

		Guideline
MR-AL-RL-008	Site rules and regulations for contracted companies and their employees at Mercer Rosenthal GmbH	Revision: 9

This guideline shall enter into force with effect from **01.05.2024**.

It replaces the guideline no. **MR-AL-RL-008, Rev. 8 of 19.04.2022**.

Valid for: All companies and their employees commissioned by Mercer Rosenthal GmbH (MR) as well as subcontractors.

This document must be read, understood and signed before starting work.

Contents

1. Business overview	5
2. Entering / Leaving	5
3. Alarm and evacuation	6
4. Handling of systems and devices	6
5. Use of electrical energy (transfer of electricity to third parties)	7
6. Safety equipment, protective clothing and fire watch	7
7. Care of property	8
8. Accidents / Incidents and hazards	8
9. Handling of hazardous substances	9
10. Waste and emissions	9
11. Situational risk assessment	10
12. Special permits / licenses	10
13. Smoking / hygiene / alcohol / drugs	11

ATTENTION: Paper copies are not subject to updating service.
The currently valid version is available on the company network.

		Guideline
MR-AL-RL-008	Site rules and regulations for contracted companies and their employees at Mercer Rosenthal GmbH	Revision: 9

14. Hydrogen sulphide / ozone / chlorine dioxide	11
14.1. Hydrogen sulphide (H₂S)	11
14.2. Ozone (O₃) / chlorine dioxide (ClO₂)	12
15. Security	13
16. Vehicles and traffic	14
17. Instruction / proof	14
18. Measures in the event of infringements of this guideline	15
19.1. Sanctions	15
19.2. General clause	15
20. Corporate policy of Mercer Rosenthal GmbH	16
Annex 1: Important company phone numbers	17
Annex 2: Company assembly points	18
Annex 3: Operating instructions for strong gas / hydrogen sulphide	20
Annex 4: Safety goggles required – fiber line area	23
Annex 5: Safety goggles required – lye line area	24
Annex 6: Safety goggles required – area around wood chip storage areas	25
Annex 7: Safety goggles required – roundwood storage areas	26
Annex 8: Safety goggles required – area of chipping, unloading of roundwood wagons	27
Annex 9: PPE matrix	28
Annex 13: Declaration of the company	29
Annex 14: Proof of training	30

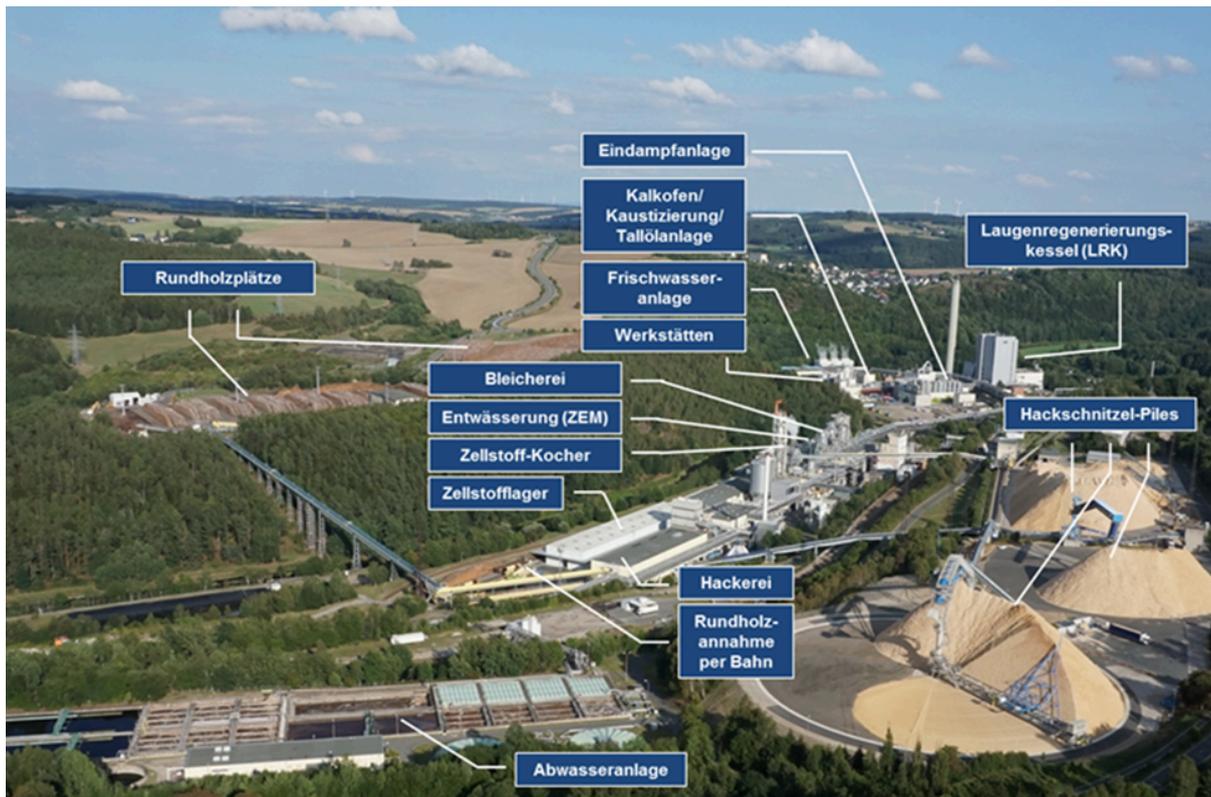
**ATTENTION: Paper copies are not subject to updating service.
The currently valid version is available on the company network.**

		Guideline
MR-AL-RL-008	Site rules and regulations for contracted companies and their employees at Mercer Rosenthal GmbH	Revision: 9

Last revision					
Number:	MR-AL-RL-008	Revision:	08	from:	19.04.2022
Current document					
Release Managing Director	Name	Date	Signature		
	Dr. Christian Sörgel				
Author	Name	Date	Signature		
	Benjamin Franke				

**ATTENTION: Paper copies are not subject to updating service.
The currently valid version is available on the company network.**

1. Business overview



2. Entering / Leaving

On your first and all subsequent visits, please report to the porter. Please inform your contact person at Mercer Rosenthal before you start work and when you have finished your work. Obtain permission for any work outside of regular working hours.

**ATTENTION: Paper copies are not subject to updating service.
The currently valid version is available on the company network.**

		Guideline
MR-AL-RL-008	Site rules and regulations for contracted companies and their employees at Mercer Rosenthal GmbH	Revision: 9

Familiarise yourself with

- the escape and rescue route plans,
- the locations of the emergency showers and fire extinguishers, and
- the emergency assembly points in our company and in the work areas assigned to you.

