



NEPTUN WERFT

ROSTOCK 1850



Working Safely at NEPTUN WERFT

English



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Foreword

The protection of the health of all employees is a central factor for NEPTUN WERFT. Safety in the workplace is very important to a manufacturing business because it is an indicator of productive work processes in the company. Wherever accidents happen, work is not well-organised and planned. Improving, promoting and guaranteeing safety in the yard as far as possible is very important to every single employee and also for the entire company.

There probably cannot ever be one hundred per cent safety. In particular, in the event of negligent actions or if an employee does not behave correctly, there will be a variety of dangers. Reducing these hazards as far as possible is the task of every single employee and manager. And reducing structural weaknesses and accident risks when designing work procedures is an essential task that we set ourselves. Working in a shipyard and the varied forms of transport on the site require particular caution.

This brochure provides a guide to actions for your personal safety. This optimal arrangement of working processes ultimately secures jobs at NEPTUN WERFT. Accidents do not just result in personal suffering, but also incur high costs.

Please comply with the instructions included here, which we have presented very clearly in this booklet. These safety instructions will make your work easier.

Access to the yard

Because NEPTUN WERFT is an ISPS-certified port facility, some official requirements have to be met. The International Ship and Port Facility Security Code provides security and protects against terrorism on port sites. Due to the regulations of the ISPS code regarding port security, it is necessary to register **new employees** 48 hours at the latest before they start work using the form "Registration, extension and deregistration of employees (partner companies) at NEPTUN WERFT GmbH & Co. KG" **in the employee register**.

The first steps for new employees who are entering NEPTUN WERFT for the first time are made via the gate staff. They have to identify themselves with photographic identification, their passport or a driving licence here. They will then receive a visitor's pass initially.

The presence of the following personal **protective equipment** will be checked in addition:

- Safety goggles
- Overalls with name and company name
- Safety shoes
- Industrial helmet



Employees who will be working longer than two weeks at NEPTUN WERFT will receive a fixed **identification card** with their photo. In addition to identification, this is also used to control access to the yard site and to register the start and end of work.

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 NEPTUN WERFT.
- After the end of your contract you must hand in your identification card.



When passing

The yard gates the justified carrying of materials, tools etc. must be proved with an import or export certificate.

Before starting work

All employees must be instructed by their manager or supervisor on the basis of this brochure.

Smoking is only permitted in the marked smoking zones. Smoking is strictly prohibited in buildings and in particular on new ships. This also applies to e-cigarettes.



Eating in production and workshop areas is prohibited.

Alcohol and drugs are prohibited.



The use of

electrical appliances such as coffee machines, immersion heaters, kettles, household heaters, mains-operated radios etc. on board is prohibited.

Attention!

Danger due to heavy transports on the yard site



Telephoning

when driving is prohibited!



Pedestrians:

Do not walk under suspended loads.
Use marked paths!



- The **German Highway Code** applies on the yard site
- The maximum speed permitted on the site is 20 km/h, in the halls walking pace.
- Vehicles and material must be parked or placed so that traffic routes, emergency exits and fire extinguishing and rescue equipment are not obstructed.
- Entering the halls with cars and trucks is only permitted with exceptional approval from the Transport 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°.



Personal protective equipment (PPE)

The following personal protective equipment must be worn at NEPTUN WERFT:



Additional protective equipment may be necessary for special work.

Conduct in the event of fire, serious accidents, release of hazardous substances or evacuations

Every fire, every accident, every release of hazardous substances and all damage to property must be reported **immediately** to the security guards in accordance with the emergency and alarm plan.

**Security/In-house
paramedics
16 46 and 16 47**



Conduct in the event of accidents:

- Remove persons from the danger area!
- Provide first aid without delay!
- Instruct emergency services!
- Inform managers and Occupational Safety
- Go to accident insurance doctor, if necessary

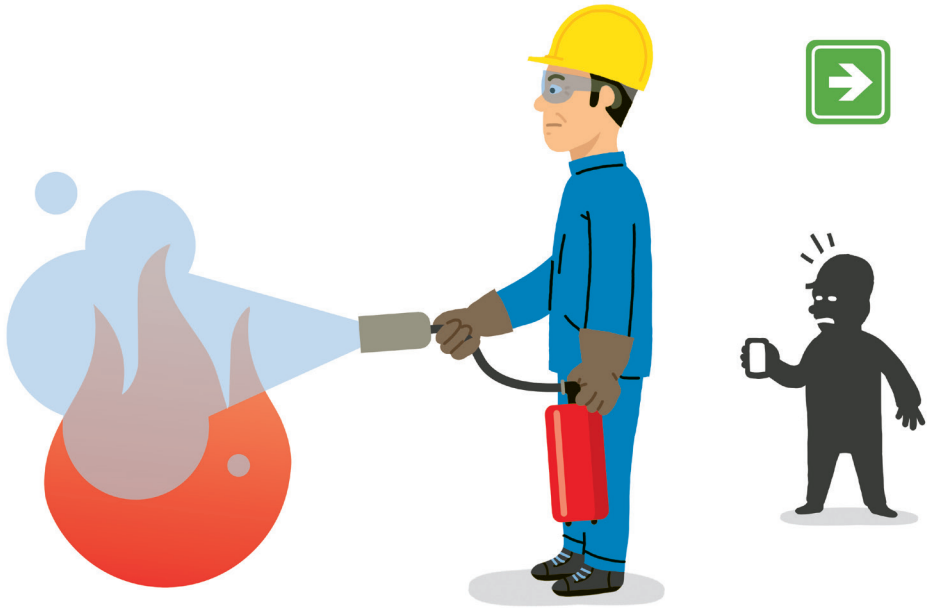


Conduct in the event of fire:

- Fight developing fires with fire extinguishers!
- Evacuate the danger area!
- Close doors!
- Go to muster point!
- Instruct emergency services!
- Inform managers and Occupational Safety.

Conduct in the event of the release of hazardous substances:

- Prevent leakage into the port water, sewers or earth!
- Use binding agents such as Ekoperl or Absodan Plus!
- Inform managers and Occupational Safety.



Conduct in the event of evacuation:

If the evacuation alarm sounds, go immediately to the nearest designated muster point (see map) via the signposted escape routes.



Escape routes on board are labelled with special escape route signs. Escape and rescue plans must be notified according to the working area.



The way to the nearest fire extinguisher and to fire alarms on board are indicated with special signs. Employees must know how fire extinguishers work and how to use them.

Conduct in the event of an accident at work or on the way to work

6.

