ISPS Code applies to freight and passenger ships in international shipping, as well as to port facilities that process these ships.

### **EVERY EMPLOYEE MUST COMPLY WITH THE FOLLOWING RULES OF CONDUCT:**

#### **Use of shipyard ID**

- › Access only with your own ID
- › Carry your shipyard ID with you at all times
- › Be prepared for ID/bag checks at any time
- › Never use your shipyard ID to allow another person to gain access
- › Report any loss of shipyard ID immediately
- › On your first entrance to the shipyard site you will only be granted access with valid personal ID or a passport



### **Alertness and reporting**

- › Never give security-relevant or internal company information to third parties
- › Report any suspicion of being questioned by third parties immediately
- › Always keep your bags or personal property with you, so that they cannot be seen as suspicious by other employees
- › Report unusual/suspicious objects or people and keep yourself and other people at a safe distance from these
- › Report damaged or defective security equipment (fences, turnstiles, barrier systems, evacuation equipment etc.)

### **General rules of conduct**

- › Behave cooperatively during security checks
- › Instructions given by employees of MEYER Port 4 and/or shipyard security staff must be followed.

- › Do not take any photos without a photography permit
- › Do not enter cordoned-off areas
- › Only access workplaces (e.g. access to ships) via official entrance points
- › Do not stay on the shipyard site outside working times
- › Maintain the highest alertness to protect all employees
- › Any unusual incidents must be reported immediately to the Control Centre of **MEYER WERFT** 04961 81 72 25 or **NEPTUN WERFT** 0381 384 1661  
Incident reports can also be sent by email to:  
**security@meyerwerft.de**  
The email address is the same at all locations.

# 1 ACCESS TO THE SHIPYARDS

The first stop for new employees who are entering MEYER WERFT or NEPTUN WERFT for the first time is the employee registration office:

Your documents (e.g. personal ID, passport) will be checked there. If necessary, initial safety instructions (BA 100) will also be given here.



Protective clothing that is labelled with the wearer's name and company should generally be provided. If this is not possible for short periods of time, the employee must wear their employee ID visibly on their clothing.

**Before starting work** all employees must be instructed by their manager or the site management on the basis of this brochure. In addition, if there are any special hazards, the manager or site management must provide special instruction on these.

If tours or visits are provided, e.g. with suppliers in the production halls or on ships, the "host" is responsible for guests' safety.

After the checks have been completed, the appropriate ID will be issued. Employees who will be working for longer than one week at MEYER WERFT or NEPTUN WERFT will receive a fixed **identification card** with their photo. In addition to acting as identification, this is also used to control access to the shipyard site and to the new buildings, and for shipyard employees also to register the start and end of work. To issue the identification, the presence of the contact or the site management of the general contractor is required.



Please note the opening hours of the employee registration office, which you can view using this QR code.



### PLEASE NOTE THE FOLLOWING IN

#### CONNECTION WITH YOUR PERSONAL IDENTIFICATION CARD
















- › You must keep your identification on you at all times.
- › You must not give your identification to anyone else.
- › If it is lost or damaged, the company must pay €25.00 to MEYER PORT4.
- › After the end of a contract the identification must be handed in.
- › **MEYER WERFT: at Gate 5**
- › **NEPTUN WERFT: to security/to the gate staff**

**When passing through** the shipyard gates you must show that you are permitted to carry materials, tools etc. with an import or export certificate.
















# 2 SAFETY AND HEALTH SIGNS







A selection of safety and health signs is given in the list. You will find additional signs by using the QR code.

Fire prevention signs				
				
Fire alarms	Fire extinguishers	Firefighting equipment	Extinguisher hose	Fire alarm telephone
Escape signs				
				
Escape route / emergency exit left	Escape route / emergency exit right	Muster point	Emergency telephone	First aid
				
Stretcher	Automatic external defibrillator	Eye-rinsing equipment	Emergency shower	Doctor

### Warning signs

				
General warning sign	Warning of radioactive substances or ionising radiation	Warning of obstructions on the floor	Warning of a slipping hazard	Warning of electrical current
				
Warning of a danger of hand injuries	Warning of opposing rollers	Warning of automatic start	Warning of hazards caused by charging batteries	Warning of hot surfaces
				
Warning of danger of falling	Warning of industrial trucks	Warning of biological hazards	Warning of corrosive substances	Warning of a crush hazard

### Prohibition signs

			
Placing items or storage prohibited	No fire or naked flames Smoking prohibited		No entrance for unauthorised persons
		No entrance for persons with heart pacemakers or implanted defibrillators (also applies to any other active implants)	
Smoking prohibited	Spraying with water prohibited		Industrial trucks prohibited

### Mandatory signs

				
Use ear defenders	Use eye protection	Use foot protection	Use hand protection	Use protective clothing
				
Use restraint system	Approve before maintenance or repair	Use face protection	Use head protection	Use a mask

# 3 GENERAL INFORMATION

## **GENERAL OBLIGATIONS FOR ALL PERSONS PRESENT IN THE SHIPYARD**

Every employee, including temporary employees and employees of contractual partners or external companies, must follow this Operating Instruction (BA100) and to support measures intended to prevent accidents at work, occupational illnesses and work-related hazards to health, as well as to provide effective first aid. Every company, including foreign companies and their officers, are fully responsible for taking all of the occupational health and safety measures that are necessary. The necessary measures can be found in the relevant state occupational health and safety regulations and accident prevention regulations.

## **DUTY OF CARE TO YOURSELF AND TO OTHERS**

Every employee must ensure the safety and health of themselves and of any other persons who could be affected by their

actions or omissions during work. In this context, "omissions" means any failure to carry out or initiate actions necessary for safety or health.

## **OBLIGATIONS TO FOLLOW THE INSTRUCTIONS OF THE BUSINESS**

Every employee must follow the instructions they receive from the client (MEYER Group) during their work. Instructions can be given verbally, e.g. as training or orders, and in writing, e.g. in the form of operating instructions.

## **PROHIBITION OF THE USE OF SHIPYARD SOURCES OF ENERGY FOR PRIVATE PURPOSES**

For example, charging private smart-phones, power banks, mobile loudspeakers or batteries for e-bikes is not permitted in the shipyards.

## 3.1 GENERAL INFORMATION FOR CONTRACTORS

### **GENERAL CONTRACTOR OBLIGATIONS**

The contractor must take the measures necessary to prevent accidents at work and work-related hazards to health, as well as provide effective first aid, and in doing so to comply with the state occupational health and safety regulations as per Annex 1 to the DGUV

(German statutory accident insurance) Regulation 1, with DGUV Regulation 1 itself, the other relevant accident prevention regulations, the general principles as per Section 4 of the German Occupational Health and Safety Act (Arbeitsschutzgesetz), the state and employers' liability insurance association



regulations, as well as all other relevant laws and orders, and the generally recognised technical safety and occupational medicine rules (VDE provisions, DIN standards, ...). We also explicitly refer *inter alia* to the **employers' liability insurance association** regulation DGUV V3 (see QR code). The contractor is obliged to find out about local peculiarities and regulations in good time before commencing work. They must ensure and be able to prove that all their employees have been informed about the incidents they need to be aware of.

