

Welcome at Seehafen Wismar GmbH and Port Service Wismar GmbH

You are going to spend time on our company premises and/or in our buildings and facilities as an external service provider, expert craftsman, supplier or in some other service-rendering function.

According to Section 8 par. 2 of the German Health and Safety at Work Act (ArbSchG) and according to Section 6 par. 2 „General Prevention“ of the German Social Accident Insurance (DGUV 1), every entrepreneur is obliged to instruct the employees of another employer who work at his site with regard to the dangers to their safety and health. Over and above this, under the German Social Accident Insurance, provisions must be made to prevent unauthorized persons from accessing certain divisions of the operation if this might cause a danger to their safety and health. Furthermore, the accident prevention regulations as per section 2 par. 1 and 2 of the DGUV 1 must be observed.

As our partners we want to include you in our efforts towards occupational safety and health protection and in our environmental management in order to reduce the potential dangers and the potential for injuries to a minimum. The present document was compiled for this very purpose.

The safety and good health of every individual will only be assured by strict observance of all regulations and instructions. In this we ask for your **active cooperation** and **support**. Negligent or hazardous working practices shall not and must not occur.

Please support us and your colleagues - also for the sake of your own safety - in adhering to the regulations mentioned in this document.

We wish you a successful and accident-free stay.

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1 Area of application and validity

The Contractor Management specifically describes and provides for the organization and deployment of external companies as contractors within the area of application of Seehafen Wismar GmbH (hereinafter **SHW**) and of Port Service Wismar GmbH (hereinafter **PSW**). The **area of application** is defined as the **total operating area** of **SHW/PSW**. This includes any and all areas, buildings, facilities, back offices and other divisions and facilities of SHW.

The **arrangements** of the Contractor Management **apply to all organizational units** of SHW and PSW as Client as well as to the outside companies employed in the organizational units and to their employees. Furthermore the present document comprises rules of conduct for securing an uninterrupted work flow at our company which are valid and binding for all suppliers, customers and visitors. Every staff member of SHW, PSW and of the respective external companies is obliged to implement and ensure the terms of reference, rules and stipulations defined in the present document according to his or her responsibility and task.

1.1 **Statutory, collective labour agreement and other regulations**

- External companies are obliged to strictly observe and adhere to all appropriate statutory, collective labour agreement and other regulations in the performance of their order / contract
- Violations are breaches of contract

1.2 **Checks**

- SHW may satisfy itself by checks whether the Contractor complies with the conditions for the employment of external companies.

1.3 **External companies coordinator**

- The central coordinator for external companies, their employees and/or subcontractors in matters of organization, safety and security is:

- **Mr Olaf Lambrecht, Head of Port Engineering**

Phone: +49 3841 452-351

Mobile: +49 151 20460-277

Email: olambrecht@hafen-wismar.de

His deputy is:

- **Mr Christian Blaffert, M. Eng., Maintenance and Plant Engineering**

Phone: +49 3841 452-369

Mobile: +49 171 3830-421

Email: chblaffert@hafen-wismar.de



2 Staff employment

- The Contractor bears the **responsibility for the staff**, he **holds** the right to issue technical and disciplinary instructions and is **in charge of** arranging and carrying out the deployment of the staff
- Qualified **management staff** must be employed; their number must reflect the total number of the Contractor's staff employed
- It must be ensured that a responsible **person authorized to give instructions** to his or her staff and if necessary to the staff of their subcontractors is always present **on site**
- Throughout the area of application the contractor may only employ staff who are personally suitable and professionally qualified
- The Contractor shall make sure that his staff as well as the subcontractors employed by him including their employees know, understand and adhere to the conditions and regulations applying to the employment of external companies at SHW/PSW (cf. also item 4.1, **Instruction contents**)

3 Access management

In order to secure order and safety and to comply with the requirements of the **International Ship and Port Facility Security Code (ISPS Code)** an electronic access management system is in operation on the territory of SHW / PSW.

