



Safety and environmental information sheet (HSE-Guideline) "Working of contractors"

Note to the contractor:

- Separate the "Confirmation of the Contractor" (last sheet of this HSE-Guideline) and send it back to the Client completed and signed.
- Your employees or employees of the subcontractor shall submit a copy of the HSE-Guideline and confirmation at the place of performance.

1. Scope

This HSE-Guideline applies to contractors receiving orders from a Linde GmbH, Linde Gas Division client. It's part of the mission.

2. Safety, health, environmental and quality policy (HSE & QRA – policy)

Safety and environmental protection are part of our **corporate policy**. The provisions of this HSE-Guideline are intended to guide the activities of contractors in such a way that the safety of the Linde GmbH, Linde Gas Division employees, the contractor, possibly sub-suppliers and our customers is ensured and the concerns of environmental protection are taken into account. The basic ideas are **defined** in the HSE policy (see page 6).

3. Handover

This HSE-Guideline is an integral part of the contract given to the contractor.

The contractor is obliged to pass on this HSE-Guideline to its executive employees and subcontractors. They must carry the HSE-Guideline on site and submit the signed confirmation to Linde's contact person.

4. Rules

The contractor is responsible for the safety of his employees.

To this end, the contractor shall comply with the following provisions before all:

- Labour Protection Act
- Operational Safety Ordinance
- Construction Site Ordinance
- DGUV regulation "Principles of prevention" DGUV 1 and DGUV regulation "Construction work" DGUV 38

5. Safety briefing

The contractor shall inform his employees of the provisions of this HSE-Guideline and of the following general safety advice before starting work:

All gases are harmless as long as they are enclosed in the technical equipment provided for this purpose. In the event of unintentional leakage of gases, the following risks may arise, depending on the type of gas:

- Hazards caused by overpressure (direct exposure to a gas jet or whip effect)
- Risk of frostbite due to cryogenic gases
- Risk of suffocation due to oxygen deficiency
- Risk of poisoning
- Risk of fire and explosion



When gas installations or gas tanks are heated by external fire, there is a risk of bursting. This also applies when deep-cold liquefied gas is enclosed in pipes.

To avoid these risks, the contractor's employees are prohibited from operating fittings, switches, etc., unless the work order requires this. If a gas leak or a fire is detected, the danger area must be left immediately and the contact person at the client or Linde customer must be informed.

Special regulations apply to work on oxygen plants. Please note the special guideline "Workers at Oxygen Plants". The DGUV Information "Oxygen" DGUV 213-073 must be observed.

Special provisions apply to work on food-related equipment. Please refer to the special guideline "Working on food-relevant plants". Regulation (EC) 852/2004 on food hygiene, Regulation (EC) 1935/2004, Regulation (EC) 2023/2006 on good manufacturing practice for materials and articles intended to come into contact with food and Regulation (EU) 10/2011 on materials and objects made of plastic must be observed.

6. Contact person

Contracting entities and contractors shall designate one responsible contact person or, if necessary, a coordinator who shall carry out all the votes required by this HSE-Guideline. The contractor's contact must be present during the work in the plant. For certain activities at Linde customers an employee of the customer can also be a contact person (e.g. for permits on customer premises, briefings on site).

7. Sanctions

In the event of serious or repeated infringements of the provisions of this HSE-Guideline, the contracting entity may initiate the following measures:

- Temporary cessation of work until any identified safety-related deficiencies have been rectified,
- Referral of the contractor's staff from the business premises,
- cessation of work and withdrawal of the contract.

8. Access to the plant/stay in the factory/access to the customer premises

Access and stay on the factory premises are only permitted insofar the execution of the order requires.

Existing traffic signs and access bans must be observed. Vehicles may only be parked in the factory in places that have been agreed with the contracting authority in advance.

9. Registration

A representative of the contractor must register with the local contact person before the start of the day's work and unsubscribe every day after the end of the work. If the contractor carries out work outside of regular working hours, this must be agreed with the client.

Instruction on customer premises: Before starting work, the contractor is obliged to receive instructions from the customer regarding the location-specific regulations. The instruction shall be confirmed in writing and handed over to the client.

10. Special problems

If significant safety-related difficulties or unexpected events occur during the execution of the contract, work shall be stopped immediately. The client must be informed immediately. This determines the further progress of the work with the contractor.