### Accident prevention regulation: electrical equipment and operating materials



Deutsch: DGUV Vorschrift 3  
„Elektrische Anlagen und Betriebsmittel“ DGUV Vorschrift 3 „Elektrische Anlagen



English: DGUV Regulation 3  
“Electrical installations and equipment (Translation)”

### Accident prevention regulation: Principles of prevention



Deutsch: DGUV Vorschrift 1  
„Grundsätze der Prävention“



English: DGUV Regulation 1  
Accident prevention regulation  
Principles of prevention

### WORK EQUIPMENT PROVIDED

Work equipment provided by the shipyards to carry out an order is subject to certain constraints. Any contractor that provides their own work equipment is generally responsible for meeting the requirements of the German Industrial Safety Regulation (BetSichV, or Betriebs-sicherheitsverordnung). Above all, they must make certain that the work equipment meets technical occupational safety and safety requirements, that the operators are suitable, that they have received suitable training and orders and hold any qualification that may be required (e.g. requirements for the operators of industrial trucks), and that the work equipment is used properly. All work equipment, including that provided by partner companies, must be checked by a qualified person at regular intervals (usually annually) and a corresponding inspection sticker must be affixed to the equipment.

Unchecked work equipment or work equipment with missing inspection stickers must not be used (see 3.2). Users must carry out a visual check every working day before using work equipment. Defective or unchecked work equipment must not be used and must be sent for repair/to be checked without delay.

### PROHIBITION OF MANIPULATION

The machinery operated must only be used with the safety equipment available. Protective equipment must not be changed, put out of operation or be circumvented in any other form.



## 3.2 GENERAL REQUIREMENTS FOR HANDLING WORK EQUIPMENT AND OPERATING MATERIALS FOR SHIPYARD EMPLOYEES AND PARTNER COMPANIES

### **BEFORE COMMENCING WORK:**

- › Comply with the manufacturer's operating instructions
- › The instructions for use must be complied with.
- › Check that your personal protective equipment (PPE) is working properly and that you have the correct PPE. For example, not all safety goggles are suitable for all types of work. When using an angle grinder, tight-fitting safety goggles are the right choice.
- › Initial training must be provided when first using previously unfamiliar work equipment and operating materials.
- › Only use appropriate and inspected tools, machinery and approved accessories for these.
- › Operating materials/protective equipment must not be modified.
- › Reactions may be impaired if medicine is taken. Please follow the information given on the packaging or ask the (company) doctor.
- › When using machinery that can catch clothing, such as box column drills, lathes etc.: wear tight-fitting clothing, do not wear any gloves.
- › Always use any vacuum equipment, e.g. for dust or welding smoke.
- › Lay cables to avoid tripping hazards!
- › Exchange damaged tools and accessories immediately, withdraw from further use and have these repaired by a specialist.
- › Check the condition of the equipment is safe for use (visual and functional check).

Visual checks include checking whether the work equipment and operating materials have been inspected.

Operating materials that have not been checked or for which an inspection is overdue (recognisable from the inspection sticker) must not be used. If there is no inspection sticker, it must be assumed that the work equipment is unchecked.

#### **WORK EQUIPMENT INCLUDES:**

- › Electrical appliances
- › Ladders and steps
- › Scaffolding
- › Supply lines
- › Industrial trucks
- › Personal protective equipment against falls
- › Slings equipment

**The use of unchecked work equipment and operating materials is prohibited!**

#### **CONDUCT IN THE EVENT OF MALFUNCTIONS**

- › If work equipment is defective or if work procedures are unclear, stop working and inform your manager.
- › If any uncertainty occurs during work, inform the person with responsibility for the work immediately.

#### **SERVICING**

- › Servicing may only be done by qualified and commissioned persons. Do not carry out any repairs yourself.



#### **INSPECTION**

- › Before starting work carry out a visual check of the housing, cable and plug.

# 4 GENERAL PROHIBITIONS

Smoking is **generally prohibited** in the shipyards. Smoking is only permitted in the marked smoking zones.

**All substances prohibited under the German Narcotics Act (Betäubungsmittelgesetz) are prohibited.**

**Alcohol/cannabis are also prohibited.** This relates to:

- ▶ The consumption of alcohol and cannabis in the shipyard
- ▶ Entering the shipyard under the influence of alcohol (residual alcohol)
- ▶ or under the influence of cannabis or any other intoxicating substances
- ▶ Bringing or storing either alcohol or cannabis in the shipyard

**Eating** in production and workshop areas is prohibited.

**Jewellery** worn openly (jewellery that is not covered by clothing) must **not** be worn in production, warehouse, transport or workshop areas. Piercings worn openly that cannot be removed must be taped over.

The use of **mains-operated electrical appliances**, such as coffee machines, immersion heaters, kettles, household heaters,



mains-operated radios etc. on board is prohibited.

**By the way:**

There are also toilets on board during the construction phase. Urinating in public will be punished!

Spitting should also generally be avoided because other staff also want to work in these areas!



**Photography is prohibited** in all areas on the shipyard site. Exceptions are only possible with written permission of the department management.



All traffic and emergency-access routes, restricted areas, fire-fighting equipment, electricity and gas distribution stations and other restricted areas must be kept clear at all times.

A catalogue of sanctions for any violations of these regulations has been published.



# 5 TRAFFIC REGULATIONS

- ▶ The indicated routes must be used!
- ▶ The port area (pier), including the access routes, is off-limits for non-business purposes (e.g. walks during breaks).
- ▶ The German Highway Code applies on the shipyard site.
- ▶ The maximum speed permitted for all vehicles on the site is 20 km/h, walking pace (6 km/h) in the halls.
- ▶ Entering the halls with cars and trucks is only permitted with exceptional approval from the Intralogistics Department.

## BICYCLES

- ▶ Bicycles must be roadworthy
- ▶ Use marked paths
- ▶ It is not permitted to cycle in halls or workshops
- ▶ Do not transport any materials, only with delivery bicycles.
- ▶ Cross crane tracks at an angle of 45 - 90°
- ▶ Special attention must be paid to the maximum speed when using e-bikes or e-scooters.
- ▶ **Recommendation:**  
Use hi-vis vests all year round and a suitable helmet.  
E-scooters are very difficult to see during the darker months of the year.
- ▶ Using non-motorised scooters, skateboards, etc. on the site is prohibited.

## BUSINESS TRIPS

During business trips BA 192  
"Conduct in traffic & securing loads" must be observed and complied with.



- ▶ As operating materials, company bicycles must be inspected every year.

## ATTENTION!

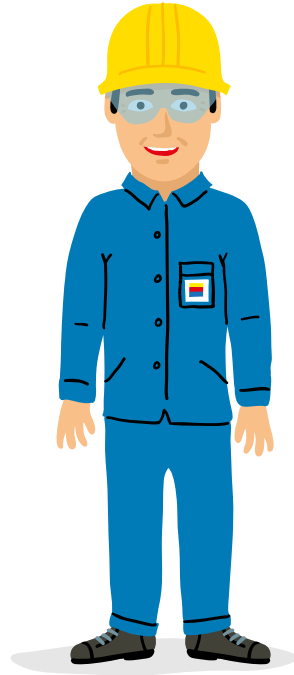
There is danger due to heavy transport vehicles on the entire shipyard site and in the production areas.

Telephoning when driving is prohibited!



# 6 PERSONAL PROTECTIVE EQUIPMENT (PPE)

Wearing personal protective equipment in production areas is mandatory. Long trousers must be worn generally in production areas. Divergences from this are possible and will be officially published. These will only be valid for the area/company specified.