- Access to the premises is by electronic visitor passes
- For external company staff these must be applied for to SHW and/or the names of the employees concerned must be disclosed in order to ensure proper registration by the guards
- **Visitor passes** are issued by the guards at the main and/or north gate
- All persons present in the area of application must **carry a valid ID** to render proof of their identity
- The **PFSO** (Port Facility Security Officer) and the **guards** are **authorized to issue instructions**










4 Safety and Occupational Safety







All measures for ensuring the safety and good health of all parties involved in the working process are defined under the term Occupational Safety. **Within the framework of Contractor Management the Contractor is obliged to comply with all necessary work safety regulations.**








4.1 **Instruction and instruction contents**

Before external companies and/or employees of external companies or subcontractors of the Contractor are employed in the area of application of SHW or

PSW for the first time they must be suitably instructed about special dangers on the port territory and with regard to safety and occupational safety regulations. These instructions must at least contain the following main points:

	<p>Recording of images and sounds</p> <ul style="list-style-type: none"> In the entire area of application, image and sound recordings are only permitted with the permission of the management and/or the respective divisional management
	<p>Entering and leaving the port territory</p> <ul style="list-style-type: none"> Entering and leaving the port territory is only allowed at the existing checkpoints (north gate and main gate - Kopenhagener Strasse)
	<p>Ban on alcohol, narcotics, drugs and smoking</p> <ul style="list-style-type: none"> It is forbidden to enter the area of application under the influence of alcoholic beverages, narcotics and drugs. In the entire area of application, smoking is only permitted in spots designated for the purpose
	<p>Fire and naked light</p> <ul style="list-style-type: none"> Handling fire and naked light is prohibited on the entire port territory
	<p>Building site areas</p> <ul style="list-style-type: none"> Building site areas must be marked and secured by the companies performing the work according to the applicable set of rules
	<p>The German road traffic regulations (StVO) are in force on the port territory Attention:</p> <ul style="list-style-type: none"> Ungated railway crossings! Cargo handling vehicles crossing lanes!
	<p>Give way!</p> <ul style="list-style-type: none"> Forklift trucks, machines and railway vehicles have the right of way
	<p>Top speed in the quay area</p> <ul style="list-style-type: none"> The top speed in the quay area is 30 km/h
	<p>Top speed in the open air storage area</p> <ul style="list-style-type: none"> The top speed in the open air storage area is 10 km/h

	<p>Parking of cars and trucks</p> <ul style="list-style-type: none"> ○ Please use the designated waiting lanes to park trucks ○ The parking of cars is only allowed on the designated parking areas
	<p>Loading and unloading</p> <ul style="list-style-type: none"> ○ While loading and unloading operations are in progress the drivers have to leave the danger area
	<p>Personal protection equipment</p> <ul style="list-style-type: none"> ○ The staff of external companies have to be provided with the necessary and suitable personal protection equipment by the Contractor ○ While staying on the premises, a safety vest and safety footwear must be worn outside the vehicle ○ Wearing a helmet is obligatory while working in the cargo handling area ○ Before beginning work the staff must, if necessary, be advised about special rules of conduct and protective measures applying to the company as well as possible dangers at the place of work
	<p>Tools and equipment</p> <ul style="list-style-type: none"> ○ Any tools and equipment introduced into the port territory, such as machines, tools, vehicles etc., must be in an unexceptionable conditions as to safety and suitable for use ○ The same applies to ladders, scaffolding and lifting platforms
	<p>Sensitive areas and safety distances</p> <ul style="list-style-type: none"> ○ It is only permitted to stay in the areas allocated by the Contractor Coordinator / Contractor Contact (changes of workplace are to be notified) ○ Safe distances to machines and plants/facilities must be observed ○ Sheds and warehouses where goods are being put into or retrieved from storage may not be entered ○ Explosion-proof areas may only be accessed after consulting with the Contractor Coordinator
	<p>Working in the crane area</p> <ul style="list-style-type: none"> ○ All work on cranes and in the travelling area of cranes requires a permission ○ It is forbidden to stand under suspended loads ○ Only employees of SHW / PSW who have been instructed and commissioned in writing may operate cranes

 	<ul style="list-style-type: none"> ○ When working in the crane area watch out for potential dangers of crushing ○ When working on cranes the crane is to be switched off at the master switch after consulting with SHW/PSW. It is mandatory to secure the master switch with a lockable padlock
 	<p>Repair, welding, cutting, soldering, de-icing and disk cutting work</p> <ul style="list-style-type: none"> ○ In order to carry out repair, welding, cutting, soldering, de-icing and disk cutting work on the territory of SHW / PSW, on ships within the area of application as well as on ships moored at facilities of SHW the permits necessary for the work (Annex A and B) must be filled in, signed and submitted to the Client ○ Welding work may only be performed by certified welders ○ The technical control of welding work is in the responsibility of the welding supervisor (qualified welding specialist) of SHW or, when he is not present, if applicable, of an external welding specialist
	<p>Fire prevention</p> <ul style="list-style-type: none"> ○ In case of a fire alarm the instructions by the fire brigade or by SHW employees have to be followed ○ Suitable fire extinguishing equipment is to be kept in readiness at the working sites
	<p>Work in the track area</p> <ul style="list-style-type: none"> ○ The work is to be coordinated with the Contractor Coordinator of SHW and is only allowed with a written permit ○ Unless absolutely necessary for performing the task the track area is to be avoided ○ It is not allowed to drive road vehicles on the tracks
	<p>Electric work</p> <ul style="list-style-type: none"> ○ Please pay attention to the Leaflet on Electrics (Annex C) ○ Electrotechnical work according to VDE¹ 0105-100 and according to the German Social Accident Insurance (DGUV V3, formerly BGV A3) may only be performed by trained electricians or by persons instructed in electrics

