



SAFETY MANUAL FOR SUPPLIERS

LADIES AND GENTLEMEN, DEAR SUPPLIERS

Our goal is that every employee comes home from work just as healthy as when he left. We want to protect the environment from damage that can be prevented.

We believe that all accidents are preventable. Safety at work, the environment and health protection are our top priority. This applies not only to our employees, but also to all contractors who work for us.

In order to fulfil these objectives we are introducing in close cooperation with you and your company, i.e. our suppliers, a number of measures.

This manual provides you with brief information of our standards.

I would like to emphasize that in the interest of safety, personal communication with our team is absolutely necessary. Please keep in mind your indispensable role of a model in all matters relating to safety, environmental protection and the protection of health and always set a good example for others.

Please help us to achieve these goals in the role of our business partners. It is indeed in the interest of not only RWE Gas Storage, but undoubtedly also of its suppliers.

If you have any questions or suggestions for improvement, we will appreciate your contacting us. Safety at work, the environment and health are the top priority for our company.



Andreas Frohwein

Managing Director (CEO), RWE Gas Storage



SAFETY AT WORK PRINCIPLES IN RWE

- We do not want any accidents!
- We do not continue work in the event of imminent danger!
- We all are setting example by our behaviour!
- We have always our eyes open and do not look away!
- We treat external workers in the same way as we treat our own RWE employees!



TARGETS

RWE Gas Storage has set the following objectives:

- Every employee should come home from work as healthy as he left home!
- Protect the environment from damage that can be prevented!



SAFETY MANUAL FOR SUPPLIERS

This Safety Manual is intended for all employees of contractors who participate in the activities carried out for RWE Gas Storage in the following areas:

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GENERAL RULES AND REGULATIONS

Follow the instructions of the appointed supervisors in line with last moment risk assessment.

Always keep your workplace, plant, the common areas, washrooms and toilets clean.

Ensure that the roads, communications, escape and rescue routes are free from obstacles, as well as all access points to the fire extinguishers, fire detectors and energies shut-offs.

Without undue delay report to RWE Gas Storage employees all risks relating to people or the environment.

Safety installations, such as safety valves, shut-off valves, equipment for electrical or mechanical interlocks, safety and other operational equipment are allowed to deactivate and activate only at the express instruction of the responsible employees of RWE Gas Storage.

Equipment and materials, and particularly hazardous substances, can be deposited and stored only at places designated by a representative of RWE Gas Storage. Please follow the rules and regulations regarding the handling of hazardous substances.



If in doubt how to handle specific material, contact your supervisor.

- Prevent leaks that could contaminate the water.
- Prevent draining of harmful gases or fumes.
- Waste should be stored in containers intended for this purpose.
- Avoid unnecessary noise pollution.

All premises and areas with technological equipment for processing and storage gas are generally marked as Technology Space:



Areas with potentially explosive atmospheres are labeled as follows:



At these locations, it is necessary to eliminate all ignition sources.

All works with open flame (welding, cutting, grinding and similar work with initiation potential, including working with electrical equipment not designed for potentially explosive atmospheres) are banned.

Smoking is prohibited on all the premises!

If it is necessary to work with ignition sources, fire safety procedure must be determined in advance in writing (high risk work order, welding order).

Also other hazardous works require written high risk works order:

- Works in confined or hard-to-access areas inside tanks or pipes.
- Works in explosive environments.
- Works in high fire risk areas.
- Works in areas with the risk of poisoning or suffocation.

A written statement is also required for activities that can normally be carried out safely, but that could mean a significant risk of interference with other activities carried out.

Works on designated technical equipment (with statutory regime) may only be performed by authorized persons.

There is an absolute ban on the consumption of alcoholic beverages or narcotic drugs on the premises of RWE Gas Storage. The ban extends also to bringing such substances and their possession. Persons present at the premises must not be under the influence of alcohol, drugs or medication.



To this purpose, RWE Gas Storage reserves the right to carry out the necessary checks and inspections of workplaces and construction sites.



