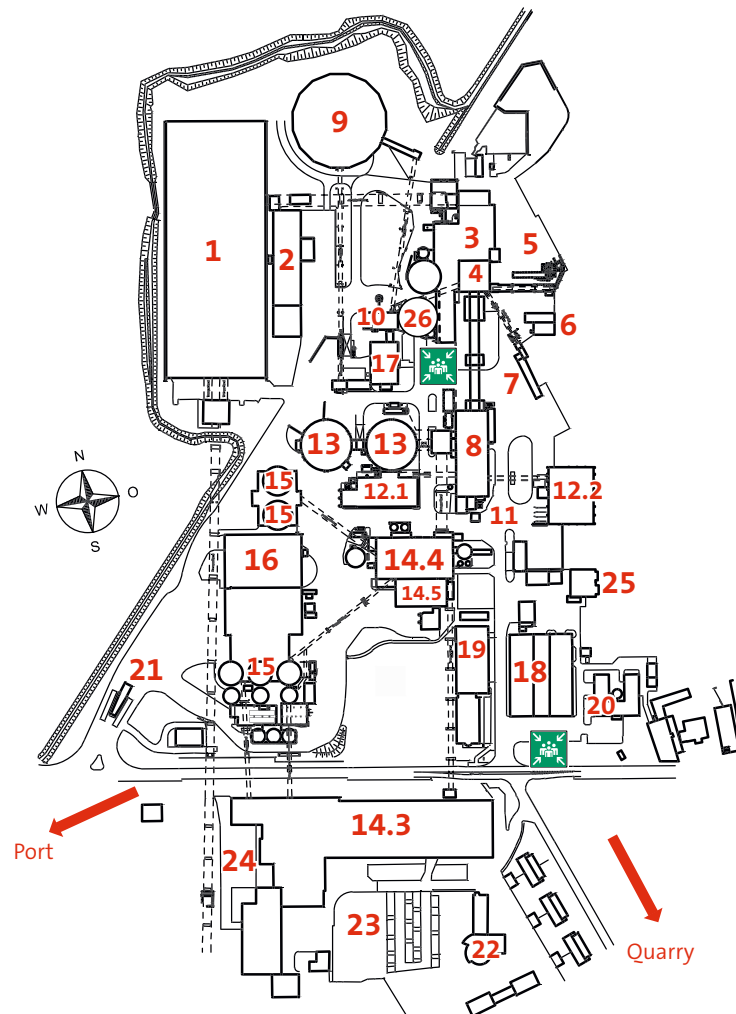




ENVIRONMENTAL PROTECTION: WASTE GUIDE

Waste Guide	Location	Site Plan
Waste grease, equipment contaminated with oil and grease, transformer and hydraulic oil, engine and gear oils and oil filters	Equipment stores / coal mill / cellar of the raw mill / quarry	25 10 3
Materials containing asbestos, corrugated asbestos sheets	Waste containing asbestos may only be handled and disposed of by approved specialist firms.	Tel.: 208
Insulation wool	Storage in blue sacks at originating location.	Tel.: 208
Waste containing oil from the SNCR plant	Dispose of solids and fluids separately in containers provided	6
Scrap metal, fluff scrap, paper and cardboard (non-contaminated), untreated waste timber	Mech. workshop north side, EBS hall, various collection containers, packing west side / control room and mech. workshop west side, packing west side	18 12 17 16
Separate containers are ordered for large quantities of plastic film, cardboard packaging, treated waste timber, etc.	Please inform your supervisor, the coordinator or Mr Reupke (tel. 208).	As required
Commercial waste similar to household waste	Packing west side and m ³ container near the workshops, several smaller containers and in the quarry	16 18 17

In the event of leaking fluids (e.g. oil) that pose a risk to water Bernd-Henning Reupke must be informed immediately.
Mr Reupke (Tel.: 208 or 01 75 – 22 39 946) is also happy to help in matters of waste disposal.



Site plan

- | | |
|----------------------------------|--|
| 1 Raw materials hall | 16 Packing |
| 2 Corrective substances store | 17 Control room and site laboratory |
| 3 Raw mill | 18 Workshops and stores |
| 4 Cyclone preheater | 19 Admin and staff facilities bldg |
| 5 Old tyre stores | 20 Mech. lab / first aid room |
| 6 SNCR tank store | 21 Despatch office / weighing |
| 7 FPK stores | 22 Canteen |
| 8 Rotary kiln / firing platform | 23 Car park – Holcim employees |
| 9 Round storage for raw coal | 24 Car park – fitters |
| 10 Coal mill | 25 Equipment store |
| 11 Coal dust silo / EBS silo | 26 Paint dust silo and chalk hydrate silo |
| 12 Substitute fuel halls 1 and 2 | |
| 13 Clinker silos |  Assembly point at control room |
| 14 Cement mills 3, 4 and 5 |  Assembly point southern stores |
| 15 Cement silos | |



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Health & Safety and Environmental Protection at the Höver Plant

Holcim (Deutschland) AG



GENERAL INFORMATION

Welcome to the Höver Plant!

