LOGISTICS HANDBOOK

voestalpine Wire Rod Austria GmbH

Revision 6.0

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voestalpine Wire Rod Austria GmbH
www.voestalpine.com/wirerodaustria

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ONE STEP AHEAD.

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1 GENERAL

1.1 SCOPE

This document is addressed to all contractors (Contractor) carrying out work on the premises of voestalpine Wire Rod Austria GmbH (vaWR) under a contract. Subcontractors (Sub) and suppliers of the Contractor must be informed by the Contractor of the applicable vaWR regulations.

1.2 LOGISTICS OBJECTIVES

By issuing this document, vaWR, as the client (AG), pursues the following objectives:

- To support site safety
- Compliance with the works regulations as the common site regulations
- A structured flow of information and communication
- Compliance with the specified logistics plan

1.2.1 SOS – SAFETY, ORDER, CLEANLINESS

All staff members are required to return any equipment and tools they have used to their designated storage areas after use. Equipment and tools that are no longer required must not be left lying about. Rubble and waste must be disposed of in an environmentally responsible manner as soon as possible. Every employee is required to carry out a visual inspection of equipment and tools to ensure they are in good working order before use. Defective tools must be reported and must not be used.

The client and its staff, as well as subcontractors (sub), are obliged to organise and leave work areas in such a way that there is no risk of injury.

Support and inspections by the vaWR

- Support for construction companies provided by a safety officer (SFK)
- Provision of information material and training
- Regular SOS inspections of the construction site
- Carrying out spot checks (the contractor must assist with these)

1.2.2 SAFETY, ORDER AND ENVIRONMENTAL REGULATIONS

vaWR's works regulations are summarised in the document 'Instructions for External Contractors' and set out in the Appendix (see APPENDIX – FORMS).

vaWR's General Terms and Conditions (GTC) become legally binding upon placing an order and are available online at

https://www.voestalpine.com/wiretechnology/de/unternehmen/agbs/

Further applicable guidelines are covered in the following chapters.

1.2.3 INFORMATION AND COMMUNICATION

A well-functioning information and communication system forms the basis for the success of any construction and installation project. Regular meetings aim to organise the flow of information in such a way that it supports the construction process appropriately:

- **Construction/assembly meetings:**

  take place weekly and serve to facilitate the exchange of site-related information between the client, the contractor and the site coordinator.

- **Site coordination meetings:**

  are held regularly by the site coordinator to coordinate various construction areas, contractors and trades with vaWR's ongoing production operations.

- **Project-related meetings:**

  are held as required by the vaWR project team with the contractors concerned.

The Contractor's role is to support communication and the flow of information by adhering to the vaWR's guidelines regarding applications and forms, and by directing enquiries to the appropriate contact person.

1.2.4 LOGISTICS PLANNING

For major contracts and/or large construction sites, vaWR's logistics planning provides for the preparation of traffic management plans and site layout plans for each construction phase of the project. This planning is based on the guidelines set out in this document, but may deviate from them in certain respects due to aspects specific to the construction phase. In all cases, vaWR's specific logistics plans must be observed in addition to this document.

1.3 CONSEQUENCES OF FAILURE TO COMPLY WITH THE REGULATIONS

In the event of a breach by the Contractor relating to health and safety at work, as well as traffic and public order regulations, a four-stage escalation model applies. Depending on the severity and scope of the breach (to be defined following consultation with management), the following escalation stages will be applied:

Stage 1:	A written complaint to the Contractor in the form of a notice of defect
Stage 2:	Complaints meeting involving the health and safety officer
Stage 3:	Contractual penalty of up to EUR 10,000
Stage 4	Reprimand and suspension of the relevant contractor or their employees

The management is authorised to determine the amount of the contractual penalty and to issue a reprimand and suspend the contractor. This shall be documented in writing using the complaints form.

1.3.1 LIABILITY

The contractor shall be liable for any damage or loss incurred by vaWR as a result of failure to comply with this manual.

