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	Sicherheitsanweisung für Fremdfirmen	<i>Erstellt:</i> 06.07.2017	<i>Akt. Stand:</i> 11.07.2023
		<i>Ersteller:</i> Mario Litwin	<i>Genehmiger:</i> Kathi Helbig

**Novelis Deutschland GmbH
Werk Nachterstedt**


Safety instructions for external companies

Important phone numbers:

The following numbers are internal extension numbers. For an external call, please dial

034741/77-xxxx

Emergency	1112 for accidents, fires, other emergencies
Head EHS	1338
Factory Security/ Guard	1222
Plant fire brigade (Fire Safety Officer)	2012/ 2108
First-aid Post	1319/2020
Safety Specialist	1313 / 2124
Commissioner for Immission Control and Water Protection	1600 / 1918
Waste Manager	2110
Commissioner for Radiation Protection	2090 / 2050
Commissioner for Laser Protection	2094 / 1983
Specialist for Fall Protection	1413 / 2062
Specialist for Scaffolding	2062 / 2008
Mediation	9

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**Welcome
Benvenuto
Bienvenu
Bienvenidos
Willkommen at Novelis Nachterstedt!**

You are acting as contractor or subcontractor on our premises. This safety instruction is intended to help you as an external company to become familiar with the essential rules of conduct and safety of our company.

However, if you have any questions, please contact your contact person (coordinator) directly. Information can also be obtained from our Environmental Protection / Occupational Safety Department (EHS) as well as from the plant fire brigade and the medical service.

With the aim of a mutually satisfactory cooperation and the conviction that all work can be carried out without endangering the safety and health of the employees, we expect strict adherence to the following instructions.


The attached form (page 14) must be completed, signed and sent to the purchasing department in electronic form, preferably as a PDF document and e-mail.

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Appendix: Form for recognition and obligation to comply with this safety instruction

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1 Scope of application

This instruction applies to all contractors and their subcontractors who operate on the premises of Novelis Sheet Ingot GmbH, Werk Nachterstedt. It is a binding part of the contracts.

2 Provisions

2.1 General Provisions

The contractor is obliged to

- to observe the accident prevention regulations of the employers' liability insurance association applicable to his company and Novelis Deutschland GmbH, Werk Nachterstedt, the statutory regulations and the generally recognised rules of technology,
- to inform all employees of his company, including subcontractors commissioned by him, about the contents of this works regulation "Safety Instructions for External Companies" and to ensure that it is complied with before starting their work at Novelis Deutschland GmbH, Werk Nachterstedt. A copy of the instruction documents must be handed over to the coordinator or project manager.

If the contractor undertakes activities, the performance of which coincides temporally and locally with activities of other contractors or Novelis Deutschland GmbH, Werk Nachterstedt, he is obliged to coordinate the necessary safety measures with them. In this case, an authorised coordinator will be appointed in agreement with the client.


The contractor shall bear full responsibility for occupational safety and environmentally friendly behaviour at his place of work. He shall be solely responsible for supervising the execution of the transport and assembly work.

If a contractor has parts of the contractually agreed services carried out by subcontractors, as the main contractor he is responsible to Novelis for the EHS performance of all subcontractors who are on Novelis' premises on his behalf.

Start of work

Before starting work, the contractor must report to the responsible coordinator or project manager of Novelis Deutschland GmbH, Werk Nachterstedt and be instructed. The presence is confirmed daily in writing:

- firm
- mission
- date
- start of work
- end of work

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Weekend work must be reported to the coordinator or project manager by Thursday 08:00 hrs. The coordinator informs the guard and enters the external company in the system via the intranet.

Only the contractually defined work areas may be entered. Facilities and equipment of Novelis Sheet Deutschland GmbH, Werk Nachterstedt may only be used with the express permission of the coordinator. In case of negligent handling of the property of Novelis Deutschland GmbH, Werk Nachterstedt, the contractor is liable for damages.

3 Construction site equipment

Construction site equipment (construction wagons, containers, etc.) may only be set up at the assigned points with the approval of the coordinator. The equipment must comply with the relevant regulations. Supply connections must be coordinated with the maintenance department via the coordinator.