1. Go to or inform in-house paramedic
2. Inform manager
3. Go to accident insurance doctor, if necessary

Wood and Timber Employers' Liability Insurance Association

NEPTUN WERFT is insured with the Wood and Timber Employers' Liability Insurance Association:

**Hamburg District Administration
Rostock Office
Blücherstr. 27, 18055 Rostock
Tel.: 0800-9990080-3**



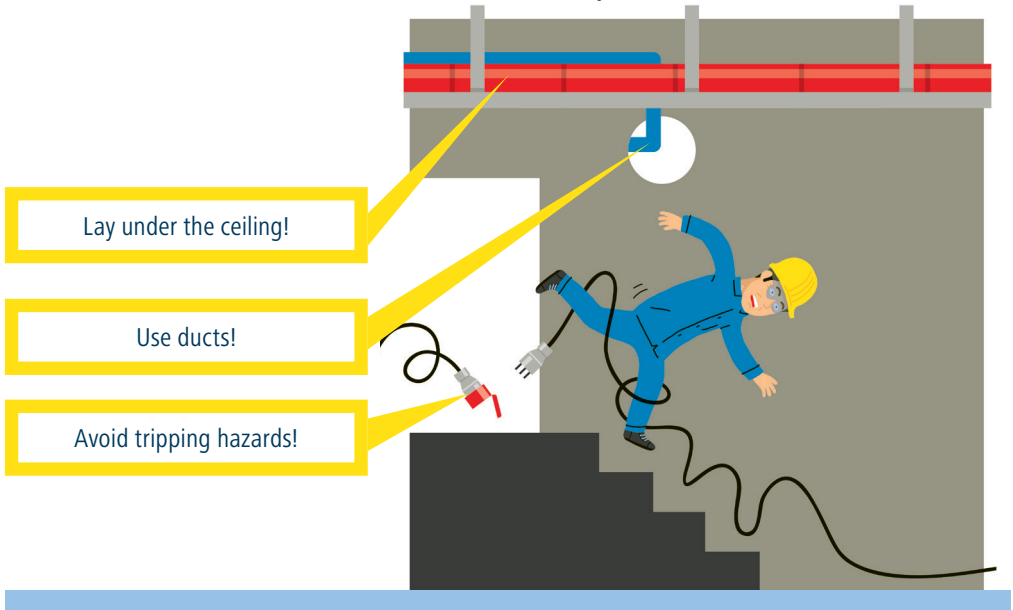
The management of NEPTUN WERFT only recognises accidents at work or on the way to work that are reported to the in-house paramedic within three days!



Tidiness, cleanliness, disposal

Always keep your workplace clean and tidy. Everyone is obliged to leave their workplace **clean and tidied up** after work.

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



- Dust development must be kept to a minimum.
- Dampen dust created and sweep it up with a broom or use industrial vacuum cleaners. Do not use welding fume extractors! Do not blow away with compressed air!
- The use of chemical cleaning agents must be coordinated with the Environmental Protection Office.
- Wood processing machinery may only be operated with integrated suction equipment.












- Waste should be avoided or kept to a minimum.
- Any rubbish must be removed from the workplace before breaks and at the end of work and deposited in the labelled containers provided.
- Pallet cages must not be used as waste receptacles.
- Any hazardous waste generated must be reported to the Environmental Protection Office before starting work.
- Hazardous waste such as paints, solvents, waste oils, chemical residues, lighting, batteries, electronic scrap, bilge water, oil cloths etc. must be delivered separately, disclosing the substance content in the original packaging. Only specialist staff may dispose of this waste.
- Hazardous substances (e.g. paints, lacquers and solvents) must be kept in suitable containers during working time and kept closed.

Strict waste separation must be complied with:

- Sorted waste (paper, cardboard, (with the exception of hygiene paper), glass, plastics, metals, wood, textiles, organic waste, other types of waste)
- Scrap
- Cable waste
- Blasting material

Hazardous substances

Hazardous substances can have the following properties and can be recognised on the basis of the following hazardous substance symbols:

GHS regulation		
Description	Code	Pictogram
Exploding bomb	GHS01	
Flame	GHS02	
Flame above a circle	GHS03	
Gas bottle	GHS04	
Caustic effect	GHS05	
Skull and crossbones	GHS06	
No equivalent		
Exclamation mark	GHS07	
Health hazard	GHS08	
Environment	GHS09	

Information about individual hazardous substances can be taken from the labelling on the packaging and the safety sheet.

Damage to health can be caused by coming into contact with, inhaling and swallowing hazardous substances.

What has to be complied with:

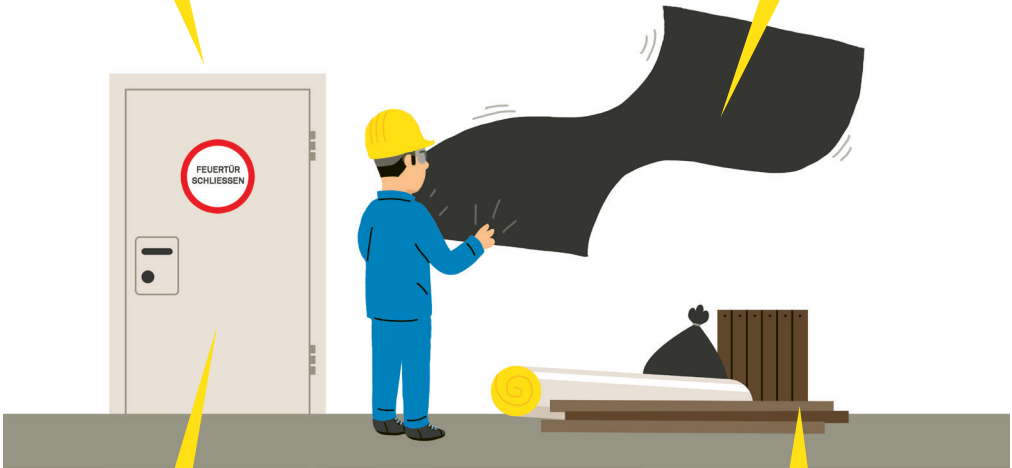
- Follow operating instructions!
- Use personal protective equipment.
- Limit quantities of hazardous substances at the workplace to daily requirements.
- Set up technical ventilation equipment.
- Keep containers closed, only open when taking out contents.
- Apply hygiene measures and skin protection.
- Dispose of waste properly.
- Substances hazardous to water and flammable liquids, such as paints, lacquers and solvents, must be transported and stored in approved transport receptacles and containers.



Fire prevention

Close fire doors on board!

Packaging, such as foils and boxes, may only be made of low flammable materials (category B1, does not create smoke, no burning particles). Only fire blankets may be used as covers.