2 PROJECTS

BAUSTELLENSTAMMBLATT

Projekt/Teilprojekt	Projektname	Auftragnehmer	Firma Auftragnehmer
Baustelle	Baustellenbezeichnung/-vorhaben	Adresse	Adresse Auftragnehmer
PSP Code/Proj. Nr.	PSP Element	Projektleiter AN	Alfons Auftragnehmer
Projektleiter vaWR	Max Mustermann	Telefon	+43 123 456 789 10
Baustellenverantw.	Valentin Verantwortlich	Mobil	+43 664 12 34 567
Bauzeit	01.04.2026 - 31.12.2026	E-Mail	alfons@auftragnehmer.at

Kontaktpersonen vaWR

Funktion	Zuständigkeit	Kontakt
Sicherheits-fachkraft (SFK)	Arbeitszeitmeldung, Wochenendarbeit, interne Fahrbewilligung	Sigi Sicherheit M.: +43 664 76 54 321 sigi.sicherheit@voestalpine.com
techn. Ansprech-person	Genehmigung Sub, projektbezogene Rückfragen	Valentin Verantwortlich M.: +43 664 87 65 432 valentin.verantwortlich@voestalpine.com
techn. Ansprech-person		
Baustellen-koordinator ÖBA	Örtliche Bauaufsicht	Karl Koordinator M.: +43 664 87 65 432 karl.koordinator@voestalpine.com

Kontaktpersonen Baustelle (AN)

Funktion	Zuständigkeit	Kontakt
Bauleitung	Arbeitsvorbereitung, Organisation der Baustelle	Paul Projekt M.: +43 664 10 98 765 paul.projekt@auftragnehmer.com
Vorarbeiter	Ansprechperson vor Ort	Hans Hausbau M.: +43 664 11 10 987 hans.hausbau@auftragnehmer.com
weitere Kontakt-person		
weitere Kontakt-person		

WERKSINTERN		
Elektrik	Abschaltung elektr. Anlagen	M.: +43 664 88 12 345
Mechanik	mechanische Anforderungen	M.: +43 664 88 12 346
Walzmeister	Anliegen zur Walzstraße	M.: +43 664 88 12 347

WERKSNOTRUF	
Portier Tor 7	+43 50304/27-3126
Bereitschaftsdienst	+43 50304/27-2450
Betriebliche Feuerwehr	+43 50304/25-122



geplante Tätigkeiten:
Sanierung, Neubau, Instandhaltungsarbeiten, Rohrleitungsbau, Asphaltierarbeiten, Versatz von Betonfertigteilen

Lage im Werksgelände:	Halle A, Gerüst 1 - Hauptleitstand
Stützpunkt:	Hauptleitstand PO1

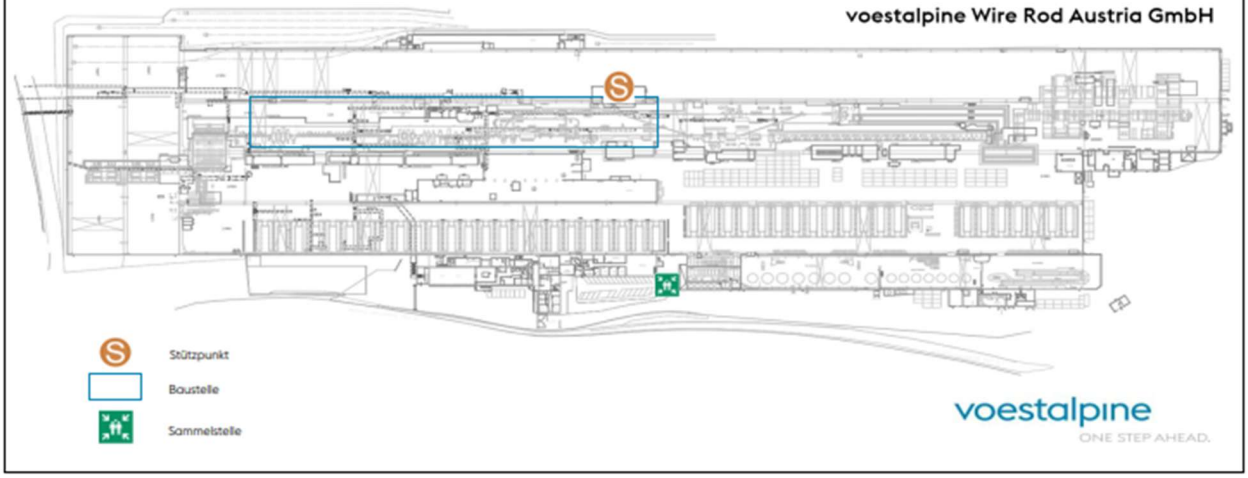


Figure 1 – Sample vaWR site master sheet

2.1 SITE MASTER SHEET

To facilitate communication, a site master sheet is drawn up for each site within the project and displayed in the immediate vicinity of the site (on the notice board, in the site hut, etc.). This site master sheet contains the most important details of the site, as well as the contact details of vaWR and the Contractor. Figure 1 shows the structure of such a site master sheet.

