



 WORKING SAFELY AT
MEYER WERFT



Meeting rooms are named as per the following scheme:

Example:

MR-R1-0-1

- MR: Meeting Room
- R1: Building (including section)
Here Building "R", Section 1
- 0: Level
Here: Ground Floor
- 1: Serial number
Here the first meeting room in this section

YARD MAP

OVERVIEW OF THE YARD SITE

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FOREWORD

Providing safe and healthy working conditions is not just a legal and moral obligation, it also pays off financially. Investing in health, safety and environmental protection in the workplace avoids human suffering and helps to retain and promote our most valuable assets – the physical and psychological integrity of our colleagues and an intact environment. These investments pay off twice. Not only do they increase our employees' satisfaction and motivation, but also the quality of our services and products, and the company's reputation, thus ultimately contributing to financial success.

Only together can we:

- ▶ Make working and yard safety, as well as environmental protection, the top priority.
- ▶ Manage the company in a manner that protects and promotes the community and safety.
- ▶ Comply with laws and regulations in order to protect our fellow human beings and nature.
- ▶ Provide safe and healthy workplaces.
- ▶ Create structures that actively and sustainably promote our colleagues' health.
- ▶ Improve our efficiency.
- ▶ Use resources and sources of energy sparingly and sustainably.
- ▶ Continuously reduce hazards to an acceptable minimum.

If you have any questions or suggestions regarding this brochure or its implementation, please contact your managers. You can also contact the responsible Occupational Safety Officer directly.



Bernard Meyer



Jan Meyer



Tim Meyer



Thomas Weigend

GENERAL INFORMATION ABOUT THE ISPS CODE

(INTERNATIONAL SHIP AND PORT FACILITY SECURITY CODE) AT MEYER WERFT

Since July 2004, extensive safety measures have been applied to ships and port facilities worldwide. These measures were drawn up by the International Maritime Organization (IMO) in order to improve the prevention of maritime hazards. The ISPS Code applies to freight and passenger ships in international shipping as well as to port facilities that process these ships.

EVERY EMPLOYEE MUST COMPLY WITH THE FOLLOWING RULES OF CONDUCT:

Use of yard ID

- › Access only with your own ID
- › Carry your yard ID with you at all times
- › Be prepared for ID/bag checks at any time
- › Never use your yard ID to allow another person to gain access
- › Report any loss of yard ID immediately
- › On your first entrance to the yard site you will only be granted access with valid personal ID or a passport



Alertness and reporting

- › Never give security-relevant or internal company information to third parties
- › Report every suspicion of being questioned by third parties immediately
- › Always keep your bags or personal property with you so that they cannot be seen as suspicious by other employees
- › Report unusual/suspicious objects or people and keep yourself and other people at a safe distance from these
- › Report damaged or defective security equipment (fences, turnstiles, barrier systems, evacuation equipment etc.)

General rules of conduct

- › Behave cooperatively during security checks
- › Instructions given by employees of MEYER Port 4 and/or yard security staff must be followed.
- › Do not take any photos without a photography permit
- › Do not enter cordoned-off areas
- › Only access workplaces (e.g. access to ships) via official entrance points
- › Do not stay on the yard site outside working times
- › Maintain the highest alertness to protect all employees
- › Report any abnormalities directly to the MEYER WERFT Control Centre (04961 81 72 25) or send an email to: security@meyerwerft.de

1 ACCESS TO THE YARD

For new employees who are entering MEYER WERFT for the first time, the first steps trade employees take will be via Security at Gate 5 directly to the employee register, which is in the building at Gate 5. Commercial employees access the yard via Gate 1. Documents (e.g. personal ID, passport) will be checked there. As part of security/safety instruction, a film about security and safety at MEYER WERFT will be shown.



Protective clothing that is labelled with the wearer's name and company should generally be provided. If this is not possible for short periods of time, the employee must wear their employee ID visibly on their clothing.

Before starting work all employees must be instructed by their manager or supervisor on the basis of this brochure. In addition, if there are any special hazards, the manager or supervisor must provide special instruction on these.

If tours or visits are provided, e.g. with suppliers in the production halls or on ships, the "host" is responsible for visitors' safety.

After the checks have been completed, a day or weekly pass will be issued. Employees who will be working longer than one week at MEYER WERFT will receive a fixed **identification card** with their photo. In addition to identification, this is also used to control access to the yard site and to the new builds, and for MEYER WERFT employees also to register the start and end of work. To issue the identification, the presence of the contact or construction manager of the general contractor is required.

Please note the opening hours of the employee register:

Monday to Friday from 7 am to 12.00 noon
and from 12:45 pm – 3 pm

PLEASE NOTE THE FOLLOWING IN CONNECTION WITH YOUR PERSONAL IDENTIFICATION CARD

- ▶ You must keep your identification on you at all times.
- ▶ You must not give your identification to anyone else.
- ▶ If it is lost or damaged, the company must pay €25.00 to MEYER Port 4.
- ▶ After the end of a contract the identification must be handed in at Gate 5.



When passing through the yard gates the justified carrying of materials, tools etc. must be proved with an import or export certificate.

2 GENERAL PROHIBITIONS

Smoking is **generally prohibited** at MEYER WERFT. Smoking is only permitted in the marked smoking zones.

