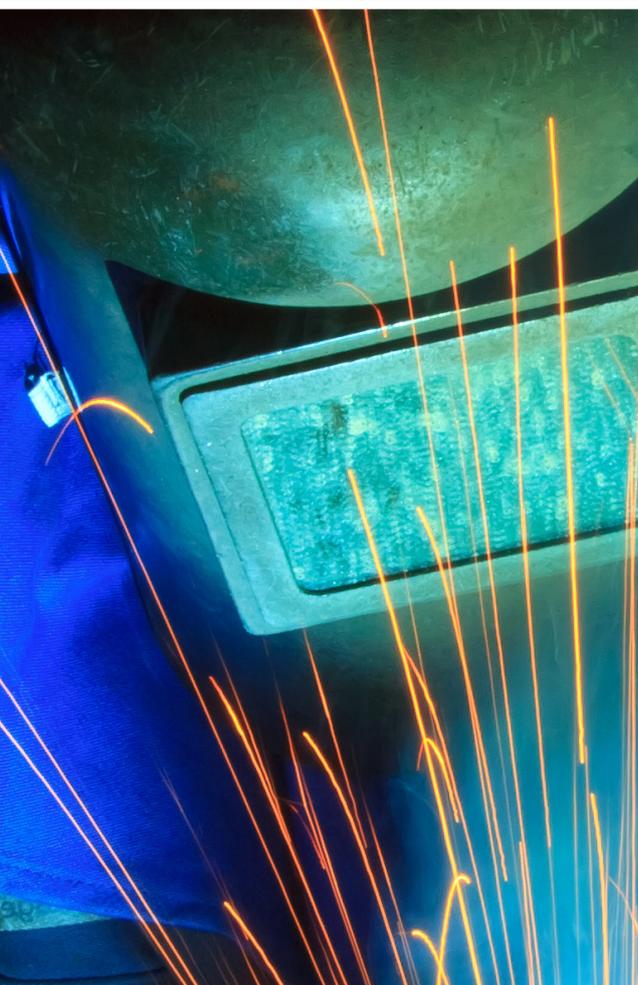




HEALTH AND SAFETY MANAGEMENT

Safety Manual for External Companies



PREFACE

Health and safety at work is of high priority at ONEJOON.

At least the same safety standards apply for any external companies contracted by ONEJOON or operating on ONEJOON's premises as apply to our own employees.

For the safety of both our employees and those of external companies, a body of regulations has been compiled that are contained in this publication, 'Safety Manual for External Companies'. This is intended to assist contractors, but first and foremost it is a binding directive.

The Manual does not, however, release an external contractor from his obligation to abide by the more extensive provisions and regulations on environmental protection and health and safety necessary for the fulfilment of the contract.

The external company is contractually obliged to maintain and follow all laws, regulations and the generally accepted rules of engineering.

By accepting the order or signing the contract, the external company has agreed to these regulations and is obliged to implement them.