Persons not observing the rules, regulations and guidelines concerning safety will be temporarily or permanently excluded from working for RWE Gas Storage.

STARTING WORK

Make sure you have the necessary expertise and medical fitness.

Make sure you have the necessary personal protective equipment.
Generally, during the work must be equipped with:

- Hard hat.
- Working or antistatic safety shoes, oil-resistant, with anti-puncture insole and reinforced toe (depending on the type of work).
- Antistatic work clothes, flame retardant, or from 100% cotton, depending on the type of work (does not apply to working exclusively outside areas with danger of explosion or fire).
- Work gloves.

Other personal protective equipment according to the risk involved in the activities carried out.

If in doubt, contact the relevant manager.



We recommend that eye protection is always used.

Always follow the safety signs in place:



On the arrival at the reception everyone has to prove his identity and tell the name of his company.

Report to the control room what activities you are going to perform.

Wait for the responsible employee of RWE Gas Storage, who will provide you with the mandatory training, help you to obtain the work order needed and ensure conditions for the safe execution of the works.

During the worksite training, you will be informed of:

- The risks at the RWE Gas Storage worksites.
- The manner of announcing an emergency, escape routes and gathering place.



- The location of first-aid points and the manner of calling for first aid.



- Location of material fire-fighting means and their use (fire extinguishers, hydrants, fire alarms).



- Safety systems (gas detection system, electronic fire signalization, permanent fire-fighting equipment) and emergency signalling.

Remember the name of the RWE Gas Storage supervisor who is supervising you and should you have any doubts, questions or problems, discuss the matter with him/her immediately.

If you have a group of at least two employees, please report to your RWE Gas Storage supervisor the name of your foreman. The foreman must be present at the worksite for the whole time when the workers from his group are present.

Please clarify especially the following issues:

First Aid

Fire Protection

Handling of Hazardous Substances

Requirements for the use of Personal Protective Equipment

The use of technical equipment (electrical and mechanical equipment)

Specifications of works and the conditions for their conduction

STARTING WORK CHECKLIST

- Do we have the necessary expertise and medical fitness?
- Do we have the necessary personal protective equipment?
- Do we have the necessary equipment to perform the work?
- Is the technical equipment in the desired state? (checks, inspections, tests, leaks, etc.).
- Was the proper record-keeping carried out? Who, in what numbers, where, what?
- Do we know who the responsible supervisors are?
- We know the necessary means of reporting and providing information?
- Do we have the orders in writing?
- Were all the instructions clearly explained?
- Do we know the procedures for dealing with accidents at work, locations of sources and method of providing first aid?
- Do we know the location, operation and use of emergency switches, means of fire protection and safety systems?
- We know the accident response procedure?
- Are all environment protection measures in place?
- Have we received all the necessary instructions?
- Have we done last minute risk assessment?

The checklist can be found also at the end of this Instruction Manual. Please use it as a master copy for daily checks.

Thank you!

WORK COMPLETION

Do not leave the worksite before it is properly secured and tidy.
Check the following:

- Have you activated all the safety components and systems that you previously blocked or turned off?
- Have you secured all other risk areas using appropriate measures and tools, such as barriers, covers, markings, etc.?
- Have you removed all the barriers after the dangerous conditions ceased to exist?
- Have you removed all rubbish and unwanted material?
- Have you completely dealt with all cases of contamination or pollution?
- Please inform your RWE supervisor of the state of the activity, or of the time of the activity completion. Provide precise details on any of the above-mentioned points which cannot be described as “in order”, stating the reasons.
- Do not forget to report the termination of your activities to the UGS’s control room to where you previously reported, even when you are just changing the place of work.

ACCIDENT RESPONSE

- **Move the injured persons immediately to a place where they are not exposed to further risk.**
- **Provide first aid without delay.**



First aid means are, if necessary, available to all without distinction. If you move or use these supplies, you are required to notify immediately RWE Gas Storage employees, in order that the consumed items can be replenished.