All substances prohibited under the German Narcotics Act (Betäubungsmittelgesetz)

Alcohol is prohibited, this relates to:

- › the consumption of alcohol in the yard
- › coming to the yard under the influence of alcohol (residual alcohol)
- › bringing or storing alcohol in the yard

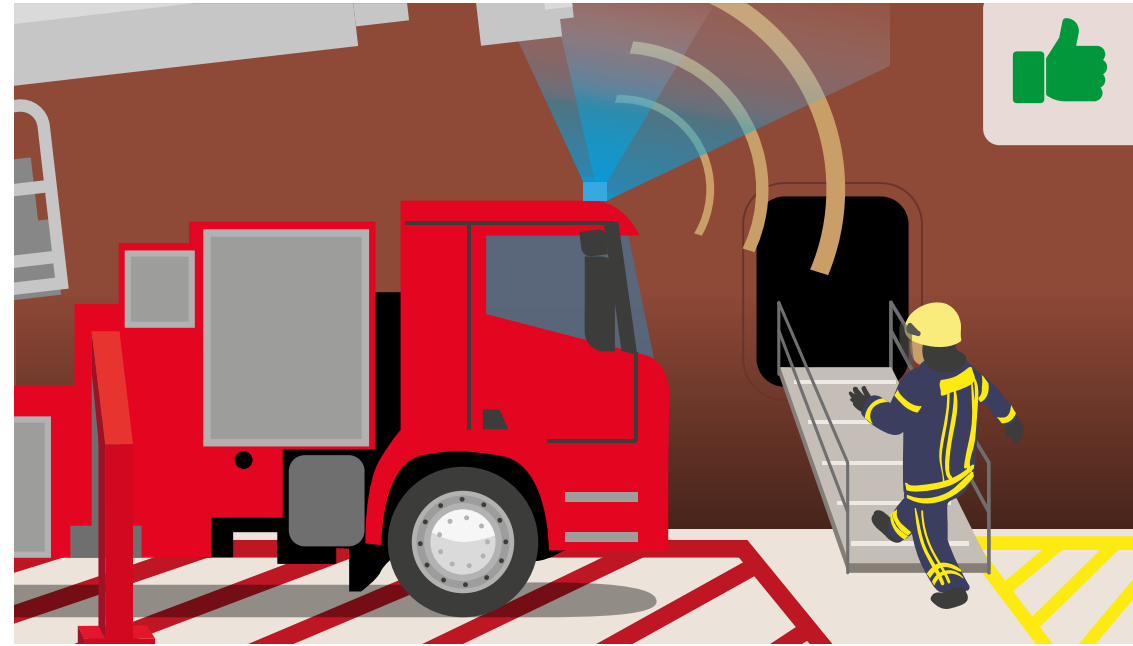
Eating in production and workshop areas is prohibited.

Jewellery worn openly (i.e. jewellery that is not covered by clothing) must **not** be worn in production, warehouse, transport or workshop areas. Piercings worn openly that cannot be removed must be taped over. The use of **mains-operated electrical appliances** such as coffee machines, immersion heaters, kettles, household

heaters, mains-operated radios etc. on board is prohibited.



Photography is prohibited in all areas on the yard site. Exceptions are only possible with written permission.



All traffic and emergency-access routes, restricted areas, fire-fighting equipment, electricity and gas distribution stations and other restricted areas must be kept clear at all times.

All operating equipment must be inspected at least once a year by a qualified person. The inspection must be identifiable for all users by affixing a sticker on the appliance.

Operating equipment that has not been inspected **must not** be used. Such equipment can be exchanged at the tool store. If this is not possible, inform your manager. They will decide what will happen next.

Work equipment includes:

- › Electrical devices with a mains connection
- › Ladders and steps

- › Scaffolding
- › Supply lines
- › Industrial trucks
- › Personal protective equipment against falls
- › Slings equipment

Thus, it is essential that work equipment is checked before every working day. Safe use, meaning the current condition, also has to be checked here.

If the time of the next inspection is coming up, the operating equipment must be exchanged at the tool store.

3 TRAFFIC REGULATIONS

- › The **German Highway Code** applies on the yard site.
- › The maximum speed permitted for all vehicles on the site is 15 km/h, walking pace in the halls.
- › Entering the halls with cars and trucks is only permitted with exceptional approval from the Intralogistics Department of EMS Maritime Services.

BICYCLES

- › Bicycles must be roadworthy
- › Use marked paths
- › It is not permitted to cycle in halls or workshops
- › Do not transport any materials – only with delivery bicycles.
- › Cross crane tracks at an angle of 45°–90°



Attention!

Danger due to heavy transports on the entire yard site and in the production areas



Telephoning
when driving is prohibited!

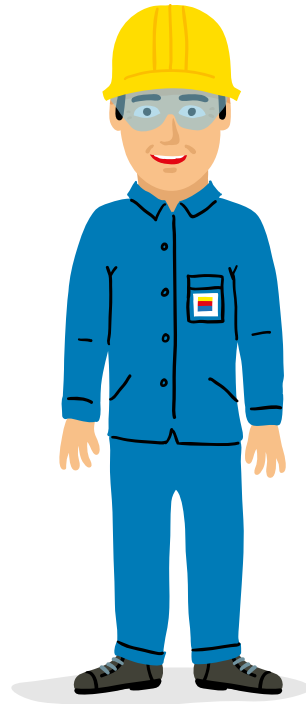


Do not walk under suspended loads.
Use marked paths!

4 PERSONAL PROTECTIVE EQUIPMENT (PPE)

Wearing personal protective equipment in production areas is mandatory.

Long trousers generally must be worn in production areas.



Safety staff or managers will check the presence of the following personal protective equipment on the basis of random samples:

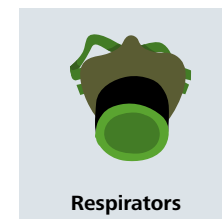
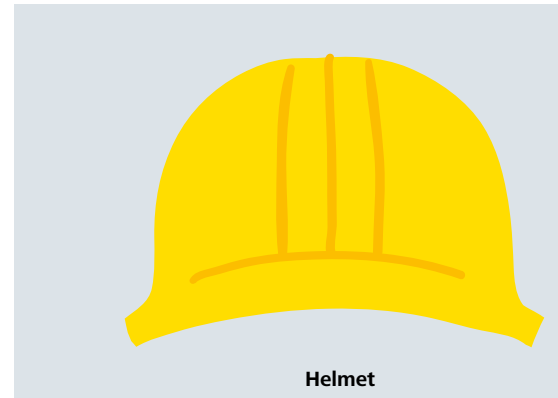
- › Safety goggles
- › Overalls with name and company name
- › Safety shoes
- › Industrial helmet

If the PPE is not present or serviceable, appropriate steps may be taken under labour law (MEYER employees) or entrance to the site may be prohibited (external companies).