Safety staff or managers will check the presence of the following personal protective equipment on the basis of random checks:

- › It is **mandatory** to wear safety goggles in production areas.
- › Overalls with name and company name
- › Safety shoes
- › Industrial helmet

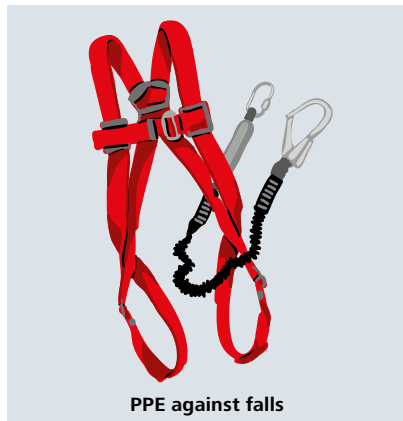
If the PPE is not present or serviceable, appropriate steps may be taken under labour law (MEYER employees) or entrance to the site may be prohibited (external companies).

# 6 PERSONAL PROTECTIVE EQUIPMENT (PPE)

Additional protective equipment may be necessary for special work, for example:

- › Protective gloves
- › PPE against falls
- › Respirators
- › Ear defenders

Personal protective equipment must be selected according to the activities carried out. If anything is unclear, please speak to your manager.





## 6.1 USE OF PROTECTIVE CLOTHING

Every employee must wear the protective clothing approved for their workplace by the PPE approval list.

Only use Ba-ge-6006\_protective clothing after training.

The following protective clothing will be provided:

- ▶ Weather and cold protective clothing (winter jacket, summer jacket, overalls, trousers)
- ▶ Welder protection as per the standard DIN EN ISO 11611, class 1 or 2
- ▶ Electrician protective clothing as per the standard DIN EN ISO 614, class 1 or 2
- ▶ Rain suit
- ▶ Thermal underwear (jacket, trousers)
- ▶ Single-use suit
- ▶ Hi-vis vest

- ▶ Protective clothing must not be intentionally exposed to influences that could impair its safe condition.
- ▶ Protective clothing must be checked for damage after every use (tears, holes, defective fasteners). If the protective effect has been impaired and if the protective clothing cannot be repaired, it must be replaced. Defective protective clothing must not be used.



## 6.2 USE OF SAFETY SHOES

- › Use only after training (Ba-ge-6007\_safety shoes)
- › Check safety shoes for defects every day: do not continue to use worn and damaged shoes, e.g. with worn-out profiles, open toe caps, broken soles, porous uppers or split and defective seams. Replace these without delay instead.
- › Any defect must be properly rectified. For example, it is not permissible to permanently replace laces with wire, string or other unsuitable materials.



## 6.3 USE OF HEAD PROTECTION

- › Use only after training (Ba-ge-6002 \_head protection)
- › The chin strap of the helmet must always be worn properly secured when using personal protective equipment against falls.
- › No changes may be made to helmets (i.e. no affixing of non-approved stickers or drilling additional holes for accessories etc.)
- › Only affix labels in permissible places.
- › Comply with periods of use; exchange Schubert helmets after 4 years (date of manufacture + 4 years).



## 6.4 USE OF RESPIRATORS

- › Use only after training (Ba-ge-6000\_respirators)
- › Respirators must be worn when handling hazardous working materials or when working with substances that could release dust, gases, smoke etc. that is/are hazardous to health.
- › When working in shafts, containers or in confined spaces, filters may only be used if a sufficient supply of oxygen can be ensured. Otherwise, equipment that is separated from the ambient air must be used.
- › Check the seal before using respirators.
- › When using a combination filter, check the expiry date (the information on the filter relates to unopened packaging).
- › If possible, used (opened) combination filters must be stored in an airtight container when not in use. (The date of first use must be noted on the filter!).
- › Used (opened) combination filters must be disposed of after a maximum of 6 months, or if any odours or taste are noticeable, or if there is any suspicion of damage.

- › Particle filters must be changed if breathing resistance increases so that use feels uncomfortable.

### **STOP WORK IMMEDIATELY AND LEAVE THE RELEVANT WORKPLACE**

- › if breathing becomes difficult
- › in the event of dizziness, nausea or any other complaints
- › if you notice any contamination by odour or taste



## 6.5 USE OF PROTECTIVE GLOVES AND SKIN PROTECTION

- › General: comply with the skin protection plan
- › Use only after training (Ba-ge-6005\_ protective gloves)

### MECHANICAL & THERMAL PROTECTIVE GLOVES

- › These must not be used in the event of electrical hazards and/or if there is a danger of contact with hazardous substances.

### ELECTRICALLY INSULATED PROTECTIVE GLOVES

- › Carry out a visual check and leak test before every use.
- › Only use dry gloves.

### CHEMICAL PROTECTIVE GLOVES

The choice of the correct protective gloves depends on the hazardous substances used and the glove plan (see penetration time list in the glove plan).

- › The duration of wearing wetted gloves must not exceed the penetration time. Change gloves in good time when necessary.
- › The penetration time of the glove material depends on the length of time the gloves have been worn. The gloves must be disposed of once the penetration time is reached after the initial contamination.
- › Carry out a visual check and leak test before use.
- › When working above your head, if possible the glove cuff should not be rolled up in order to prevent hazardous substances running down your arm.
- › When using single-use overalls, the joint between the gloves and the overalls must be covered if there is any danger of skin contact with hazardous substances.



## 6.6 USE OF SAFETY GOGGLES AND SAFETY MASKS

Use only after training (Ba-b-6004\_safety goggles and safety masks)

Use tight-fitting safety goggles if possible:

- ▶ During cleaning work when dust or dirt could be stirred up.
- ▶ When working with liquid jets (high-pressure cleaners).
- ▶ When working with hazardous substances.
- ▶ When working with optical beams (e.g. UV rays, lasers), choose a suitable protective filter here.

Use completely tight-fitting safety goggles:

- ▶ When working with hazardous substance, if, e.g. there is any danger from liquids under pressure such as hydraulic oil.
- ▶ During activities that create a lot of dust, e.g. sanding ceilings and walls.

Safety mask shields or visors must be used during the following applications:

- ▶ Welding and burning work.
- ▶ Grinding and cutting work (during activities that create a lot of dust a full respirator with the appropriate filters must be used)
- ▶ When using wire brushes (knot-wheel brushes) for angle grinders.



## 6.7 USE OF LIFE JACKETS

- ▶ Use only after training (Ba-ge-6009\_life jackets)
- ▶ Read and comply with the manufacturer's instructions.
- ▶ Only the life jackets provided may be used with a buoyancy of at least 150N.
- ▶ Life vests must be adjusted to the user's body and must always be worn over the clothing.



## 6.8 USE OF EAR DEFENDERS

- › Use only after training (Ba-ge-6001\_ear defenders)
- › Ear defenders must be used or put on correctly (see manufacturer's information).
- › Ear defenders must not be modified.
- › Defective ear defenders (e.g. deformation) must be replaced without delay.



The best protection for the hearing is, of course, a low-noise environment, which can also be easily achieved.

- › Avoid cold moulding.
- › Avoid the use of loud machinery as far as possible.
- › Tell staff nearby that loud work will be taking place.
- › Comply with the stipulated noise level when procuring new machinery and appliances.
- › Adjust sources of noise, e.g. loud music, to the environment. Not everyone wants to be subject to noise at all times.

