

Work and Environmental Guideline of voestalpine BÖHLER Edelstahl GmbH & Co KG for External Companies

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5	Change of the company name voestalpine BÖHLER Edelstahl GmbH & Co KG, adaption CD and content, supplement 3.17	Law, insurances – occupational health and safety / January 2018	Gröblinger, Rotpart, Mittendorfer 2 February 2018

Work and Environmental Guideline for External Companies

1. GENERAL

All provisions included in this guideline are an integral part of our order.

In the course of the tendering an order the voestalpine BÖHLER Edelstahl GmbH & Co KG, Purchase Department R-B, will name a contact person to the contractor who shall follow the contact person's directives.

Contractor will acknowledge this work and environmental guideline by signing the document attached in the name of his company. He agrees to instruct his employees on this guideline's contents. Each employee shall sign this attachment confirming that he was given instructions on this guideline. The signed attachment shall be returned together with the order confirmation to voestalpine BÖHLER Edelstahl GmbH & Co KG. Access is not allowed to the voestalpine BÖHLER Edelstahl GmbH & Co KG premises without the signed attachment to the work and environmental guideline. Failure or incomplete instruction shall result in a proper instruction made by voestalpine BÖHLER Edelstahl GmbH & Co KG and reimbursement of costs incurred shall be derived therefrom.

Contractor's employees and representatives particularly agree to take and support all the measures regarding occupational health and safety and environmental protection, thus avoiding personal injuries, material damage, fire and other hazards. This regulation's (applicable laws) general guidelines and instructions as well as all specific mill, inspection procedural and security regulations, all relevant occupational health and safety regulations and the orderer's instructions shall be followed.

Before beginning assignment it is necessary to contact the voestalpine BÖHLER Edelstahl GmbH & Co KG office in charge and to come to terms on how to perform the scheduled task.

Should questions on occupational health and safety arise explicitly contact the voestalpine BÖHLER Edelstahl GmbH & Co KG safety officer (03862/20-36589).

Discuss issues on environmental protection with the voestalpine BÖHLER Edelstahl GmbH & Co KG environmental protection officer or the competent person in charge of environmental protection.

Directives given by mill managers, the mill security service, occupational health and safety officers and the mill fire brigade are strictly to be followed.

It shall expressly be noted that any other legal regulations not regarding this mill internal guideline are to be followed.

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Non-observance of this guideline is more closely dealt under item 4 ,Catalogue of measures‘.

Note: Severe offenses will cause the immediate expulsion of persons or companies in violation from our plant grounds.

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2. PROCEDURAL REGULATIONS

2.1 Return your external company license at the mill gate after completion of your assignment or upon expiration of validity at the latest.

Immediately inform the issuing office about the loss of your visitor card or external company license.

2.2 Persons and objects, vehicles in particular, are subject to inspection upon entering or leaving the voestalpine BÖHLER Edelstahl GmbH & Co KG.

2.3 On the plant grounds always adhere to the directives of the mill security service.

2.4 It is not allowed to take any pictures on all our premises.

Audio and visual recording devices and the use thereof are only allowed with our prior consent.

2.5 Austrian Road Traffic Regulations shall apply on the plant grounds, at the construction sites and in parking lots. Always observe the speed limit of 30 km/h set on our plant grounds. Note that radar speed checks are made throughout all our premises. All lift trucks and vehicles running on rails take priority.

2.6 It is not allowed to leave or store any objects along traffic routes, especially within entrance roads for the fire brigade and ambulance, nor block those roads.

Parking particularly in front of fire hydrants, gateways, gates or any other narrow points and on sewer covers is not allowed. Offenses against these provisions may result in a ban on driving on our plant grounds.

2.7 Guard those objects which are placed or stored in the immediate vicinity of roads from falling or rolling away. Guard objects which project into traffic routes or else openings in the ground by protection devices, an automatically switching flash signal and according to the provisions of the Austrian Road Traffic Regulations.

2.8 Follow all safety signs and other signs on the premises such as prohibition and mandatory signs, danger signs and ambulance and first-aid signs. It is not allowed to remove or replace those signs without authorization.

2.9 Immediately inform the mill security office about damages and disturbances on our business premises.

2.10 Always leave your workplace or construction site in a clean state during work and upon completion of your assignment. Any waste produced by contractor's work shall be properly removed by him at his costs.

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After consultation of the voestalpine BÖHLER Edelstahl GmbH & Co KG person in charge of environmental protection on site, contractor is allowed to use voestalpine BÖHLER Edelstahl GmbH & Co KG waste disposal units on a small scale only and shall adhere to an exact waste separation.

In case of fire, large accidents or in any other emergency follow the orderer's emergency action plan accordingly and immediately call the mill security service (03862/20-155) and the mill fire brigade (03862/20-122).

