



# EHS – Instruction sheet



For employees of external companies

SE-A111e

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## 1 GENERAL

The provisions and guidelines laid down in this EHS instruction sheet are an integral part of our order and become legally valid if you do not object in writing within 3 days following receipt.

The EHS instruction sheet must be signed with the company's legally binding signature and returned to us immediately together with the signed order confirmation.

As an employee and appointed representative of the contractor (CN), it is your special duty to support all occupational safety measures in order to avoid personal injury, environmental damage and damage to property as well as fires and other hazards.

You are under obligation to comply both with the general guidelines and notes given on this instruction sheet and with the special operational rules, inspection procedures (safety and catastrophe plan), administrative and safety regulations as well as the applicable laws, occupational health and safety regulations, and the directives of the ordering party.

The contractor shall ensure that the safety, health and environmental regulations applicable at the respective premises or at the respective construction site of Siemens Energy are complied with by the CN and its agents. The CN shall release Siemens Energy from all claims arising from non-compliance with these regulations. Storage of construction materials shall be at the risk of the CN. The installation of site huts and the selection of their location require the approval of Siemens Energy. The construction site and/or the installation site shall always be maintained in proper condition and cleaned up after completion of works. The CN shall be responsible for adequately isolating and securing the construction site.

Offenders can be removed from the work or construction site immediately by the ordering party or the ordering party's duly authorized representative. Additional expenses resulting therefrom and charged to us shall in all cases be borne by you.

Prior to commencing work, contact our officer in charge of coordinating the work who is authorized to answer your questions concerning occupational safety. If you have not yet been informed who this is, contact the office which placed our order with you.

As the contractor, you are responsible for compliance with all occupational safety regulations and safety precautions.

Prior to commencing work, and in accordance with §14 ASchG (Occupational Health and Safety Act), your employees must be briefed regarding the contents of this instruction sheet.

### General Notes

The listed documents must be used occasion-related according to the definition in the respective document. Documents containing equal content can be used if required (e.g. customer specifications or specifications from the head office).

Changes from the previous version can be found in red font colour.

The documented procedures that are either legally required or required by SCC are marked in grey.

All references to persons used in this document shall apply to all genders.

## Scope

It is listed as a document of the Siemens Energy Austria GmbH Manual for Workplace Safety (HASi SEA), published in the *SE AT Circular Nr. 01/2021*, and is there placed at the disposal of all employees.

On company premises, temporary offsite premises and construction sites, when performing work or providing services – i.e. Work Site; serves as an attachment to the Siemens Energy Austria GmbH conditions of purchase.

Detailed regulations governing occupational safety are defined as required in form HASi SE-A110, “EHS Requirements for external companies”

## Version History and Updating

Updating of this document takes place in Siemens Energy Intranet / Share Point. Printed copies are not subject of updating.

Version / Date	Changes	Creator	Reviewer
V1.0, 05/2021	First issue created according to the example of the Siemens Austria AG documents	König	Moritz



## 2 ADMINISTRATIVE REGULATIONS

If you are issued with a visitor or company ID badge prior to entering a company area or construction site, this must be worn visibly at all times and handed back after completion of the task, at the latest upon expiration of its validity.

The issuing department must be informed immediately if the visitor or external company ID badge is lost.

Persons and items, especially vehicles, are subject to our standard regulations.

On Sundays and holidays, access on foot or by car to company areas under our access control is only allowed with a written permit detailing the workplace or construction site.

You must report any vehicles, tools, devices, material and similar items that you intend to bring onto company premises.

You are permitted to bring audio and/or video recording devices onto the site and to use such devices only with our prior approval.

Traffic regulations apply on company premises, on construction sites and in parking areas.

The decreed speed limits on company premises must be observed at all times.

Generally, railway vehicles and automatic / independently operating vehicles have a priority.

Care must be taken at all times to avoid obstruction of internal traffic. Access routes for fire brigades and ambulances must be kept free at all times.

Offenses against these regulations can result in a ban on vehicular access to company premises.