- We attach great importance to tidiness, cleanliness and safety. Please observe our basic rules.
- Parking of vehicles at the plant is not permitted. Please use the car parks on the southern side of Hannoverschen Strasse on the old plant yard (23) or a separate car park that is indicated (24).
- Alcoholic drinks are prohibited!
- You will find out which foreman is responsible for you here at reception. Please report to him first.
- If you carry the tools you require in your vehicle then entrance to the plant may be permitted in writing as an exception. The permit must be displayed in the vehicle so it is visible and must be handed in once the repairs are complete.
- Please lock the locker that has been allocated to you and put your name plate on it. Don't forget to remove the lock before you depart and leave the locker clean.
- Please return tools that you have borrowed immediately after completing your work.
- There are drinks machines in the lobby of our staff facilities building. However, this lobby may not be used for coffee breaks or smoking. Our canteen (22) is available for breakfast and lunch breaks. Lunches are available there from 11.30 am to 1.30 pm.
- The first aid room (Tel.: 321) is in the mechanical laboratory (20).
- Only authorised persons may work at the plant.
- The instructions of our coordinators and supervisors must be complied with.

HEALTH & SAFETY REGULATIONS

5 basic rules:

1. Observe the health and safety regulations and make sure that everyone else observes them too.
2. Rules regarding personal protective equipment (PPE rules) which apply to a certain job must be observed at all times.
3. Disconnection and safety mechanism rules must be obeyed at all times.
4. Working under the influence of drugs and alcohol is forbidden.
5. All injuries, accidents, near misses and damage to property are to be reported.

In detail these mean:

- Wear the compulsory personal protective equipment at work (hard hat, safety footwear, safety goggles, safety jacket). Depending on the work to be carried out, additional PPE such as wearing a dust mask may be required.
- Familiarise yourself with the health and safety at work regulations valid at the plant. Our safety officer, Mr Siegbert Neufeld (Tel. 204), your Holcim coordinator and Mr Bernd-Henning Reupke (Tel. 208) can give you information.
- Familiarise yourself with the health and safety equipment such as fire extinguishers, first aid boxes, escape routes and telephones before commencing work.
- Inspect scaffolding for visible defects before use.
- Only perform cleaning, maintenance and repair work when plant and machinery is at a standstill and after disconnection. To do this you must protect yourself personally by attaching locks with your name on to the master switches provided.
- Work may only be carried out at heights above 1.80 metres from scaffolding or with protection (e.g. PPE against falling).
- Work in confined spaces may only be carried out with flagmen.
- Work on electrical equipment may only be carried out by qualified electricians.

HEALTH & SAFETY REGULATIONS II

- Vehicles (e.g. forklift trucks) are only driven by plant employees. Exceptions must be issued in writing.
- The speed limit on the plant site is walking speed.
- You can contact your competent forklift driver via your Holcim contact partner.
- Keep traffic routes clear at all times and remove tripping hazards. Keep switchgear, fire extinguishers and escape routes clear.
- Ceiling openings are to be secured so that nobody can fall through.
- Unauthorised driving of vehicles and carrying of passengers is not permitted.
- Welding work and hot work requires a permit. These are issued by Mr Karstenisler (Tel. 213 or 0175 296 30 31), Mr Ralf Heger (Tel. 172 or 0160 90 79 42 08), Mr Andreas Lange (Tel. 169) or Mr Frank Gleisner (Tel. 209). Please note that fire alarms have been installed throughout the Höver plant. These may need to be disconnected.
- Observe the working instructions on the prevention of fire.
- Our lifts do not have any interior doors. Therefore they may only be used when accompanied by a lift operator from the plant or after instruction by our electrical workshop. Lift keys may be obtained from the electrical workshop for a deposit of 10 euros.
- Damaged or faulty tools, devices and work equipment are to be replaced immediately.
- Observe the operating instructions (hazardous substances, etc.).
- Ensure that all safety mechanisms are attached before operating plant and machinery.
- When you have finished your work please clear your area and dispose of any waste (observe waste separation).

Do not take any risks with respect to health & safety!

FIRST AID ACCIDENTS AND RULES OF CONDUCT

- **Keep calm**
- **Secure the scene of the accident**
- **Take immediate action on the injured person(s)**
- **Request help (see emergency numbers)**
 - where
 - what
 - who
- **Administer first aid**
- **Advise rescue services**
- **Inform supervisor**

EMERGENCY NUMBERS:

- **Plant first aider Ralf Markgraf (Main laboratory building (20)) Tel. 321**
- **Rescue services / emergency Tel. 112**

The following must also be informed of an emergency:

- **Switchboard Tel. 399**
- **Control room Tel. 171**
- **Shift manager Tel. (01 60) 97 84 25 47**
- **Siegbert Neufeld Tel. 204 oder (01 71) 33 55 040**
- **Bernd-Henning Reupke Tel. 208 oder (01 75) 22 39 946**