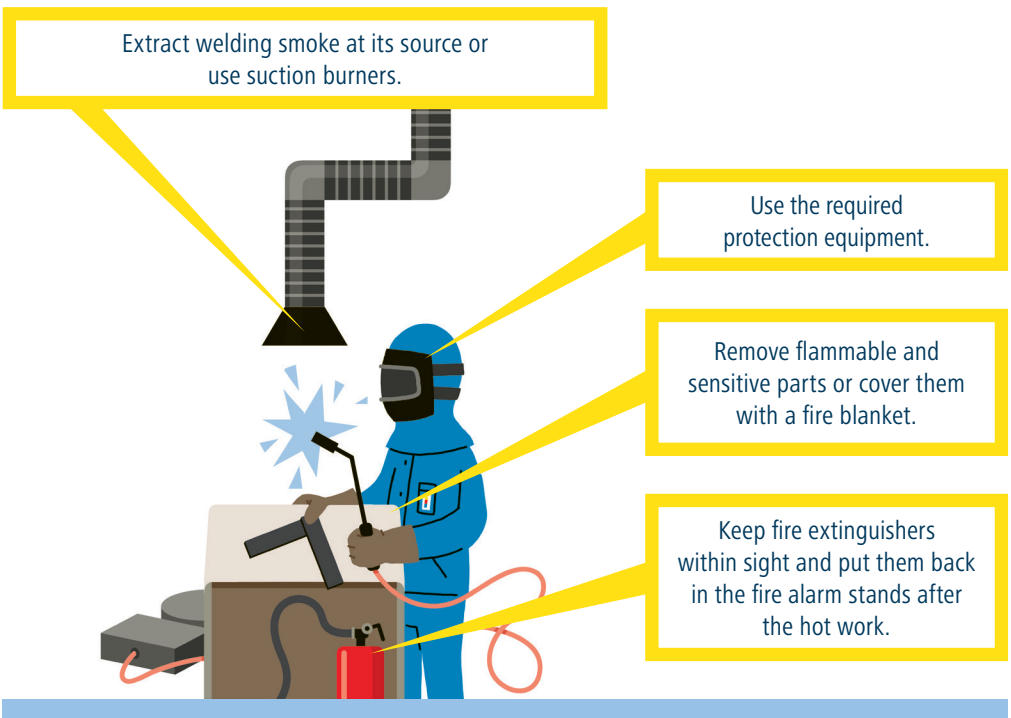


Escape and rescue routes must be labelled.

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

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

- A hot work permit is required for hot work (welding, annealing, grinding and angle grinding) from a certain state of construction. The current risk table for the relevant ship must be complied with.
- Check adjacent rooms before and after hot work!
- Technical ventilation equipment must be used in confined spaces.
- Switch off welding machinery during breaks and at the end of work and disconnect all hoses.





At workplaces and traffic routes above 1 m 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, such as side protection or scaffolding, takes priority over PPE against falls:

11.1 Side protection

The side protection consists of:

Handrail

Knee rail

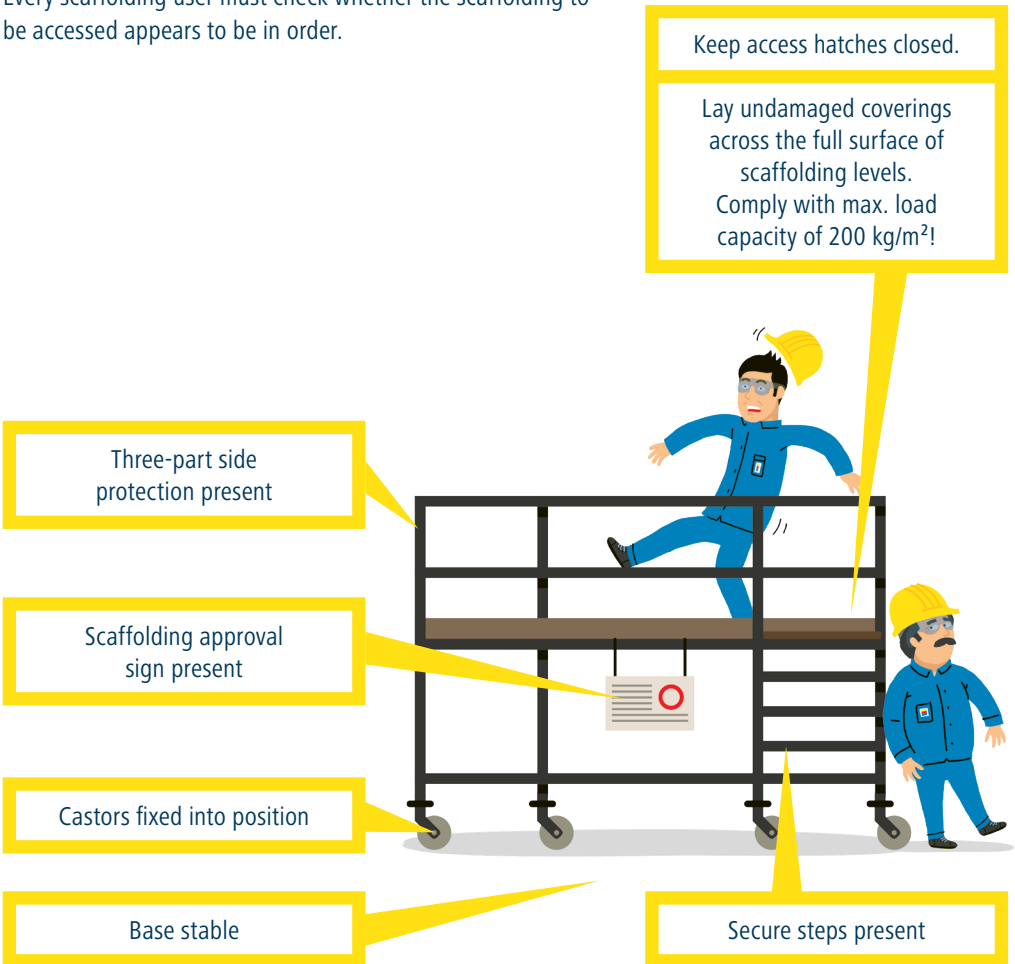
Toe board



Alternatively, tensioned chains can be used on handrails (partly with a net).

11.2 Scaffolding

Every scaffolding user must check whether the scaffolding to be accessed appears to be in order.



Changes to scaffolding may only be made by the scaffolding company!

Exceptions: Individual guardrails, intermediate rails, toe boards and scaffolding coverings may be removed briefly for assembly purposes or to transport components. However, they must be replaced immediately in the correct position afterwards.

Employees must be secured against falls with PPE! Block off the area for other users!

Changes to other load-bearing parts of the scaffolding are prohibited!

