



SAFETY RULES AND INFORMATION

**fire department/emergency:
telephone 112 or
Radio Channel 7**

Preface

*Welcome to the Wilhelmshaven **Tank Terminal!***

The purpose of the General Safety Rules and Information is to inform all persons on the plant territory how to behave ...

... safely.

We want to ensure that you return to your family healthy and without injury.

We also wish to ensure that mistakes do not lead to property damage and environmental impacts.

***No work is so important or urgent that
we can't take enough time to ensure
that it is done safely.***

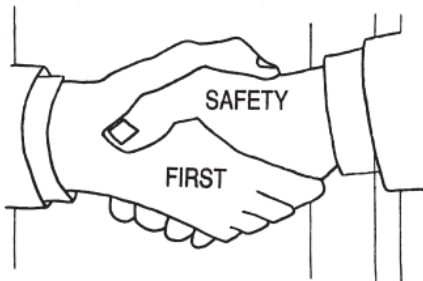


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Picture of the Terminal



Meeting Points in the Event of a Terminalalarm

In Case of Terminal

a) Pay attention to the wind direction

b) always look for the closest safe meeting point diagonal to the wind direction

Legende



Sammelplatz



Rauchplatz



Strassenquerung



Ausweichbereich für das Tragen von PSA und das Bewerten von Maßnahmen gemäss den Sicherheitsrichtlinien.

Ebbebank - Porten



Schwermetalle beim Betreten des Transferbootes anlegen

GEODATISCHER NORDEN

AUFLENZEN NORD

Strasse M - Höhe Tank 70

Strasse M - Ecke Strasse 10 in der Nähe von Tank 10

Strasse A neben Schiffbau 5 Höhe Tank 50

Parkplatz Veranbarung Outshore

Parkplatz

Reuchplatz

Sammelplatz

Strassenquerung

Ausweichbereich für das Tragen von PSA und das Bewerten von Maßnahmen gemäss den Sicherheitsrichtlinien.

Im gesamten Tanklager ist das Tragen von PSA vorgeschrieben. Das Bewerten und Mitteilen von Maßnahmen ist verboten. Es gelten die Regeln des Sicherheitshandbuchs.

General Safety Rules

- The road traffic laws apply; i.e. driver's license and seatbelts are required.



- Unless otherwise regulated, give way to traffic from the right.



- Maximum speed in the entire facility:
30 km/h
Tank truck area / Street 17/18:
10 km/h.



- Stopping in front of rescue and fire devices and in the areas of street crossings and facility entrances is forbidden (minimum distance 15 m). **all vehicles have to park on one road side. The ignition key must remain in the ignition switch. exceptions: Police, Medicts, Customs.**



- Entry of restricted areas after prior registration only.
Entry of motor driven vehicles only with prior approval and multi-warn devices.



- Work can only be performed with a valid work permit and completed safety training



- Smoking and open flames are forbidden. Smoking is only allowed in the designated smoking areas.



- The carrying and consumption of alcohol and other drugs is forbidden.

- Pictures and videos are only allowed with management approval. Exception for operations or approval from HSE



- The carrying and use of mobile phones is forbidden (even switched off). Exception: administration building.
- Deliverers to WRG: (cafeteria, warehouse and contractor area) Minimum requirement: long pants, long-sleeve shirt, sturdy shoes.
- Instructions from operating and safety personal must be obeyed.

- Escape and rescue routes must be kept free.



- All accidents, near misses and events must be reported.
Tel. 112 / radio channel 7.



- The required **personal protective equipment (PPE)** must be used. This generally means: Flame-retarding, long-sleeve and anti-static safety suit (jacket or shirt, pants), protective goggles or safety glasses, hard hat, protective shoes, **protective** gloves, ear protection.



- PPE is required in the processing areas/tank farm/tank truck area/rail loading area/pier, and as shown on signs if applicable.

Before entering the Terminal

Personal protective equipment is required in order to enter the processing plants, tank facilities, tanker truck areas/KWG, pier area (AND should be used according to standards):

- **Helmet**
- **Protective goggles**
- **Jacket**
- **Ear protection**
- **Respiratory protection**
(if necessary)
- **Gloves**
- **Body protection**
- **Foot protection**



Safety Instructions

No work may be performed without safety training! Completed safety training is indicated by a sticker on the helmet.

Additional safety training takes place on site by the foreman or **terminal operator**:

- What can happen?
- What do I have to do not endanger others?
- How do I avoid danger?
- What safety devices are available onsite?
- How can I save myself?
- See safety suggestions, handed out by the gate guard!

A work permit is required for all work to be performed:

- Cold work permit
- Hot work permit
- Vehicle entry permit (where applicable)
- Entry authorization
- Excavation permit
- Hydrant permit
- Street blocking permit

Environmental Protection

Concerns everyone!