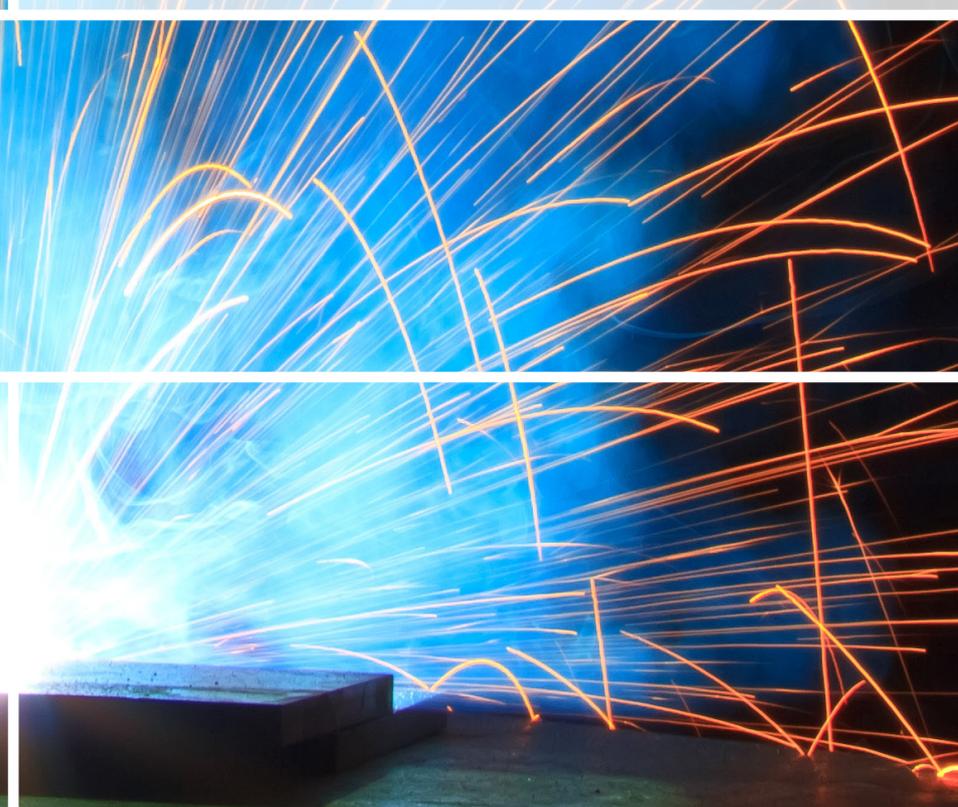


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1 GENERAL

1.1 SCOPE OF VALIDITY

- The Safety Manual for External Companies forms part of the contract that exists between ONEJOON and the external company and its subcontractors.
- The regulations it contains must be maintained by all external companies and their subcontractors contracted to ONEJOON.
- The coordinator to whom we assign contractual responsibility is your point of contact and has the authority to issue instructions in respect of health and safety, fire prevention and environmental protection.
- The responsible persons and employees of the external company present on site must ensure that these instructions and regulations are maintained.
- The Safety Manual for External Companies also applies to ONEJOON construction sites and supplements the health and safety (SiGe) plans and construction site regulations.

1.2 GENERAL INFORMATION

- Use only marked routes.
- Prohibitions of entry or passage must be observed.
- Your presence is only permitted in those areas in which the contract or order is to be performed (and the routes to these areas).



- Do not lock doors in escape routes and emergency exits during working hours.
- Keep emergency exits clear at all times in the direction of escape.
- Do not cover or obstruct safety notices.



Keep escape and rescue routes, access areas for the fire brigade, hydrants and parking spaces clear at all times.

- First aid equipment and fire-fighting equipment must be kept available at all times.
- Do not wedge or tie fire doors open or closed.
- **Attention:** Fork-lift and delivery vehicles are present throughout the site and in the buildings.
- Watch out for pedestrians and cyclists.



A principle of mutual consideration applies.

1.3 SAFETY NOTICES

Prohibition signs, warning signs, mandatory signs, emergency signs, etc., must be observed under all circumstances.

2 ACCESS CONTROL

- Access authorisation is issued at reception.
- Visitors are given a button badge for the period of their visit, and may then enter the premises accompanied by an employee.
- Protective footwear must be worn to enter the production and warehouse areas.

3 OBLIGATIONS AND TASKS

3.1 BASIC OBLIGATIONS OF THE EXTERNAL COMPANY

- The external company must operate measures to prevent accidents, health risks, occupational illnesses and damage to the environment or to property and must provide effective first aid. This must be based on the laws and regulations in force at the site of activity.

3.2 RISK ASSESSMENT

- Before commencement of work an evaluation must be performed of the risks associated with the works to be done and the appropriate protective measures specified and documented.

3.3 RESPONSIBLE PERSONS

- The responsible person of the external company must supervise the works assigned to it. He must be available at all times when personnel are present on the premises.

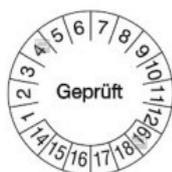
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He must be capable of communicating clearly with the site supervisor in either German or English. The responsible person must be nominated by ONEJOON at the start of the work assignment. Any change of responsible person must be notified to ONEJOON immediately.

3.4 USE OF TOOLS IN GENERAL

- The external contractor is responsible for ensuring that all tools used to perform the work are appropriate, properly equipped for safe operation and in safe working order in accordance with statutory requirements.
- Only tools that have been safety tested may be used. The outcome of the test must be demonstrable by means of an inspection sticker, a test record or an inspection log book, which must be provided on request.
- All tools must always be checked for visible defects and damage before they are used.
- All tools used must comply with statutory provisions and may not be used for other than their intended purpose.
- The instruction manuals and operating instructions must be observed.
- All safety and emergency stop devices must be in working order at all times.
- Faulty tools must be replaced or repaired.