You are not permitted to deposit or store items of any kind on access routes intended for fire and ambulance service or to block the clearance zones along these routes. Other routes must be kept free wherever possible. Precautions must be taken to prevent items deposited or stored in the direct vicinity of pathways from toppling.

Safety and warning signs such as prohibition and traffic signs, warning signs or signs pertaining to ambulances and first aid must be observed and must not be removed.

The ordering party must be notified immediately of damages to or impairment of our installations.

The workplace or construction site must be kept clean at all times and must be restored to a clean state after completion of the work.

In the interest of personal and general safety, you are prohibited from consuming alcoholic beverages on our premises or accessing the premises in an impaired state induced by alcohol, medicines or drugs.

The storage of items such as building materials or general materials and the erection of temporary buildings, caravans or containers must be authorized in advance by the ordering party.

Access to company areas in which no work is to be carried out in the course of the work order is prohibited.

The withdrawal of construction water is permitted only with the prior approval of the ordering party or another person in charge, exclusively at the designated locations.



## 3 SAFETY REGULATIONS

Marked areas with special hazards, such as electrical operating rooms, test bays and similar, may be accessed only by authorized persons wearing the proper Personal Protective Equipment (PPE).

Tools and equipment may be used only for the purpose for which they are designated in accordance with the manufacturer's or distributor's specifications or as deemed usual for their construction type, design and function.

The contractor must provide the necessary protective equipment, keep it in proper working order, and use it while carrying out the work.

Operational protective devices may be rendered ineffective only with the prior approval of our person in charge. The resulting hazard areas must be made safe by means of other protective measures.

Work on or in facilities or facility sections not associated with your work order is subject to the advance approval of a person in charge who is familiar with the installation. This applies in particular to electrical installations of Siemens Energy Austria GmbH.

The applicable ÖVE (Austrian Electrotechnical Association) regulations must be observed.

The handling and storage of "hazardous materials" or "dangerous preparations" on our company premises requires the explicit approval of one of our departments in charge of these topics.

Should such materials or preparations be utilized for the work you are to carry out, then you must provide us immediately – or at the latest with the order confirmation – with a list of these substances and preparations and their expected amount together with the corresponding material safety data sheets.

Waste created as a result of your work must be disposed of by your company in the proper manner.

Pits, shafts, floor openings or similar must be protected at all times in a manner which ensures that nobody comes to harm. This applies in particular prior to leaving the work site. The hazardous area must be covered, fenced off or secured in another manner.

The use of fuel-powered tools in fully enclosed rooms is prohibited.

All applicable legal requirements and safety precautions must be observed when using explosive-actuated tools. You must ensure at all times that nobody is present in the danger zone, especially next to or behind the impact point.

Goods elevators without interior door protection may be used only if an elevator operator controls the elevator.

Workrooms and staffrooms may be heated only by prior agreement with the ordering party. The use of heating devices with open heating elements is prohibited.



## 4 REQUIREMENTS FROM THE SIEMENS ENERGY STANDARD „CONTROL OF OCCUPATIONAL HEALTH AND SAFETY RISKS”

### 4.1 Hazard identification and risk assessment

The identification of hazards, the assessment of the corresponding risks, and the implementation of measures to eliminate, control or / and minimize the safety related risks as low as reasonably practicable (ALARP) must be carried out prior to the commencement of work.

This supports the local unit in its understanding of hazards and risks in the work environment. A documented process must be defined for hazard identification and risk assessment. The process takes into consideration routine and non-routine activities and situations, Human Factors, changes in processes, equipment, workplaces and work environment.

Social conditions, climate / natural environment conditions, general work environment conditions (e. g. isolated / remote areas) as well as hazards and risks arising from a simultaneous operation or activities of third parties (e. g. contractor, customer, business partner) must be considered.