To the extent permitted by law, Mercer Rosenthal shall not be liable for any damage incurred by visitors and partner companies on the company premises.

3. Alarm and evacuation

The building must be evacuated in the event of a fire alarm or when instructed to do so. Follow the instructions of our employees and go immediately to the respective assembly point.

4. Handling of systems and devices

Use your own equipment/tools (MR devices may only be used with authorisation and appropriate instruction).

Keep your work area clean and safe; if possible, secure your equipment during breaks, etc.

Avoid obstacles such as exposed cables, protrusions, openings, loose materials, etc. or injuries caused by the improper use of equipment.

**ATTENTION: Paper copies are not subject to updating service.
The currently valid version is available on the company network.**

		Guideline
MR-AL-RL-008	Site rules and regulations for contracted companies and their employees at Mercer Rosenthal GmbH	Revision: 9

Ladders must be demonstrably inspected and free of defects. Electrical equipment and tools must be tested and maintained in accordance with DGUV V3. Likewise, lifting gear and lifting equipment must be inspected and free of defects.

5. Use of electrical energy (transfer of electricity to third parties)

Electrical energy for operating equipment brought in may only be used at the points of use allocated to you and with the use of intermediate electricity meters. These electricity meters are provided to you by the client (MR). Other electrical connections to the operating network must be approved by the client in advance.

The number of electricity meters required must be reported to your MR contact person in good time before the start of the execution of the order so that a sufficient number of electricity meters can be provided.

When the electricity meters are rented out, the company name and the name of the contact person of the contractor (partner company) with telephone number must be recorded by the MR contact person. The initial and final meter readings are to be recorded when the electricity meters are issued or returned and to be signed for by the contractor (partner company).

In the event of loss or improper return of an electricity meter, the client (MR) is entitled to charge a flat-rate compensation fee.

6. Safety equipment, protective clothing and fire watch

You are responsible for ensuring compliance with the applicable health and safety regulations.

**ATTENTION: Paper copies are not subject to updating service.
The currently valid version is available on the company network.**

		Guideline
MR-AL-RL-008	Site rules and regulations for contracted companies and their employees at Mercer Rosenthal GmbH	Revision: 9

The protective clothing and personal protective equipment (PPE) required for the work must be provided by the contracted company for its employees and worn in accordance with the rules in force at MR.

Depending on the hazard, this includes

- Safety goggles,
- Protective helmet or bump cap,
- Safety shoes,
- Chemical protection gloves,
- Chemical/dust protection suits,
- Respiratory masks with suitable filters,
- if necessary, also dust protection mouth filters and
- all additional PPE prescribed in the respective areas.

The PPE matrix shown in Annex 9 should be observed.

During the general shutdown (GR), it is generally compulsory to wear a protective helmet and goggles outside the yellow-marked safety routes.

For hot work carried out by the contracted company, the fire watch must be provided by the company itself.

7. Care of property

The following points are your area of responsibility:

- Avoiding damage to company property / materials on site
- Make sure that your property is adequately protected

**ATTENTION: Paper copies are not subject to updating service.
The currently valid version is available on the company network.**

		Guideline
MR-AL-RL-008	Site rules and regulations for contracted companies and their employees at Mercer Rosenthal GmbH	Revision: 9

8. Accidents / Incidents and hazards

All circumstances that could give rise to a risk or damage must be reported immediately to the Mercer Rosenthal contact person. In addition to the contractor's contractual obligations, all dangerous incidents, accidents and damage must be reported to the MR contact person.

In addition, accidents must be reported to the head of occupational safety at MR in the form of a written initial report (personal injury) no later than the following working day. The report is made via Quentic; to do this, please contact your MR representative.

9. Handling of hazardous substances

After the contract has been awarded, the contractor must inform the MR's hazardous materials officer if hazardous materials are used.

Appropriate emergency showers are installed for accidents involving hazardous substances. Find out where these emergency showers are located!

Safety data sheets must be provided for all hazardous substances used by you.

Hazardous substances must be stored and labelled in accordance with the regulations.

All hazardous substances used on the company premises must be removed completely.

Remark: The discharge of any hazardous substances into the sewage system is prohibited.

**ATTENTION: Paper copies are not subject to updating service.
The currently valid version is available on the company network.**

		Guideline
MR-AL-RL-008	Site rules and regulations for contracted companies and their employees at Mercer Rosenthal GmbH	Revision: 9

10. Waste and emissions

All waste generated by the contractor and its employees as a result of work on Mercer Rosenthal's premises must be sorted and disposed of at the company's own recycling centre. The corresponding labelling of the containers must be observed. The company carrying out the work is responsible for ensuring that the waste is disposed of correctly. The disposal of waste that has been generated outside the premises of Mercer Rosenthal is strictly prohibited! The local coordinator is available to answer any questions. Infringements will be sanctioned accordingly.

The recycling centre will be monitored by camera technology in the future. If infringements are detected, the records will be analysed to identify the perpetrator and impose the appropriate sanctions.

Make sure that no pollutants are released into the atmosphere through burning.

The noise level should not exceed **80 dBA**.

Dust and similar pollutants should be kept to a minimum.

The company management / your contact person at MR must be informed immediately of any incidents.

11. Situational risk assessment

The "situational risk assessment" (page 2 of the work order) completed by the client MR (shift supervisor, foreman, plant engineer) must always be observed during the execution of the activities and must be handed in to the client when the work is signed off. The protective measures specified in the risk assessment must be strictly adhered to; if necessary, further documents (hot work permit, lockout plan) will be required.

**ATTENTION: Paper copies are not subject to updating service.
The currently valid version is available on the company network.**

		Guideline
MR-AL-RL-008	Site rules and regulations for contracted companies and their employees at Mercer Rosenthal GmbH	Revision: 9

Never work without a work order!

12. Special permits / licenses

The following permits must be obtained if required:

- Hot work permit
- [Situational risk assessment / lockout plan](#)
- Authorisation for energy interruptions (e.g. electricity, water, gas, computer cables, etc.)
- Shaft permits
- for radioactive level measurements and for material testing using radiation techniques, the approval of the radiation protection officer must be obtained

The above-mentioned special permits/licenses must be coordinated and issued in collaboration with the on-site coordinator (usually the person requesting the external company on behalf of Mercer Rosenthal).

13. Smoking / hygiene / alcohol / drugs

Smoking is only permitted in the designated and appropriately marked rooms/areas throughout the entire factory premises. Smoking is strictly prohibited outside these rooms and areas.