The preparation of the site master sheet is the responsibility of the technical manager on behalf of vaWR; the contractor must check that the information provided by them is correct and up to date and, if necessary, report any changes to their contact person without delay.

2.2 NOTIFICATION OF SUBCONTRACTORS (SUB)

Subcontractors who were not named at the time the contract was awarded must be reported to the technical contact at vaWR as soon as they come to the Contractor's attention, but no later than one week before work commences. The application form 'Notification of Subcontractors' must be used for this notification (see APPENDIX – FORMS).

The Client's written approval of the subcontractor is required before work commences. The Client reserves the right to reject a subcontractor without giving reasons.

The main contractor is responsible for ensuring that the subcontractor is properly informed of all relevant vaWR guidelines, regulations and processes. Notification of working hours, construction vehicles and weekend work must be made exclusively via the main contractor.

2.3 REPORTING PROCEDURES

The Contractor is obliged to comply with the Client's reporting procedures. For smaller contracts, all of the Contractor's employees must be registered on and off duty daily with the relevant project manager. To minimise the administrative burden for all parties involved, this procedure may be replaced for larger construction sites by a weekly advance registration of employees. This advance registration is carried out using the 'Staff List' (see APPENDIX – FORMS).

The complete list must be submitted to the project manager at vaWR no later than 2 working days before the start of the calendar week. Applications for weekend, public holiday and night work must be submitted separately no later than 2 working days before work commences (see the 'Application for Weekend Work' form (see APPENDIX – FORMS)).

The main contractor is also responsible in all cases for notifying Sub of the working hours!

Example:

Bau GmbH is the main contractor for vaWR and employs two subcontractors (Wasserbau AG and Fritz Huber Bau) in calendar week 13. Fritz Huber wishes to set up his construction site as early as the weekend of calendar week 12.

Bau GmbH must therefore submit three staff lists for the coming week 13 and, in addition, apply for weekend work on behalf of Fritz Huber Bau.

These four forms must be submitted to the vaWR project manager by Thursday of week 12 at the latest. If Thursday or Friday is a public holiday, the forms must be submitted earlier accordingly!

2.3.1 PRESENCE OF EMPLOYEES: ON-SITE (EMPLOYEES)

The contractor's staff are restricted to their work area within the contractor's allocated construction site. Entering operational areas outside the work area is not permitted without authorisation.

For safety reasons, access to and egress from the work area must only take place via secure and paved routes.

The use of vaWR's social facilities by the Contractor's staff is prohibited, with the exception of the works canteen and the adjoining toilet facilities.

2.4 TRAFFIC PLAN

The **Road Traffic Regulations (StVO)** and a speed limit of **30 km/h** apply throughout the vaWR works premises! Even vehicles not authorised for use on public roads must be roadworthy.

Forklift trucks powered by liquefied petroleum gas are prohibited on the vaWR works premises!

Within the construction area allocated to them, the Contractor is generally responsible for managing traffic on the construction site. The Client reserves the right to impose traffic regulations, even within the allocated construction area, where operational requirements so dictate.

Within the vaWR works premises, vehicles may only use those routes that have been expressly agreed with the vaWR project manager. The Contractor must keep the access routes necessary for production operations clear in order to avoid disrupting production.

All construction site vehicles may only move around the vaWR site with their rotating beacons or hazard warning lights switched on.

Parking is permitted only in designated or allocated areas, without exception. In the event of non-compliance, the entry permit will be revoked, and illegally parked vehicles will be towed away at the vehicle owner's expense.

Failure to comply with traffic instructions poses a risk from site traffic and endangers production operations!