11.3 Crane work cage

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

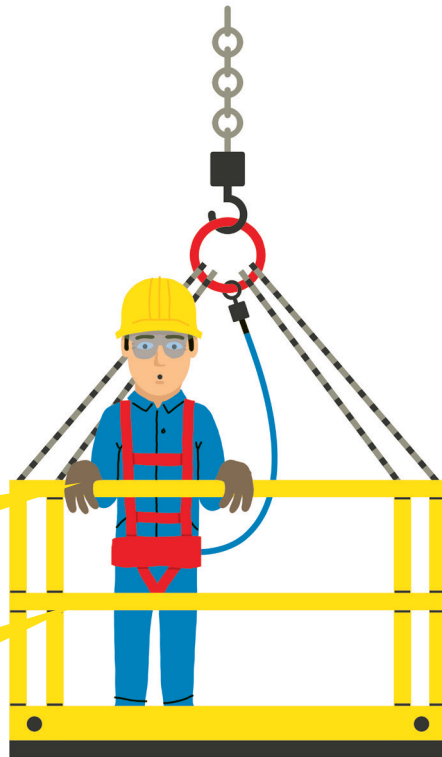
Use life vests when working up to three metres above the water, otherwise secure with a safety harness combined with a fall arrestor in the cage (> three metres and over land).

Application to carry people to BGHM.

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!

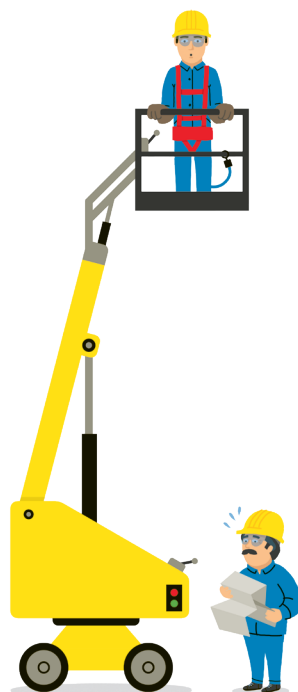


Secure material against falls!

11.4 Lifting platforms

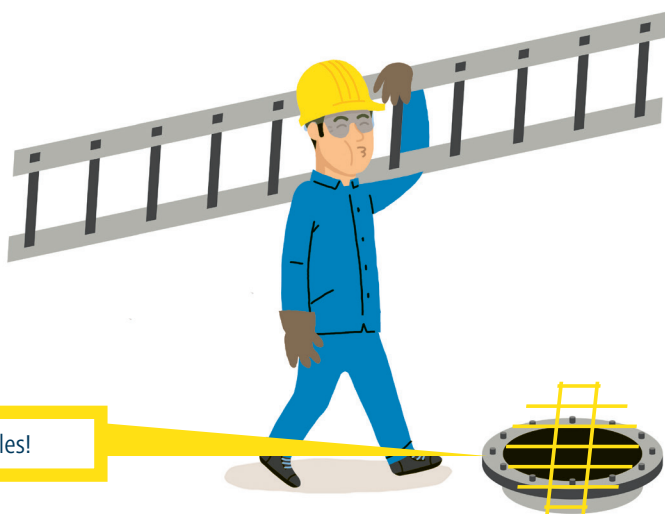
The conditions for operating a lifting platform are:

- Minimum age 18
- Instruction in operating the platform
- Certificate of competence
- Written instruction from NEPTUN WERFT
- The operating instructions must be complied with!
- Secure area
- PPE against falls must be used for boom working platforms



11.5 Covers

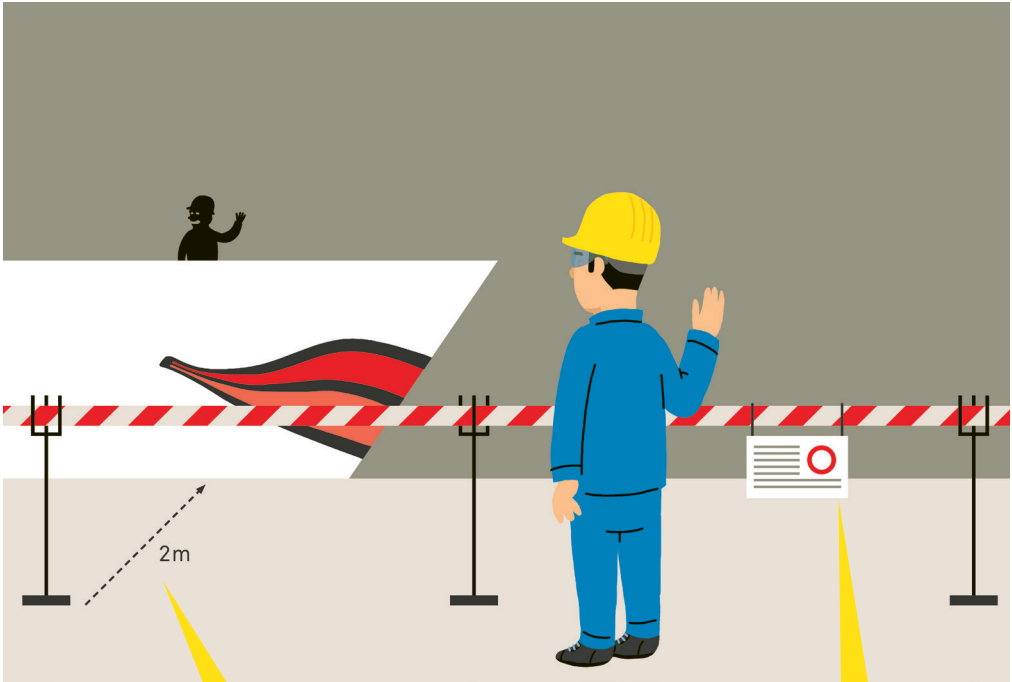
Openings such as manholes, assembly openings, hatches, shafts etc. must be secured against persons falling in. For this purpose use side protection or coverings such as **manhole grilles**.



Close manhole grilles!

11.6 Barriers

- To prevent injury to persons or damage to property **barriers** to prevent unauthorised access to certain areas are possible.
- A barrier may only be lifted by the person responsible for it or on their instructions.