It is not permitted to bring alcohol or drugs into the company or to consume them there, [this also applies to cannabis](#).

Employees of the company are not allowed to work in a state of intoxication or under the influence of drugs or alcohol. Eating is only permitted in the cafeteria area or in specially designated catering facilities.

**ATTENTION: Paper copies are not subject to updating service.
The currently valid version is available on the company network.**

		Guideline
MR-AL-RL-008	Site rules and regulations for contracted companies and their employees at Mercer Rosenthal GmbH	Revision: 9

Work areas must be **clean** and **tidy**.

14. Hydrogen sulphide / ozone / chlorine dioxide

14.1. Hydrogen sulphide (H₂S)

Attention: Hydrogen sulphide can be produced during normal operation and in the event of malfunctions!

Dangers:

Symptoms of poisoning after inhalation; paralysis of the sense of smell; higher concentrations lead to sudden unconsciousness; concentrations in the air > 10 ppm can be potentially hazardous to health.

Protective measures:

Make sure that no chemicals enter the wastewater; regularly check the alarm devices; measure the air before entering containers and pits; look out for the smell of rotten eggs (can be detected from 0.02 ppm); use an escape mask and leave the danger area; administer first aid; call a doctor / emergency services! Escape masks are available at various exposed locations in the plant.

Note: Observe the operating instructions for hydrogen sulphide (Annex 3)!

14.2. Ozone (O₃) / chlorine dioxide (ClO₂)

Furthermore, ozone and chlorine dioxide may occur in the fibre line area. The corresponding operating instructions for these substances apply in these areas. These areas are monitored by sensors, and an optical and acoustic alarm is triggered if the limit values are exceeded. In the event of an alarm, leave the danger area quickly. If the

**ATTENTION: Paper copies are not subject to updating service.
The currently valid version is available on the company network.**

		Guideline
MR-AL-RL-008	Site rules and regulations for contracted companies and their employees at Mercer Rosenthal GmbH	Revision: 9

signalling system does not indicate anything (no continuous green light), please contact your contact person or the responsible shift supervisor immediately.

ALARM SIGNALS IN CASE OF GAS LEAKAGE

	Permanent light	System fault-free
	Permanent light	Hydrogen sulphide alarm
	Permanent light	Chlorine dioxide alarm
	Permanent light	Ozone alarm
	Permanent sound	Gas alarm

ATTENTION!
Entering the system is prohibited when the alarm is activated!

**ATTENTION: Paper copies are not subject to updating service.
The currently valid version is available on the company network.**

		Guideline
MR-AL-RL-008	Site rules and regulations for contracted companies and their employees at Mercer Rosenthal GmbH	Revision: 9

15. Security

Video and photo recordings are prohibited unless written permission has been granted. Confidential company information must not be passed on to third parties.

Contractors and their employees are not allowed to remove items that are the property of MR from the factory premises.

Contractors and their employees must agree to the security inspections of toolboxes, cardboard boxes, vehicles, etc. ordered by the MR management.

16. Vehicles and traffic

All employees of [partner companies](#) who drive or operate industrial trucks, [lifting platforms](#), [elevators](#) or cranes on MR's premises must be trained and qualified to do so. A written order and device-specific training must have been provided by the [partner company](#) before the work begins. Proof must be provided on request.

When entering / leaving the factory premises, the following points must be observed:

- Maximum speed: **generally 30 km/h**, in the boiler street: 20 km/h
- Driveways, transport routes, fire brigade parking spaces, escape and rescue routes and marked footpaths must not be blocked and production processes must not be obstructed.
- Wheel loader and forklift traffic has priority.
- Vehicles must generally be parked in the designated company parking lot.
- If the activity requires parking outside the designated area, a permit must be obtained.

**ATTENTION: Paper copies are not subject to updating service.
The currently valid version is available on the company network.**

		Guideline
MR-AL-RL-008	Site rules and regulations for contracted companies and their employees at Mercer Rosenthal GmbH	Revision: 9

- Large vehicles that are in a restricted area must be guided by a person outside the vehicle when driving backwards.
- When using mopeds and scooters, an industrial safety helmet with a chin strap and a neon-coloured safety vest or **warning clothing** must be worn.
- Wearing seat belts is compulsory on the company premises.
- When driving onto the company premises, the lights on the vehicle must be switched on.

17. Instruction / proof

The contractor (partner company) is obliged to instruct its employees and any subcontractors and their employees about the content of this **guideline** before the start of the activity and to ensure that **the provisions are complied with**. The proof of this instruction must be handed over to the contact person **at MR** together with the contractor's declaration.

Only instructed employees may start work!

18. Measures in the event of infringements of this guideline

Failure to comply with this guideline will result in disciplinary action. Any infringements of this guideline must be reported immediately to the management or the head of occupational safety and the plant manager.

19.1. Sanctions

The management is authorised to impose the following sanctions on partner companies and their employees in the event of infringements:

- The first infringement will result in a written warning.
- The second infringement will result in a personal ban on entering the company premises for a period of one week.

**ATTENTION: Paper copies are not subject to updating service.
The currently valid version is available on the company network.**

		Guideline
MR-AL-RL-008	Site rules and regulations for contracted companies and their employees at Mercer Rosenthal GmbH	Revision: 9

- A third infringement will result in a permanent ban from the premises.

The management of MR reserves the right to impose individual sanctions.

19.2. General clause

Infringements that are not covered by point 19 but constitute a breach of Mercer's security standards will also be punished. In this respect, a decision should be made on a case-by-case basis as to which measures are to be taken.

The members of the MR management team, the department heads/foremen, the MR contact persons and the MR employees at the timber yards are authorised to carry out the aforementioned sanctions.

20. Corporate policy of Mercer Rosenthal GmbH

The protection of health and personal safety is the top priority for all Mercer Group employees. We act with the necessary care and responsibility to avoid any injury to persons. We are committed to continuously improving our processes, taking personal responsibility for health and safety, and promoting a comprehensive safety awareness.

The efficient production of high-quality kraft pulp and the assumption of responsibility for the environment and society are the primary objectives of Mercer Rosenthal GmbH (MR). In order to permanently meet the interests of the market and to be able to influence competition, the company policy of the management is geared towards an equal and permanent implementation of social, ecological and economic goals.

An important part of our corporate policy is to treat the environment and natural resources with care.