Only tested compressed gas cylinders that comply with the Pressure Equipment Directive may be used in the construction site facilities. Flammable liquids may only be stored in the smallest quantities prescribed (e.g. see item 14). Necessary fire extinguishers must be installed / maintained in accordance with the statutory provisions.

Alle in Benutzung befindlichen elektrischen Betriebsmittel müssen eine gültige Prüfung nach DGUV-V3 sowie eine gültige CE Kennzeichnung aufweisen.
Beim Einsatz von elektrischen, kabelgebundenen Geräten hat der Auftragnehmer einen mobilen FI-Schutzschalter zwischen seinen Geräten und der vom Auftraggeber bereitgestellten Stromquelle zu schalten.

Temporary noise sources, e.g. from construction site vehicles or compressors, must be reported to the coordinator or project manager. The use of low-noise devices is to be aimed at.

The contractor is obliged to close off and secure his construction, work and storage sites as far as necessary with his own barrier material. This also includes securing against the risk of falling. Order and cleanliness shall be ensured.


4 Fire protection

Instructions of the works fire brigade for the prevention of fire and explosion hazards must be followed.

A written "welding permit" (permit for hot work) must be obtained from the coordinator before carrying out any work with increased fire risk such as welding, cutting, abrasive cutting, brazing, open flame work and hot work on roofs.

In addition, all work and activities involving heat, smoke and dust, such as welding, grinding, drilling, smoking, are prohibited in the following areas due to the particular fire and explosion risk or the existing fire alarm systems.

- at all cold rolling stands, including cellar rooms, e.g. rolling oil and hydraulic cellars
- Painting plants

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- Paint warehouse
- in all cable ducts
- in addition, in all areas marked with a smoking ban sign

Exceptions are only permitted after consultation with the EHS department, the plant fire brigade and the operator.

Entering cellars is only permitted with the express permission of the Novelis coordinator. For work in containers and narrow rooms, a written permit is required (permission for work in containers and narrow rooms, "pass"). When entering cellar rooms, cable ducts and pipe ducts, a torch (mains-independent light) must be carried.

Before starting work in areas that are protected with CO2 extinguishing systems/fire alarm systems, the approval of the respective area and the responsible coordinator must be obtained. If work must be carried out in the extinguishing areas which could lead to an unintentional triggering, the CO2 extinguishing system/fire alarm system must be blocked and replacement measures taken.

When the warning sirens sound, these areas as well as cellar rooms, cable and pipe ducts must be left immediately and instructed safe areas must be visited.

The following areas are currently protected with CO2 extinguishing systems:


- Rolling Mills
 - Both cold rolling mills, including cellars, rolling oil treatment plants and hydraulic cellars
- GLA:
 - Control room
 - Coeater house
 - Wax coater
 - Electrical control rooms I/II
 - PC room
- 10KV Schaltanlage:
 - Phasenschieber

The following areas are currently protected with Argon extinguishing systems:

- Administration building
 - Computer room EDV
- Coil entry building:
 - Emergency EDV
- TUL:
 - Serverroom

Only trained personnel familiar with the local conditions may work in the extinguishing areas. The instruction of the contractor's site manager is carried out by the coordinator and must be confirmed by signature. In turn, the site manager must ensure that his employees and the subcontractors commissioned are instructed.

Combustible waste, including used cleaning cloths, must be removed daily from the work site and disposed of in accordance with the applicable statutory regulations.

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If compressed air cylinders brought along have to be installed in the production halls, the Safety and Environmental Protection Department must be informed beforehand. Necessary safety devices, e.g. against gas backflow and flame penetration, must be provided.

5 Emergency evacuation

If it is necessary to clear the production halls in the event of a fire or other event, this is signalled in the production halls by an alarm from the fire alarm system. The instructions of the plant fire brigade and employees of Novelis Deutschland GmbH must be followed.

In the event of an evacuation alarm, the production halls must be left immediately on the marked escape routes. Employees of external companies must be present immediately at the collection point (see escape and rescue plan).

6 Road Safety

On the factory premises, the rules of the StVO apply in principle. Rail vehicles always have right of way. The clearance gauge of the tracks must be kept clear. In the factory, all motorised vehicles must be driven with lights on at all times (even during the day). Special care is required when encountering industrial trucks. An authorisation issued by Novelis Deutschland GmbH, Nachterstedt plant is required to drive industrial trucks. The same applies to lifting platforms. The operator of the working platform requires a valid driving licence and an authorisation issued by Novelis Deutschland GmbH for the period of work.