Additional protective equipment may be necessary for special work, for example:

- › Respirators
- › Ear defenders
- › Protective gloves
- › PPE against falls

Personal protective equipment must be selected according to the activities carried out. If anything is unclear, please speak to your manager.



5 CONDUCT IN THE EVENT OF INCIDENTS, SUCH AS FIRE, ACCIDENTS AND THE RELEASE OF HAZARDOUS SUBSTANCES



CONDUCT IN THE EVENT OF FIRE

- › Fight developing fires with fire extinguishers, do not become a casualty!
- › Close doors after leaving rooms!
- › Instruct emergency services, warn employees!

CONDUCT IN THE EVENT OF THE RELEASE OF HAZARDOUS SUBSTANCES

- › Prevent leakage into the dock and port water, sewers or earth!
- › Use binding agents!

Every fire, every accident and every other emergency must be reported **immediately** to the MEYER WERFT Control Centre.

Emergency number

MEYER WERFT 04961 81 **55 55**

All damage to property or any other disruption within the yard must be reported to the Control Centre on the Control Centre number:

Control Centre

MEYER WERFT 04961 81 **72 25**



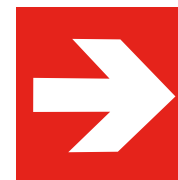
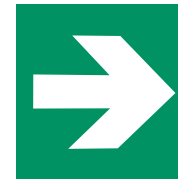
CONDUCT IN THE EVENT OF ACCIDENTS

- › Remove persons from the danger area!
- › Provide first aid without delay!
- › Instruct emergency services!



CONDUCT IN THE EVENT OF EVACUATION

1. If the evacuation alarm sounds, go immediately to the nearest muster point (see yard map) via the signposted escape routes. Follow the instructions of the evacuation assistants.
2. Escape routes on board are labelled with special escape route signs.
3. The routes to the nearest fire extinguisher and to fire alarms on board are indicated with special signs.



6 CONDUCT IN THE EVENT OF AN ACCIDENT AT WORK OR ON THE WAY TO WORK

1. Go to or inform in-house paramedic.
2. Inform manager.
3. Go to accident insurance doctor, if necessary
You can ask the in-house paramedics how to find the nearest insurance doctor.

You can reach the first-aid centre, apart from in emergencies, on the following number:

Paramedics
MEYER Werft 04961 81 4910



Professional Association Wood and Metal

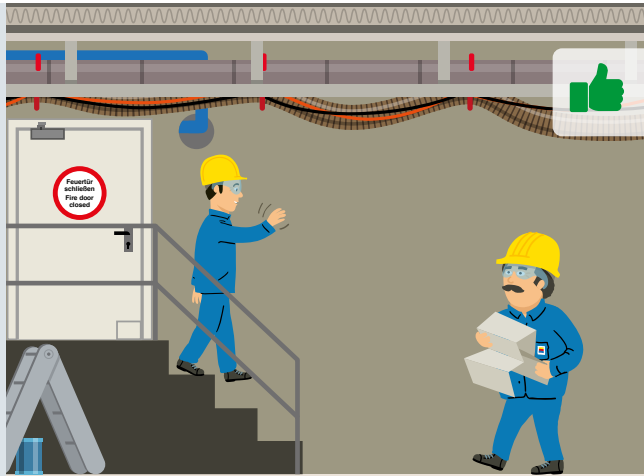
MEYER WERFT is insured with the Professional Association Wood and Metal:

Berufsgenossenschaft Holz und Metal
Hamburg District Administration/Bremen
Töferbohmstr. 10
28195 Bremen
Tel.: 0800-999 00 80-3

The management of MEYER WERFT and the companies of the MEYER Group only recognise accidents at work or on the way to work that are reported to the in-house paramedic directly!

7 TIDINESS, CLEANLINESS, DISPOSAL

- › Lay hoses and cables under the ceiling (S-hooks)!
- › Use ducts!
- › Avoid tripping hazards!



Always keep workplaces clean and tidy. Everyone is obliged to leave their workplace clean and tidied up after work.

Lay hoses and cables properly, do not let them hang on water or any other pipes. Emergency exits and escape routes must be kept clear at all times.

- › Keep the development of dust to a minimum.
- › Dampen dust created and sweep it up with a broom or use industrial vacuum cleaners. Do not use welding smoke extractors for this! Do not blow away with compressed air!
- › The use of chemical cleaning agents must be coordinated with the Environmental Protection and Occupational Safety departments of MEYER Port 4.
- › Wood processing machinery may only be operated with integrated suction equipment.








- › Waste should be avoided as far as possible.
- › Keep the quantities of unavoidable waste as low as possible.
- › On leaving the workplace, dispose of any waste created in the receptacles provided for this purpose. Ensure you strictly separate waste:

- Orange:** Metal scrap
 - Purple:** Cable residues
 - White:** Insulation wool
 - Blue:** Mixed waste (e.g. wood, sheeting, cardboard)
- File receptacles:** Documents, drawings, paper

- › Oily cloths and empty spray cans must be disposed of in the labelled receptacles.
- › Hazardous waste, such as paints, solvents, waste oils, chemical residues etc. must be passed to the disposal hall, specifying the contents.
- › Ensure waste is transported safely.
- › Do not dispose of waste in pallet cages, empty paint tins or any other receptacles not intended for waste disposal.
- › Do not dispose of any food waste in the receptacles detailed above.