**ATTENTION: Paper copies are not subject to updating service.
The currently valid version is available on the company network.**

		Guideline
MR-AL-RL-008	Site rules and regulations for contracted companies and their employees at Mercer Rosenthal GmbH	Revision: 9

Mercer Rosenthal GmbH has been certified in accordance with the international standard DIN EN ISO 14001 in the field of environmental protection since 2004. In recent years, we have successfully passed the audits conducted by the certification body of TÜV-Cert Thüringen.

We would like to ask you, as a company operating in our business,

- to adopt our principles of corporate policy, in particular with regard to the environment,
- to comply with the legal requirements and limit values in your activities,
- to take into account our special territorial location on a body of water characterised by local recreation,
- to dispose of any waste that arises during your work in an orderly manner and under your own responsibility (unless otherwise contractually agreed),
- to inform the responsible persons in the company immediately in the event of any accidents involving environmentally hazardous substances or materials and to actively participate in damage limitation/remediation,
- to contact our in-house specialists for technical and environmentally relevant problems.

**ATTENTION: Paper copies are not subject to updating service.
The currently valid version is available on the company network.**

Annex 1: Important company phone numbers

Mill fire brigade	Mr. Philipp	+49 36642 8-2333 +49 172 3545861
Occupational safety	Ms. Bischoff	+49 36642 8-2247 +49 152 54655254
Occupational safety of partner companies	Mr. Franke	+49 36642 8-2340 +49 173 6120831
Environmental protection	Ms. Martensen	+49 36642 8-2128 +49 172 3785322
Technical Manager	Mr. Herzog	+49 36642 8-2275 +49 172 3793718
Master Locksmith	Mr. Löther	+49 36642 8-2372 +49 172 3793717
	Mr. Einsiedel	+49 36642 8-2452 +49 172 3545835
Construction	Mr. Mosch	+49 36642 8-2343 +49 172 3785313
	Mr. Leupolt	+49 36642 8-2345 +49 172 9727554
Electrical Department	Mr. Michel	+49 36642 8-2038 +49 1520 9332712
	Mr. Graf	+49 36642 8-2415 +49 172 3785310
BL Fiber Line	Mr. Groth	+49 36642 8-2531 +49 172 3545857
BL Recovery Line	Mr. Bachmann	+49 36642 8-2388 +49 172 3545830
Water management/HVAC	Mr. Scheel	+49 36642 8-2350 +49 1520 9332710
BI Fiber Line	Mr. Forbriger	+49 36642 8-2425 +49 174 9374357
BI Fiber Line	Mr. Bürger	+49 36642 8-2092 +49 172 3785318
BI Recovery Line	Mr. Tolksdorf	+49 36642 8-2419 +49 172 3785324
AL Wood Preparation	Mr. Knöchel	+49 36642 8-2274 +49 1525 4655019

**ATTENTION: Paper copies are not subject to updating service.
The currently valid version is available on the company network.**

		Guideline
MR-AL-RL-008	Site rules and regulations for contracted companies and their employees at Mercer Rosenthal GmbH	Revision: 9

Annex 2: Company assembly points

Area	Assembly point
Wood preparation Bark boiler Cellulose loading	Front of the chopping building in the direction of Harra
Fiber line (including exterior areas) Cellulose laboratory Cellulose dewatering Fibre line offices	Area at the salt storage
Fiber line guard	Fiber line guard
Wastewater treatment plant	Space between the circular clarifiers
Wood cutting building Wood chip storage area Sifting station Logistics workshop Machine hall	Exit company road B
Round wood storage area	Entry to round wood storage area 2
Mechanical workshops E-Workshop Work preparation Central warehouse Petri company workshop Causticisation Lime kiln Evaporation plant (incl. exterior areas)	Place in front of Ratiomittelhalle

**ATTENTION: Paper copies are not subject to updating service.
The currently valid version is available on the company network.**

MR-AL-RL-008

Site rules and regulations for contracted companies and their employees at Mercer Rosenthal GmbH

Revision: 9

Villa Technical building	
Outdoor area Turbine + LRK Sales Central laboratory Lignin centre Logistics Transport / Building railway station	Main entrance (Guard A)
Recovery line guard Turbine	Recovery line guard
Building medical centre / MH TV 160 / cafeteria	Platz vor Saalebrücke (Saaleaue)

**ATTENTION: Paper copies are not subject to updating service.
The currently valid version is available on the company network.**

Annex 3: Operating instructions for strong gas / hydrogen sulphide

BETRIEBSANWEISUNG

gem. GefStoffV § 14

Firma: Zellstoff- und Papierfabrik Rosenthal GmbH erstellt am: BA erstellt von:

Gefährdungsbeurteilung vom 07.12.2011/10.09.2014 07.12.2011/10.09.2014/18.10.2021 Groth/Dietzsch/Gruner

ANWENDUNGSBEREICH

Abteilung:	Arbeitsbereich:	Arbeitsschritt:
Faserlinie	Kocherei	Kochen/Kondensieren
Faserlinie	Abwasser	Arbeiten im anaeroben Milieu

GEFAHRSTOFFBEZEICHNUNG

Starkgas (Schwefelwasserstoff und Mercaptane)

Form: Gas
 Farbe: farblos
 Geruch: intensiv nach faulen Eiern
 Nicht wassergefährdend

GEFAHREN FÜR MENSCH UND UMWELT

 Gefahr 	<p>H330 Lebensgefahr bei Einatmen. H220 Extrem entzündbares Gas. H400 Sehr giftig für Wasserorganismen.</p> <p>Ist schwerer als Luft und sammelt sich am Boden. Nach gewisser Einwirkzeit wird Geruch in Folge betäubter Geruchsnerven nicht mehr wahr genommen. Starkgas wird auch frei gesetzt beim Kontakt von Säuren mit: Weißlauge, Schwarzlauge und Dünnlauge bzw. stark belastetem alkalischen Abwasser. Starkgas bzw. Schwefelwasserstoff bilden mit Luft ein explosives Gemisch.</p>	
---	---	--

SCHUTZMASSNAHMEN UND VERHALTENSREGELN

  	<p>An der Austritts- oder Entstehungsstelle absaugen. Gute Raumlüftung. Verunreinigungen fernhalten. Staubbildung vermeiden. Direkten Kontakt mit Augen, Haut oder Kleidung vermeiden. Schutzkleidung tragen.</p> <p>Persönliche Schutzausrüstung: Atemschutz: Filter B (Farbe grau) mit Vollmaske benutzen. Bei hohen Konzentrationen Pressluftatmer und Pac 5500 H₂S oder X-am 5600 (im Büro +14m) benutzen.</p> <p>Von Nahrungsmitteln, Getränken fern halten. Online Gasalarme beachten! Vor Beginn von Arbeiten an starkgasführenden Rohrleitungen und Apparaten Gaskonzentration bestimmen.</p>	  
---	--	--

**ATTENTION: Paper copies are not subject to updating service.
 The currently valid version is available on the company network.**

VERHALTEN BEI STÖRUNGEN UND IM GEFAHRFALL



Vorgesetzten informieren (2865 oder 0172 3545 856).

