



SAFETY MANUAL

for external persons and contractors

Safety starts with me!

Version 11 / EN (English)



DATA

NAME:

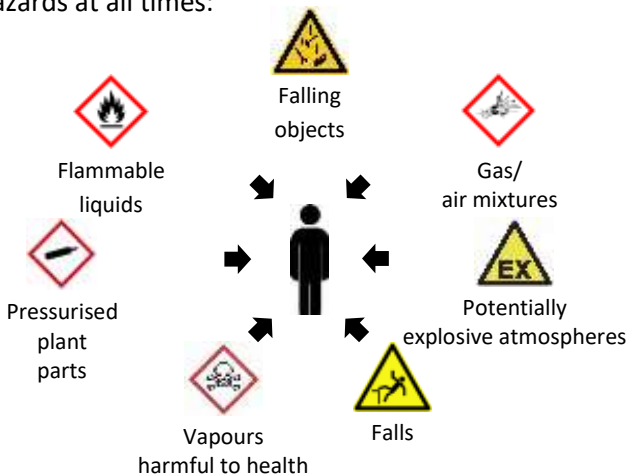
COMPANY:

SUPERVISOR:

Tel. no. of supervisor:

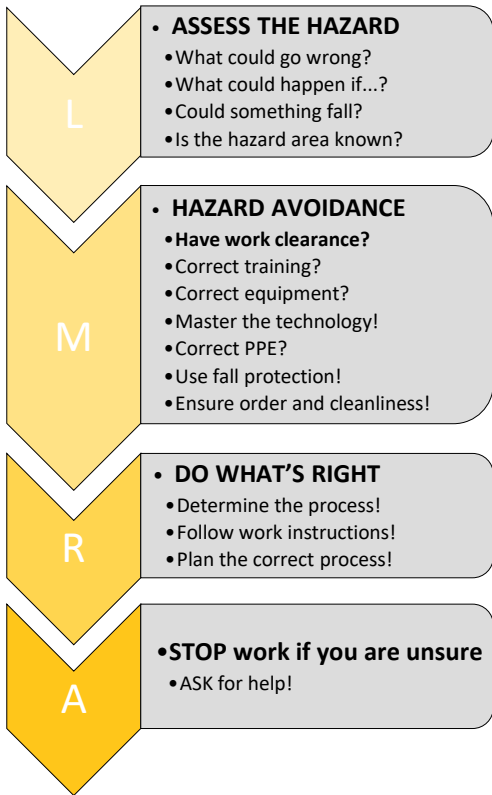
Objective and purpose

All persons present on the company premises of the ELG Group must be aware of the following potential hazards at all times:














These safety regulations help ensure

SAFETY for PEOPLE, THE ENVIRONMENT AND OPERATIONS.











😊	😞











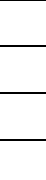







Commands

	Safety goggles and helmet		Fall protection	
	S3 safety shoes		Anti-static	
	Hand protection		Flame protection	
	Bump cap		Work clothing	

Prohibitions

	<p>No consumption of alcohol</p>		<p>No Smoking! Except in the smoking area!</p>		<p>Naked flames and fire prohibited!</p>		<p>No photographs!</p>
	<p>Keep fire service access clear!</p>		<p>Do not block escape routes and emergency exits!</p>		<p>Drugs prohibited!</p>		<p>Mobile phones and radio devices prohibited in tank storage</p>