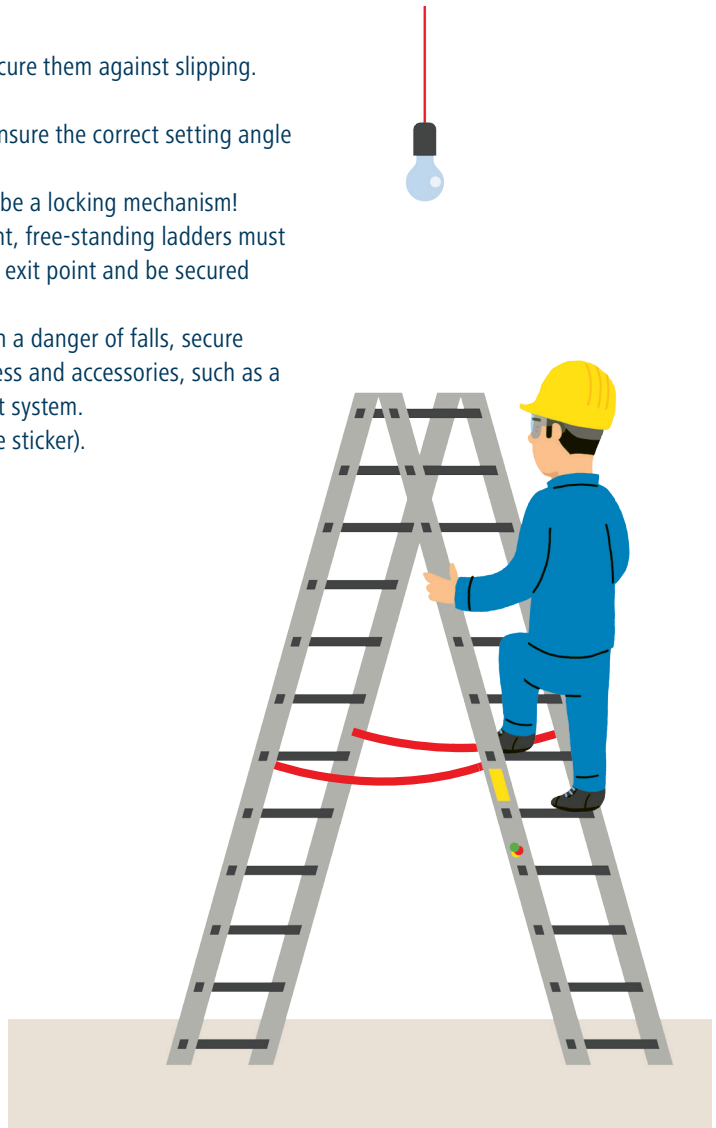


Provisionally secure the drop at a distance of at least 2m with warning tape or chains!

Affix warning sign with the name of the contact and the duration the barrier will be used!
(Form Fo 00683 "Barriers")

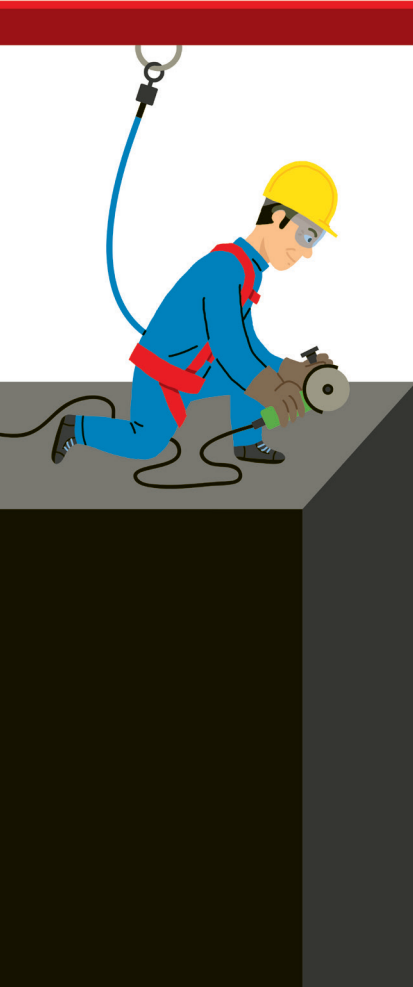
11.7 Ladders

- Place ladders stably and secure them against slipping.
- Do not overload ladders.
- For free-standing ladders ensure the correct setting angle of 65° – 75° .
- For stepladders there must be a locking mechanism!
- To climb over areas at height, free-standing ladders must extend at least 1m over the exit point and be secured against slipping.
- When working in areas with a danger of falls, secure yourself with a safety harness and accessories, such as a shock absorber or fall arrest system.
- Only use tested ladders (see sticker).



11.8 Personal protective equipment against falls (PPE)

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



PPE against falls are systems to catch falling persons. They consist 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 1,500 kg).
- Take minimum working heights above the impact surface per system into account.
- Only use PPE checked against falls!
- When working with PPE to secure against falls working alone is prohibited!

Working in confined spaces

12.

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



Danger of burns

caused by build ups of oxygen



Health hazards

caused by hazardous substances



Electric shocks

For actions to be taken see:

Operating and auxiliary materials, electrical current



Working in confined spaces

Before entering tanks, empty cells and confined spaces certain preventative measures must be taken:

- Only instructed and authorised persons may enter.
- One additional person must stay in contact with the employee.

Remove and clean any hazardous substance present.

Effectively block all inlets and outlets.

Ensure **technical ventilation**.

Clearance measurement

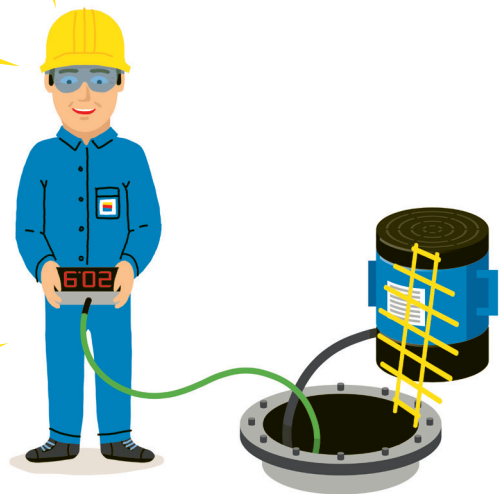
Use personal gas warning device and have it checked daily in the tool store.

Check inert gas supply equipment (hoses, taps, and connections) is in a safe operating condition.

Remove hose packages during breaks and at the end of work. At the end of work close the inert gas outlet valve on the distribution in addition and remove the hose from the outlet.

Requesting tools and services

- Technical ventilation: on-board supply
- Clearance measurement: clearance measurement squad, telephone: 88881



Transport and lifting work

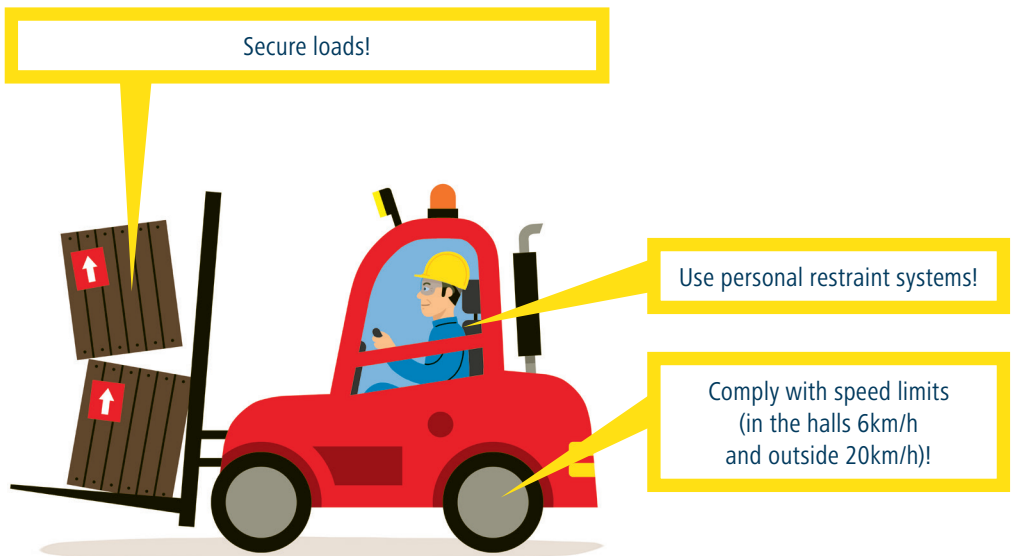
13.