4 PERSONNEL

4.1 QUALIFICATIONS

- To ensure that the works are carried out competently and correctly, the external company may only deploy qualified employees in a suitable state of health.
- Industrial vehicles (e.g. forklift trucks), lifting platforms and cranes may only be used where suitable certificates of competence are held together with a written commission from the external employer and the ONEJOON contact person. These documents must be presented at any time on request.

4.2 CONDUCT

- Alcohol and recreational drugs are categorically forbidden.
- Smoking is permitted only in the marked smoking areas and outdoor shelters (in front of the staff entrance).



- Access is not permitted to areas that are not related to the work being carried out by the external company.
- Photography and filming are prohibited anywhere on the company's premises. (Exceptions may be granted only by agreement and with the written permission of the contact person).
- Electric heaters, coffee machines, kettles, etc. that are not the property of ONEJOON may not be used on the work site.
- Any hazards to life, health, the environment or property that are detected must be averted immediately. If this is not possible, warn any persons at risk immediately, notify the nearest available contact person and secure the hazard areas.
- All equipment and facilities of the Principal must be used competently and appropriately and may not be modified by external personnel.

Any violation of company or inter-company regulations and provisions may result in expulsion from the site.

4.3 SAFETY OFFICERS/SAFETY REPRESENTATIVES

- The external company must specify the name of the safety officer/representative to the contact person in writing.
- The external company must appoint safety officers in accordance with applicable legislation and regulations in order to perform the works for ONEJOON and on its premises.

4.4 SAFETY INSTRUCTIONS

- The external company must instruct its employees in the known hazards and of the actions and precautions for preventing or minimising them and in emergency and first-aid actions and the fire safety regulations, before work commences and in the event of any changes to an employee's area of activity. This instruction must be given in such a way that the employees are able to detect all hazards in their work area and can deal with them in an

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appropriate manner.

- The participation of each employee in this instruction should be documented.
- Before commencing work, the responsible persons of the external company should inform themselves about the local, safety-related factors of the work site.
- The continually changing conditions and hazardous situations as work progresses must be monitored.

4.5 WORKING HOURS

- The working hours must be agreed with the contact person prior to commencement of work.
- The statutory working hours regulations must be observed.
- Any deviations must be officially approved and notified to the contact.

4.6 SUB-CONTRACTORS

- Use of sub-contractors by the external company must be approved by ONEJOON.
- The external contractor is solely responsible towards ONEJOON. He bears full responsibility for the upkeep and implementation of the health and safety provisions by the sub-contractor.

The health and safety regulations agreed with ONEJOON must be included in the contract between the external contractor and his sub-contractor.

5 WORKS TRAFFIC

- German public road traffic regulations (StVO) shall apply.
- The speed limit of 30 km/h must be observed.
- Parking is only permitted in the marked areas.
- Parking or waiting is prohibited at entrances and near safety, fire alarm and emergency facilities and on escape and emergency routes.
- A guide/signaller must be used during reversing operations.
- Ensure all loads are properly secured.
- Work areas must be secured against works traffic at all times.

In the event of gross breaches of the works traffic regulations, entry to the site may be banned.

6 WORK SAFETY AND RISK MINIMISATION MEASURES

6.1 CONSTRUCTION SITE FACILITIES

- The facilities and boundaries of construction sites must be agreed with ONEJOON before work commences.
- All facilities must be marked by a sign showing the name, address and telephone number of the external company.
- Escape and alarm diagrams with emergency telephone numbers and emergency procedures must be displayed in an area which is accessible to all employees.

6.2 OBLIGATIONS OF THE EXTERNAL COMPANY

Before Commencement of Works

- Construction/assembly notification must be displayed in accordance with applicable law and regulations.
- A description of the works being carried out must be displayed.
- A risk assessment must be drawn up for the works to be carried out.
- A list of employees and sub-contractors with proof of training must be created.
- The responsible person for safety and the chief first-aider for the performance of this contract must be nominated.
- A list of tools with test log books must be drawn up.