It is strictly prohibited to drive vehicles into the production halls. Only in absolutely necessary exceptional cases, e.g. for loading and unloading, is a short-term stay possible in agreement with the coordinator. In any case, escape and rescue routes and fire brigade access roads must be kept clear. Driving private vehicles on the factory premises is strictly prohibited.

The maximum permitted speed on the plant roads is 30 km/h. In particularly highly frequented areas, the maximum speed is 10 km/h. In the halls, walking speed must be maintained and the hazard warning lights must be switched on. Rail-bound transport trolleys always have right of way.


If diesel vehicles are used in the halls, measures to reduce diesel engine emissions must be taken as far as the state of the art permits.

Anyone who has to remove individual gratings from a grating surface (e.g. to maintain a transport flow) must first make sure that the surrounding gratings are reliably fastened. If necessary, fastening screws must be retightened.

Shut-off measures in the vicinity of the opening point and the necessary fall protection must be provided. The removed gratings are to be properly reinstalled immediately after completion of the work.

The use of mobile phones is prohibited while driving vehicles on the factory premises. Pedestrians are also not allowed to continue walking while making a telephone call, but must keep the call in a safe place. Telephone calls may also not be made when operating machines in manual mode, operating cranes or driving industrial trucks. (Exception: if telephoning is necessary to carry out the activity)

Traffic route concept:

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We distinguish 3 types of traffic areas in factory halls:

- Footpaths
- particularly dangerous traffic areas
- general traffic areas

This applies to footpaths:

- The main footpaths are marked green and separated from the road by barriers.
- They can be used by pedestrians!
- They must be kept clear and not blocked by vehicles, buckets, packages, etc.!
- Drivers must pay increased attention to the area!

Particularly dangerous traffic areas are:

- Storage, transport and working areas where special attention is required by all due to increased hazards.
- They are marked with black and yellow hatching.


This applies to general traffic areas:

- Pedestrians have to pay increased attention.
- Vehicles may only travel at a maximum walking speed
- Labelling: none

Basic rules of conduct:

- Always count on vehicle traffic.
- Look around sufficiently before every change of movement.
- Do not pass through narrow spaces (in front of, behind, between vehicles, packages, coils, scrap containers).
- If a vehicle approaches, make eye contact with the driver, if necessary stop or swerve.
- Before approaching a vehicle, make contact with the driver and obtain "OK", forks and load must be lowered, the engine must be switched off and the handbrake applied; before that, approaching the vehicle is prohibited.
- Be aware of blind spots in the driver's field of vision.
- Gates are closed to pedestrians.
- Drive past workplaces with high attention, stop if necessary. Expect sudden movements by plant personnel.
- All motorised vehicles always drive with running lights on.
- Drive past hall exits at a greatly reduced speed.
- Drive slowly past people, make eye contact, stop if necessary.
- Keep a sufficient distance from other road users (plus safety margin).

7 Use of lifting equipment

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The crane operator of mobile and mobile cranes is responsible for the safe use of his hoist and the observance of all accident prevention regulations. Any instructions contrary to safety regulations must not be followed.

Corridor cranes may only be operated after instruction and with an authorisation issued by Novelis Deutschland GmbH, Werk Nachterstedt. Any use of the crane is only permitted with the consent of the coordinator.

8 Switching operations


From the moment that an electrical installation erected by the contractor is energised, the coordinator and his switching personnel shall be informed of all switching operations intended by the contractor and of the progress of the installation work. All switching operations (including test circuits) may only be carried out by the contractor after the authorised switchgear operator has given the department permission to do so.

Novelis Deutschland GmbH, Nachterstedt plant will only assume responsibility for the safety measures of the newly constructed or extended systems after acceptance.

Systems that are undergoing testing must be marked as such, e.g. by red and white banderoles and signs with inscriptions.

9 Alcohol and other intoxicants

The bringing, consumption and ingestion of any kind of alcoholic beverages and other intoxicating substances are strictly prohibited. It is also forbidden to stay on the premises under the influence of alcohol or drugs. Novelis Deutschland GmbH reserves the right to carry out inspections in case of suspicion.