Bei Brand: Feuerwehr informieren (2333 oder 0172 3545 861)

Für Feuerwehr: Umluftunabhängiges Atemgerät und Chemieschutzanzug benutzen.

Geeignete Löschmittel: Kohlendioxid, Trockenlöschpulver, Sprühwasser.

Brennende Behälter mit Wasser besprühen.

Als Verbrennungsprodukt entsteht Schwefeldioxid.

Gasaustritt wenn möglich stoppen. Nur löschen, wenn Gasstrom unterbrochen werden kann. Ständige Explosionsgefahr durch Gasansammlung und Rückzündung.

Gefährdetes Gebiet in Windrichtung absperren.

Nur Explosionsgeschützte Geräte verwenden.

Bei unbeabsichtigter Freisetzung:

Alle Zündquellen beseitigen. Gefährdeten Bereich räumen, Umgebung warnen.



VERHALTEN BEI UNFÄLLEN – ERSTE HILFE



Einatmen: Verletzten unter Selbstschutz aus Gefahrenbereich bringen. Sauerstoff einatmen lassen. Verletzten ruhig lagern und vor Unterkühlung schützen. Bei Bewusstlosigkeit stabile Seitenlage. Bei Atemstillstand Gerätebeatmung. Bei Herzstillstand Druckmassage. In jedem Fall Notarzt rufen..

Hautkontakt: -

Augenkontakt: Rettung aus Gasatmosphäre und Behandlung der inhalativen Vergiftung ist vorrangig. Auge 10 min mit Wasser spülen.

Telefon Sanistelle:
2241

0172 37 93 503

1. Hilfe immer: Bei Bewusstlosigkeit und vorhandener Atmung, stabile Seitenlage. Atemwege frei halten. Bei Atemstillstand Mund-zu-Mund-Beatmung oder Beatmung mit Hilfsmitteln und Herzdruckmassage. Jeweils 30 x Herzdruckmassage und 2 x Beatmung. Defibrillator einsetzen.

INSTANDHALTUNG, ENTSORGUNG



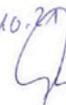
Feuerarbeiten nur mit schriftlicher Erlaubnis durchführen. Keine funkenreisenden Werkzeuge verwenden.

Explosionsgefährdungszonen beachten. Ggf. im Explosionsschutzdokument informieren (1 Exemplar in Büro FL + 14 m).

Bei Arbeiten, wo es zur Bildung von neuem Schwefelwasserstoff kommen kann (z.B. Reinigungsarbeiten in Kanälen und im Schlammbereich ARA), unbedingt persönliches Messgerät mitführen. Das gilt unbedingt auch für Fremdfirmen.

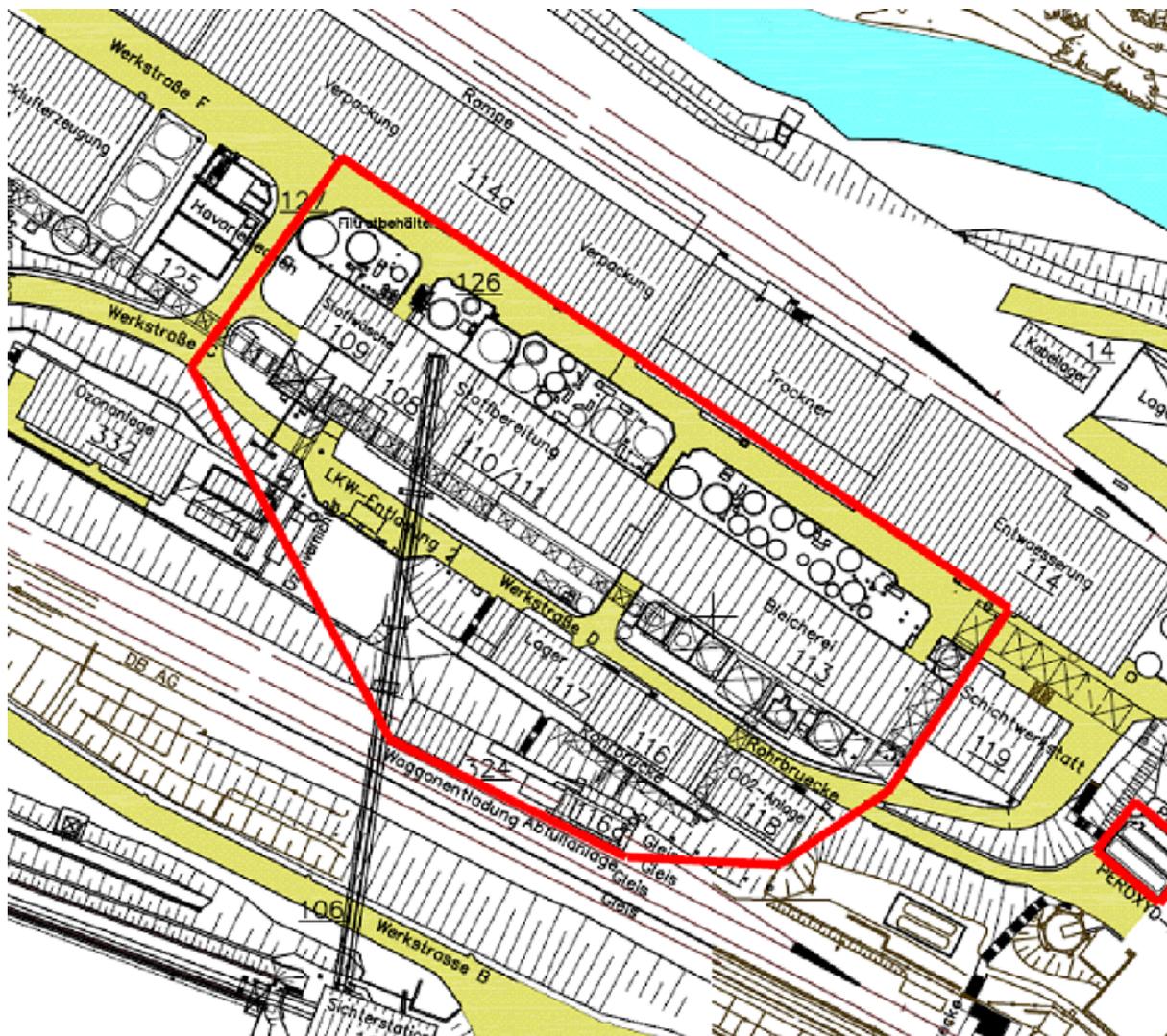
MR-TK-RL-004 Instandhaltungsarbeiten in Zonen mit explosionsfähiger Atmosphäre beachten!