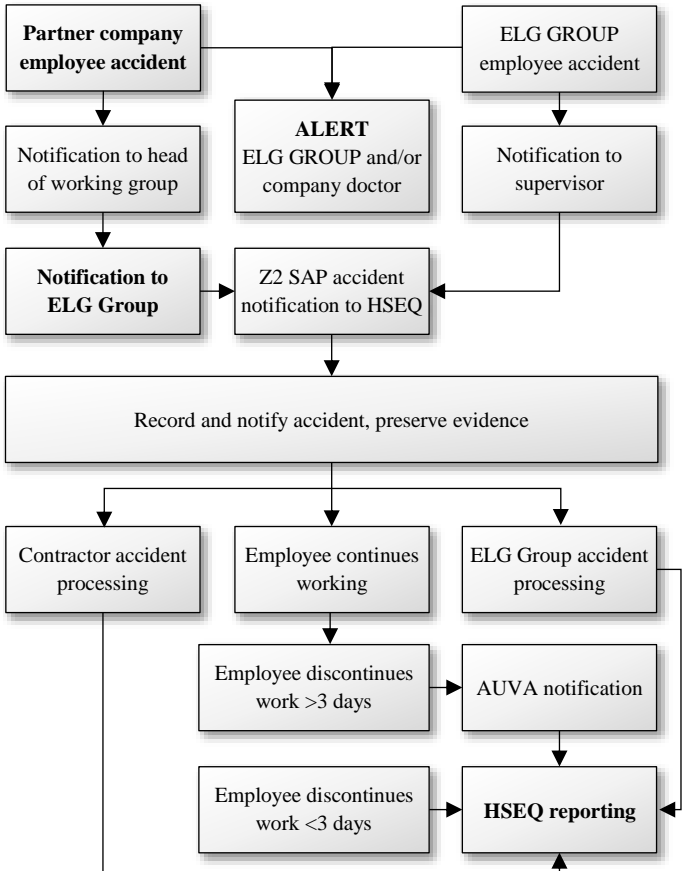
Overview of commands and prohibitions

areas	Hazards	Information	Prohibitions	Commands
Workshop and storage hall				
Loading platform				
Water supply and drainage system including inflow and outflow				
Electrical service rooms				
Tank storage area				
Special work areas				
Parking areas and open spaces*				
Open spaces with passenger transport				
Administration, company building, fire station				

* Marked smoking areas are exempt from the prohibition on smoking

and naked flames

Occupational accidents



Occupational accidents

Near-accidents/accidents and first aid

Near-accidents/accidents and first-aid measures must be reported promptly so that potentially hazardous situations can be rectified, thereby preventing potential further accidents or injury.

IMPORTANT in the event of an emergency call



WHERE it occurred?

WHAT has occurred?

HOW many injured/affected?

WHAT type of injury?

WAIT for questions!

ALERT

Fire service	122	TANK FARM LANNACH	03136/82300423
Ambulance	144	TANK FARM LINZ	0732/655292
Police	133	TANK FARM LOBAU	0664/8588177

The alert can also be raised by radio!



General safety regulations

Order + Cleanliness = Safety



Cleanliness



Separation of waste

Substances at risk of self-ignition should be stored in suitable closed containers.

Entering and leaving the tank farm

- ▶ **Visitors:** sign in at administration building
- ▶ **Contractors:** sign in and collect work clearance at release point
- ▶ A **safety instruction** is required on **first access** to the premises
- ▶ The company premises of a tank farm may only be accessed via the factory gate or administration building.

General safety regulations

Emergency on company premises/plant alarm

- ▶ In the event of an emergency (e.g. fire), all persons must make their way to the respective assembly point using the fastest and safest route.
- ▶ Assembly points are marked by corresponding signs (green) and marked on the zone plan.
- ▶ The zone plan will be explained in detail by employees of the ELG Group and handed to the respective head of the work group of the company in question.



Work equipment

All equipment and tools prescribed or required for execution of a work order must satisfy the explosion-protection requirements of the respective ex zone.

General safety regulations

Work permit/release note/occupational risk analysis

For all work carried out as part of an order on company premises:

- ▶ **No work may be carried out without** the respective **release and authorisation**
- ▶ Release notes must be signed by the plant manager, location manager or a person authorised by them to do so.
- ▶ Release notes and their accompaniments must also be signed by the head of the respective work group of the company in question (person responsible).

Additional **special work clearance** is required for:

- ▶ Activities where there is a risk of fire and heat
- ▶ Lifting operations
- ▶ Work on live systems
- ▶ Work at height (>3 metres)
- ▶ Work in enclosed spaces, silos, shafts, pits (accessing containers)

General safety regulations

Occupational safety implementation process



Special safety regulations

Functioning IT- /OT Security

- ▶ Connect cables & USB sticks only after approval
- ▶ Protect confidential information from access
- ▶ Secure access to areas only with the appropriate authorization
- ▶ Report unknown devices / equipment or objects
- ▶ Check instructions / calls from unauthorized sources

Handling working materials

- ▶ Collect and present the safety data sheets
- ▶ Obtain approval from the fire safety officer and have this marked on the respective release note
- ▶ Report remaining quantities on company premises to the release point
- ▶ Evidence of disposal or shipment of accrued waste on company premises

Special safety regulations

Pictograms for working materials



Flammable!
Extreme caution
with heat, fire or naked
flames.



Oxidising!
Chemicals with strong heat
development can cause fire
or explosion.