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10 Ground works

Ground works may only be carried out after a shaft permit has been issued.
Underground pipes, ducts, supply networks and other underground installations must be surveyed before backfilling.

11 Personal protective equipment

Safety shoes must generally be worn at the factory.

Safety helmets must be worn in all production halls, on construction sites and in other areas where there is a risk of head injury.

Hearing protection must be worn in the production halls regardless of legal limits.

Safety goggles must be worn in all production halls and workshops and must be worn during correspondingly hazardous activities (e.g. machining, handling irritating/corrosive chemicals, work on pipelines, etc.) When working with chemicals, tightly fitting basket goggles must be worn.

When working outdoors (even in the dark), well visible work clothing must be worn. If the work clothing is not clearly visible, visibility must be ensured by wearing high visibility waistcoats.

Gloves suitable for the respective activity must be worn. For work where there is a risk of cuts, cut-resistant gloves (at least class 3 according to EN 388) must be worn.

Before starting work for the first time, further personal protective equipment must be agreed with the coordinator or project manager.

Against crash:

- Education, training and permission to work at height / Wearing personal protective equipment against falls from a height
- Carrying out work at height / wearing personal protective equipment against falls from a height only with written permission (risk assessment)
- Reporting of incidents and accidents
- Participation in accident investigations and audits
- External companies must prove the qualification and suitability of their employees by means of a binding declaration if they are to carry out work at height / with the risk of falling.


12 Notification of occupational accidents

Accident events occurring on the premises of Novelis Deutschland GmbH, Nachterstedt plant must be reported immediately to the plant security department (telephone 1112), the responsible coordinator and the EHS department, stating the cause of the accident.

13 Use of working and hazardous materials

In principle, the use of substances listed in the CFC halon and chemical prohibition ordinance is not permitted, such as

CFCs, chlorinated hydrocarbons, substances containing asbestos.

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It is forbidden to use **substances containing silicone** in the area of the rolling mills, as these lead to a loss of quality of the rolled strips. In other areas, the use of silicone-containing substances requires the approval of the coordinator.

The following substances may only be used after approval by the plant management:

- radioactive materials,
- toxic and very toxic substances,
- substances containing enzymes or micro-organisms,
- carcinogenic substances.

Hazardous substances may only be temporarily stored at Novelis Nachterstedt in the absolutely necessary quantity. For all hazardous substances brought onto the plant premises, the relevant safety data sheets must be available on site. If it is foreseeable that stored materials/materials of an external company are no longer required, they must be removed from the plant premises immediately. Any waste disposal obligations remain unaffected by this.

Material Safety Data Sheet and information transfer:

Hazardous substances may only be brought onto the factory premises after prior notification and approval. For this purpose, the current safety data sheet in accordance with GHS Regulation (EG) No. 1272/2008 (CLP Regulation) must be obtained by the external company and deposited with the Safety and Environmental Protection Department. Furthermore, the following information must be provided:

- Place of use
- Quantity
- Storage location
- Storage period (planned)
- Package type

Excluded from this regulation are small quantities up to 1 litre and coating materials, adhesives and solvents up to 20 litres.

Operating and working materials with hazardous substances, including all oils, detergents, acids and alkalis as well as all substances with a water hazard class 2 or 3, must be reported to the Safety/Environmental Protection Department (telephone 1316 / 1600) with type and quantity before use.


In the event of an accident involving water-hazardous or other hazardous substances, all precautionary measures must be taken to limit damage in an emergency. This includes, for example, the storage of sufficient quantities of oil binding agents or the storage of water-polluting substances in appropriate containers with catchment facilities.

14 Environmental protection

14.1 Waste management

It is forbidden to bring waste from the outside onto the factory premises.

It is forbidden to store waste outside the designated collection points.

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The waste producer within the meaning of the Closed Substance Cycle and Waste Management Act (Kreislaufwirtschafts- und Abfallgesetz) for all waste arising from the activities of the external company is the external company. The external company is therefore responsible for all obligations for proper and legally compliant disposal (especially in the case of construction activities).