¹ Association of German Electrical Engineers

- | | |
|--|--|
| | <ul style="list-style-type: none">○ Only safe and certified electrical appliances are allowed to be used○ When performing switching operations, please pay attention to Annex D (release for switchboard facilities and power cords) |
|--|--|

Every external company working on the territory of SHW has to instruct its staff deployed at SHW with regard to the safety regulations to be observed, at **regular intervals**. The Client reserves the right to make spot checks.

As a matter of principle the responsibility for the staff of outside companies remains with the respective Contractor.

If necessary, an additional danger-specific instruction has to be given on top of the general safety instruction.

By accepting the order the Contractor confirms to have taken note of and understood the aspects with regard to health and safety at work mentioned in 4.1 and to have instructed his staff and his subcontractors in this regard.

4.2 Authority to issue instructions

Apart from the management staff employed by the Contractor the following persons are authorized to give instructions to the employees of outside companies:

- the Contractor Coordinator,
- the persons commissioned to look after health and safety at SHW / PSW
- the **PFSO** (Port Facility Security Officer) and
- the security staff employed at SHW / PSW.

4.3 Hazard identification and hazard evaluation

For certain safety-relevant tasks/work every outside company has to conduct a hazard identification before starting work in coordination with the Contractor Coordinator of SHW according to its order and to compile a corresponding hazard evaluation from it.

5 Hygiene regulations for dry bulk shed No. 5

Goods for the food-processing industry are stored and handled in parts of dry bulk shed No. 5. For this reason special hygiene regulations apply to all persons staying and/or working in these areas. These regulations must be taken note of before starting work by means of Annex E and must be confirmed by signature. The confirmation is to be handed over to the Contractor Coordinator.



6 Building sites and setting up of sites

The setting up of a building site is to be coordinated with the Contractor Coordinator and, if applicable, with the health and safety coordinator (*Sigeko*)

- Office and tool containers as well as materials and machinery are only to be put up and/or stored in the places allocated by the Coordinator
- Outside companies have to obtain information about the existing infrastructure of SHW before starting work (e.g. the position of electricity, water and gas lines)
- Building site areas/hazard points are to be cordoned off and to be marked adequately
- If other working areas not belonging to the building site are affected by the building work the activities need to be coordinated so as not to produce any mutual hazards
- When working at heights and/or above workers from other trades the person responsible for the work above must make sure that persons working or even passing by below do not suffer any damage whatsoever (use of netting, tarpaulins, scaffolding and similar)
- If the internal traffic of the port is impeded by building site facilities or traffic or by building work, effective warnings, traffic diversions and alternative routes are to be agreed with the Contractor Coordinator and put in place
- Electrical current for building site distributors may only be drained by means of a proper coupling with the existing power sockets
- Damage to distributors or power cords is to be reported to the Contractor Coordinator immediately
- Damaged parts may not be used any more

7 Disposal and environmental protection

A proper and correct disposal of waste generated and of any dangerous substances must be assured after consulting with the Contractor Coordinator. The storage and use of dangerous substances is to be notified to the Contractor Coordinator beforehand.

8 Behaviour in dangerous situations

The following dangerous situations must be reported as a matter of principle:

- Accident without personal injury
- Accident with personal injury
- Fire
- Accident with a rail vehicle (without personal injury)
- Accident with a rail vehicle (with personal injury)



- Environmental damage (spill of a dangerous substance, ship accident and similar)

Depending on the danger occurring, the following rules of conduct apply to all employees of external companies and to staff of subcontractors employed.