## 6.9 USE OF PERSONAL PROTECTIVE EQUIPMENT AGAINST FALLS

- › Only use after training (BA-ge-6003\_personal protective equipment against falls).
- › Read and comply with the manufacturer's instructions.
- › Only the fall arrest system provided may be used. No changes or additions are permissible.
- › The functioning of the fall arrest system must not be impaired, e.g. by wearing a jacket over the fall-arrest and rescue belt (exception is jacket specially designed for use with this PPE).



# 7 CONDUCT IN THE EVENT OF INCIDENTS, SUCH AS FIRE, ACCIDENTS (ON THE WAY TO WORK), FIRES AND THE RELEASE OF HAZARDOUS SUBSTANCES

Every fire, every accident and every other emergency must be reported immediately to the MEYER WERFT Control Centre.

## EMERGENCY NUMBER

MEYER WERFT: 04961 81 **55 55**

NEPTUN WERFT: 0381 384

**1647** or **1646**



Any damage to property or other disruption (e.g. blocked escape routes, defective scaffolding, etc.) within the shipyard must be reported to the control center using the control centre number:

## CONTROL CENTRE

MEYER WERFT 04961 81 **72 25**

NEPTUN WERFT: 0381 384 **1661**

## CONDUCT IN THE EVENT OF ACCIDENTS

- › Remove persons from the danger area!
- › Provide first aid without delay!
- › Instruct emergency services!

# 7 CONDUCT IN THE EVENT OF INCIDENTS, SUCH AS FIRE, ACCIDENTS (ON THE WAY TO WORK), FIRES AND THE RELEASE OF HAZARDOUS SUBSTANCES



## CONDUCT IN THE EVENT OF FIRE

- › Fight developing fires with fire extinguishers, do not become a casualty!
- › Close doors after leaving rooms!
- › Instruct emergency services, warn employees!

## CONDUCT IN THE EVENT OF THE RELEASE OF HAZARDOUS SUBSTANCES

- › Prevent leakage into the dock and port water, sewers or soil!
- › Use binding agents!

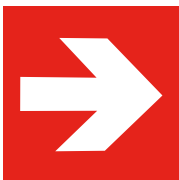


## CONDUCT IN THE EVENT OF EVACUATION

1. If the evacuation alarm sounds, go immediately to the nearest muster point (see shipyard map) via the signposted escape routes. Follow the instructions of the evacuation assistants.



2. Escape routes on board are labelled with special escape route signs.



3. The routes to the nearest fire extinguisher and to fire alarms on board are indicated with special signs.



## 7.1 CONDUCT IN THE EVENT OF AN ACCIDENT AT WORK OR ON THE WAY TO WORK

1. Go to or inform in-house paramedic.
2. Inform a manager.
3. Go to the accident insurance doctor, if necessary You can ask the in-house paramedics how to find the nearest insurance doctor.

You can reach our first-aiders, apart from in emergencies, on the following numbers:

### PARAMEDICS

MEYER WERFT: 04961 81 **4910**

NEPTUN WERFT: 0381 384 **1661**

### WOOD AND METAL EMPLOYERS' LIABILITY INSURANCE ASSOCIATION

The various companies of the MEYER Group are predominantly insured at the Wood and Metal Employers' Liability Insurance Association.

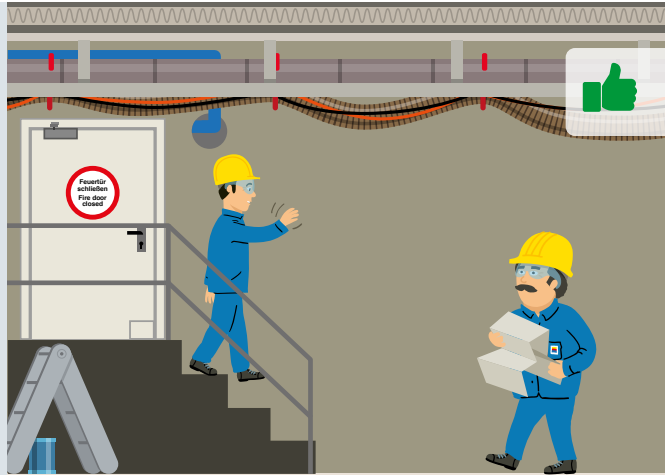
**You will find out which employers' liability insurance association you are insured with by using the QR code:**



The management bodies of the shipyards and of the companies of the MEYER Group only recognise accidents at work or on the way to work that are reported to the in-house paramedic directly!

# 8 TIDINESS, CLEANLINESS, DISPOSAL

- › Lay hoses and cables under the ceiling (S-hooks)!
- › Use ducts!
- › Avoid tripping hazards!



Always keep workplaces clean and tidy. Everyone must leave their workplace clean and tidied up after work.

Lay hoses and cables properly, do not let them hang on water or any other pipes. Emergency exits and escape routes must be kept clear at all times.

- › Keep the development of dust to a minimum.
- › Dampen dust created and sweep it up with a broom or use industrial vacuum cleaners. Do not use welding smoke extractors for this! Do not blow away with compressed air!

- › The use of chemical cleaners must be coordinated with the competent Occupational Safety Officer.
- › Wood processing machinery may only be operated with integrated suction equipment.
- › Waste should be avoided as far as possible.
- › Keep the quantities of unavoidable waste as low as possible.
- › Oily cloths and empty spray cans must be disposed of in the labelled receptacles
- › On leaving the workplace, dispose of any waste created in the receptacles provided for this purpose. Ensure you strictly separate waste:



## COLOURS FOR SEPARATING WASTE:

### MEYER WERFT

**Orange:** Metal scrap

**Purple:** Cable residues

**White:** Insulation wool

**Blue:** Mixed waste (e.g. wood, sheeting, cardboard)

#### **File receptacles:**

Documents, drawings, paper

### NEPTUN WERFT

**Dark blue:** Metal scrap

**Green:** Mixed wastes

**Light blue:** Paper, cardboard

**Brown:** Wood

**Orange:** Copper

**Grey:** Chrome, nickel

**Yellow:** Plastics

- › Hazardous waste, such as paints, solvents, waste oils, chemical residues etc. must be passed to the disposal hall, specifying the contents.
- › Ensure waste is transported safely.
- › Do not dispose of waste in pallet cages, empty paint tins or any other receptacles not intended for waste disposal.
- › Do not dispose of any food waste in the receptacles detailed above.

# 9 FIRE PREVENTION

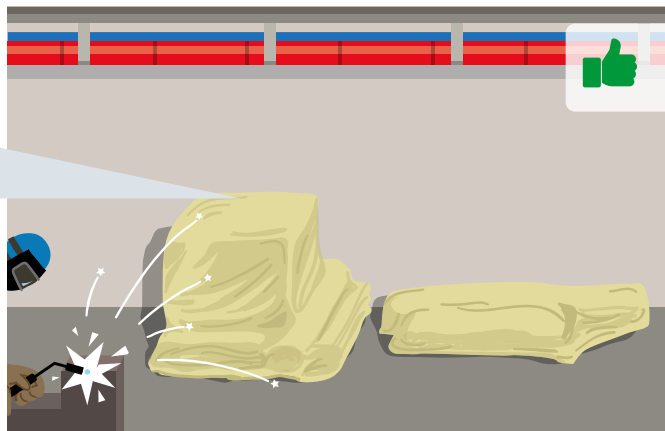
Fire doors on board must be kept closed at all times!

- ▶ Limit material quantities on board and in the halls to the daily requirements.
- ▶ Material that is not required must be removed without delay.
- ▶ Materials must be unpacked before they are brought on board.