During Works:

- All required tools and safety equipment (personal protective equipment, hoists, lifting tackle etc.) must be provided and available.
- Documentation of training of all employees must be maintained.
- All employee qualifications such as welder certificates, driving licences and commissions for industrial vehicles, lifting platforms and cranes and any necessary work permits must be kept. These documents must be presented on request. The site regulations and safety regulations applicable at the construction site must be acknowledged and observed.
- All employees present on site must be identifiable by name and company at all times.
- Order and cleanliness should be maintained at the work site.
- Danger points must be designated in accordance with the regulations, made inaccessible or remedied.

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On Completion of Works:

- The contact person should be notified on completion of the works and a status report submitted.
- The work site must be cleared away tidily and waste removed.
- Check the proper functioning of safety equipment.
- Once works are completed, the safety measures should only be withdrawn by the contact person.
- Check the work site several times after completion of works if necessary (e.g. fire patrols).

6.3 EMERGENCY ORGANISATION

Information should be gathered from the escape and emergency plans displayed concerning:

- Designation of location/work site of external company.
- Location of nearest signalling unit (telephone or fire alarm).
- Emergency telephone numbers.
- Location of nearest first aid kit.
- Location of nearest fire extinguishing equipment.
- Layout of escape and emergency routes.
- Location of assembly point.
- Observe parts A and B of the Fire Safety Regulations (Brandschutzordnung).

Procedure in the event of a fire:

If the alarm sounds and the building must be cleared, make your way immediately to the assembly point (employees car park). Then contact the responsible contact person.



Procedure in the event of an accident:

- All accidents must be reported immediately to the contact person.
- Notifiable work accidents must be reported to the responsible employers' liability association of the external company.
- This information should also be reported to the contact, as the accident must also be reported to ONEJOON employers' liability association.

Procedure in an emergency:

- Emergency services 0-112 (fire, accident, ambulance).
- What to report:
 - **W**here did it happen?
 - **W**hat happened?
 - **H**ow many injured parties?
 - **W**hat are the injuries?
 - **W**ait for questions from operator
- Move persons at risk to safety.
- Warn others; take those unable to help themselves with you.
- If the alarm sounds, seek the assembly point and check that all persons are present.
- **Saving lives takes precedence over fire-fighting.**

6.4 HAZARDOUS ENERGY AND DANGEROUS MOVEMENTS

- The agreement of the contact person is required before any work takes place in areas, machines or equipment that involves hazardous energy levels or potentially dangerous movements.
- Before entry to the danger area, each employee should activate the interlocking system and should secure the equipment against inadvertent reactivation with one safety lock per employee.

6.5 ROOFTOP WORKING

- Obtain information from the contact person about access routes and the load-carrying capacity of the roof.
- Take precautions to protect against slipping or falling from the roof and also against materials or tools being able to fall, either outside or inside.
- Fire precautions when working with naked flames:
 - Display 'Hot Work Permit'
 - Have a fire extinguisher ready at the work site
 - Organise a fire patrol



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6.6 UNDERGROUND WORKS

- Check the position and safety distances from any underground cables before commencing work; obtain permits. If necessary use search ditches or detection devices.
- Any cables that are found should be considered as live and may only be touched once approval is given by a qualified electrician.
- Secure pits and trench walls; keep protective strip (0.6 m) load-free.
- Secure danger areas (where earth-moving machinery is present) and do not enter.
- Mark the routes of cables or pipes clearly and observe safety distances.
- Do not cover, move or remove signs or other marks without the prior agreement of the contact.

6.7 WORKING WITH CRANES

- Check and observe the load-carrying capacity of the subsurface.
- Close off the danger areas or observe where these have been closed off.
- Use only safety hooks that do not allow the load to be dropped inadvertently.
- Set components down in such a way that they cannot slip, roll away, fall over or fall down.

Particular care must be taken when several cranes are being operated together.



6.8 WORKING IN THE CRANE TRAVEL AREA

- All works to cranes and in the crane travel area should be clarified with the contact person and authorisation obtained from them in advance.
- Protective measures by agreement with the contact person:
 - Stop crane and secure against inadvertent or unauthorised restarting.
 - Secure the danger area beneath the crane if there is a risk of objects falling by erecting a barrier or displaying warning notices.