8 HAZARDOUS SUBSTANCES

Hazardous substances can have the following properties and can be recognised from the following hazardous substance symbols:

Hazardous material designation	GHS regulation		
	Description	Code	Pictogram
Danger of explosion	Exploding bomb	GHS01	
Flammable	Flame	GHS02	
Oxidising	Flame above a circle	GHS03	
Gases and gas compounds	Gas bottle	GHS04	
Caustic	Caustic effect	GHS05	
Poisonous	Skull and crossbones	GHS06	
Hazardous to health	Exclamation mark	GHS07	
Extremely hazardous to health	Health hazard	GHS08	
Environmental hazard	Environment	GHS09	

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Extremely hazardous to health	Health hazard	GHS08	
Environmental hazard	Environment	GHS09	

You can tear out this page so you always have it "to hand".

Information about individual hazardous substances can be taken from the labelling on the packaging and the safety sheet.

Damage to health can be caused by coming into contact with, inhaling and swallowing hazardous substances.

What has to be complied with:

- › Follow operating instructions!
- › Use personal protective equipment.
- › Limit quantities of hazardous substances at the workplace to daily requirements.
- › Set up technical ventilation equipment.
- › Keep containers closed, only open when taking out contents.
- › Apply hygiene measures and skin protection.
- › Dispose of waste properly.
- › Substances hazardous to water and flammable liquids, such as paints, lacquers and solvents, must be transported and stored in approved transport receptacles and containers.



9 FIRE PREVENTION

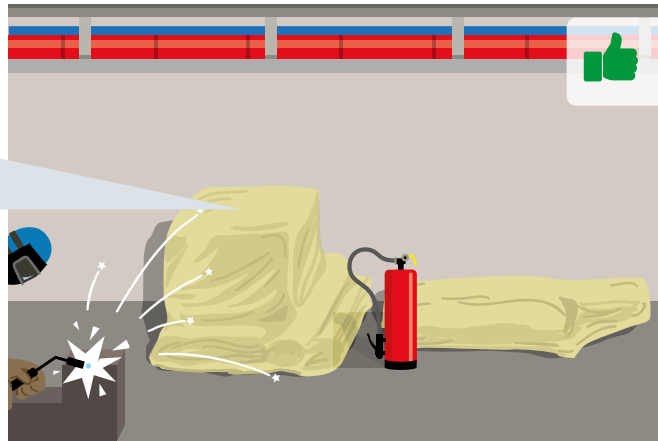
Fire doors on board must be kept closed at all times!

- ▶ Limit material quantities on board and in the halls to the daily requirements.
- ▶ Material that is not required must be removed without delay.
- ▶ Materials must be unpacked before they are brought on board.



- ▶ Packaging, such as sheeting and boxes, may only be made of low flammable materials (DIN 4102/B1).
- ▶ Only fire blankets may be used as covers.

In order to carry out hot work, instruction in the organisational directive "Fire Prevention during work with a fire hazard" is required.



10 HOT WORK



Extract welding smoke at its source or use extraction burners

Use the required protective equipment

Remove flammable and sensitive parts or cover them with a fire blanket

Keep fire extinguishers within sight and put them back in the fire alarm stands after the hot work. Exchange used fire extinguishers.

- ▶ A hot work permit is required for hot work (welding, annealing, grinding and angle grinding) from a certain state of construction. Comply with the current risk table for the relevant ship.
- ▶ Check adjacent rooms before and after hot work.
- ▶ Use technical ventilation equipment in confined spaces.
- ▶ Switch off welding machinery during breaks and at the end of work and disconnect all hoses.

11 WORKING AT HEIGHTS



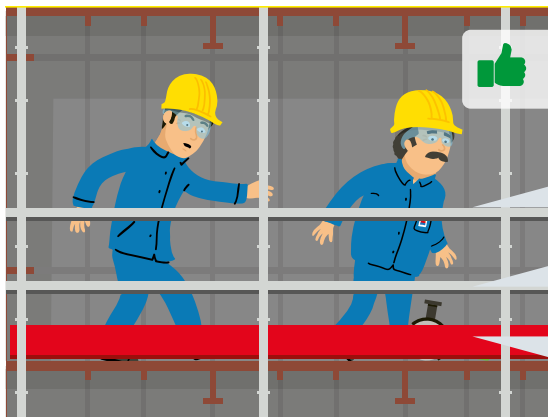
At workplaces and traffic routes above 2 m in height, equipment to protect persons from falls must be available.

- › Working without intact fall protection is prohibited.
- › Fall protection equipment must not be tampered with.
- › Missing fall protection equipment must be reported to a manager immediately.

Collective protection, such as side protection or scaffolding, takes priority over PPE against falls

11.1 SIDE PROTECTION

Side protection consists of:



› Handrail

› Knee rail

› Toe board

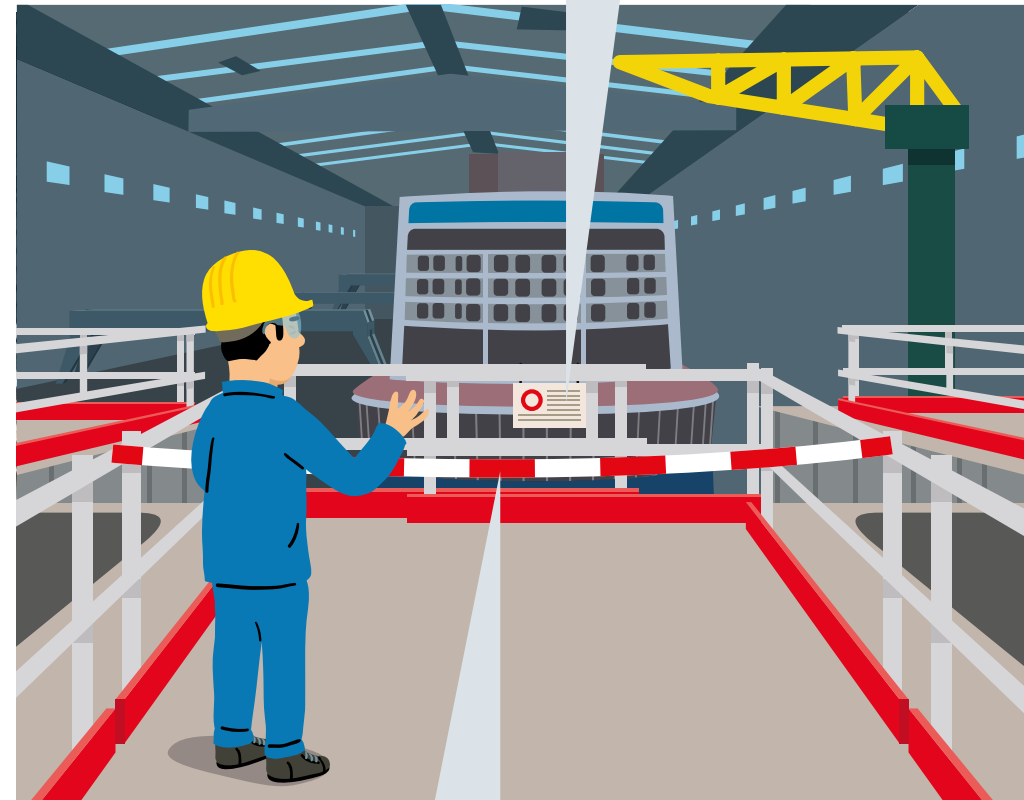
Alternatively, tensioned chains can be used on handrails (partly with a net).

11.2 BARRIERS

To prevent injury to persons or damage to property **barriers** to prevent unauthorised access to certain areas are possible.

- › A barrier may only be lifted by the person responsible for it or on their instructions.

Warning signs in accordance with internal requirements must be set up.



Provisionally secure the drop at a distance of at least 2m with warning tape or chains!

11.3 PERSONAL PROTECTIVE EQUIPMENT AGAINST FALLS



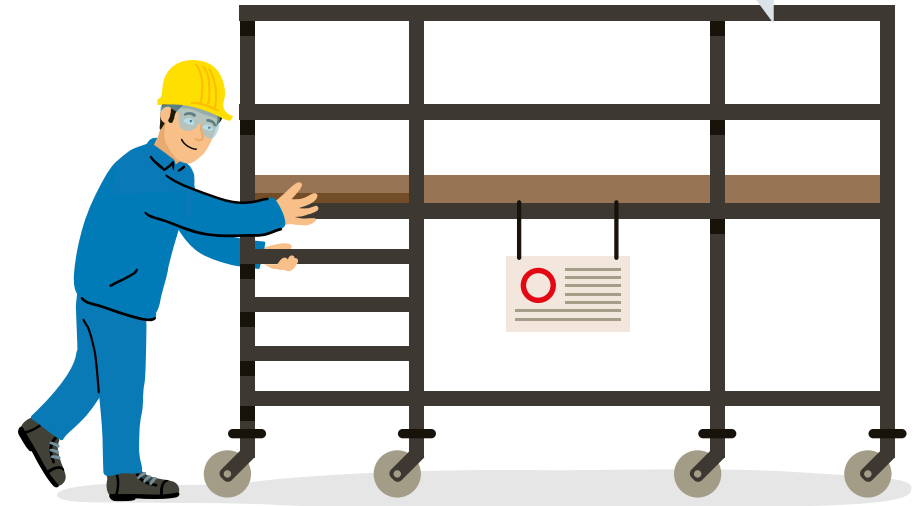
If no collective protection is possible, personal protective equipment against falls must be used

PPE against falls is systems to catch falling persons. It consists of a safety harness and additional components, such as connectors with shock absorbers or fall arrest systems, and an anchor point.

- ▶ Persons must be instructed before use (including in practice).
- ▶ Only use anchor points set by a manager (minimum load capacity 1,000 kg).
- ▶ Take minimum working heights above the impact surface per system into account.
- ▶ Only use PPE checked against falls!

11.4 SCAFFOLDING

It is prohibited to move portable scaffolding when someone is on it!
After being moved, scaffolding must be secured against rolling.



Changes to scaffolding may only be made by the scaffolding company!

Exceptions: after consultation with the manager individual guardrails, intermediate rails, toe boards and scaffolding coverings may be removed briefly for assembly purposes or to transport components.

However, these must be replaced immediately in the correct position afterwards.

Employees must be secured against falls with PPE! Block off the area for other users! Changes to other load-bearing parts of the scaffolding are prohibited!

11.5 CRANE CAGE

When working in a crane cage, in addition to the provision of special instruction the following points must be complied with:



When working in a crane basket, PPE against falls must generally be used.

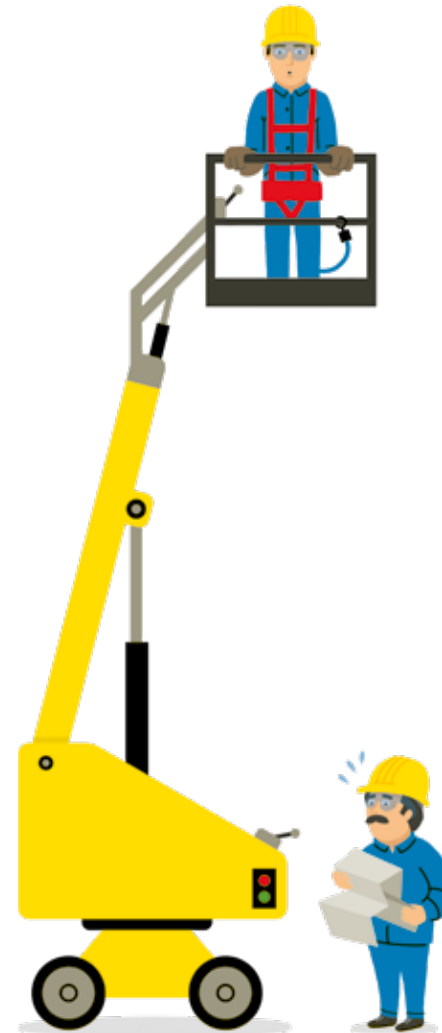
When moving, hold tight to the stay bar inside!