Severe risks to health!
Potentially carcinogenic,
severe consequences
possible when pregnant



**Harmful to the
environment!**
Highly toxic to aquatic
organisms



Toxic!
Danger of death in the
event of contact with skin,
swallowing, inhalation



Pressurised gases!
Explosion in the event of
improper storage and
excessive heating



Harmful to health!
Irritation or allergies
possible



Explosive!
Risk of explosion



Corrosive
Risk of severe corrosion of
the skin or damage to the
eyes

Special safety regulations

Storing gas cylinders



- ▶ Always secure gas cylinders and prevent them from falling over
- ▶ Secure against unauthorised access
- ▶ Store with the protective cap unscrewed
- ▶ Store in stable rooms
- ▶ Protect from direct sunlight
- ▶ Mark storage areas

Earthworks & excavations



- ▶ **Special work permit required!**
- ▶ Obtaining declarations of consent
- ▶ View underground plans
- ▶ Carry out survey of built-in structures
- ▶ Standard compliant securing / barring of bits trenches / embankments

Working in confined spaces and shafts



- ▶ **Special work clearance** required!
- ▶ Applicable rule: '**Accessing containers**'
- ▶ Remaining product quantities must be removed and checked for purity
- ▶ Breathable air must be checked to ensure that it is free of gases and must have its oxygen content verified with an EX/OX measuring instrument
- ▶ 'Heavy respiratory protection' must be worn while working where there is a potential for residual quantities of gas or a lack of oxygen
- ▶ Portable electrical devices may only be used with safety measures in place to prevent an elevated electrical hazard (ATEX II)
- ▶ Only protective low voltage or protective isolation are permitted for the power supply to electrical tools and measuring instruments in ex areas
- ▶ The use of fall protection where there is a risk of falls is obligatory

Special safety regulations

Working in elevated workplaces



- ▶ **Special work clearance** required!
- ▶ Fall protection must be provided in elevated workplaces (>3 m), e.g. scaffolds, safety nets, mobile working platforms, safety harnesses or catch belts.
- ▶ Ladders must undergo a safety check and be approved.
- ▶ The ascending person must be secured and be able to hold on at all times.
- ▶ Work in elevated workplaces without fixed handrails requires a written work permit

Special safety regulations

Hot work



- ▶ **Special work clearance** required!
- ▶ Hot work includes work with a risk of fire caused by mechanical or thermal work, e.g. heated workpieces, the immediate vicinity or flying sparks
- ▶ Oxidising or flammable materials must not be stored nearby
- ▶ If persons from external companies work in ex zones, they must be supervised by the authorised person
- ▶ Warning devices must be set up during work and checked at regular intervals
- ▶ All work in the hazard area must be discontinued immediately in the event that a warning device indicates a hazard.
- ▶ Safety activities must be carried out promptly as directed.

Special safety regulations

Switchgear



Hochspannung
Lebensgefahr

- ▶ Special working permit required!
- ▶ Must be locked
- ▶ Access only to:
 - Electricians
 - Electrically instructed persons
- ▶ Five safety rules:
 - Release
 - Secure against restarting
 - Determine voltage free status
 - Earth and short-circuit
 - Safeguard adjacent live parts

Protection against electric shock



- ▶ Discontinue work immediately in the event of a storm warning by the responsible person.
- ▶ Resumption of work is permitted after release by the responsible person of the ELG GROUP.

Special safety regulations

Floor openings



- ▶ All floor openings (excavation pits, removed grates, etc.) must be clearly cordoned off and secured to prevent unintentional access by unauthorised persons.
- ▶ Trip and fall points must be removed after rectification. Grates must be reattached.

Groundwater protection



- ▶ Containers of liquids must be placed on collection trays.
- ▶ Escaped product and/or liquids must be bound
- ▶ Collected liquids must be properly disposed of.
- ▶ Liquids must not be poured into the ground and/or sewer system

Special safety regulations

Site equipment and materials storage



- ▶ May only be installed and/or stored in designated places
- ▶ Portacabins must be earthed.
- ▶ Equipment must satisfy the requirements of the workplace regulations.
- ▶ Equipment must be equipped with a suitable fire extinguisher (min. 6 kg)

scaffoldings



- ▶ May only be erected/dismantled by a specialist company.
- ▶ Must be released before first use with a signature and date from a competent person (scaffold release note).
- ▶ The scaffold release note must be displayed in the access area!