8.1 Accident without personal injury

In case of an accident without personal injury all necessary immediate steps are to be initiated and the following authorities / persons are to be informed:

1. SHW emergency No. – Phone +49 3841 452-400
 or
2. Contractor Coordinator – Phone +49 3841 452-351
 – Mobile +49 151 20460277

8.2 Accident with personal injury

In case of an accident with personal injury all necessary immediate steps are to be initiated and the following authorities / persons are to be informed

1. Emergency No. – Phone 112
2. SHW emergency No. – Phone +49 3841 452-400
 or
3. Contractor Coordinator – Phone +49 3841 452-351
 Mobile +49 151 20460277

8.3 Fire

In case of fire, the fire is to be fought with suitable immediate steps (e.g. fire extinguisher). The following authorities / persons are to be informed:

1. Emergency No. – Phone 112
2. SHW emergency No. – Phone +49 3841 452-400
 or
3. Contractor Coordinator – Phone +49 3841 452-351
 – Mobile +49 151 20460277

8.4 Accident with a rail vehicle without personal injury

In case of an accident with a rail vehicle without personal injury all necessary immediate steps are to be initiated and the following authorities / persons are to be informed:



- 1. SHW emergency No. – Phone +49 3841 452-400
 or

- 2. Contractor Coordinator – Phone +49 3841 452-351
 – Mobile +49 151 20460277

8.5 Accident with a rail vehicle with personal injury

In case of an accident with a rail vehicle with personal injury all necessary immediate steps are to be initiated and the following authorities / persons are to be informed:

- 1. Emergency No. – Phone 112
- 2. SHW emergency No. – Phone +49 3841 452-400
 or
- 3. Contractor Coordinator – Phone +49 3841 452-351
 – Mobile +49 151 20460277

8.6 Environmental damage (spill of a dangerous substance, ship accident and similar)

If damage to the environment occurs, all necessary immediate steps are to be initiated and the following authorities / persons are to be informed:

- 1. SHW emergency No. – Phone +49 3841 452-400
 or

- 2. Contractor Coordinator – Phone +49 3841 452-351
 – Mobile +49 151 20460277

9 Miscellaneous

If irregularities or other shortcomings than those described in the order are found in connection with an order these are to be reported to the Contractor Coordinator immediately.

The **goods** in storage at **SHW** must **not** be **damaged** or **contaminated** under **any circumstances**. Damage and contaminations are to be immediately reported to the Contractor Coordinator/ Contractor Contact

By accepting the order the content of this document is acknowledged and thus becomes a binding contractual part of the order.

Annex A – Permit for repair, welding, cutting and disk cutting work on the territory (area of application) of SHW

Place of work	
Job order	
Name of person performing the work	
Type of work	<input type="checkbox"/> Welding <input type="checkbox"/> Cutting <input type="checkbox"/> De-icing <input type="checkbox"/> Disk cutting <input type="checkbox"/> Soldering
Safety precautions before starting work	<input type="checkbox"/> All flammable objects, substances and dust deposits within a radius of ___ m and - as far as necessary - also in adjacent rooms are to be removed by the Client <input type="checkbox"/> Covering of the endangered flammable objects, e.g. wooden beams, wooden walls and floors, plastic parts etc. <input type="checkbox"/> Sealing of apertures, gaps and cracks and other openings with non-flammable substances <input type="checkbox"/> Removing casings/jackets and insulations <input type="checkbox"/> Removing the danger of explosions in containers and pipes <input type="checkbox"/> Providing a fire guard with fire extinguishers, connected water hose or buckets filled with water <input type="checkbox"/> Placing of gas detectors <input type="checkbox"/> Securing adjacent rooms and premises
Fire guard	<input type="checkbox"/> yes <input type="checkbox"/> no ◀ During work: <div style="text-align: center;">Name</div> After end of work <div style="text-align: center;">Name duration in hours</div>
to be alerted in an emergency	Fire brigade 112 SHW Emergency No. +49 3841 452 – 400 Contractor Coordinator: +49 3841 452 – 351
Fire extinguishing equipment / agent	<input type="checkbox"/> CO ₂ fire extinguisher <input type="checkbox"/> powder <input type="checkbox"/> extinguishing blanket <input type="checkbox"/> buckets of water <input type="checkbox"/> connected water hose
..... Date / signature of Contractor (external contractor, SHW-T)* signature of person performing the work*
..... Date / signature of Client (SHW-U, SHW-T in case of external contracting)* notice taken by SHW welding specialist

* mandatory field

Annex B – Permit for repair, welding, cutting, soldering, de-icing and disk cutting work on ships in the area of application of SHW

MV	
Berth	
Name of master/captain	
Place or point of work	
Safety precautions before starting work	Remove all flammable objects and substances! Cover all endangered and flammable objects! Secure adjacent rooms/premises/areas.
Fire guard	During and after completion of the work on the vessel Name:
to be alerted in an emergency	Fire brigade 112 SHW Emergency No. +49 3841 452 - 400 Contractor Coordinator: +49 3841 452 - 351
Equipment	

Date:

Signature

.....
Master / captain

.....
port operation

.....
person performing the work

Consent by harbour master given:

.....
Datum/date

.....
Uhrzeit/ time

Annex C – Leaflet on Electrics

Important information for carrying out work on the territory of SHW / PSWE,
Kopenhagener Str. 3, 23966 Wismar, Germany.