11. Coordination

If the activities of the client and the contractor may lead to a mutual risk, the client appoints a coordinator who coordinates the work with one another. The coordinator shall be responsible for authorizing work safety regarding the contractor's staff.



12. Smoking/alcohol/drugs

Existing smoking and alcohol bans must be observed. Employees who are no longer able to carry out their work without endangering themselves or others due to the consumption of alcohol or other intoxicating substances may not be engaged in work.

13. Permits

The following dangerous work

- Working in ex-zones
- Fire and hot work
- Working in containers and confined spaces
- Earthworks
- Work at height
- Working on energy/media-leading systems
- Working with ionising radiation
- Lifting works & use of mobile cranes on Linde factory premises
- Lifting works & use of mobile cranes on customer premises
- Work on oxygen systems

may only be executed, after the client or on the customer's premises the customer has issued a corresponding permit certificate and the security measures specified in the permit certificate have been implemented.

14. Lock out Tag Out Procedure (LOTO)

In the context of work, it may be necessary to take systems or equipment out of order. These separation points from media or electricity must be secured against being switched on again or unintentional activation. This backup must be carried out as part of a LOTO process. This includes the secure locking of the separation point, the clear marking of the separation point as well as documentation of separation points.

15. Personal protective equipment

Insofar as safety shoes or protective helmets are specified for the work area, employees of the contractor must wear them. A safety vest must always be worn in areas with traffic.

Any other necessary protective equipment (e.g. flame-retardant work clothes) must be agreed with the Linde contact person by the contractor before the work is carried out.

16. Working in hazardous areas (EX-zones)

Hazardous areas exist e.g. in the area of hydrogen plants and acetylene plants. Safety measures in the event of work in hazardous areas must be agreed separately with the client.

17. Fire extinguishers

Fire extinguishers (hydrants, fire extinguishers) must be kept free. Fire extinguishers must not be removed. Where fire extinguishing devices are not available, the contractor shall provide them for his work.

18. First aid facilities

The contractor must be instructed by the client/customer with regard to existing first aid facilities. If first aid facilities are not available (e.g. on construction sites), the contractor must provide these facilities.

19. Traffic routes

Traffic routes, especially marked escape and rescue routes, must be kept clear. Changes to traffic routes that can lead to a risk, such as

- earthworks, e.g. excavations,
- opening floors,
- removing railings,



- removing gratings

must be agreed separately with the designated contact person on site. If such changes result in risk of falling, the contractor must effectively close the area concerned.

20. Work and operating equipment

The contractor must properly store his work and operating equipment in the place assigned by the contracting authority.

The contractor must regularly test his work and operating equipment and, if requested by the contracting authority, provide proof of test for the equipment used by him.

21. Pipelines

Pipelines under pressure must be relieved of pressure before starting work and, if necessary, flushed with an inert gas. Interventions and changes to pipelines must be agreed separately with the client.

22. Electric current

Working on parts under electrical voltage or in the vicinity of unprotected parts under voltage is prohibited (permissible deviations only in accordance with DGUV 3 §8).

23. Protection against falls from a height

Workplaces, that are more than 1 meter above the floor must have safe access, a fixed location and effective fall protection. Temporary climbing aids and work platforms may not be used.

At openings in floors, ceilings and roof surfaces, as well as at recesses and shafts, facilities must be available to prevent people from falling down or falling in.

In principle, only minor work may be carried out from ladders. Criteria for this include:

- ≤2h working time with a fall height > 2 m
- Height of the workplace on the ladder ≤ 2 m. Visits may be carried out up to 4.0 m (stand height)
- The weight of objects carried is less than 10 kg or the wind attack area is less than 1 m²

24. Respiratory protective devices work independently of the ambient air – location-dependent

It is strictly prohibited to connect so-called isolating devices (respiratory protective devices independent of the ambient air), which are operated stationary as hose devices, to the instrument air supply of the plant. A separate compressed air supply must be set up and operated strictly for these devices.

25. Environmental protection

All negative environmental impacts must be reduced to what is absolutely necessary. Environmental impacts of a special kind or of greater extent (e.g. noise) must be agreed with the client in advance.

— Substances, that are hazardous to water must not be discharged into the ground or into the sewage system. Protective measures (e.g. receptacles) are necessary for storage.

— Contractor's waste must be disposed of by the contractor. In consultation with the designated contact person on site, disposal is possible at the Linde plant or at the customer's premises. If waste separation takes place, it must be strictly observed.