Entering/climbing over the guardrail during work is prohibited!

Do not use ladders, scaffolding etc. in the cage!

Secure material against falls!

11.6 LIFTING PLATFORMS



The conditions for operating a lifting platform are:

- › Minimum age 18.
- › Instruction in operating the platform.
- › Certificate of competence.
- › Plant identification released to operate the platform.
- › PPE against falls must be used for boom working platforms (including scissor lifts).

11.7 COVERS

- ▶ Special gates for cabin and material transport have been installed at certain points in the guardrails.
- ▶ These gates may only be opened after setting and fixing the hook securing and must be closed again before setting down.

Openings such as manholes, assembly openings, hatches, shafts etc. must be secured against persons falling in. For this purpose, use side protection or coverings such as manhole grilles. All holes larger than \varnothing 168 mm must be secured against being walked into, falling or tripping with non-slip covers that can bear a person's weight (covered condition/cordoned off condition).

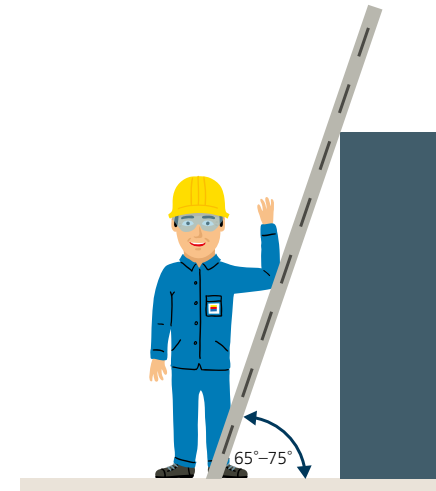


Close manhole grilles!

11.8 LADDERS

GENERAL

- ▶ Only use tested ladders.
- ▶ Place ladders stably and secure them against slipping.
- ▶ Do not overload ladders.
- ▶ Secure during work when there is a danger of falling with a safety harness and a fall arrestor.
- ▶ **Stepladders** must have a locking mechanism!
- ▶ For **free-standing ladders** ensure the correct setting angle of 65° – 75° .
- ▶ To climb over areas at height, free-standing ladders must extend at least 1 m over the exit point and be secured against slipping.



Stepladders with locking mechanism

Free-standing ladders



12 WORKING IN CONFINED SPACES

When working in tanks, empty cells and confined spaces the following dangers may occur:



Danger of suffocation caused by the displacement of oxygen by inert gases



Danger of explosions caused by build ups of fuel gas and solvent fumes



Danger of burns caused by build ups of oxygen



Health hazards caused by hazardous substances



Electric shocks

For measures see: Operating and auxiliary materials, electrical current

Before entering tanks, empty cells and confined spaces certain preventative measures must be taken:

- › Only instructed and authorised persons may enter
- › One additional person must stay in contact with the employee

Remove any hazardous substances present and have these cleaned.



13 PRESSURE AND SEAL CHECKS

When building new ships various components and systems have to be put into operation or trialed. During pressure checks made as a hydraulic pressure check or gas pressure check, it is checked whether the pressure-bearing walls are sealed against the testing agent under pressure and that no deformations that could affect safety occur.

Various dangers could occur here, such as:

- ▶ Plugs, seals, blanks etc. flying out
- ▶ Injuries caused by the emissions of gas jets
- ▶ Hoses and pipes flailing around
- ▶ Loud bangs caused by pipes, hoses or components bursting
- ▶ Oxygen being displaced by escaping gases

Protective measures are set in separate risk assessments and described in special work or operating instructions.

13.1 PROTECTION FROM RADIATION WHEN TESTING MATERIALS



When carrying out X-ray checks, hazards may be caused by **ionising radiation**.

- ▶ Before beginning work it is necessary to speak to those from other trades working nearby and inform them about the hazards.
- ▶ The area to be checked must be measured by the Radiation Protection Officer with a calibrated dose rate meter.
- ▶ If an area with poor visibility is checked, special attention must be paid to the area surrounding the specimen.

- ▶ **Entrance to the labelled monitored area is strictly prohibited!**

13.2 COMMISSIONING AND TESTING MACHINERY AND PLANT

Commissioning for example, engines, boiler systems, hoists or electrical and hydraulic systems, is largely carried out with the cooperation of service technicians, construction supervision and the classification company. This also includes overload tests and checking safety equipment. For this purpose, machinery and plant are frequently also brought to the limits of their performance in a targeted manner and checked at the same time.

Various dangers could occur here, such as:

- ▶ Falling or tipping parts
- ▶ Pipes, seals and receptacles bursting
- ▶ Hoses bursting
- ▶ Media, hazardous substance or hot surfaces that are hot or under pressure escaping
- ▶ Noise

- ▶ Slippery surfaces caused by escaping operating materials
- ▶ Moving and/or rotating parts

Protective measures are set in separate risk assessments and described in special work or operating instructions.

Note:
There is a separate safety flyer for "**Commissioning LNG gas plant**".

14 TRANSPORT AND LIFTING WORK

There are cranes, pallet trucks and special vehicles available to transport materials, which may only be operated by persons authorised to do so.

Transports must be coordinated with Logistics and the Transport Department. The yard transport

control system should be used primarily for transport work.