Depending on the severity of the injury, contact the round-the-clock UGS's control room and ask for external assistance (e.g. emergency medical service or similar).

Inform an RWE Gas Storage manager (just orally).

All work related injuries must be recorded in the Accident Book located in the control room of the UGS.

All work related near misses must be recorded safety technician of of the UGS.

FIRE RESPONSE

Saving people always goes before saving property!

Call assistance (Inform the UGS's control room, activate the manual fire alarms).

Warn your co-workers.

Try to extinguish the fire, prevent the fire from spreading. (Applies only to small fires of non-gas equipment device; otherwise, leave the danger area and go to the gathering place).

Follow the instructions of the inspection services, or of the accident scene manager.

After activating the acoustic/optical alarm immediately leave the area with automatic fire extinguishing.

The reporting to the relevant state administration bodies is in the responsibility of RWE Gas Storage.

ENVIRONMENTAL DAMAGE RESPONSE

Inform immediately the employee of the round-the-clock UGS's or the appointed supervisor.

Try to stop the leakage of substances (activate emergency shutdown, close any slots or holes, etc.).

Try to prevent the material penetrating soil or leaking into water, or at least limit such penetration or leakage.

Try to place collection containers so that the leakage is collected, close the roads into drains or use loose absorbents.

The reporting to the relevant state administration bodies is in the responsibility of RWE Gas Storage.

Exceptions:

Procedures different from the instructions in this Safety Manual are only allowed with the written consent of RWE Gas Storage.

OPERATIONAL UNITS SPECIFICS

The works and activities carried out by us are very diverse. In the paragraphs below you will find lists of high risk activities which you can encounter. To perform such activities, a written work order, instructions, or guidelines to ensure safety must be obtained before starting the works.



DRILLING RIGS AND WELL-REPAIR RIGS

High risk activities and hazardous situations:

- Setting up and dismantling equipment.
- Work at heights.
- Handling drilling strings and pipes.
- Handling drilling strings and casing handling pliers.
- Working in borehole basement.
- Moving heavy-duty loads, such as preventers.
- And Christmas trees.
- Deploying articulated pipes under pressure, particularly.
- When carrying out pressure tests.
- Handling explosives.
- Handling measurement devices with radioactive sources.
- Reaching strata that may bear gases containing.
- Hydrogen sulphide.
- Kick situations.
- Works with coil tubing equipment and subbing unit.
- Flush production of wells.
- Using an oil flush.

GAS TREATMENT AND GAS STORAGE FACILITIES

High risk activities and hazardous situations:

- Works with equipment or devices under pressure.
- Works in explosive environment.
- Works in fire hazard areas.
- Assembling and dismantling of the above-mentioned equipment.



WORKSITES

High risk activities and hazardous situations:

- Crossing of unpaved surfaces.
- Loading and transportation of bulky loads.
- Works at heights, especially on ladders and scaffoldings.
- Works in pits and trenches.
- Works on wiring.
- Works in bad weather.
- Assembling and installations.
- Work in areas with potentially explosive gases and vapors.
- Handling hazardous substances.
- Pressure tests and leak tests.
- Earthworks.
- Electrical works.

STARTING WORK CHECKLIST

- Do we have the necessary expertise and medical fitness?
- Do we have the necessary personal protective equipment?
- Do we have the necessary equipment to perform the work?
- Is the technical equipment in the desired state? (checks, inspections, tests, leaks, etc.).
- Was the proper record-keeping carried out? Who, in what numbers, where, what?
- Do we know who the responsible managers are?
- Do we know the necessary means of reporting and providing information?
- Do we have the orders in writing?
- Were all the instructions clearly explained?
- Do we know the procedures for dealing with accidents at work, locations of sources and method of providing first aid?
- Do we know the location, operation and use of emergency switches, means of fire protection and safety systems?
- Do we know the accident response procedure?
- Are all environment protection measures in place?
- Have we received all the necessary instructions?
- Have we done last minute risk assessment?

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