- ▶ Packaging, such as sheeting and boxes, may only be made from low flammable materials (DIN 4102/B1).
- ▶ Only fire blankets may be used as covers.

In order to carry out hot work, instruction in the organisational directive "Fire Prevention during work with a fire hazard" is required.



# 10 HOT WORK



Extract welding smoke at its source or use extraction burners

Use the required safety equipment (regulation: EN ISO 11611, class 2)

Remove flammable and sensitive parts or cover them with a fire blanket

You will find fire extinguishers at the four labelled points per deck and fire zone.  
A (digital) hot work permit is required for hot work (welding, annealing, grinding and angle grinding) after a certain state of construction.

- › Check adjacent rooms before and after hot work.
- › Use technical ventilation equipment in confined spaces.
- › Switch off welding machinery during breaks and at the end of work and disconnect all hoses.



**You will find the necessary information about the location from the QR code:**



# 11 HAZARDOUS SUBSTANCES

## WHAT ARE HAZARDOUS SUBSTANCES?

Hazardous substances are substances, compounds and, if applicable, products,

- › that are allocated to **hazard classes** according to fixed criteria (e.g. “flammable gases”),
- › that are **explosive**,
- › from which hazardous substances are **created** or **released** during their manufacturing or use,
- › that due their physical-chemical, chemical or toxic **properties** and the manner in which they exist in the workplace or are used, can **endanger** the **health** and safety of employees,
- › and which have been assigned a **workplace threshold**.

## LABELLING

- › **Hazard pictograms are part of globally harmonised hazardous substance labelling.**
- › Labels are assigned on the basis of the classification (hazard classes).
- › One pictogram can apply to more than one hazard class.
- › One hazardous substance can be labelled with more than one pictogram.
- › No pictogram is required for some hazard classes and categories.
- › In special cases, such as for products intended for end consumers, simplifications are possible.
- › **Signal words are intended to draw attention to the potential hazard at a glance.**
- › “Danger” for serious hazards.
- › “Warning” for categories with lower hazards.










## HANDLING HAZARDOUS SUBSTANCES

Work with hazardous substances may only be started once a risk assessment has been carried out and protective measures have been taken.

Every employee who handles hazardous substances must be provided with written instructions on how to handle these substances and which preventative and protective measures are necessary.

The contents of these written instructions (operating instructions) must be communicated verbally to employees at regular intervals, however, at least once a year, and this must be documented.

The written instructions must be drawn up in a comprehensible form and in the employees' language as well as being stored so that they are accessible to employees.

 <p>Danger: explosion due to low exposure to fire, heat, vibration, friction</p> <p><b>GHS 01</b></p>	 <p>(Self) Ignition caused by sparks, heat, contact with water</p> <p><b>GHS 02</b></p>	 <p>Flammable including without air supply / fires caused in the surroundings</p> <p><b>GHS 03</b></p>	 <p>Glass bottles burst Cold injuries when touched</p> <p><b>GHS 04</b></p>	 <p>Corrosion with serious damage to tissue/destruction of metals</p> <p><b>GHS 05</b></p>
 <p>Irritant-effect damage to health/ damage to the ozone layer</p> <p><b>GHS 06</b></p>	 <p>Life-threatening poisoning even in small quantities on brief contact.</p> <p><b>GHS 07</b></p>	 <p>Very serious damage to health with delayed onset</p> <p><b>GHS 08</b></p>	 <p>Poisoning of organisms in water / long-term damage to the ecosystem</p> <p><b>GHS 09</b></p>	

# 11 HAZARDOUS SUBSTANCES

## SAFE HANDLING

- › Work carefully so that any **unwanted release** (e.g. spraying, aerosol formation, gas leakage) is **avoided**.
- › Use **work equipment that is appropriate** for the activities with the hazardous substances.
- › Avoid direct **contact with the eyes and skin**.
- › Make sure the workplace is **well ventilated**, tidy and cleared.
- › Do not leave receptacles **open**.
- › Keep to the rules for preventing fires and explosions, in particular those about **keeping sources of ignition away**.
- › **Do not mix** hazardous substances with other products or chemicals if it would not be possible to keep the consequences of the reaction safely under control.

## PERSONAL PROTECTIVE EQUIPMENT

- › **Wear the stipulated personal protective equipment** – comply with the hazardous substance label, the safety data sheet or the operating instructions.

### The equipment can include:

- › **Protective gloves** (comply with chemical resistance – material, penetration time!)
  - › **Protection for the eyes** (e.g. tight-fitting goggles or visor)
  - › **Respirator** (comply with the filter class!)
  - › **Protective clothing** (comply with the protection type!)
- › Make sure your protective equipment works before use.





### FIREFIGHTING ACTIONS

- › Only use quantities of hazardous substances for one day's use at most.
- › **Always** keep hazardous substance containers closed.
- › Always cover hazardous substances on board with a fire blanket.
- › Protect combustible and easily flammable liquids from falling sparks and flying sparks caused by grinding.



### ENVIRONMENTAL PROTECTION AND DISPOSAL

- › **Do not allow hazardous substances to get into the sewers or surface and groundwater.**
- › Collect waste safely, so that any dangerous reactions can be ruled out.
- › Empty containers or any other hazardous substances that are no longer needed must be deposited in the collection bins.
- › Stack the containers, so that they cannot fall out and do not let them extend beyond the edge of the bin.

You will find further information for our partner companies about delivering and storing hazardous substances under 2.9.4. in the Supplier Manual and on the MEYER WERFT website.

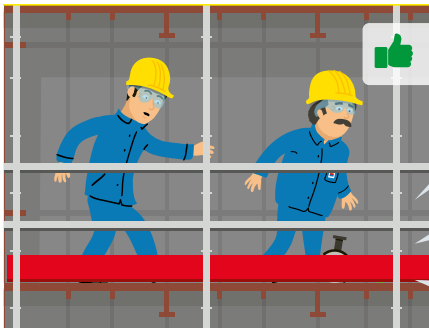


# 12 WORKING WITH A DANGER OF FALLING

At workplaces and traffic routes above one metre in height, equipment to protect persons from falls must be available.

- › Working without intact fall protection is prohibited.
- › Fall protection equipment must not be tampered with.
- › Missing fall protection equipment must be reported to a manager immediately.

**Collective protection (e.g. side protection or scaffolding) takes priority over PPE against falls**



## 12.1 SIDE PROTECTION

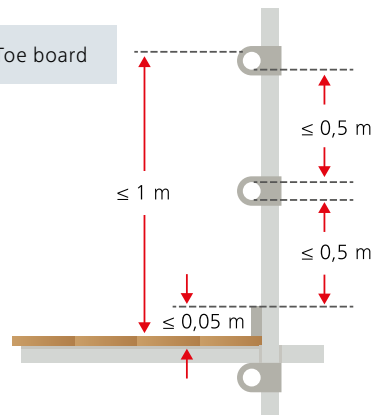
The consequences of fall accidents are frequently serious or even fatal injuries. The edges of drops must be secured with suitable side protection systems.

- › Knee rails and foot rails are not necessary if a net or similar with a maximum mesh size of 10 cm is placed between the hand rail and standing surface, guaranteeing safety in the same manner.
- › Chains or wire cables can be used for hand rails and knee rails.
- › This requirement will also be met on a water vessel and floating facilities if side protection (e.g. railings, guard rails) are present in accordance with other regulations (e.g. classification regulations).

› Handrail

› Knee rail

› Toe board



### ATTENTION:

If there is any danger of falling into the water, a life vest must be properly worn.