18.10.21


Annex 4: Safety goggles required – fiber line area

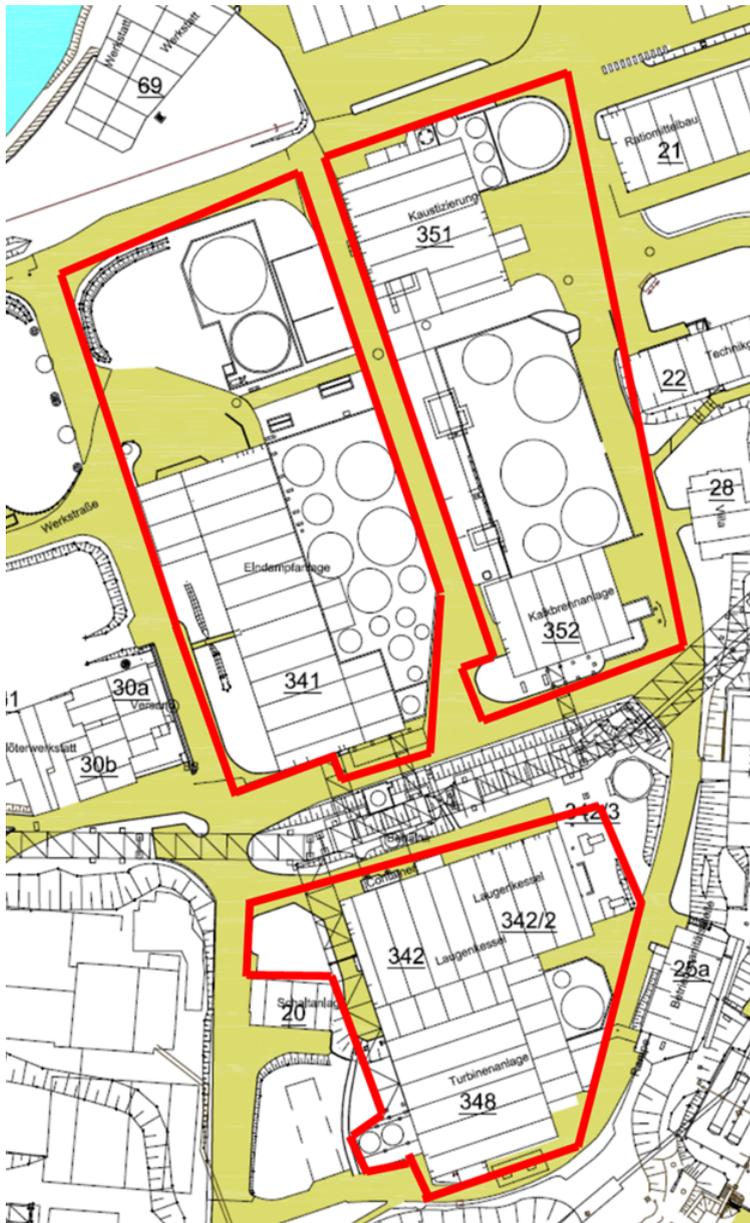
Boiler house, bleaching plant with chemicals filling, chlorine dioxide plant with wagon filling, boiler house road, road to the chlorine dioxide plant and chemicals filling



**ATTENTION: Paper copies are not subject to updating service.
The currently valid version is available on the company network.**

Annex 5: Safety goggles required – Recovery line area

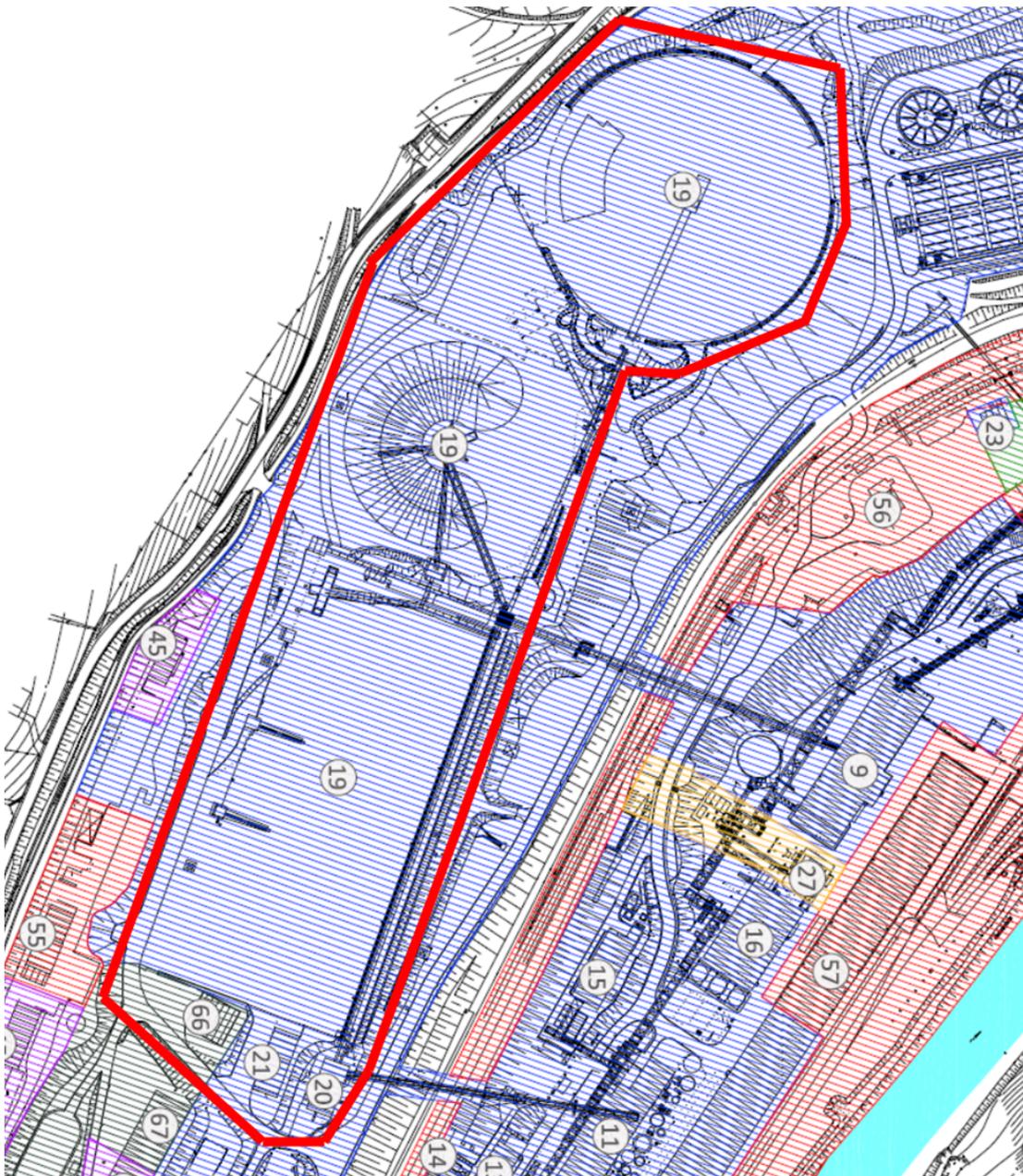
LRK, lime kiln with lime filling, causticisation, evaporation plant with chemical filling