2.11 For personal and general safety reasons it is not allowed to drink any alcoholic beverages or to enter our premises being impaired by alcohol, legal drugs or illegal drugs. It is prohibited to bring any alcoholic beverages onto our business premises.

2.12 Construction material, materials etc. shall be stored and auxiliary constructions or containers to be installed with the prior consent of the voestalpine BÖHLER Edelstahl GmbH & Co KG only. Contractor agrees to safeguard all his devices and materials used on the construction site or at his workplace from misuse and larceny.

2.13 Only enter plant grounds and working areas where you perform the services included in your work assignment.

2.14 It is allowed to take electric power, compressed air, gas, water or any other media and material only with the prior consent of the voestalpine BÖHLER Edelstahl GmbH & Co KG and exclusively from the places prescribed.

voestalpine BÖHLER Edelstahl GmbH & Co KG**3. SAFETY REGULATIONS**

3.1 Authorized persons only are allowed to enter monitoring and inspection areas identified as ‚RADIOACTIVE‘.

3.2 Working and mill aids shall only be used for the purpose for which they are meant according to the manufacturer's or distributor's indications or which can usually be derived from their design, model and function.

Inform and consult with the relevant mill management prior to commencing your work especially regarding any work to be done on the steelworks', rolling mill's and forging department's roofs (ATTENTION: hazards arising from carbon monoxide). Wear your personal CO-monitor while completing all your assignments in this area. This monitor can be made available on loan by the relevant voestalpine BÖHLER Edelstahl GmbH & Co KG mill management upon consultation.

3.3 Contractor shall bring any safety equipment required on his own, shall keep it in a proper condition and use it when working. Wear flameproof protective clothing all the time while working in hot mills (steelworks, rolling mills and forging mills).

3.4 Existing safety equipment shall only be inactivated upon prior consent of our representative. Any hazardous spots which may originate from such action shall be kept secured with appropriate safety measures.

3.5 Without the prior consent of the person in charge of the facilities it is not allowed to work on or in facilities or parts thereof not included in the assignment.

3.6 Prior to the commencement of tasks with a fire hazard (such as handling with open fire, welding, cutting, grading, soldering, grinding, forming and molding, cutting off, unfreezing, warming flame chipping and tarring) contact the mill fire brigade (03862/20-36503) in due time. Never leave an open fire unattended.

3.7 Clearly identify hazardous working materials and flammable substances and use and store them with the prior consent of the voestalpine BÖHLER Edelstahl GmbH & Co KG only.

3.8 When working in accident black spots such as containers, pits, canals and ducts adhere to any legal regulations and provisions thereof.

3.9 Working in crane areas or on and near cranes and crane rails absolutely requires the prior consultation of voestalpine BÖHLER Edelstahl GmbH & Co KG. Unconditional use of approved guard rails as prescribed by the law is necessary.

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3.10 Prior to commencement of any excavations discuss the situation with the construction management and the technical center (03862/20-36615 – electrical foremen and 03862/20-36280 or 36281 – energy operations) where there is possible damage of underground supply and waste disposal lines, cables or other equivalent installations. Immediately notify any unforeseen events while performing your tasks.

3.11 Always keep secured pits, ducts, floor openings or the equivalent so that nobody will be harmed. Take particular care thereof upon leaving your workplace. Any hazardous spot shall be covered in a puncture-resistant way, barred (guarded) and guarded by any other appropriate means (flash signal).

3.12 Ladders, scaffolding, stages or the equivalent shall be in mint condition and be used properly. Inspected and approved guard rails such as 3 or 5 point straps, shroud lines with a fall cushion or shock absorbers shall be used if a fall hazard exists. All devices applied shall meet the applicable Austrian standards and be checked accordingly. Always have a copy of the inspection certificate with you and show it if required.

3.13 Take all relevant safety precautions when you use tools to drive in bolts and also wear your appropriate personal safety equipment. Also make sure that nobody lingers in the danger area, particularly not near and behind where the bolts are driven in.

3.14 Mill internal cranes, industrial trucks or equivalent equipment are only allowed to be operated by voestalpine BÖHLER Edelstahl GmbH & Co KG employees having an authorization to do so. Exceptions generally require a written consent (driving license) from the voestalpine BÖHLER Edelstahl GmbH & Co KG.

3.15 It is only allowed to heat working and common rooms with the prior consultation of the voestalpine BÖHLER Edelstahl GmbH & Co KG.
The use of heating devices with open spirals is prohibited.

3.16 In case of transmission on the same frequency make known your transmitting frequency when handling with mill external cranes and possibly adjust it with the voestalpine BÖHLER Edelstahl GmbH & Co KG technical center (03862/20-36745 – electronics) in order to avoid disturbances with voestalpine BÖHLER Edelstahl GmbH & Co KG cranes.