Each local unit must systematically assess the risks from the identified hazards of its entire operation. In keeping risks as low as reasonably practicable, the hierarchy of controls will be applied prioritizing risk elimination over subsequent means of control:

- **Elimination** – Remove a hazard from the workplace (e. g. through alternative work methods, design improvements, change of processes etc.).
- **Substitution** – Replace a hazard with something less hazardous (e. g. replacement of a chemical known to cause cancer with one posing less harmful).
- **Technical Control** – Design a solution that controls the hazard at its source (e. g. encasing a noisy machine with a sound-proof barrier).
- **Organizational Control** – Develop other work practices to protect employees from hazards (e. g. limiting the amount of time that employees can work in a noisy area or use system of signs or work procedures, barricade tape or other warnings that notify individuals of an approaching hazard).
- **Personal Control** – Protective clothing or equipment that protects an employee from a hazard (e. g. hearing protection for employees and others who work in noisy area).

The hazard identification and risk assessment shall be established by a Competent Person who is familiar with the hazards and risks associated with the work activity, work area and work equipment. The employees contributing to a hazard identification / risk assessment shall also be familiar with hazards and risks associated with the work activity, work area and work equipment.

The results of hazards identification and risk assessment including implemented measures of control must be documented.

## 4.2 General requirements for High Risk Activities

There are several activities that are commonly recognized to be high-risk activities across Siemens Energy businesses:

- Work at heights
- Working in Confined Spaces
- Hazardous Energy
- Electrical Safety
- Machine Guarding
- Working with Hazardous Substances
- Lifting Operations
- Working with excavations
- Hot work
- Working with Industrial Vehicles

Following the completion of hazards identification and risk assessment, work activities identified as high-risk usually require additional actions and controls, such as:

- Permit to work process to be clarified with and approved by the responsible person at Siemens Energy
- Defined, documented, communicated and available work practices, procedures and / or Safe Work Method Statements
- Specific training and / or qualification
- Additional fitness for duty evaluation
- Specific emergency response plan.

**All high-risk work activities may be performed and supervised by Competent Persons only.**

## 4.3 High Risk activities: Specific requirements

For those activities, the following minimum requirements apply.

### 4.3.1 Work at heights

When performing working at heights activities, the following precautions apply:

- Safe means of access and egress and a safe place for performing the work must be established.
- Suitable work equipment to prevent falls (e. g. scaffolds, tower scaffolds, MEWP) must be used.
- Suitable work equipment to minimize the distance and consequences of a fall (e. g. personal fall arrest / restraint systems) must be used according to risk assessment.
- Appropriate working at heights rescue / emergency plan must be in place and communicated to all personnel engaged in the activity. Rescue drills must be regularly organized covering possible emergency

scenarios. The required rescue equipment must be available and Competent Persons appointed as rescuers.

- All equipment used for working and / or rescuing must be properly maintained and inspected regularly.
- In case of work being performed at heights, there is a risk of injury from dropped / falling objects. The area below the work (Drop Zone) must be barriered, clearly marked and controlled.
- The Drop Zone must be kept clear of any individual. In case of unavoidable simultaneous activities on ground and above ground suitable safety measures must be installed before the commencement of any activity.

### 4.3.2 Working in Confined Spaces

When performing work in confined spaces, the following minimum precautions apply:

- Work practices, procedures or Safe Work Method Statements for safe entry and work must be defined.
- Entry into a confined space requires issue of a time and date limited entry permit by an Authorized Person. No one enters a confined space without an entry permit.
- Where knowledge of the confined space indicates that the atmosphere might be contaminated or to any extent unsafe to breathe, or where any doubt exists as to the condition of the atmosphere, testing must be carried out prior to entry. The test must be carried out by a Competent Person using calibrated, direct reading instrument.
- One Competent Person must be appointed as Confined Space Entry Supervisor.
- At least one Competent Person must be appointed as Confined Space Attendant. The attendant must be present immediately outside of the entrance and must remain there without leaving for as long as employees remain in the confined space.
- Appropriate confined space rescue / emergency plan must be in place and communicated to all personnel engaged in the activity. Rescue drills must be regularly organized, covering possible emergency scenarios. The required rescue equipment must be available and Competent Persons appointed as rescuers.
- All equipment used for working and / or rescuing must be properly maintained and inspected regularly.