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

Transports must be coordinated with the Central Warehouse and the Transport Department. The yard transport control system should be used primarily for transport work.

13.1 Fork-lift trucks:

- The conditions for operating fork-lift trucks on the yard site must be coordinated with the Transport Department or Occupational Safety.
- Fork-lift trucks may only be driven by trained fork-lift truck drivers with a fork-lift truck licence.

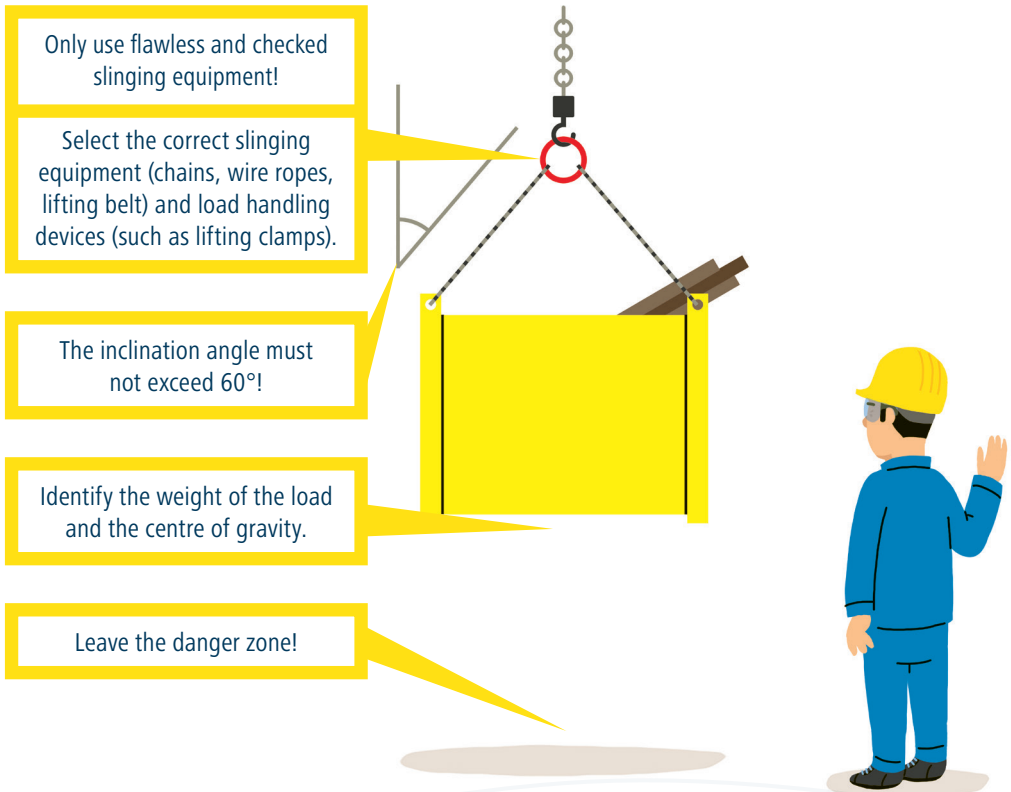


13.2 Cranes:

- The conditions for working with cranes must be coordinated with the Transport Department or Occupational Safety.
- Cranes may only be operated by trained or instructed crane drivers with corresponding authorisation in writing.

13.3 Slings:

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



13.4 Manual lifting and carrying:

- Manual transports should be kept to the necessary minimum.
- If possible, use technical lifting, carrying or transport aids.
- Maximum loads must not be exceeded.
- Use **correct** lifting and carrying techniques!



Correct!

Keep back straight, load close to the body.



Wrong!

Operating and auxiliary materials

14.1 Technical gases

Properties

Oxygen:

- Heavier than air
- In an atmosphere enriched with oxygen burning occurs quicker and hotter, sometimes even explosively
- Never use oxygen for ventilation or to blow items of clothing
- Oxygen in the plant is given a warning odour additive





Acetylene:

- Lighter than air
- Tends to disintegrate at higher pressures or temperatures
- Explosive when mixed with air

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

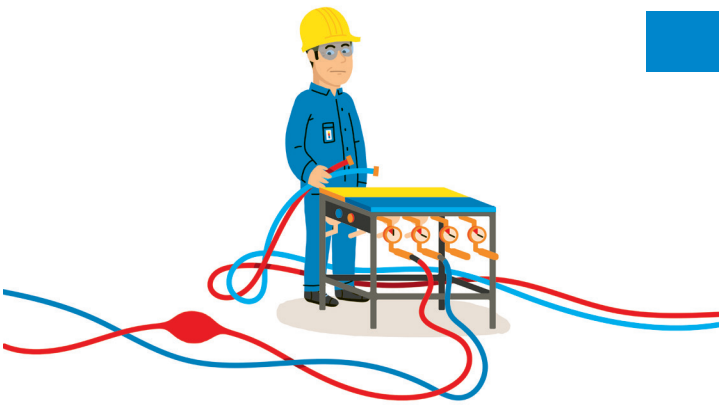
- Helium and nitrogen are lighter than air
- Argon and carbon dioxide are heavier than air
- Are odourless
- Displace oxygen: **Danger of suffocation!**

Colour of the gas hoses:

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



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



Handling gases:

- The appropriate torch marks must be used for each type of gas.
- 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.
- Inspection: it must be checked that gas supply equipment (hoses, taps and connectors) is in a safe operating condition before starting work (visual and functional check). Gas hoses brought in by partner companies are generally prohibited.
- Exclusively 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 the tool store.

Gas bottles:




- Must be secured against accidents 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.
- The storage of gas bottles (e.g. acetylene and oxygen) together is prohibited.

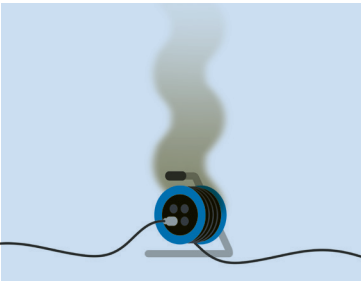
14.2 Electrical current



- 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 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 cable 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, power sources labelled with **S** 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.