- Secure crane by fitting rail stops and/or displaying warning notices.
- Inform the operators of adjacent cranes, including in the adjacent areas if necessary, about the nature and location of the work.



6.9 ELECTRICAL SYSTEMS AND EQUIPMENT

- Do not open protective covers; do not insert anything.
- Observe the safety markings.
- Any necessary switching operations must only be performed by an authorised electrical technician.
- In the event of a fault, switch system or equipment off and notify the contact person.
- Work on electrical systems may only be carried out with the approval of a qualified electrical technician.
- No work may be done on live active parts of electrical systems (apart from for exceptions set out in writing).
- The applicable regulations and the 5 Security Rules must always be observed:
 - Isolate from mains supply
 - Secure against restarting
 - Determine that system is voltage-free
 - Earth and short-circuit
 - Cover any adjacent parts that are still live

6.10 WORKING NEAR LIVE PARTS

- Only work near to live electrical equipment if the safety distance can be maintained.
- If the safety distance cannot be maintained, do one of the following (by agreement reached with the contact person by a qualified electrician):
 - Isolate cables from power, or
 - Cover or fence off live parts
- Arbitrary modifications to any electrical equipment are prohibited.

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6.11 TESTING AND COMMISSIONING

- For test operations, a special risk assessment must be created by the external company.
- Danger areas must be suitably indicated using signs and must be secured.
- All necessary measurement, safety and warning devices must be in working order and ready for use.
- A schedule must be created of the testing operations.
- Instructions must be drawn up for action in the event of irregularities or faults.

Testing of equipment can always involve unforeseen hazards.

6.12 PERSONAL PROTECTIVE EQUIPMENT

- The external company must provide its employees with personal protective equipment (PPE) necessary for the risk situation.
- The wearing of protective footwear is mandatory.
- Safety helmets must be worn in confined spaces, near cranes working at head height or above and when working on more than one floor level.
- Depending on the potential risks, additional PPE may be required.
- The PPE must satisfy the statutory requirements, must be in good condition and must be used by the employees. Persons in breach of this rule may, after issue of warnings, be expelled from the site.

6.13 NOISE PROTECTION MEASURES

Noise protection measures must be taken in the following sequence:

1. Technical noise protection
 - Use low-noise work processes and low-noise tools; encapsulate the noise source or provide shielding with noise barriers
2. Organisational noise protection
 - Change or postpone times when machines are used
 - Special working hours rules
3. Personal noise protection
 - Use ear muffs, earplugs and/or ear defenders

6.14 FALL ARRESTING SYSTEMS

- Work and transport areas in which there is a risk of falling or openings in the floor or excavations in the ground must be secured by technical methods such as fixed or removable barriers, covers or catchment devices (e.g. nets).
- If such technical measures cannot be provided in a particular area, employees must wear PPE designed to prevent falling.

6.15 USE OF LADDERS, LIFTING PLATFORMS AND SCAFFOLDING

- Attention must be given to the safe working limits of scaffolding, lifting platforms and ladders.
- Ensure that the device is stable - erect wherever possible on a flat, sound subsurface and secure it against slipping or sinking.
- Observe maximum load-carrying capacity.
- Ensure that the fall arresting device is intact.
- Secure adjacent areas or areas beneath the work site (warnings, barriers, signs).
- Take particular care during erections on or near transport routes.
- Observe the manufacturer's erection and operation or usage instructions.
- Do not climb onto scaffolding until it has been passed by an approved specialist or erector.
- Scaffolding must be appropriately labelled.

Scaffolding

- Do not move scaffolding while persons are on it.
- Move scaffolding only in its longitudinal direction or on its corners.
- Secure loose items against falling before moving the scaffolding.
- Engage the brakes each time the scaffolding is moved.
- Avoid any collision.
- Do not jump onto decking areas.
- Follow the manufacturer's erection and usage instructions.

Ladders

- Check the surface conditions (for risk of slipping, indentations, gratings)
- Erect the ladder securely.
- Load ladders correctly and observe maximum load-carrying capacity.
- Never use single ladders as a stepladder or vice versa.

Ladders should not be treated as permanent workstations.