### 4.3.3 Hazardous Energy

When servicing, maintaining, disassembling etc. equipment and / or systems containing hazardous energy, the following minimum precautions apply:

- A Zero Energy State must be attained, using an approved Energy Isolation Procedure which includes a LOTO system.
- The Zero Energy State must be tested and verified prior to the commencement of work activities, to ensure that the energy has been dissipated or restrained.
- Hazardous energy isolation equipment suitable for the task must be provided. The equipment must only be used for isolation purposes, be regularly inspected, maintained and kept damage-free.

### 4.3.4 Electrical Safety

When working with or near electricity and electrical equipment, the following minimum precautions apply:

- Scope and exact location of the work must be defined by a Competent Person to establish safe work distances.

- Insulated electrical tools and equipment needed and suitable Personal Protective Equipment (PPE) must be determined.
- Only the Authorized Person in control of an electrical installation may issue and withdraw written authorization and / or permit to work. The Competent Person in control of the work activity receives and is responsible for the return of the written authorization and / or electrical permit to work when the activity is concluded and / or stopped.

## Establishing Zero Energy Conditions

An electrically safe working condition must be established by following the steps below in the specified order. Any deviation thereof must be deliberately justified, authorized and documented by a Competent Person.

1. **Disconnect or isolate completely** – ensure the necessary equipment is visibly isolated and any stored energy is dissipated (Zero Energy State).
2. **Secure against re-energizing** – ensure LOTO is applied to prevent restart or re-energizing of the equipment.
3. **Check that the equipment or system is de-energized** – confirmation is performed with a verified test device to ensure that the equipment is correctly isolated.
4. **Carry out earthing and short-circuiting (where applicable)** – usage of circuit grounding or earthing in the proper method and sequence to place the connections in a safe condition.
5. **Provide protection against adjacent live parts (where applicable)** – such as the use of barriers or covers, such as insulated panels that prevent access to exposed live parts, and the proper PPE, and a combination thereof.

Any part of an electrical installation which has been switched off but not locked and tagged must be treated as a live installation.

## Working on live equipment and / or system

Working on live equipment or system is generally prohibited. Exceptions can only be acceptable if the Authorized Person can demonstrate that de-energizing causes increased or additional hazards or is not feasible due to equipment design or operational constraints and the responsible manager formally approves it prior to the commencement of work.

If it is not possible to isolate electrical energy and work is required to be performed under energized conditions, then following minimum precautions apply:

- Safe work distance must be identified, defined and observed.
- Work practices, procedures or Safe Work Method Statements for working on live equipment and / or system must be defined.
- Work on live equipment and / or system requires issue of a time and date limited Permit to Work by a Competent Person responsible for the work activities and by person in control of the equipment and / or system prior to the commencement of work.
- A pre-job briefing must be conducted, covering each step of the work planned and information on the Permit to Work.
- Only insulated tools and equipment must be used while working on energized equipment and or system.
- All equipment used for working must be inspected before each use and maintained in good working condition.
- Appropriate arc rated (AR), flame-resistant (FR) and shock protection clothing and other PPE must be utilized to protect against arc flash and shock hazards.

## Working in the vicinity of live equipment and / or system

When working in the vicinity of live equipment and / or system where an individual could involuntarily touch a live equipment part, the following minimum precautions apply:

- The potential contact with electrical systems (e. g. overhead power lines or equipment) must be identified by a Competent Person and location physically marked by suitable means. If the contact with those systems is possible, measures must be taken to isolate and visibly ground at the point of work, or suitable guard.
- Observance of clearances must be implemented by a Competent Person. Warning, barriers and others safety measures for perimeter must be used as a visible indicator of hazards zones when employees are working within limited safe work distance of live equipment and / or systems.
- Live components must be covered, enclosed or isolated by suitable barriers that prevent direct or indirect contact.
- All equipment used for working must be inspected before each use and maintained in good working condition.
- A Competent Person must ensure that employees in the vicinity of live equipment and / or system are instructed about risks and precautions to be taken.