3.17 Before entering energy canals or climbing tube or energy lines, registration and instruction by the technical center (03862/20-36280 or 36281 – energy operations) are necessary.

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4. CATALOGUE OF MEASURES

Non-observance of any of these guidelines is an essential breach of contract. The following measures are to be taken in such a case:

First offense: the employee involved gets a personal written warning.

Second offense: In the event another offense occurs, a safety retraining of all the contractor's employees will be made in the course of this order (subject of the order) in addition to the personal written warning. This safety retraining will last for at least half a day and will have a written test on its efficiency at the end. The retraining will take place during normal working hours. Costs incurred shall fully be at the contractor's expenses and contractor shall adopt the full responsibility for any delays in order fulfillment thereof.

Third offense: Removal of employee from our plant grounds depending on the offense's severity, but at least for 1 day.

All measures are exclusively taken at the voestalpine BÖHLER Edelstahl GmbH & Co KG's discretion disregarding any further steps such as temporary ban of ordering or entire removal of the contractor from the list of suppliers.

Also note our general purchase conditions and our general contractual conditions for construction services (e.g. withdrawal from an order or substitution of an order).

voestalpine BÖHLER Edelstahl GmbH & Co KG**5. OTHER INFORMATION**

5.1 Adolescents under the age of 18, trainees and other persons requiring special protection are to be supervised according to the Adolescents – Prohibition/Limitation of employment when working on our business premises. They must not be assigned dangerous work, nor are they allowed to work in dangerous areas.

5.2 In case of accidents on our plant grounds which require medical treatment, immediately call the mill security service (03862/20-155) and the occupational health and safety service (03862/20-36589).

5.3 Contractor shall name a person in charge of the assignment being able to speak and write the German language. This person in charge shall be under the obligation to forward information (e.g. directives, instructions on dangers etc.) and be the contact person for voestalpine BÖHLER Edelstahl GmbH & Co KG on site. He shall also make sure that new personnel shall be trained prior to commencing the task. He shall set up a signed list of all those having participated in the instructions according to the occupational health and safety regulation and shall submit a copy thereof to the voestalpine BÖHLER Edelstahl GmbH & Co KG. He shall be named in the document attached and confirm this with his signature.

5.4 When other companies (sub-companies) are assigned with tasks by contractor, contractor shall give the names of these employees including the company they are working for in the attachment of this guideline. The contractor's person in charge of the assignment shall treat the sub-company's employees in the voestalpine BÖHLER Edelstahl GmbH & Co KG in the same way as he treats his own employees and he shall adopt the same responsibilities regarding all modalities, especially in safety issues. The signed attachment shall be presented to the mill security service upon entering our plant grounds.

5.5 Mobile phones are not permitted in some areas which are specially identified on our business premises.

5.6 A driving license for using voestalpine BÖHLER Edelstahl GmbH & Co KG equipment on our plant grounds can be given if relevant (internal and legal) prerequisites are given, but can be revoked any time.

5.7 Any technical or business information in connection with the accomplishment of services shall be used for this purpose only. Mill internal information shall generally be kept confidential and shall not be disclosed to any third party or improperly used for individual purposes.

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6. LIABILITY

6.1 Any offense against this guideline will be prosecuted and may result in legal and penal consequences in particular.

6.2 It is expressly stated that the voestalpine BÖHLER Edelstahl GmbH & Co KG is not liable for any damages arising from this agreement to the voestalpine BÖHLER Edelstahl GmbH & Co KG or to any third party. Contractor and his employees are liable for any possible damages caused therefrom to the voestalpine BÖHLER Edelstahl GmbH & Co KG or any third party.

Dipl.-Ing. Walter Gröblinger

Mag. Claus Mittendorfer

Dr. Michael Rotpart

Managing directors of voestalpine BÖHLER Edelstahl GmbH & Co KG

Kapfenberg, 2nd February 2018

voestalpine BÖHLER Edelstahl GmbH & Co KG

Attachment to the WORK and Environmental Guideline of the voestalpine BÖHLER Edelstahl GmbH & Co KG for External Companies

This attachment applies to all tasks to be completed at the voestalpine BÖHLER Edelstahl GmbH & Co KG for the following

assignment/order:

plant/department:

for the period from/to

The signers confirm with their signature that they were informed and instructed on the contents of this work and environmental guideline of the voestalpine BÖHLER Edelstahl GmbH & Co KG for external companies and that they have understood it.

Name (in capital letters)	Signature employee

Person in charge of assignment: _____
Name (in capital letters)
Signature

Contact person: _____ Phone: _____
Name (in capital letters)

Contractors confirm with this signature that he fully agrees with this work and environmental guideline of the voestalpine BÖHLER Edelstahl GmbH & Co KG for external companies and that he has instructed his employees on the contents of this guideline.

(Place and date)

(Signature and company stamp)
Contractor