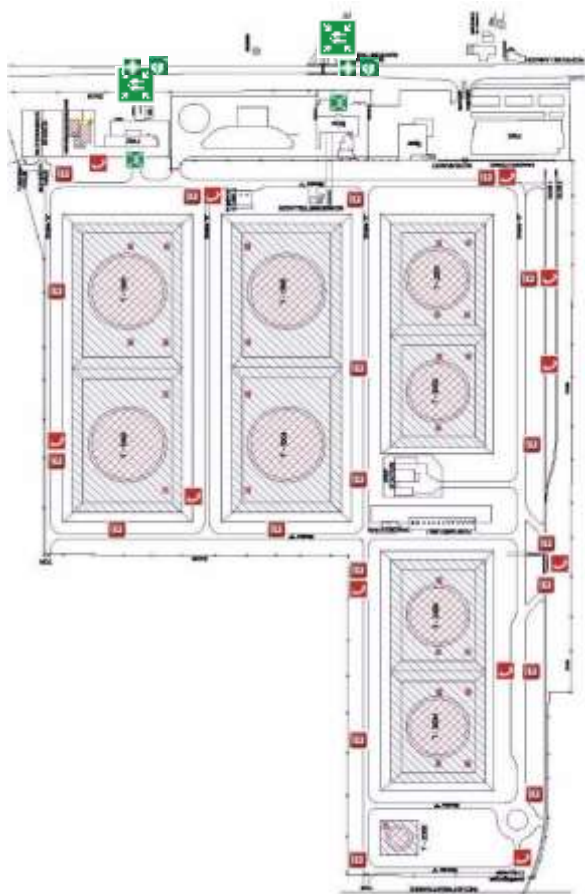
Special safety regulations

Lifting operations



- ▶ **Special work clearance** required
- ▶ Equipment must be approved and certified
- ▶ A lifting plan must be available
- ▶ Persons may be lifted only in exceptional cases
- ▶ The lifting equipment must be suitable
- ▶ The capacity of the device must be known
- ▶ Helmets must be worn
- ▶ Obstacles must be noted (pipes, power cables, etc.)
- ▶ Safety equipment must be functional
- ▶ The safety area must be cordoned off (no persons in the area)
- ▶ A firm base must be ensured