### 4.3.5 Machine Guarding

Permanently installed machinery for production or manufacturing require specific precautions to ensure safe operation. The following minimum precautions apply:

- All machinery and their respective guards must be operated in accordance with the manufacturer's instructions and kept clean and tidy at all time.
- Machinery guards or emergency equipment must not be removed, overridden or interfered with at any time.
- A machine must be isolated and removed from use if its guards or emergency equipment are defective until repair is finished. When performing repairs or maintenance, LOTO must be applied.
- No one is allowed to enter the safety enclosure of automatic machinery during its operation.
- Only Competent Persons may operate machinery.

### 4.3.6 Working with Hazardous Substances

Using hazardous substances at work, even in small quantities, can result in personal injury and / or illness. When working with hazardous substances, the following minimum precautions apply:

- Procedure for safe handling, evaluation, use, storage and disposal of hazardous substances, including hazardous substance inventory must be defined and implemented.
- The substances Safety Data Sheet (SDS) must be evaluated by a Competent Person prior to purchase and use to ensure appropriate measures for a safe handling. SDS must be provided in the right version and language for the specific country.
- All hazardous substance containers must be labeled appropriately in accordance with local legislation and in the local language. Additional labeling may be required, including, but not limited to, hazardous waste and long-term storage.
- The hazardous substances register and related SDS must be available to the emergency response personnel.
- Only the necessary quantities of hazardous substances must be kept at the workplace.

- Employees working with hazardous substances must be made aware of the hazards and risks associated with the use of substances, the use of PPE and emergency procedures.

## Flammable and combustible substances

Areas and systems containing, or having contained explosive, flammable or combustible substances, must be identified and analyzed. The requirements of the Safety Standard "Fire Safety and Explosion Protection" (e.g. marked with signs prohibiting smoking and open fire or authorization from an Authorized Person) must be considered.

The storage of flammable and combustible substances outside of a designated storage cabinet, room or area must be limited to a necessary quantity for current work activities.

### 4.3.7 Lifting Operations

When performing lifting operations and using lifting gear the following minimum precautions apply:

- Working under suspended loads or moving suspended loads over individuals is prohibited. Exception can only be acceptable if the Competent Person can demonstrate that this is not feasible due to equipment design or operational constraints and an alternative process does not cause increased or additional hazards and the responsible manager formally approves it prior commencement of work.
- Work practices, procedures or Safe Work Method Statements for safe lifting operation must be defined.
- Any complex / critical lifting operation (e. g. any lifting using multiple cranes, lift over an occupied structure or public street, any load that is heavier than 75% of the rated capacity of the lifting equipment) need a pre-lifting plan approved by a Competent Person and by the responsible manager.
- Only certified and inspected lifting equipment and accessories (slings, chains, hooks etc.) may be used. All lifting equipment and accessories must be clearly identified and labeled.
- Any defective, unidentifiable and / or non-labeled lifting equipment or accessories must be removed immediately and securely quarantined to avoid inadvertent use.
- Only Competent Person may carry out lifting operations.

## Cranes and Lifting Gear

Cranes and lifting gear must be erected, operated, maintained and dismantled as specified in the manufacturer's instructions only.

Handling of cranes and lifting gear is only permitted if there is an existing written operation instruction and after training and the issuing of an internal driving permit.

If modifications are required, these may only be performed by the manufacturer or an Authorized Person. Any modification to lifting equipment and / or lifting gear must be fully documented and the modified equipment / gear retested for the load bearing capacity by a Competent Person.

### 4.3.8 Working with excavations

When performing excavations, the following minimum precautions apply:

- All underground buried services (electricity, gas, water etc.) must be located and protected.
- Safe means of access and egress must be established, measures to prevent excavation collapse must be taken (e. g. shoring, sloping, stepping or battering), ensuring that adjacent structures are not undermined.