14.1 FORK-LIFT TRUCKS

- ▶ The conditions for operating fork-lift trucks on the yard site must be coordinated with the Transport Department or Occupational Safety.
- ▶ Fork-lift trucks may only be driven by trained fork-lift truck drivers with a fork-lift truck licence.

Use personal restraint systems!

Secure loads!

Comply with speed limits!



14.2 CRANES

- ▶ The conditions for working with cranes must be coordinated with the Transport Department or Occupational Safety.
- ▶ Cranes may only be operated by trained or instructed crane drivers with corresponding authorisation.

14.3 SLINGING

- ▶ Slinging may only be carried out by instructed or authorised persons.
- ▶ The instructions and information given by the **slinger** must be followed!



Leave the danger zone!

14.4 MANUAL LIFTING AND CARRYING

- ▶ Manual transports should be kept to the necessary minimum.
- ▶ If possible, use technical lifting, carrying or transport aids.
- ▶ Use **correct** lifting and carrying techniques!

Correct!
Keep back straight, lift using the legs, load close to the body.



Wrong!



15 WORKING AND AUXILIARY MATERIALS

15.1 TECHNICAL GASES

PROPERTIES

Oxygen

- › This gas is heavier than air.
- › Air enriched with oxygen can considerably increase the effects of burning. Even slight enrichment may
 - Increase the speed of burning
 - Increase the temperature of burning
 - Lower the ignition temperature
- › Almost all substances (apart from precious metals or metal oxides) are flammable in oxygen.
- › When enriched by oxygen, all burning happens quicker, hotter and brighter. Oxygen can lead to the spontaneous combustion of oil, fat or textiles contaminated with these. Vigorous flames can develop from a smouldering fire.
- › Never use oxygen for ventilation or to blow items of clothing.
- › Oxygen in the plant is given a warning odour additive (smell of bad eggs).





Acetylene

- › Colourless.
- › Smells like garlic (due to parts of other gases), it is odourless in its pure form.
- › Extremely flammable gas. Forms explosive compounds when mixed with air.

Inert gases – argon, helium, nitrogen, carbon dioxide

- › Helium and nitrogen are lighter than air.
- › Argon and carbon dioxide are heavier than air.
- › Are odourless.
- › Displace oxygen: **danger of suffocation!**

COLOUR OF THE GAS HOSES

-  Oxygen (blue)
-  Acetylene (red)
-  Inert welding gases (black)
-  Compressed air (black)

If an unusual smell of gas is identified in an area, the MEYER WERFT Control Centre must be informed immediately.



HANDLING GASES

- › Gas hoses must be protected against mechanical damage!
- › During long interruptions to work, e.g. breakfast breaks, shift changes and at the end of work, the cutter, welding torch and hoses must be removed from confined spaces. In addition, the shut-off valve on the distributors must be closed and fuel gas, oxygen and inert gas hoses must be removed from the distributors.
- › Check: gas supply equipment (hoses, taps and connectors) must be in a safe operating condition before starting work (visual and functional check).
- › Gas hoses brought in by partner companies are generally prohibited. Exclusively checked gas hoses that are obtained from tool issue in person may be used.
- › Patching leaks is generally prohibited. Defective hoses must be exchanged at tool issue.
- › Use gas lighters, do not use cigarette lighters.



GAS BOTTLES

- › Must be secured against accidents (with chains) and the effects of heat.
- › Valve caps must be affixed during storage and transport.
- › Must be secured during transport against falling, sliding and falling down.
- › During transport by crane only suitable lifting equipment may be used.






15.2 ELECTRICAL CURRENT



- › In conductive areas with limited freedom of movement, such as confined spaces (e.g. tanks, double floors etc.) safety extra-low voltage or protective separation must be used: 110 V DC voltage, alternatively 230 V AC voltage with isolating transformer.
- › In areas with sufficient freedom of movement 230 V AC current with residual current protection (FI or RCD) < 30 mA must be used.

COLOUR OF DISTRIBUTORS AND PLUGS

-  DC current 110 V (yellow)
-  AC current 230 V (blue)
-  Three-phase current 400 V (red)

CABLES

- › Only use rubber cables of Type H07BQ-F or an equal design. The use of sheath material made of PVC or other halogen connections is prohibited.
- › Unwind cables from cable drums before use. Danger of overheating!
- › Electrical cables must not be carried in tool boxes or similar.

WELDING POWER SOURCES

- › In conductive areas with a raised electrical danger, such as in confined spaces, **S** labelled power sources must be used.
- › Welding machines must be disconnected during breaks and at the end of work.

WELDING POWER BACKFLOW

- › Connect cables as close as possible to the welding point to the piece to be welded to ensure good conduction.

LIGHTING

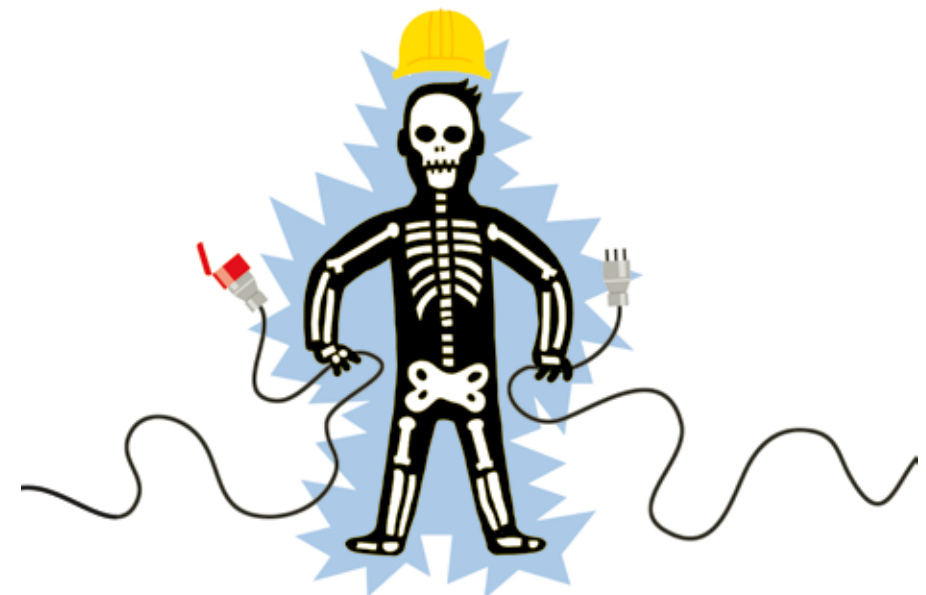
- › Path lighting is installed by yard industrial management.
Do not remove!
- › Employees must install workplace lighting on their own responsibility. Lights are available in material issue.
- › Halogen spotlights must be equipped with temperature-resistant glass and a protective grill.