Lighting:

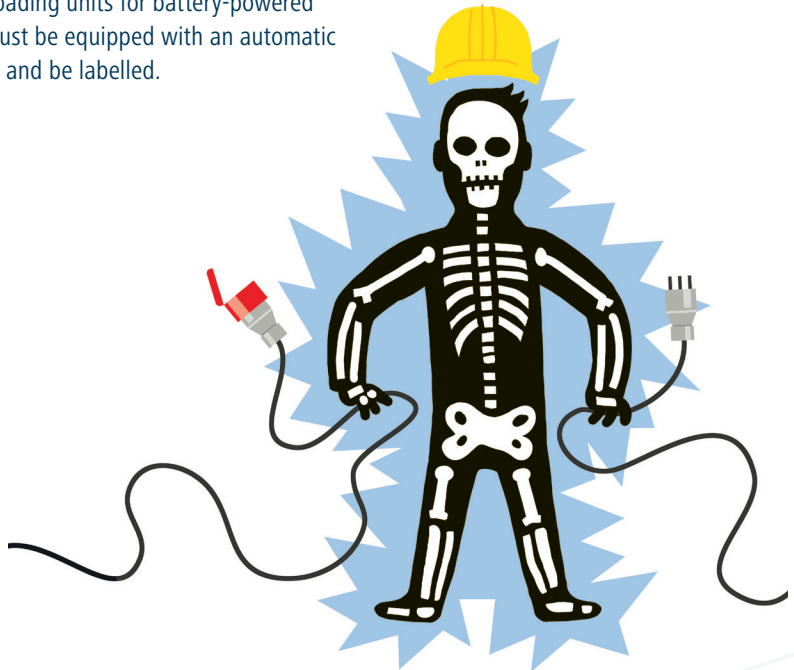
- Path lighting is installed by yard electrical maintenance.
Do not remove!
- Employees must install workplace lighting on their own responsibility. Lights are available in the material store.
- Halogen spotlights must be equipped with temperature-resistant glass and a protective grill.

Inspection:

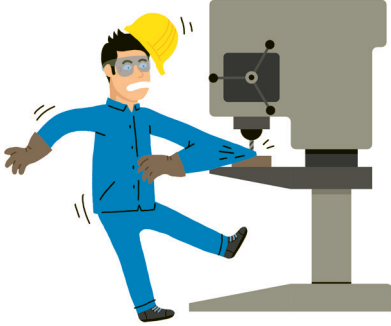
- All portable and fixed electrical machines and devices must be inspected and provided with a valid test seal.
- Before starting work carry out a visual check of the housing, cable and plug.



- 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.



Tools and machinery

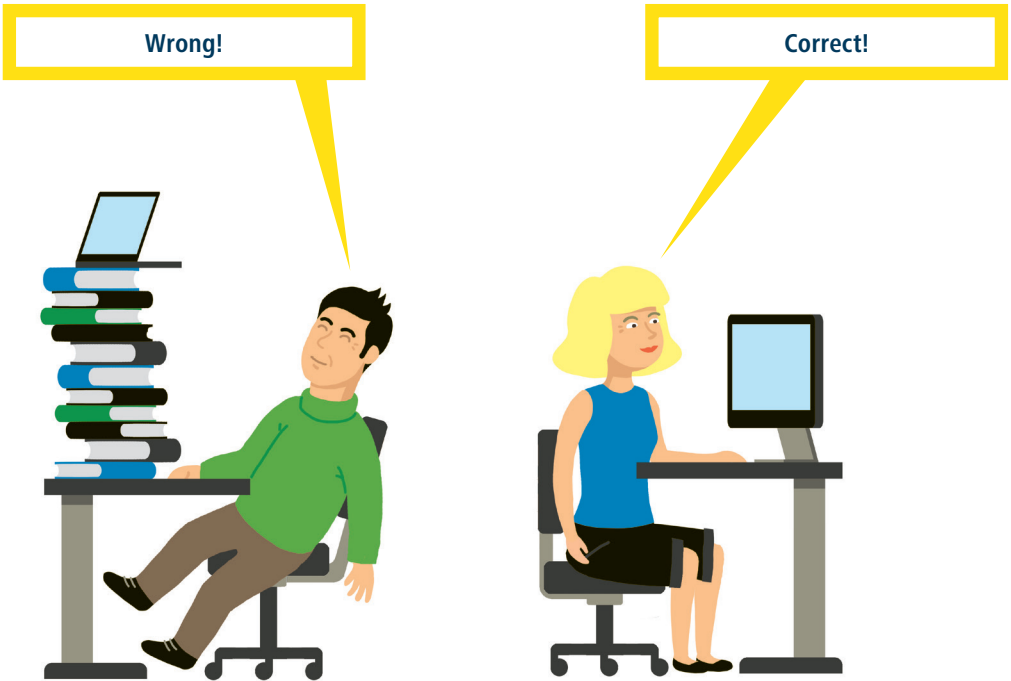


- Only use appropriate and inspected tools, machinery and approved accessories for these.
- Comply with operating guides and instructions!
- Before beginning work carry out a visual check.
- Never remove or manipulate protective equipment.
- When using machinery that can catch clothing, such as box column drills, lathes etc.: **wear tight-fitting clothing, do not wear any gloves.**
- Any dust extraction equipment available must be used.
- Lay cables to avoid tripping hazards!
- Exchange damaged tools and accessories immediately, withdraw from further use and have these repaired by a specialist.
- Tool boxes and carts must be labelled. Name, HR number, company, cost centre.

Consumable materials

Consumable materials, such as personal protective equipment, are available from the stores. Withdrawals made by partner companies are recorded by EDP and will be invoiced to partner companies accordingly.

Am I sitting properly and is everything on my desk also correct?



- The upper arms hang down in a relaxed manner and the lower arms form a horizontal line to the keyboard. The **upper arms and lower arms** should form an angle of 90° or more. If you are not sitting like this, please adjust the height of your chair accordingly.
- The **thighs and calves** should also form an angle of 90° or more. This should make it possible for you to put your feet flat on the floor. If your feet are hanging in the air, a foot stool can help.

- The distance between your **eyes** and the **screen**, the paperwork and the keyboard should be as equal as possible and be **at least 50 cm**.
- There must be enough space in front of the keyboard to place your hands. Your keyboard **must be about 10 cm to 15 cm away** from the edge of the desk so the balls of your hands can always rest on the desk during breaks in typing.
- All work materials that you use frequently should be placed directly in front of you.
- Make sure your monitor is placed directly on the desk and not on the computer, for example, so that the height of your eyes is above the top line on the screen.

Loosening

Dynamic sitting is recommended. If you frequently change your seating position and stand up every now and then your discs will be put under less pressure. Use the entire seating surface ensuring your back is always supported.