Lannach site map



First aid

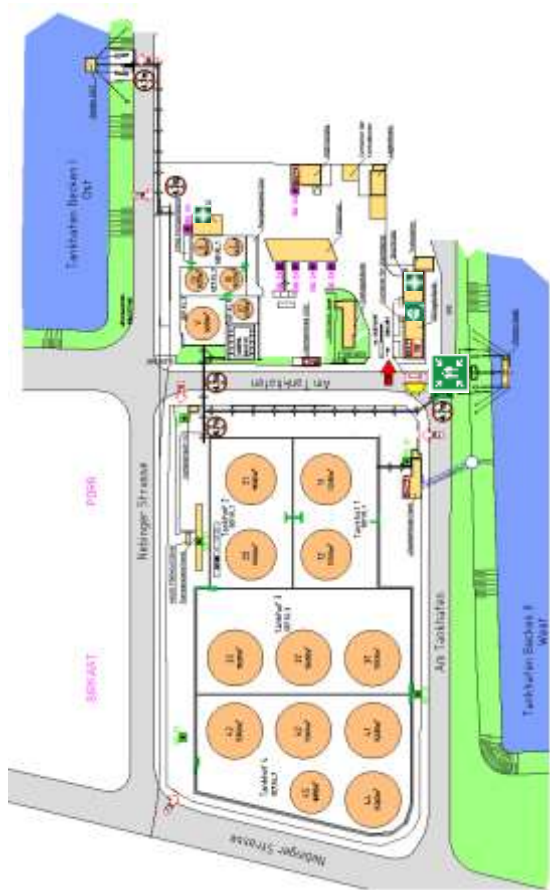


Defibrillator



Assembly

Linz storage I site map



Assembly



Defibrillator



First aid

Linz storage II site map

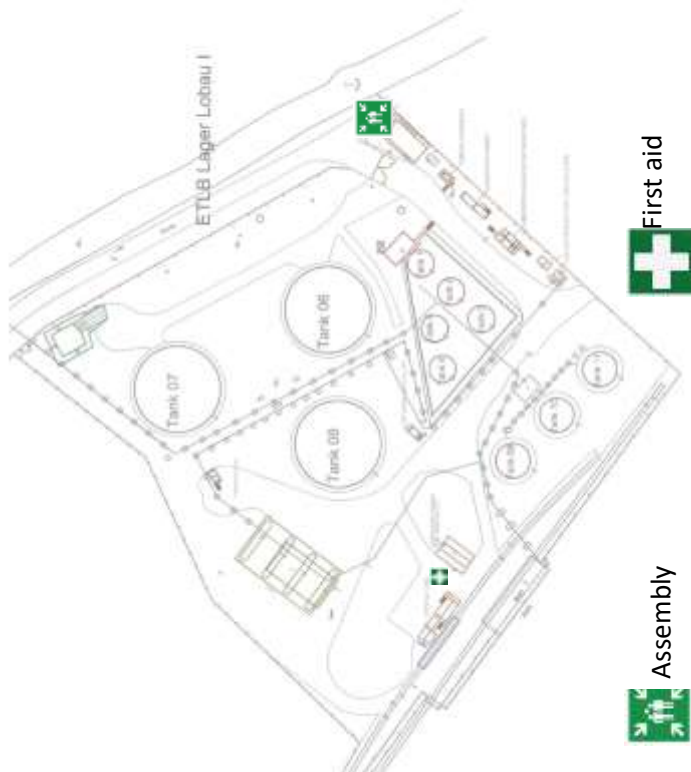


First aid

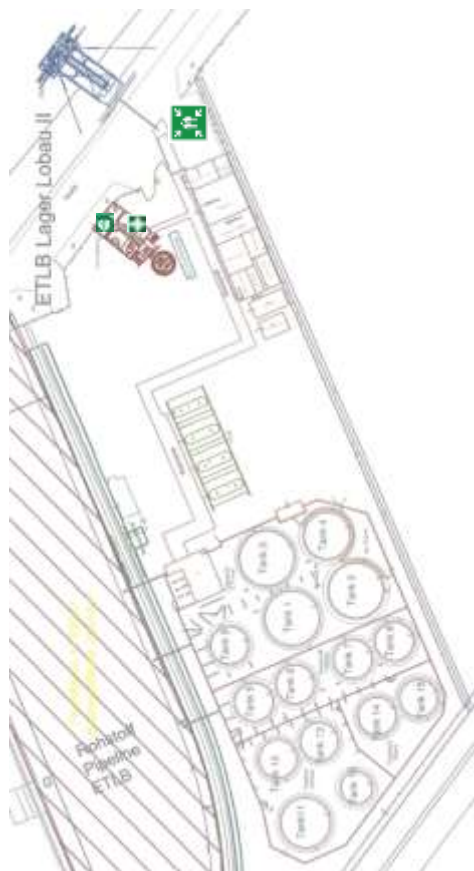


Assembly

Lobau storage I site map



Lobau storage II site map



Assembly

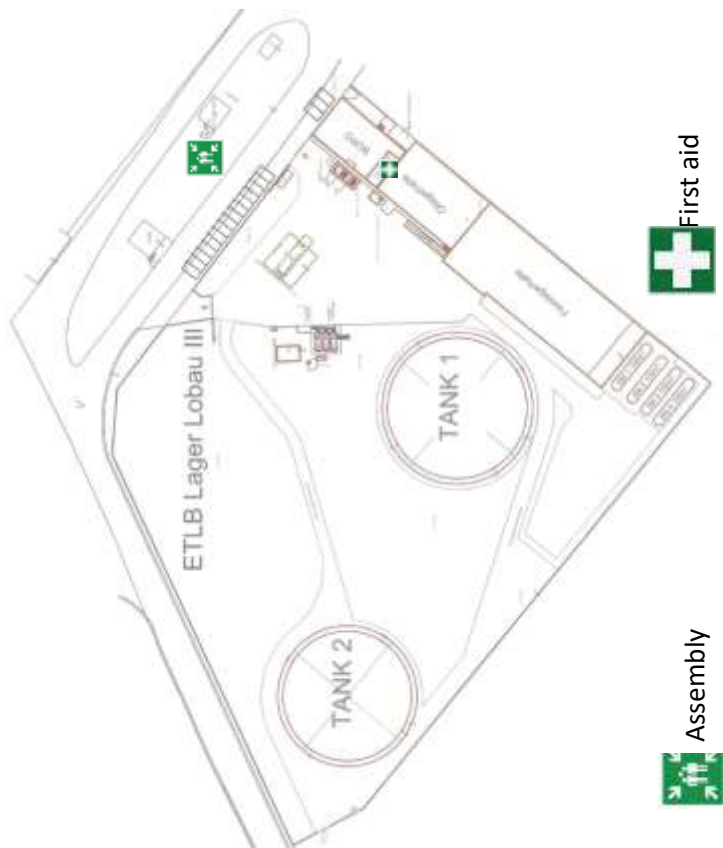


Defibrillator



First aid

Lobau storage III site map



Date of knowledge test:

Certificate issued on:

Next knowledge test on:

Certificate extended until:

Next knowledge test on:

Certificate extended until:

Certificate issued



Date of knowledge test:

Certificate issued on:

Next knowledge test on:

Certificate extended until:

Next knowledge test on:

Certificate extended until:

Certificate extended





ELAG
ELECTRICITY & GAS



ELBIG
ELECTRICITY & GAS



ELG




ELG
GROUP



ETLA



tlm
TECHNOLOGY MANAGEMENT



SAFETY STARTS

ELG
GROUP

WITH ME