INSPECTION

- › Before starting work carry out a visual check of the housing, cable and plug.

- › Every employee should carry a torch on board in the event of power cuts.
- › Tool cabinets and loading units for battery-powered working material must be equipped with an automatic extinguisher facility and be labelled.



16 TOOLS AND MACHINERY

- › Only use appropriate and inspected tools, machinery and approved accessories for these.
- › Comply with operating guides and instructions!
- › Never remove or manipulate protective equipment.
- › When using machinery that can catch clothing, such as box column drills, lathes etc.: wear tight-fitting clothing, do not wear any gloves.
- › Any dust extraction equipment available must be used.
- › Lay cables to avoid tripping hazards!
- › Exchange damaged tools and accessories immediately, withdraw from further use and have these repaired by a specialist.

Tool boxes and carts must be labelled so as to be permanently legible.

Name, HR number, company, cost centre.

- › For employees of external companies: name of the company, name including HR number, telephone number.
- › Unlabelled boxes will be removed.

17 DECENTRAL WORKSHOPS IN HALL 5 AND 6



RULES OF CONDUCT

The workshop rules of the decentral workshops must be complied with. These are posted at the entrance to the workshops.

ENTRANCES

- › **Entrance** to the workshops in Hall 6 is permitted with plant ID via the turnstile to the workshops.
- › In order to **use** the workshops, in particular the machinery, employees must be instructed in the use of the relevant machinery by the manager responsible. Employees from partner companies must be instructed by the construction manager responsible from the partner company.

- › **Yard ID activation** must be registered with the Safety department of MEYER Port 4 by the manager or supervisor of the partner company. Proof of completed instruction is required for this.

OPENING HOURS

Hall 5: 24/7
Hall 6: 6 am to 5 pm
(access only through MEYER WERFT managers)

CONTACT

Hall 5, F180
Manager: 4023 or 4024
Workshop staff: 88100 or 88234

Hall 6, W071
Manager: 7667 or 5479
Workshop staff: 87495

Hall 6, W150
Manager: 6254 or 4973
Workshop staff: 87523 or 80490

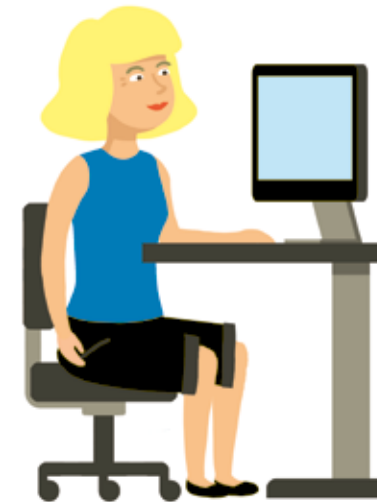
19 OFFICE WORKPLACE



Wrong!

18 THEFTS

Prevention of theft is very important in the yard. For this reason, security staff are required to carry out random checks. Furthermore, all thefts will be reported to the police, so the employee must expect consequences under labour and criminal law.



Correct!

AM I SITTING PROPERLY AND IS EVERYTHING ON MY DESK ALSO CORRECT?

- › The upper arms hang down in a relaxed manner and the lower arms form a horizontal line to the keyboard. **The upper arms and lower arms** should form an angle of **90°** or more. If you are not sitting like this, please adjust the height of your chair accordingly.
- › The **thighs and calves** should also form an angle of **90°** or more. This should make it possible for you to put your feet flat on the floor. If your feet are hanging in the air, a foot stool can help.
- › The distance between your **eyes, the screen**, the paperwork and the keyboard should be as equal as possible and be **at least 50 cm**.
- › There must be enough space in front of the keyboard to place your hands. Your **keyboard must be about 10 cm to 15 cm** away from the edge of the desk so the balls of your hands can always rest on the desk during breaks in typing.
- › All work materials that you use frequently should be placed directly in front of you.
- › Make sure your monitor is placed directly on the desk and not on the computer, for example, so that the height of your eyes is above the top line on the screen.



LOOSENING

Dynamic sitting is recommended. If you frequently change your seating position and stand up every now and then your discs will be put under less pressure. Use the entire seating surface ensuring your back is always supported.

IS MY MONITOR "IN THE RIGHT LIGHT"?

- › Place your monitor with your line of sight parallel to the window.
- › If you use lighting at your workplace, you should only switch this on together with the room lighting.

ARE THERE ANY TRIPPING AND FALLING HAZARDS IN MY WORK AREA?

- › Keep your work area and walkways in the office clear.
- › Lay cables to avoid tripping hazards!
- › If cabinets and shelves exceed a filing height of 1.80 m, use suitable steps such as ladders or stepladders.



20 REVISION TABLE

Revision table			
Revision	Date	Chapter	Amendments
New company, Revision 0	15/2/2020	-	Brochure was extensively revised



MEYER PORT4

HEALTH | SAFETY | SECURITY | ENVIRONMENT

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