**ATTENTION: Paper copies are not subject to updating service.
The currently valid version is available on the company network.**

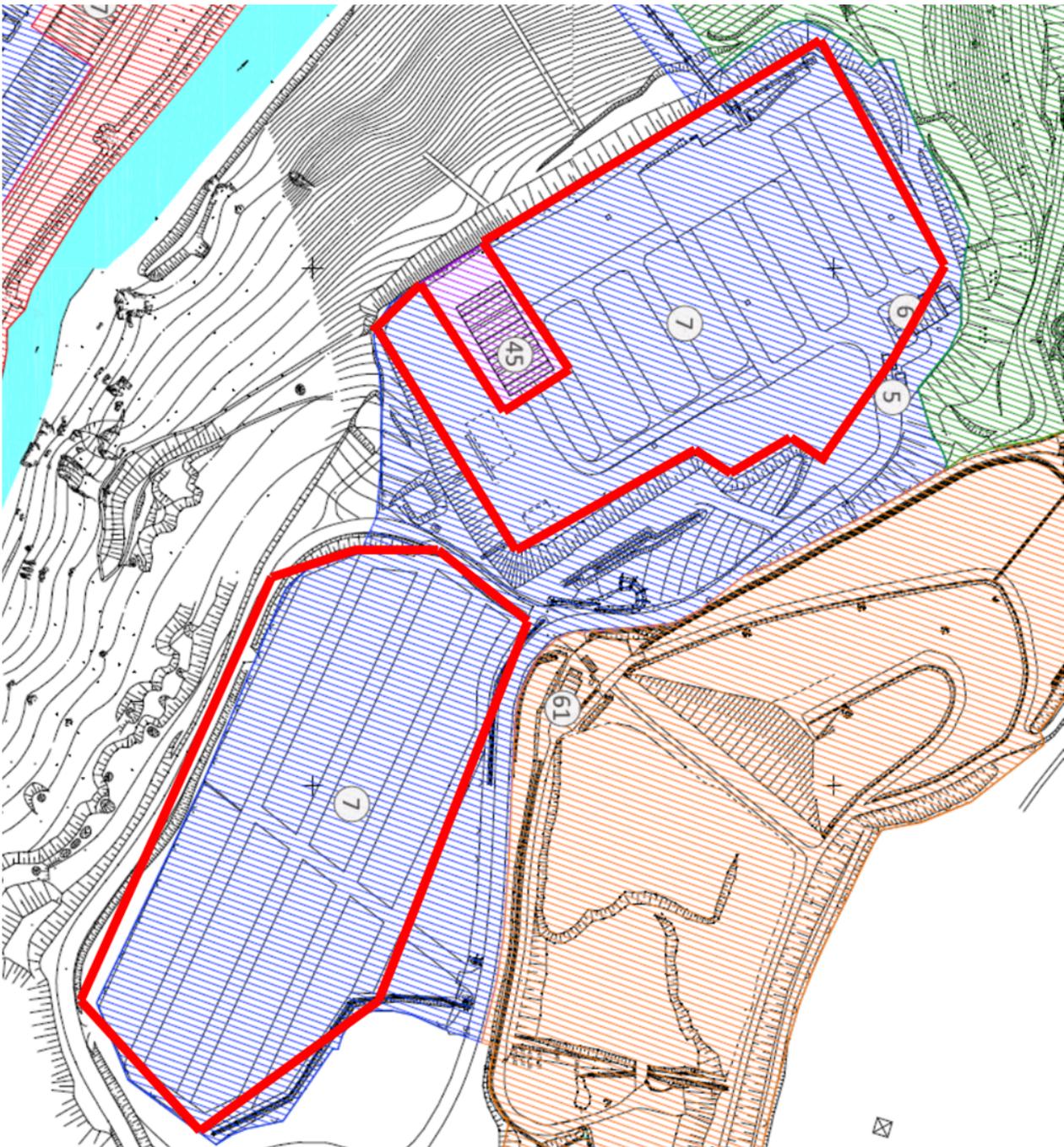
Annex 6: Safety goggles required – area around wood chip storage areas