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6.16 WORKING IN AREAS WITH EXPLOSION HAZARD

- Access is for authorised persons only.
- Keep work areas well ventilated; sources of ignition, naked lights and smoking are prohibited.
- The external company must take precautions to prevent the occurrence, build-up or ignition of explosive atmospheres.
- Agree the commencement and completion of work with the responsible contact person.
- Use low-sparking or explosion-proof tools.
- If there is a risk of sparks being created, use an Ex meter for monitoring.
- Highly inflammable materials must be present in only the minimum quantities necessary for the performance of the works.
- If Ex protection is suspended during works in zones 1 or 2, one employee must be present throughout the work in the capacity of supervisor.

6.17 WELDING OPERATIONS

- A welding permit should be obtained from the contact person (hot work permit).
- Close off the hazard area.
- Ensure adequate ventilation.
- Remove combustible objects from work area.
- If this is not possible, cover the objects.
- Keep a fire extinguisher at the ready.
- Welding stations should be partitioned off with protective guards.
- Secure electric cables against physical damage.
- Set up a fire patrol.



6.18 HOT WORK PERMIT

- A 'Hot Work Permit' must be issued by the contact person for all works using naked flames (welding, cutting, soldering, thawing and abrasive cutting and grinding) on work sites not specifically designated for such purposes.
- The protective measures indicated there must be observed.

6.19 WORKING ALONE

Avoid hazardous work alone wherever possible. If this is not possible, take the following precautions:

- Work within sight of another person.
- Have the work checked at short intervals by means of an inspection round.
- Set up a system of signalling at specified times so that a call or signal is issued at regular agreed intervals.
- Carry an auxiliary device that sets off an alarm if the person working alone falls to the floor.

6.20 HAZARDOUS SUBSTANCES, CHEMICAL AGENTS

- Only hazardous substances that are approved under the REACH directive for use in the EU may be used.
- Up-to-date safety data sheets, product information and/or usage instructions must be held for the hazardous substances and chemical agents used.
- Where necessary, paint compatibility must be verified by the external company at its expense.
- Observe all protective measures and rules of conduct stated in the documentation.
- Ensure adequate air ventilation and extraction.
- Care must be taken to ensure that hazardous substances do not enter the sewage system or the soil. Secure any adjacent areas at risk (barriers, signs).
- Only work with hazardous substances that are correctly labelled and packaged.
- Hazardous substances must be stored carefully.
- Observe risk statements (R-statements) and safety statements (S-statements) on labels.
- The necessary personal protective equipment must be worn.
- Appropriate preventive measures and rules of conduct for emergencies and hazardous situations must be defined (e.g. provision of environmental emergency kits with channel covers).
- All hazardous situations must be reported to the contact person.
- Before commencement of work, employees will be instructed by ONEJOON in the use of hazardous substances, using the documentation provided. This training will be documented by ONEJOON.
- **The use of materials containing asbestos is strictly forbidden.** If such materials must be handled or disposed of during renovation works, appropriate safety precautions must be taken.

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6.21 WASTE

- As a producer of waste, the external contractor must take responsibility for the disposal of all waste and residual materials in accordance with statutory provision.
- If necessary, agreements should be reached with the ONEJOON contact person.
- If requested, transportation permits, statements of acceptance or waste disposal certificates must be presented.
- Use of ONEJOON's waste collection containers can be agreed with the contact person.
- For various reasons, such as to satisfy its obligation to maintain public safety, ONEJOON may instruct the external company to dispose of waste punctually or may arrange for this at the external company's cost.

7 NON-DISCLOSURE

- All external companies and their employees are contractually obliged to maintain the strictest levels of secrecy.
- All technical and business information, designs and drawings of equipment and processes and documents and data carriers of all kinds belonging to ONEJOON must be treated in strict confidence without time limit and may not be made accessible to third parties.
- Except with prior approval, photography or sound recording are prohibited on the premises of ONEJOON.
- Computers and data storage devices may not be connected to the company's network or to ONEJOON hardware without written authorisation and approval by the contact person.

8 LIABILITY

- No replacement will be made for tools or materials lost during work activities. Do not leave tools or materials unsupervised; they should be kept locked away during breaks and after the end of the working day.
- The same applies for personal belongings. Do not leave valuables in lockers. Help to prevent theft.
- Property of the external company must be clearly identifiable as such (ensure clear labelling).

9 CONTACT PERSON

Contact person for health and safety management:

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