- Barriers to prevent falls of individuals and / or materials must be installed around perimeter of all excavations. A professional shoring must be ensured at least starting with an excavation depth of 1,25m.
- Appropriate rescue / emergency plan must be in place and communicated to all personnel engaged in the activity. Rescue drills must be regularly organized covering possible emergency scenarios. The required rescue equipment must be available and Competent Persons appointed as rescuers.

#### 4.3.9 Hot Work

When performing hot work, the following minimum requirements apply:

- Work practices, procedures or Safe Work Method Statements must be defined.
- Fire precautions must be considered and provided for all hot work activities.
- For hot work activities that are not performed in fixed installations / designated areas (e. g. booths.), a Hot Work Permit to Work must be obtained prior to the commencement of work.

#### 4.3.10 Working with Industrial Vehicles

When operating Industrial Vehicles, the following minimum precautions apply:

- Only Authorized Persons may operate Industrial Vehicles.
- Industrial Vehicles must be equipped with visual or audible alarms (e. g. reversing signal alarms, blue LED warning lights, beacons etc.) for maneuvering on site. All safety fitted devices (lights, seat belts, horn, alarm, cameras etc.) must be operational at all times. Seatbelts must be used (documented exceptions may apply).
- Equipment must be operated and maintained as specified in the manufacturer's instructions. Any faulty equipment must be removed from use until repaired.
- Equipment when not in use, must be left in a safe condition and protected against an unauthorized operation.



## 5 ADDITIONAL REQUIREMENTS FOR CONSTRUCTION WORK

CN shall comply with all statutory provisions on health and safety and shall use its best efforts a) to eliminate hazards for the health and safety of the personnel employed by CN and CN's direct or indirect subCNs for the performance of the Works ("Personnel") and b) to ensure that no persons who are legally on the work site, including Personnel, Siemens Energy's personnel and visitors, suffer any injury.

CN shall ensure that all Personnel take part in site-specific safety training and receive the appropriate personal protection equipment before starting work on the site. CN shall ensure that the Personnel make use of the personal protection equipment in the appropriate manner and that such equipment is maintained in good working order at all times.

Siemens Energy reserves the right, at its sole discretion, to ban any Personnel from the work site and/or to suspend the execution of the Works for security, health and safety reasons, at any time without any liability whatsoever.

CN shall appoint a competent person as its representative for environmental, health and safety ("CN EHS Representative") and shall ensure that the CN EHS Representative takes part in safety discussions arranged by Siemens Energy from time to time.

CN shall regularly monitor compliance with statutory and contractual health and safety provisions by performing safety tours on the site. In due time before a safety tour, CN shall invite Siemens Energy to participate in the tour. If the CN discovers non-compliance with health and safety provisions, it shall restore compliance without undue delay and inform Siemens Energy about findings and the status of the corrective actions.

Upon request, CN shall promptly grant Siemens Energy access to all documents related to health and safety connected with the Works.

In the event Siemens Energy produces a safety and health document for the work site ("EHS Plan"), Siemens Energy will provide CN with a copy of the EHS Plan. The CN shall confirm receipt thereof in writing and comply with the regulations contained therein. The same shall apply to updates of the EHS Plan which Siemens Energy may produce as it deems necessary. CN shall ensure that its direct and indirect subCNs contracted to perform the Works commit themselves to the EHS Plan and its updates.

In addition to any other rights Siemens Energy Austria GmbH may have, in the event of CN's material or repeated failure to comply with the statutory or contractual health and safety provisions, including the provisions of this Article and the provisions of the EHS Plan, Siemens Energy Austria GmbH may terminate this Agreement without any liability whatsoever, after providing CN with a reasonable time period within which to remedy the failure.



## 6 OTHER INFORMATION

Youths, apprentices and other persons requiring special protection may be employed only in accordance with the corresponding provisions of the applicable laws.

Existing company medical departments as well as first-aid boxes can be used in the event of an emergency.