Round pile 1, round pile 2, longitudinal pile, sifting station



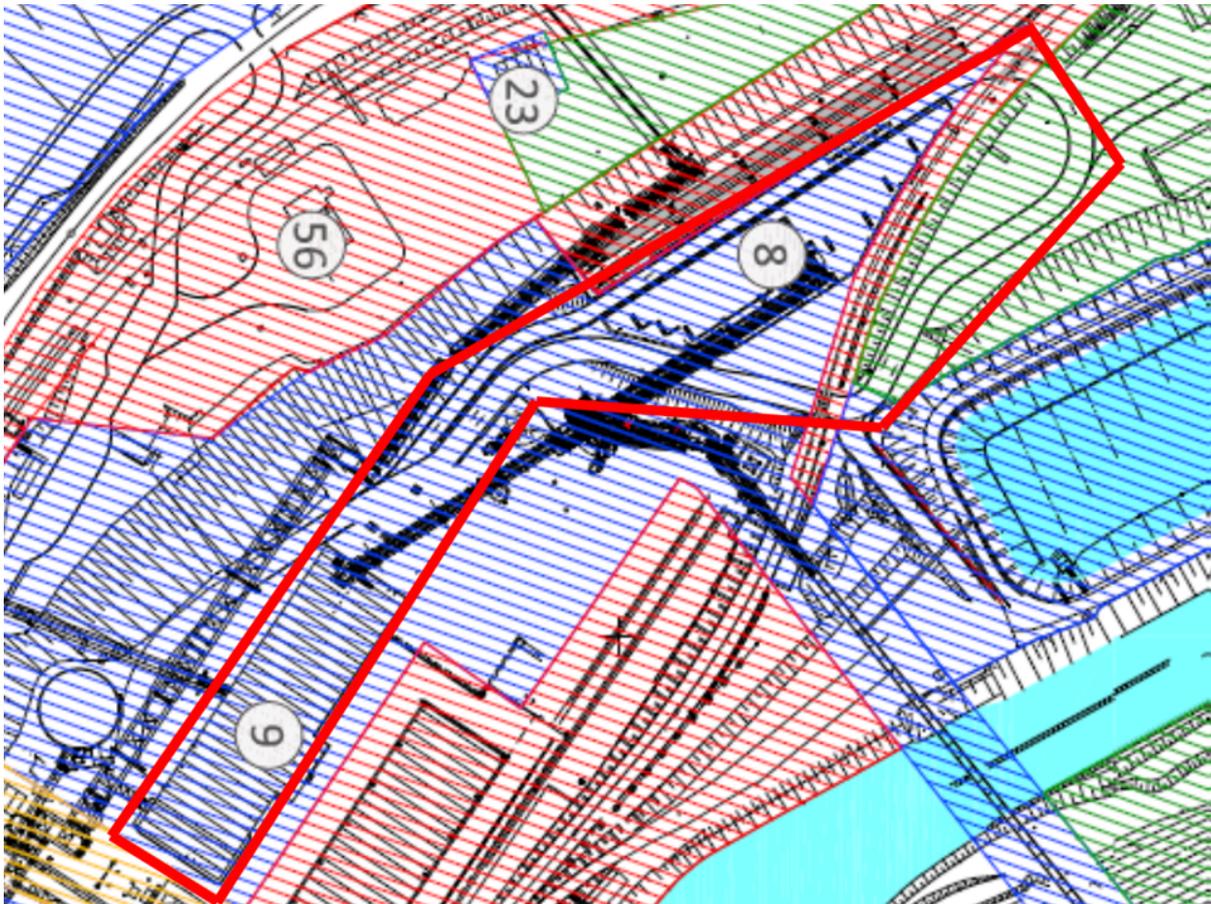
**ATTENTION: Paper copies are not subject to updating service.
The currently valid version is available on the company network.**

Annex 7: Safety goggles required – roundwood storage areas



**ATTENTION: Paper copies are not subject to updating service.
The currently valid version is available on the company network.**

Annex 8: Safety goggles required – area of chipping, unloading of roundwood wagons



**ATTENTION: Paper copies are not subject to updating service.
The currently valid version is available on the company network.**

Annex 9: PPE matrix

During the general shutdown period, protective helmets and safety goggles must be worn.

PSA Matrix

	Sicherheitsschuhe	Anstößkappe	Schutzhelm	Schutzbrille (in definierten Bereichen)	Gehörschutz (in Lärmbereichen)	Wärmweste / Warmkleidung	Visier (Trenn- u. Schleifarbeiten)	Visier (Bereich LFK offenes Feuer / Schmelze)	Handschuhe (laut Handschuhplan)	Chemikalienschutzhandschuhe	PSA gegen Absturz	Spezialwarmkleidung	Schwimmweste
Besucher (innerhalb der Sicherheitswege)													
Besucher (außerhalb der Sicherheitswege)													
Paketdienste / Post													
LKW (Abholer / Lieferanten)													
Partnerfirmen			GR										
Abwasserreinigungsanlage													A
Anschlussbahn													
Arbeiten auf Hebebühnen													
Arbeiten auf mehreren Ebenen													
Chlordioxid-Anlage													
EDA / Kaustizierung / Kalkofen													
Kocherei / Sortierung / Bleicherei													
Frischwasser													
Hackerei													
Hackschnitzel-Platz / Chipmeter													
Kranarbeiten													
Labore													
Laugenkessel													
RH-Entladung Waggons													
RH-Platz													
RH-Platz Entladung													
Rindenverbrennungskessel													
Rüstarbeiten													
Sichterstation													
Transport / Hofkolonne													
Trenn- und Schleifarbeiten													
Turbine													
Werkstätten / Bauabteilung (Innenbereich)													
Zellstoffverladung													
ZEM (Innenbereich)		B		B									
Zentrallager / Außenlager													

- A Alleinarbeit im Bereich der Becken
- B bei Reinigungsarbeiten, Wäsche, Drahtwechsel
- GR generelle Schutzhelmitragepflicht während der Generalreparatur

**ATTENTION: Paper copies are not subject to updating service.
The currently valid version is available on the company network.**

		Guideline
MR-AL-RL-008	Site rules and regulations for contracted companies and their employees at Mercer Rosenthal GmbH	Revision: 9

Annex 13: Declaration of the company

In the "DGUV (German Social Accident Insurance Regulation) 1 Art. 4, it is stipulated:

(1) The employer shall instruct the insured persons on safety and health protection at work, in particular on the hazards associated with their work and the measures for their prevention, in accordance with Art. 12 Para. 1 of the Occupational Safety and Health Act and, in the event of the hiring out of employees, in accordance with Art. 12 Para. 2 of the Occupational Safety and Health Act; the instruction must be repeated if necessary, but at least once a year; it must be documented.

Declaration of the company

I hereby confirm that I have read and **understood** the safety and environmental regulations of the **"Site Rules and Regulations for contracted companies and their employees at Mercer Rosenthal GmbH (MR)"** and agree to comply with them. I undertake to demonstrably instruct the employees under my supervision, as well as any subcontractors and their employees who are deployed at Mercer Rosenthal, about the above-mentioned regulations.

Responsible department / coordinator of MR

Company / Name, first name / Position

Date / Signature

**ATTENTION: Paper copies are not subject to updating service.
The currently valid version is available on the company network.**

		Guideline
MR-AL-RL-008	Site rules and regulations for contracted companies and their employees at Mercer Rosenthal GmbH	Revision: 9

Annex 14: Proof of training

Company

Name, first name / signature of instructor

Training content - Site rules and regulations for contracted companies and their employees at Mercer Rosenthal GmbH

By signing this document, I confirm that I have been fully **instructed** on the above-mentioned contents and that I have **understood** them.

Name	First name	Signature

**ATTENTION: Paper copies are not subject to updating service.
The currently valid version is available on the company network.**