Is my monitor “in the right light”?

- Place your monitor with your line of sight parallel to the window.
- If you use lighting at your workplace, you should only switch this on together with the room lighting.



Are there any tripping and falling hazards in my work area?

- Keep your work area and walkways in the office clear.
- **Lay cables to avoid tripping hazards!**
- If cabinets and shelves exceed a filing height of 1.80m, use suitable steps such as ladders or stepladders.

18.

Important telephone numbers

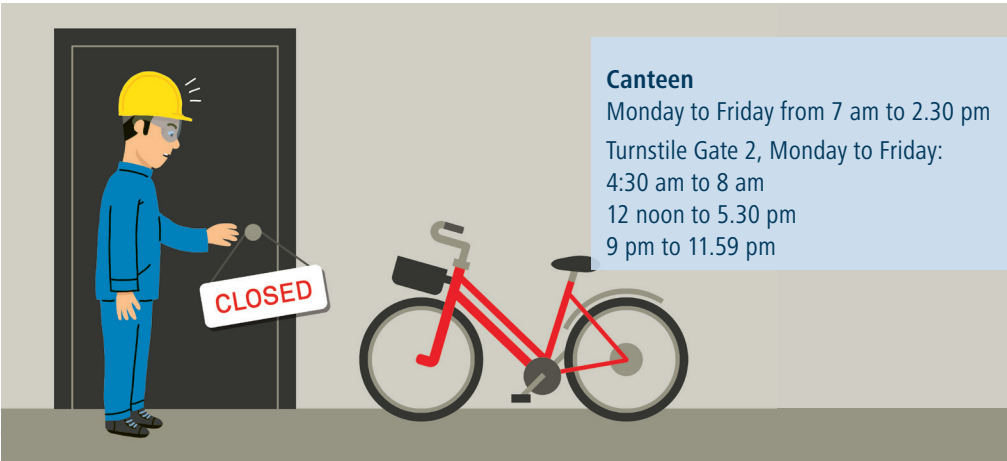


Code: +49 (0) 381-384-

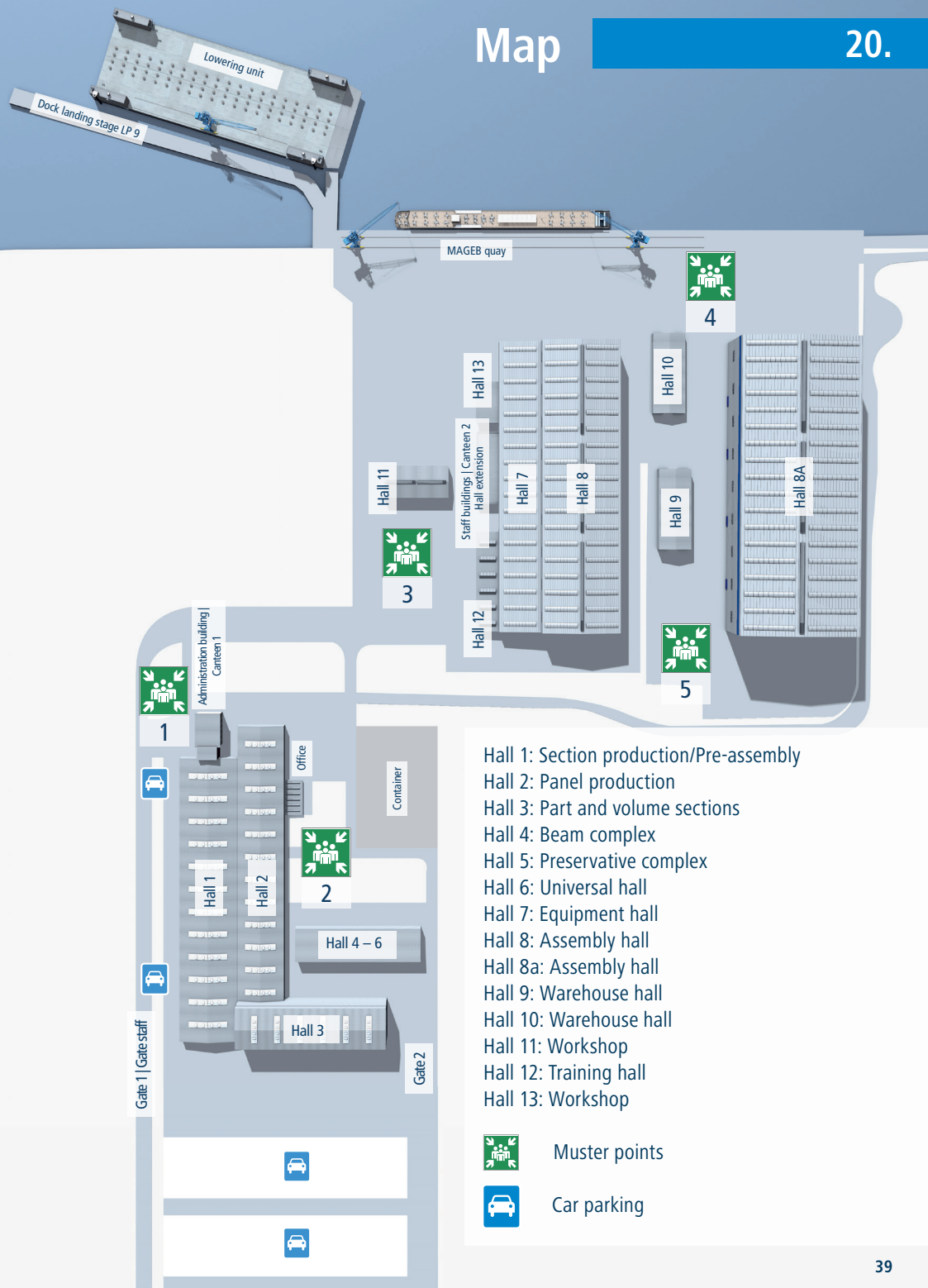
GATE STAFF	16 47
SECURITY	16 46 / 16 47
OCCUPATIONAL SAFETY	11 01 OR 0151-15 03 82 26
PARAMEDIC	16 46 / 16 47
WORKS COUNCIL	10 61
ELECTRICAL MAINTENANCE	+49 (0) 160-47 18 605
MECHANICAL MAINTENANCE	+49 (0) 160-70 39 199
BUILDING SERVICES	+49 (0) 160-70 39 148
TRANSPORT	16 51 OR 0160-70 39 198
CENTRAL WAREHOUSE	+49 (0) 160-70 39 149

19.

Opening hours



Canteen
Monday to Friday from 7 am to 2.30 pm
Turnstile Gate 2, Monday to Friday:
4:30 am to 8 am
12 noon to 5.30 pm
9 pm to 11.59 pm



Published by:



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