## 12.2 SCAFFOLDING

Defective scaffolding or improper use of scaffolding is dangerous. Possible hazards include:

- ▶ Falling from the scaffolding or within the scaffolding
- ▶ The scaffolding tipping over or collapsing
- ▶ Failure of scaffolding flooring
- ▶ Slipping on scaffolding flooring
- ▶ Falling objects



### ATTENTION:

Only the scaffolding contractor is allowed to make changes to scaffolding!

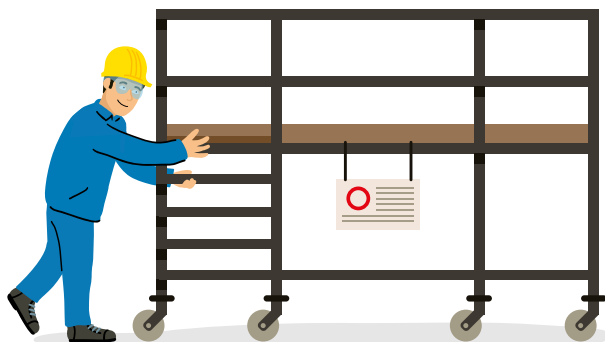
Scaffolding must always be set up according to the manufacturer's set-up and use instructions and must be approved for use. If there are any deviations from the set-up and use instructions (e.g. for enclosures), a plan must be drawn up for set-up, use and dismantlement.

- ▶ Completed and inspected scaffolding must be labelled (e.g. scaffolding contractor business, type, load capacities and width class, warning information)
- ▶ Independent changes to the scaffolding are prohibited!
- ▶ Any defects that are identified must be reported to your manager without delay. The scaffolding must no longer be entered/used until approval has been granted by the manager.



## PORTABLE SCAFFOLDING

- ▶ It is prohibited to move portable scaffolding when someone is on it!
- ▶ After being moved, scaffolding must be secured against rolling with the locking brake.
- ▶ Only use portable scaffolding on horizontal, non-sloping structures.
- ▶ Do not throw any loads onto the scaffolding flooring.
- ▶ Do not climb onto the knee rail or hand rail.
- ▶ Do not use any ladders, steps or other height aids on portable scaffolding.



## 12.3 COVERS



Falling through unsecured openings in the ground in workplaces and on traffic routes is a possible hazard. Poor access to rooms and tanks can increase this hazard.

Actions:

- › All openings above a diameter of 168 mm must always be covered or effectively blocked off to prevent stepping into them, falling or tripping (Chap. 12.4)!
- › Covers must be secured against slipping and have a sufficient load-bearing capacity!

**TIP:**

- › Using non-slip coated mesh-print plywood panels (thickness of at least 21 mm) and grids has proven to be effective in shipbuilding.



### **ATTENTION:**

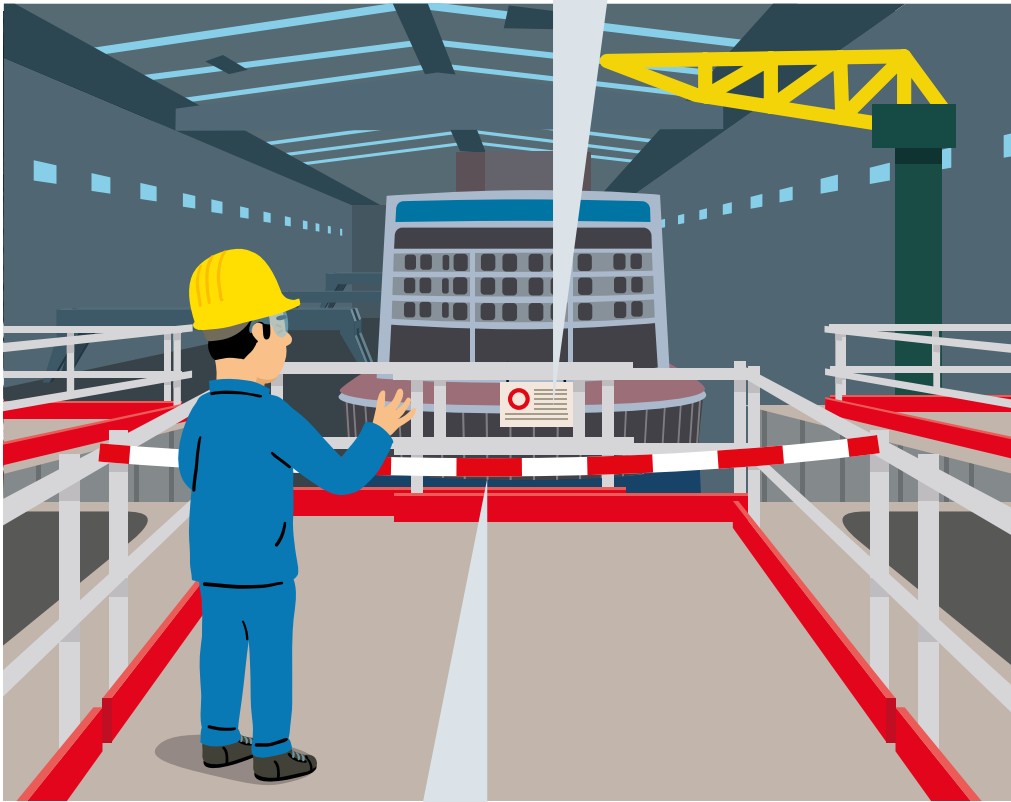
Pay particular attention to ensuring that unsecured openings are never covered with sheeting or glass mats – not even temporarily!

## 12.4 BARRIERS

In order to prevent personal injury or damage to property, barriers can be used to prevent unauthorized access to certain areas.

- ▶ A barrier may only be lifted by the person responsible for it or on their instructions.

Warning signs in accordance with internal requirements must be set up.



Provisionally secure the drop at a distance of at least 2m with warning tape or chains!

## 12.5 PERSONAL PROTECTIVE EQUIPMENT AGAINST FALLS



**If no collective protection is possible, personal protective equipment against falls must be used**

PPE against falls includes systems to catch falling persons. It consists of a safety harness and additional components, such as connectors with shock absorbers or fall arrest systems, and an anchor point.

- › Persons must be instructed before use (including in practice).
- › Only use anchor points set by a manager (minimum load capacity 1,000 kg).
- › Take minimum working heights above the impact surface per system into account.
- › Only use PPE checked against falls!



## 12.6 CRANE CAGES

When working in a crane cage, the following points must be complied with:



When working in a crane basket, PPE against falls must generally be used.

When moving, hold tight to the stay bar inside!

Entering/climbing over the guardrail during work is prohibited!

Do not use ladders, scaffolding etc. in the cage!

Secure material against falls!

## 12.7 LIFTING PLATFORMS



### The conditions for operating a lifting platform are:

- › Issue of a work permit to operate the platform
- › PPE against falls must be used for working platforms.  
A fall arrestor of a maximum length of 1.8 metres is stipulated here.  
The same approach is recommended for scissor lifts.



## 12.8 LADDERS

### GENERAL

- ▶ Only use tested ladders.
- ▶ Place ladders stably and secure them against slipping.
- ▶ Do not overload ladders.
- ▶ Secure yourself during work when there is a danger of falling with a safety harness and a fall arrestor.
- ▶ Stepladders must have a locking mechanism!
- ▶ For **free-standing ladders**, ensure the correct setting angle of  $65^{\circ}$  -  $75^{\circ}$  is maintained and that there is a cross brace on the foot of the ladder.
- ▶ To climb over areas at height, free-standing ladders must extend at least one metre over the exit point and be secured against slipping.
- ▶ The three top rungs/steps of free-standing ladders must not be climbed on.
- ▶ The top two rungs/steps of step ladders that can be climbed on both sides must not be climbed on either.