- Thoroughly separate waste by scrap metal, metal, glass, wood, styrofoam.
- Liquids have to be collected in dip trays, which have to be installed before work starts.
- Do not allow substances hazardous to water into the ground or the sewer system.
- Avoid unnecessary environmental impacts, such as releasing vapour into the air etc.
- Only store daily requirements of hazardous substances or water hazardous substances onsite.
- In case of contaminations, operating errors or releases of hazardous substances contact the Fire Brigade:

Telephone 112, Radio Channel 7

Entering the Plant / Before Starting Work











The safety measures indicated as being required on the work permit must be obeyed:

**e. g. Fall protection
Protective clothing,
Goggles,
Ear protection etc.**

Barriers of any kind must be respected.

If a vehicle or forklift etc. needs to be driven into the plant, continuous accompaniment and explosive mixture check (multiwarn device) must take place.

Hazardous Substances

 Explosive	 Fire oxidizing	 Easily flammable	 Highly flammable
 Poisonous	 Very poisonous	 Irritant	 Harmful to health
 Corrosive	 Hazardous to the environment		

The unit will be handed over empty (steamed or purged), but this does not mean that there are no more hydrocarbons in a pipe bend, etc.

**Therefore: Be careful!
A pipeline is never empty!
Any insulating work (Rock Wool dust) always
requires
a FFP2 mask.**

The safety requirements are noted on the work permit:

Important!

Hazardous substances are labeled and then also identified as such. Hazardous substances transported in the pipelines are labeled by symbols in the flow direction on the pipeline. There is an EU safety datasheet and operating instructions for each hazardous substance according to § 14 of the hazardous substance ordinance.

Hydrogen Sulfide H₂S

H₂S is a poisonous gas and explosive. It has a pungent odor like rotten eggs. This gas is created during the refining process and can thus occur at different concentration levels in the different plants.

Therefore:Be careful!

If this gas smell is detected, stop work immediately and enter the next meeting point. Contact the safety department immediately.

H₂S warning devices are required in the processing plants, in the tank field and the pump groups.

Symbols on Electrical Equipment



Dangerous electrical voltage



Safety insulated
(safety class II)



Safety extra-low voltage
(safety class III)



Isolating transformer
(safety-separated)



Explosionprotected,
type-examination tested equipment



For rough operation



Dustproof



Rainproof
(protected from splashing water)



Protected from spraying water



Protected from streaming water

Safety-Conscious Behavior

Pay attention to the Occupational Safety Regulations!

ENSURE CLEANLINESS AND TIDINESS!

- Store small parts on scaffolding and platforms in boxes or bags.
- Follow the waste disposal plan.
- Keep escape and rescue routes free.
- Avoid cable/supply lines and other stumbling points.
- Do not eat/drink etc. while at your work location.
- Do not activate any external instruments or switches.
- Check working devices for damage before starting work-test status
- Check load-bearing devices/lifting accessories before use, remove damaged parts immediately.
- Coordination is required, coordinate work, pay attention to two-way hazards.

During Work

Different facilities have different dangers!

WATCH OUT FOR DANGERS!

Take care of hazardous substances

because

they represent health dangers

Risk of suffocation in containers/tanks

WITHOUT

An entry permit do not enter containers or tanks!

DO NOT

Step into openings or pipelines. Pipelines may not be empty even if they were reported empty. Always assume that they contain residues.

Other System-Specific Dangers

Inform the supervisor immediately about any contact with hazardous substances.

In case of emission of hazardous substances, stop work and contact the Fire Brigade immediately.

In case of emission of dust/fibers, stop work and contact the supervisor immediately.

The Supervisor must inform the HSE Department

Telefon 213 / 200

Telefon 112

or

Radio Channel

After Work

- The working areas must be left clean and tidy.
- Secure vulnerable areas, e.g. openings.
- Shut down and secure equipment.
- Close openings and passage hatches on scaffoldings, close light grid gratings on catwalks.
- Dispose of waste properly.
- Report completed work.

not.

See work permit process!

EMERGENCY

In case of accidents, fire and other damages or operating errors, request help immediately

Via radio (all channels)
Or telephone!

112

Call for help!

Instruct rescue forces onsite to the greatest extent as possible.

ALARM SIGNAL

- The air horns sound in case of an alarm. Take care of the wind direction (always across to it!) and find the closest secure assembly point.
- Driving is prohibited for anyone who is not involved in fighting the damage.
- Vehicles remain where they were parked. Do not start cars.

Each Monday at 10 and 11am test alarm

In case of emergency the use of mobile phones is prohibited !