— Needless noise must be avoided.

26. Accidents, case of damage, environmentally relevant events

Any accident (injury of a person) or damage (damage to a property) must be reported to the client immediately. This also applies to subcontractors. In the event of an accident at work or an incident relevant to safety and the environment, the contractor undertakes to fully cooperate with LINDE in the investigation of the causes and to make the information necessary for clarification available.

27. Order and cleanliness

The construction site or the working environment must always be kept in a neat and clean condition.



28. Privacy policy

The contractor is obliged to observe the data secrecy in accordance with the regulations of GDPR Art 32 and the BDSG §53 during his activity and after the completion of his order. All operational or business data that have become known in the context of the order shall be treated confidentially and may not be passed on to third parties. In accordance with the regulations on data secrecy, it is forbidden to collect, store, process or use personal data without authorisation, i.e. these data may only be used for the lawful fulfilment of the assigned order. Photographs may only be taken with permission.

29. Additional regulations/briefing on site

Additional regulations exist at some Linde locations or on the customer and chemical park premises. These apply in addition to these general rules.

Briefing on customer premises: The contractor is obliged to receive instructions from the customer regarding the location-specific regulations before commencing his work. The instruction must be confirmed in writing and handed over to the client.



Making our world more productive



Health, Safety and Environment (HSE) Policy.

Our Goal

At Linde we are driven to ensure no harm comes from our actions to people, the environment or the communities in which we operate.

Our Values & Commitments

- Safety and environmental responsibility are core values at Linde and integral in all that we do.
- Compliance with applicable laws, regulations, and Linde policies is a license to operate for our employees, contractors, suppliers and partners.
- HSE Ownership through visible, demonstrated leadership across the organization.
- Collaboration with the industry and other professional associations to continuously advance the safe management of our products and installations.

Our Safety Principles

At Linde we believe that:

1. All incidents and injuries are preventable.
2. HSE is a line management accountability.
3. We are responsible for our own safety and that of others around us.
4. Our employees and contractors are obliged to stop a job or refuse to perform it, if it cannot be performed safely.
5. All HSE incidents must be reported, and learnings taken from them.
6. Our commitment to and efforts in safety will yield results.
7. Acting safely is a condition of our employment and supplier contracts.

We expect our employees, contractors and partners to embrace these principles and reflect them in every aspect of work they perform.

This policy is integral to the Linde business strategy. The Management Committee and Linde's global leadership is committed to the full implementation of this HSE policy.

Danbury, February 2019 // Global Policy, Version 1.00



Life-Saving Rules

Making our world more productive



1. Driving and Vehicles

We will operate our vehicles safely and responsibly at all times and use the safety equipment provided.



2. Permit to Work

We will use the Permit to Work / Hazardous Work Permit System where necessary to ensure hazards and risks are understood and controlled.



3. Lock-Out/Tag-Out (LOTO)

We will use LOTO to verify energy/equipment isolation when servicing or maintaining equipment.



4. Hazardous Atmospheres

We will be aware of the potential for hazardous atmospheres and take the appropriate actions to detect, mitigate and eliminate atmospheric hazards at all times.



5. Elevated Work Activities

We will work at height only when the required safety measures to prevent falls are in place and we will ensure lifting operations are carried out safely.



6. Contractor Management

We will select and monitor our contractors to ensure they meet Linde safety requirements.



7. Management of Change (MoC)

We will implement changes to plant/equipment and work processes only when a MoC process addressing the safety risks has been completed.



8. Personal Protective Equipment (PPE)

We will wear properly selected, maintained and task/hazard specific PPE at all times when required.



9. Safety Equipment and Devices

We will maintain the integrity of safety equipment and devices and never modify, impair or override them unless properly reviewed and authorized through MoC or Permit to Work.



Confirmation
of the contractor

We have received and taken note of the safety and environmental protection guideline (HSE-Guideline) **“Work by contractors”** from Linde Gas.

We commit ourselves to complying with the provisions of this HSE-Guideline and will also pass this information sheet on to our employees responsible for the execution of the order and oblige them to comply with the regulations described.

The executing staff shall carry a copy of this confirmation for submission.

We refer to your SAP order number: 81.....

We name as contact person:

Company stamps Date Name in block letter/signature

Important: Return to the buyer mentioned in the order.