Conditions for connecting electrical facilities

For building and assembly orders, SHW/PSW shall provide the external company with electricity near the building site for the machinery and, if applicable, for the site huts necessary in connection with the order to be executed.

The following voltage sources are possible:

230 V, 50 Hz, AC

400 V, 50 Hz, DC

The total connected load is to be determined after prior consultation with our electric division. In the works grid, earthing with a separate earthed conductor is applied as protection for the voltages 230 V AC and 400 V DC.

The respective entrepreneur is responsible for setting up, maintaining and operating the electrical facilities at his building site. He is in charge of conducting the necessary functional checks of safety features, the general control of the electrical equipment and of removing shortcomings and defects occurring.

In case of shortcomings / defects of the electrical equipment at the building site that have detrimental effects the faulty parts of the equipment have to be taken out of operation immediately. Damage to our electrical facilities is to be immediately reported to the Contractor Coordinator/ Contractor Contact.

The Contractor is liable for damages.

Portable equipment used, such as lighting, power drills and grinding machines, must have **protection class 2**.

Annex D – Clearance for switchboard facilities and power cords

Date:

Facility:

Workstation:

Person responsible for the switching operation
and the clearance of the workstation:

Person / company responsible for carrying out the work
and for supervising the workstation:

Person responsible for the order / contract:

The a/m workstation is enabled, secured against being switched on again, it has been validated that power is off. The workstation is connected to earth and short-circuited and protected against adjacent voltage-carrying parts.

Switching operations / switching status that creates the voltage-free condition:

Measures to secure the
earth connection and short circuit:

Measures to isolate towards voltage-
carrying parts / facilities:

Person responsible for releasing / clearing
the workstation:

Clearance received, safety measures checked, clear instructions given about the
workstation.

**All employees employed have to be instructed by the person responsible for the
performance of the work and/or by the supervisor at the workstation. The written
confirmation is given by signature below.**

Person responsible for performing the work and
for supervision at the workstation:

.....
Date and time

.....
signature

I have taken note of the above and received clearance for work. I have been instructed about the work to be performed and about the potential dangers in case of incorrect behaviour. I have to follow the instructions of the person responsible for the performance of the work and/or of the supervisor at the workstation.

Signatures:

1 2 3
4 5 6
7 8 9
10 11 12

The workstation is to be considered as carrying live voltage.

Signatures:

1 2 3
4 5 6
7 8 9
10 11 12

Person responsible for the performance of the work /
supervisor at the workstation:

.....
Date and time signature

All safeguards have been removed, the facility is ready for switching on.

Person responsible for the switching operations
signature

Annex E – GMP Hygiene regulations for dry bulk shed No. 5

- Clean your hands before starting work, after going to the toilet, after taking breaks, after coming in contact with operating supplies, chemicals, tools and after doing dirty work. Wash your hands thoroughly under running water with soap and, if necessary, disinfectant. Use disposable towels to dry your hands.
- Eating, drinking and smoking are prohibited in the shed No. 5 terminal area. Note: It is not allowed to carry glass bottles into the shed No. 5 terminal area.
- You may only enter the dry bulk storage shed No. 5 terminal while wearing sufficient protective clothing. In addition the wearing of hygiene overalls (disposable overalls) is necessary for all work indoors.
- Please make sure that no operating supplies (e.g. mineral oils, chemical substances etc.) and no foreign objects (e.g. screws, bolts, shavings, tools etc.) are introduced into the animal feed.
- You are only allowed to carry radio sets / mobile phones with mouthpieces and clips so that they can not be lost
- Whenever mineral oils are being consumed one must make sure that only substances also approved for contact with food are used on surfaces that come into contact with the product. The suitable product specification is to be submitted to the technical division.
- Watches, rings, necklaces, bracelets, piercings and similar must not be worn.
- There is a ban on driving into shed No. 5 with vehicles of all kinds. In exceptional cases special hygiene measures are to be agreed with the technical division.

I hereby declare to have been informed about the hygiene regulations orally and in writing. I confirm with my signature that I will observe the hygiene regulations.

.....
Date Outside company + full name of worker signature