Detailed regulations governing occupational safety are defined as required in form SE-A110 "EHS – Requirements for external companies".

Siemens Energy Austria GmbH reserves the right to inspect compliance with the directives you have received.



## 7 SUBCONTRACTORS

This EHS – Instruction sheet for employees of external companies also applies in its entirety to subcontractors of the contractor and their employees.

If subcontractors are used, the contractor is under obligation to bring this occupational safety instruction sheet to the attention of the subcontractor in a verifiable manner.

Prior to commencing work, the ordering party must be informed in writing of the subcontractor's persons in charge.



## 8 EHS INCIDENT RECORDING AND REPORTING

The accidents and near misses listed here must be reported to Siemens Energy Austria GmbH and the incident has to be investigated by the CN.

The CN is requested to:

1. Report the incident to Siemens Energy Austria GmbH.
2. Execute a root cause analysis of the incident immediately and unasked.
3. Take adequate measures to ensure the prevention of comparable incidents in the future.
4. Determine a time period for the implementation of these measures.
5. Provide Siemens Energy Austria GmbH with a written, sufficiently detailed report stating the root cause of the incident, the determined measures and the time period of their implementation.

**Dangerous areas that have caused an accident or could have caused a near miss, must immediately be**

1. **secured,**
2. **documented and**
3. **the safety hazard has to be removed.**

The following events must be reported to the corresponding safety department, on site management or our person in charge immediately.

### 8.1 Fatality

A person fatally injured in a work-related accident, in a commuting accident or a person fatally injured in a non-work-related accident, if a relation exists between Siemens Energy and the incident, or if external authorities are involved.

**These accidents must be reported immediately.**

### 8.2 Lost Time Case (LTC)

A person injured in a work-related accident or in a commuting accident

- that results in one or more days away from work, excluding the day the accident occurred,
- irrespective of whether or not this day away is a scheduled working day for the injured person,
- based on a medical note / certification issued by a physician, other licensed health care professional.

Not included: Fatalities and any other absence like home office accidents, occupational illnesses.

**This accident must be reported to Siemens Energy Austria GmbH at the latest when the required down time has been determined by the physician.**

## 8.3 Accident without Loss of Working Hours

A person injured in a work-related accident or in a commuting accident that

- Continued their work after receiving first aid from a paramedic or a first responder.
- Continued their work on the day after the accident after receiving treatment at the hospital or from a physician, leading to no lost days.

**This accident must be reported to Siemens Energy at the latest after clarification with the physician.**

## 8.4 Near Miss with High Risk

Unsafe situations / Near Misses that had a high potential of resulting in serious injury, fatality or high property / environmental damage under slightly different circumstances.

These include:

- No personal injury / damage (but high potential for serious personal injury or high damage)
- Incidents, which could have resulted in the death of a member of staff under different circumstances
- Incidents, which could have resulted in a Lost Time Case under different circumstances

**This accident must be reported to Siemens Energy Austria GmbH within a day.**

CN shall support any additional investigation conducted by Siemens.



## 9 LETTER OF ACKNOWLEDGEMENT: EHS INSTRUCTION SHEET FOR EXTERNAL COMPANIES

Department, Location: \_\_\_\_\_

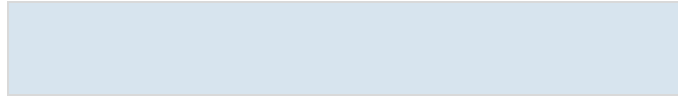
SEA Contact Person: \_\_\_\_\_

Phone / E-mail-address: \_\_\_\_\_

Project / Client: \_\_\_\_\_

Address of Site: \_\_\_\_\_

**Contractor:**



Address of Contractor: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone / E-mail-address: \_\_\_\_\_

The items listed in this instruction sheet SE-A111e – “EHS – Instruction sheet for employees of external companies” are acknowledged.

\_\_\_\_\_  
Date, Signature, Company stamp (Contractor)

**Notes:**