Stepladders with locking mechanism



Free-standing ladders



# 13 WORKING IN CONFINED SPACES

When working in tanks, empty cells and confined spaces the following dangers may occur:



## **DANGER OF SUFFOCATION**

caused by the displacement of oxygen by inert gases



## **DANGER OF EXPLOSIONS**

caused by build ups of fuel gas and solvent fumes



## **DANGER OF BURNS**

caused by build ups of oxygen



## **ELECTRIC SHOCKS**

For measures see: Operating and auxiliary materials, electrical current

## 13.1 WORKING IN TANKS AND IN CONFINED SPACES

When assessing whether a space is a confined space, you should consider the danger and not the size of the space. In general, every space on a ship is a confined space until a more detailed assessment contradicts this view.

The quality of the air breathed is particularly dangerous in shipbuilding if the space is confined: in raised floors or other spaces. Welding, plating or cleaning can partially dangerously pollute the air. You can ensure that the air is sufficiently healthy by ventilating intensively and directly vacuuming hazardous substances, such as welding smoke, directly at the source.



You will find a checklist for this assessment using the QR code:



- › Solvents or other unknown gas compounds can form explosive atmospheres.
- › Only sufficient and targeted ventilation can remove hazardous substances from tanks and containers. Technical ventilation is the most effective action to guarantee a safe atmosphere.

Consider the following dangers in confined spaces before beginning activities:

- › Lack of oxygen (e.g. welding or burning consumes a large amount of oxygen).
- › The danger of fires and explosions (e.g. when using solvents)
- › Inhaling hazardous substances (welding smoke, solvents etc.)
- › Falling through unsecured openings
- › Dangerous electric shocks caused by electrical current
- › Poor visibility (e.g. due to smoke or insufficient lighting)
- › Restricted possibilities for movement, escape and rescue



#### WHAT APPLIES GENERALLY:

No one is allowed to enter a confined space on their own without an order.

The approval document must be posted at the entrance.

#### BEGINNING WORK

Work can only begin in containers, tanks, and confined spaces once the responsible person has confirmed that the written protection measures are suitable and have been implemented, and that everyone involved has been instructed and approved by the shipyard approval crew.

The approval crew can be requested by managers and the site management of the shipyards, as well as by the site management of partner companies. Approval requests must be made via the public platform and must be conducted in good time (**24 hours in advance**).



# 14 PRESSURE AND SEAL CHECKS

When building new ships, various components and systems have to be put into operation or trialled. During pressure checks carried out as a hydraulic pressure check or gas pressure check, it is checked whether the pressure-bearing walls are sealed against the testing agent under pressure and that no deformations that could affect safety occur.

Various dangers could occur here, such as:

- ▶ Plugs, seals, blanks etc. flying out
- ▶ Injuries caused by the emissions of gas jets
- ▶ Hoses and pipes flailing around
- ▶ Loud bangs caused by pipes, hoses or components bursting
- ▶ Oxygen being displaced by escaping gases

Protective measures are set in separate risk assessments and described in special work or operating instructions.



## 14.1 PROTECTION FROM RADIATION WHEN TESTING MATERIALS



When carrying out X-ray checks, hazards may be caused by **ionising radiation**.

- › Before beginning work, it is necessary to speak to those from other trades working nearby and inform them about the hazards.
- › The area to be checked must be measured by the Radiation Protection Officer with a calibrated dose rate meter.
- › If an area with poor visibility is checked, special attention must be paid to the area surrounding the specimen.
- › **Entrance to the labelled monitored area is strictly prohibited!**
- › **Comply with barriers/cordons!**

## 14.2 COMMISSIONING AND TESTING MACHINERY AND PLANT

Commissioning of for example, engines, boiler systems, hoists or electrical and hydraulic systems, is largely carried out with the cooperation of service technicians, construction supervision and the classification company. This also includes overload tests and checking safety equipment. For this purpose, machinery and plant are frequently also brought to the limits of their performance in a targeted manner and checked at the same time.

Various dangers could occur here, such as:

- › Falling or tipping parts
- › Pipes, seals and receptacles bursting
- › Hoses bursting
- › Media, hazardous substance or hot surfaces that are hot or under pressure escaping
- › Noise
- › Slippery surfaces caused by escaping operating materials

- › Moving and/or rotating parts  
Protective measures are set in separate risk assessments and described in special work or operating instructions.

### **NOTE:**

There is a separate safety flyer for "Commissioning LNG gas plant".



# 15 TRANSPORT AND LIFTING WORK

There are cranes, pallet trucks and special vehicles available to transport materials, which may only be operated by persons authorised to do so.

Transport must be coordinated with Logistics and the Transport Department. The shipyard transport control system should be used primarily for transport work.

## 15.1 FORK-LIFT TRUCKS

- ▶ The conditions for operating fork-lift trucks on the shipyard site must be coordinated with the Transport Department.
- ▶ Fork-lift trucks may only be driven by appropriately trained persons with a fork-lift truck licence.

Secure loads!



Use personal restraint systems!



Comply with speed limits!

## 15.2 CRANES

- ▶ The conditions for working with cranes must be coordinated with the Transport Department or Occupational Safety.
- ▶ Cranes may only be operated by persons trained or instructed in driving a crane and who have been commissioned accordingly.

## 15.3 SLINGING

- ▶ Slinging may only be carried out by instructed or authorised persons.
- ▶ The instructions and information given by the **slinger** must be followed!



Standing/working under suspended loads is prohibited!

## 15.4 MANUAL LIFTING AND CARRYING

- ▶ Manual transport should be kept to the necessary minimum.
- ▶ If possible, use technical lifting, carrying or transport aids.
- ▶ Use **correct** lifting and carrying techniques!
- ▶ Women may carry not more than 25 kilograms – men not more than 40 kilograms.

**WRONG!**

**CORRECT!**  
Keep back straight, lift using the legs, load close to the body.





# 16 UTILITY SUPPLIES

## 16.1 TECHNICAL GASES

### PROPERTIES

#### Oxygen

- › This gas is heavier than air.
- › Air enriched with oxygen can considerably increase the effects of burning. Even slight enrichment may
  - Increase the speed of burning
  - Increase the temperature of burning
  - Lower the ignition temperature
- › Almost all substances (apart from precious metals or metal oxides) are flammable in oxygen.
- › When enriched by oxygen, all burning happens more quickly and is hotter and brighter. Oxygen can lead to the spontaneous combustion of oil, fat or textiles contaminated with these. Vigorous flames can develop from a smouldering fire.
- › Never use oxygen for ventilation or to blow items of clothing.
- › Oxygen in the plant is given a warning odour additive (smell of bad eggs).





#### Acetylene

- › Colourless.
- › Smells like garlic (due to parts of other gases), it is odourless in its pure form.
- › Extremely flammable gas. Forms explosive compounds when mixed with air.