In agreement with the coordinator and the waste representative, the collection containers provided by Novelis Nachterstedt on the factory premises can be used for very small quantities. The sorted collection according to the labelling must be observed at all costs. All hazardous waste, e.g. waste resulting from the handling of hazardous substances, is excluded from the collection of small quantities.

This also includes explicitly:

- aerosols
- paint cans
- batteries
- electronic scrap
- light sources
- capacitors
- dirty rags

This waste must be collected and disposed of in suitable containers under your own responsibility.

If Novelis Deutschland GmbH incurs costs due to improper waste separation by an external company, the additional costs incurred by Novelis Deutschland GmbH for collection, sorting, transport, any harmful soil changes etc. will be charged to the external company.


14.2 Ground water and soil protection

No substances may enter the soil, groundwater or sewage system. This applies in particular to oils, oily solids, cleaning agents and cleaning water containing cleaning agents. In principle, plaster water may only be discharged into the sewer system (e.g. via sanitary facilities) and not via sewer openings.

In the case of activities which pose a particular risk of oil or similar penetration into the subsoil, all precautionary measures must be taken to reduce the level. These include the stockpiling of sufficient quantities of oil binding agents, the stockpiling or storage of water-polluting substances in appropriate containers with a catchment device and working in a sufficiently dimensioned catchment basin.

Novelis Nachterstedt has a separate sewage system for dirty water and rainwater. Our waste water is fed into the municipal sewage treatment plant in Gatersleben. Rainwater goes untreated directly into the receiving water (Selke), therefore no substances may be disposed of illegally via the sewage system. In the event of operational disruptions involving the release of hazardous substances, the guard on tel. 1112 and the responsible coordinator must be notified immediately.

The contractor is obliged to inform the customer immediately if the contractor has caused soil contamination (built-up and undeveloped areas) on the customer's premises with substances,

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in particular substances hazardous to water (e.g. spillage or leakage of oils, paints, solvents, etc.). The Contractor shall, at its own expense and after consultation with the Client, carry out a comprehensive and flawless removal to ensure that no residue whatsoever remains on or in the ground. All environmentally relevant damage events must be report immediately to the plant security of Novelis Deutschland GmbH, Werk Nachterstedt (telephone 1112) and to the EHS department.

15 Factory security

The contractor is obliged to follow the instructions of the plant security personnel and to tolerate content checks of vehicle rooms, construction vehicles, tool boxes and the like.

Photography and filming on the factory premises and in the operating facilities is strictly prohibited.

Every employee of external companies must always report to the security guard before entering and leaving the company. In accordance with the applicable rules for access control, every employee of external companies must register in the book of evidence for external companies. Entering the factory premises is only permitted on receipt of and with acknowledgement of the document "Basic rules of conduct". One copy of the "Basic rules of conduct" will be given to the external company employee, another copy with his signature will remain in the guardhouse.

The badge is to be used to operate the turnstiles and to register each person electronically. It may be necessary to get out of vehicles for registration in order to activate the card reader of the installation. The badge must be returned when leaving the facility. ID cards may also be issued for a longer period if required. In this case, the badge must be returned on the last day of the stay.

Permission to enter by vehicles is only granted in exceptional cases, e.g. when transporting extensive or heavy equipment. If this case occurs, the guard must issue an entry permit, which must be visibly displayed in the vehicle. The coordinator assigns the parking space to the driver.


The entrances and exits at the guard station are not to be blocked during the registration.

The contractor's ID card must always be carried along during the stay on the plant premises.

16 Liability

The Contractor shall be liable for any damage resulting from non-compliance with these provisions.

Novelis Deutschland GmbH
Werk Nachterstedt

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Please sign and return this page to Novelis Nachterstedt Purchasing.

Company name (Contractor)	
Adress	
Creditor number (or order number)	

The following **coordinator** (at Novelis) is responsible for you

Role	
Phone	

If you work at different locations or carry out several orders, please specify the respective coordinator together with Novelis Purchasing in an informal, supplementary annex.

Confirmation of recognition and commitment to compliance

(Signature required by the person responsible for the external company)

Name	
-------------	--

Date/ Signature _____ Company stamp

If there is no signed external company guideline at the time the order is accepted, plant security may prohibit access to the plant premises. The contractor shall bear all costs arising from this.