

# HEALTH AND SAFETY RULES

- Rule 1**  
I assess and control risks before starting any task.
- Rule 2**  
I only perform activities for which I am authorized.
- Rule 3**  
I never override or misuse health & safety devices, and I always use the required PPE.
- Rule 4**  
I do not work under the influence of alcohol or drugs.
- Rule 5**  
I report all incidents.



## Site map

- |                                 |  |                                 |
|---------------------------------|--|---------------------------------|
| 1 Parking                       |  | 20 Limestone silo/WLE           |
| 2 Assembly point                |  | 21 Limestone rail car unloading |
| 3 Social building/training room |  | 22 Cement mill 2                |
| 4 Administration building       |  | 23 Raw meal silo                |
| 5 Technology                    |  | 24 Low calorific dosage         |
| 6 Logistics/distribution        |  | 25 Lime stone crusher           |
| 7 Laboratory                    |  | 26 Old tyre snippets storage    |
| 8 Mechanical workshop           |  | 27 Warehouse                    |
| 9 Warehouse                     |  | 28 Rotary kiln                  |
| 10 Electrical workshop          |  | 29 Clinker silo 1               |
| 11 Old plant loading            |  | 30 Clinker silo 2               |
| 12 Cement mill 1                |  | 31 Fuel silo 1-4                |
| 13 Limestone silo 1-3           |  | 32 EBS storage boxes            |
| 14 Raw mill                     |  | 33 EBS dosage                   |
| 15 Lime hydrate silo            |  | 34 Clinker cooler               |
| 16 SNCR tank system             |  | 35 Cement loading               |
| 17 Cement grinding additive     |  | 36 Dispatch office/Scales       |
| 18 Cyclone preheater            |  | 37 Waste collection container   |
| 19 Raw material silo/marl       |  |                                 |



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## Work Safety in the Beckum Plant

Holcim WestZement GmbH



## GENERAL INFORMATION

### Welcome to the Beckum plant!

- We place great value on a tidy, clean and safe environment. Please observe our five basic rules.
- Please first register with your point of contact/coordinator, who is your contact person for all matters.
- Our visitor book is available in the admin building. Please sign in and sign out again at the end of your visit. Please sign the visitors' book only when leaving the plant.
- The parking of vehicles in the plant is not permitted.
- Please use the parking next to the gate „Am Kollenbach“ or the visitor's parking lot right next to the gate (see map).
- If you are carrying necessary tools in your vehicle, entry into the plant may be exceptionally allowed. You will receive permission to do so from your contact person / coordinator.
- It is strictly prohibited to bring or consume alcoholic beverages or drugs in the premises!
- Please lock the locker assigned to you please and enter your name on the label. Do not forget to remove the padlock before leaving and leave your locker clean.
- Immediately return borrowed tools after completion of your work.
- Our social building can be used for breakfast and lunch breaks (see map).
- Only persons who have been instructed are allowed to work in the plant. In addition, a general written work permit is required. Your contact person / coordinator will issue this together with you and will receive the approval for your activity from the shift supervisor. Only then you may take up your work.
- The occupational safety instructions of our coordinators and supervisors must be followed.

## SAFETY INSTRUCTIONS I

- When working, wear the prescribed personal protective equipment (helmet, safety shoes (ankle high S3), safety glasses, safety clothing, for example high visibility vest). According to the tasks to be undertaken, additional PPE can be required, such as wearing a dust mask.
- Learn about the occupational safety rules at the plant, for example, always use the handrail when climbing stairs.
- Our H&S Manager Bernd Culemann (tel. +49 151 12 53 50 81) or your Holcim coordinator is available to provide information at any time.
- Before starting work, learn about the safety devices such as fire extinguishers, first aid kits, emergency exits, phones, etc.
- Observe the absolute ban on smoking in the designated areas, particularly in the area where coal is unloaded and near the fuel silos.
- Check scaffolding for visible defects before use. Scaffolding with safety defects may not be used. Inform your coordinator about defective scaffolding. It is prohibited to independently make changes to the scaffolding.
- Perform cleaning, maintenance and repairs of machines and equipment only when they have come to a standstill and have been cleared (all dangerous types of energy have been switched off and secured against re-activation). To do this, you must secure yourself with a padlock (green) provided by us. Your point of contact/coordinator will instruct you comprehensively.
- Work at an unsecured height of 1.80 m may only be performed with appropriate safeguards (e.g. PPE against falls from a height, scaffolding, mobile work platform or similar). If PPE against falls must be used, e.g. when setting up a scaffold or working in mobile platforms, a permit for working at heights must be filled out.
- Work in confined spaces may only be performed if a written permit has been issued and a standby person is available. Depending on the task, additional permits may be required.

## SAFETY INSTRUCTIONS II

- Work on the electrical equipment may only be carried out by qualified electricians.
- All plant vehicles (e.g. forklift trucks) may only be operated by company employees. Exceptions to this rule must be granted in writing.
- A maximum speed of 20 km/h is allowed on the plant premises.
- You can reach the forklift driver assigned to you via your contact person / coordinator.
- Always keep pathways clear and immediately eliminate tripping hazards. Keep switching equipment, fire extinguishers and escape routes clear! Ceiling vents must be secured so that they are protected against collapsing. Warning tape is not a permissible barrier against fall hazards, e.g. ceiling openings. Only fixed barriers are allowed here, such as warning beacons.
- Unauthorized driving and riding on vehicles is not permitted.
- Welding and fire work require a permit. Please take into account that fire detectors have been installed in the Beckum plant. These must be activated if necessary. To do this, consult your contact person / coordinator.
- Defective tools, equipment and work equipment must be replaced immediately.
- Follow the operating instructions (hazardous substances etc.).
- After completion of your work, make sure that all safety devices are correctly installed.
- At the end of your work, please clean up your area and dispose of your waste (ensure that waste is separated).

## FIRST AID, ACCIDENT AND RULES OF CONDUCT

- **Keep calm**
- **Secure accident site**
- **Provide first aid to the injured**
- **Make emergency call (see emergency numbers)**
  - o **Where is the accident?**
  - o **What happened?**
  - o **How many injured?**
  - o **What injuries?**
  - o **Wait for questions!**
- **Provide first aid**
- **Inform the emergency services**
- **Immediately inform superiors and the Holcim coordinator**

### Beckum plant emergency numbers:

- **Emergency call via control station (plant network): 110**
- **Emergency call via control station (mobile):**  
**+49 25 21 157-110**