#### Inert gases – argon, helium, nitrogen, carbon dioxide

- › Helium and nitrogen are lighter than air.
- › Argon and carbon dioxide are heavier than air.
- › Are odourless.
- › Displace oxygen: **danger of suffocation!**

### COLOUR OF THE GAS HOSES

-  Oxygen (blue)
-  Acetylene (red)
-  Inert welding gases (black)
-  Compressed air (black)

If an unusual smell of gas is identified in an area, the MEYER WERFT Control Centre must be informed immediately.

**MEYER WERFT Tel.: 5555**

**NEPTUN WERFT Tel.: 1646 or 1647**



## HANDLING GASES

- › Gas hoses must be protected against mechanical damage!
- › During long interruptions to work, e.g. breakfast breaks, shift changes and at the end of work, the cutter, welding torch and hoses must be removed from confined spaces. In addition, the shut-off valve on the distributors must be closed and fuel gas, oxygen and inert gas hoses must be removed from the distributors.
- › Check: gas supply equipment (hoses, taps and connectors) must be in a safe operating condition before starting work (visual and functional check).
- › Gas hoses brought in by partner companies are generally prohibited. Only checked gas hoses that are obtained from tool issue in person may be used.
- › Patching leaks is generally prohibited. Defective hoses must be exchanged at tool issue.
- › Use gas lighters, do not use cigarette lighters.

## GAS BOTTLES

- › Must be secured against accidents (with chains) and the effects of heat.
- › Valve caps must be affixed during storage and transport.
- › Must be secured during transport against falling, sliding and falling down.
- › During transport by crane only suitable lifting equipment may be used.



## 16.2 COMPRESSED AIR HOSES




- › The only compressed air hoses (identifying colour: black) that may be used are those issued by the shipyard material issue areas.
- › Defective hoses must be exchanged **immediately**.

## 16.3 ELECTRICAL CURRENT



- › In conductive areas with limited freedom of movement, such as confined spaces (e.g. tanks, double floors etc.) safety extra-low voltage or protective separation must be used: 110 V DC voltage, alternatively 230 V AC voltage with an isolating transformer.
- › In areas with sufficient freedom of movement, 230 V AC current with residual current protection (FI or RCD) < 30 mA must be used.

### COLOUR OF DISTRIBUTORS AND PLUGS

-  DC current 110 V (yellow)
-  AC current 230 V (blue)
-  Three-phase current 400 V (red)

### CABLES

- › Only use rubber cables of Type H07BQ-F or an equal design. The use of sheath material made of PVC or other halogen connections is prohibited.
- › Unwind cables from cable drums before use. Danger of overheating!
- › Electrical cables must not be carried in tool boxes or similar.



### WELDING POWER SOURCES

- › In conductive areas with a raised electrical danger, such as in confined spaces, **S** labelled power sources must be used.
- › Welding machines must be disconnected during breaks and at the end of work.

### WELDING POWER BACKFLOW

- › Connect cables as close as possible to the welding point to the piece to be welded to ensure good conduction.

## 16.3 ELECTRICAL CURRENT

### 5 SAFETY RULES

#### Before beginning work:

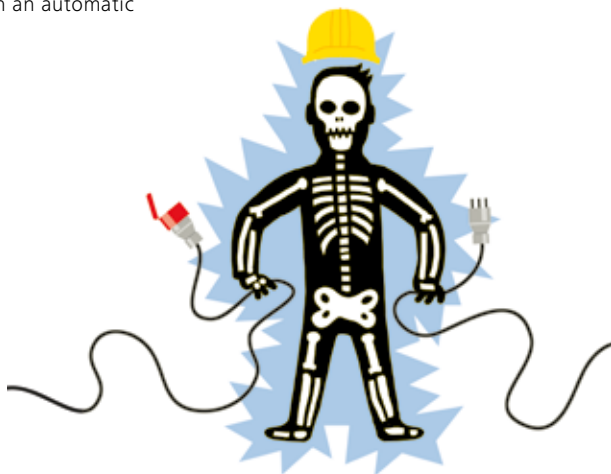
1. Disconnect
2. Secure against being turned back on
3. Make sure appliance is turned off
4. Earth and short circuit
5. Cover or block off other nearby live parts

#### In principle only work when appliances are not live

- › No work may be carried out on live active parts of electrical equipment and operating materials (with some exceptions).
- › Before beginning work on active parts, these must not be live and this condition must be ensured during work.
- › This work may only be carried out by trained electricians.

### LIGHTING

- › Path lighting is installed by shipyard industrial management. **Do not remove!**
- › Employees must install workplace lighting on their own responsibility. Lights are available in material issue.
- › Halogen spotlights must be equipped with temperature-resistant glass and a protective grill.
- › Every employee should carry a torch on board in the event of power cuts.
- › Tool cabinets and loading units for battery-powered working material must be equipped with an automatic extinguisher facility and be labelled.



# 17 DECENTRALISED WORKSHOPS



## RULES OF CONDUCT

The workshop rules of the decentralised workshops must be complied with. These are posted at the entrance to the workshops.

## ENTRANCES

- ▶ Workshops in the halls can be entered using a **key system** or with shipyard ID via the turnstile to the workshops.
- ▶ In order to use the workshops, in particular the machinery, some of which is equipped with card readers, employees must be instructed in the use of the relevant machinery by the manager responsible. Employees from partner companies must be instructed by the site management responsible from the partner company.
- ▶ **Yard ID activation** must be registered by the manager or the site management of the partner company with the Security department of MEYER Port 4. Proof of completed instruction is required for this.

### **Tool boxes and carts must be labelled so as to be permanently legible.**

Name, HR number, company, cost centre.

- ▶ For employees of external companies: name of the company, name including HR number, telephone number.
- ▶ Unlabelled boxes will be removed.

# 18 COMPLIANCE WITHIN THE MEYER GROUP

## WHAT DOES COMPLIANCE MEAN?

Compliance means that companies and their employees comply with the applicable laws, as well as general and self-imposed guidelines and values, and act responsibly.

As a globally-active group of companies we must take national and international laws into account. These include criminal laws, labour law, anti-corruption laws, data protection, international environmental law and climate protection and environmental treaties.

In order to meet our responsibility to society and to the environment, we have established ethical principles and codes of conduct for our companies that go beyond statutory requirements and that all employees must comply with.

## BENEFITS DUE TO COMPLIANCE

In addition to legal certainty, compliance with laws and with the guidelines we set ourselves offers our group of companies and our employees societal benefits, thus securing our competitiveness and the continuation of our group of companies long-term.

Conforming with the rules ensures we treat each other fairly, thus creating both a positive atmosphere in our group of companies, and trust among our business partners.

**If you have any questions about the issue of compliance and/or want to report any breaches, our Compliance Officers are the right contacts!**

There are Compliance Officers in our company, who are responsible for the legal conformity of all processes and business procedures within our company.

You can reach them at all times at the email address [compliancehotline@meyerwerft.de](mailto:compliancehotline@meyerwerft.de) or by telephone on 04961 81-4500.

# 19 REVISION TABLE

Revision table			
Revision	Date	Chapter	Amendments
New company, Revision 0	15/2/2020	-	Brochure was extensively revised
Revision 1	01/5/2024	-	Brochure was completed updated and revised

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**MEYER**



## STOP WASTING ENERGY!

### Switch off lights!

(Only switch lighting on when it is required! Lights out when leaving the room!)



### Switch off equipment!

(Pull the plug if possible! Minimise the risk of fire!)

### Fix/report leaks!

(Compressed air, vacuum, ...)



### Pay attention to heating/air conditioning!

(Heat/cool when it is required!)

### Close windows!

(Ventilate by opening windows fully!)