2.4.1 ACCESS TO THE CONSTRUCTION SITE

Access to the vaWR works premises is strictly restricted to persons with valid safety training (**SATRE = Safety-Training-Environment**), the appropriate helmet sticker and a valid access pass. All provisions regarding safety training can be found in Chapter 4.1 – SAFETY TRAINING.

Pedestrians with a valid access pass generally reach the factory premises and construction sites via the turnstile at GATE 7.

Access to the factory premises for **the transport of personnel** in crew vehicles and for **the delivery of materials** is via the barrier at GATE 7.

All access to the factory premises is recorded by an electronic security system. Circumventing the system is strictly prohibited! Registration using an access card is essential in order to be able to determine the number of people on the factory premises at all times, particularly in an emergency.

Anyone found on the site without authorisation or who has not been recorded by the security system will be removed from the construction site and the works premises! Repeated offences will result in permanent exclusion from the site!

2.4.2 DELIVERIES AND COLLECTIONS

Authorisation to access the worksite for the purpose of delivery or collection (materials, products, building materials, waste, etc.) must be requested directly from the gatekeeper at GATE 7.

Access may be granted following confirmation of compliance with general safety standards and provided the appropriate personal protective equipment (PPE) is worn. The **mandatory PPE** for drivers includes a safety helmet, high-visibility vest and safety footwear.

2.4.3 ACCESS AUTHORISATION

Any other access or entry to the vaWR works premises is only permitted with the approval of the management. The request for access authorisation must be sufficiently justified and must be made using the 'Application for Entry Permit' form (see APPENDIX – FORMS).

Once approved by the client, the visitor pass will be activated by the in-house fire brigade:

- Access authorisations are issued on a person-specific basis for the necessary or allocated turnstiles, gates or doors for the specified period.
- Entry permits are issued on a vehicle-by-vehicle basis and also serve as parking permits for designated or allocated areas within the works premises.

2.5 CONSTRUCTION SITE FACILITIES

The planning of the overall site organisation is carried out by vaWR prior to the tender process. The details of this planning are finalised in consultation with the contractor before work commences.

The Contractor must set up the construction site on the area made available to them for this purpose. The Contractor must, in all cases, inform their technical contact at vaWR before setting up the construction site.

2.5.1 RESOURCES PROVIDED

Requests regarding resource requirements must be addressed to the vaWR contact person responsible for the construction site or to the site coordinator (contact details can be found on the site master sheet).

Site electricity

Construction electricity will be provided free of charge by the Client until further notice. The Contractor must notify the vaWR contact person of its requirements in good time in order to ensure the supply to the construction site.

Water

Water will also be provided free of charge by the Client until further notice. The Contractor must notify its contact person at vaWR of its requirements in good time.

- Service water: This can be supplied throughout the entire works site. Following consultation with the Client, water may also be drawn from the fire-fighting water network.
- Drinking water: This is not available throughout the entire site and, if required, must be arranged separately.
- Wastewater: If a sewer connection is required (e.g. for sanitary containers),

  early consultation is required.

Work equipment

The use of vaWR's work equipment (e.g. cranes, forklift trucks, scissor lifts, etc.) must be authorised by the project manager. To operate this equipment, an internal operating licence, including training and proof of competence, is required before work commences (see 4.1.3 INTERNAL OPERATING LICENCE).

2.5.2 STORAGE

Loading, unloading and storage operations may only be carried out by the contractor in the areas allocated to them and in compliance with the following regulations:

- The permissible and clearly marked floor, platform, shelving and scaffolding load limits must not be exceeded. When storing equipment, goods and loads of any kind, care must be taken to ensure their stability.
- Emergency exits, access points to electrical control rooms, light switches, distribution boxes, main switches and similar, as well as fire-fighting equipment, must be kept accessible at all times.
- The Contractor is responsible for the proper storage and securing of the materials and components supplied by them.
- Packaging materials must be removed immediately and this is the responsibility of the Contractor.

2.5.3 CONSTRUCTION SITE OVERVIEW

Details regarding on-site conditions will be communicated separately by the project team or, where applicable, set out in further plans.

3 LOCATION vaWR

3.1 DIRECTIONS TO THE FACTORY PREMISES

Address: Drahtstraße 1, 8792 Sankt Peter-Freienstein, AUSTRIA



Figure 2 – vaWR route map

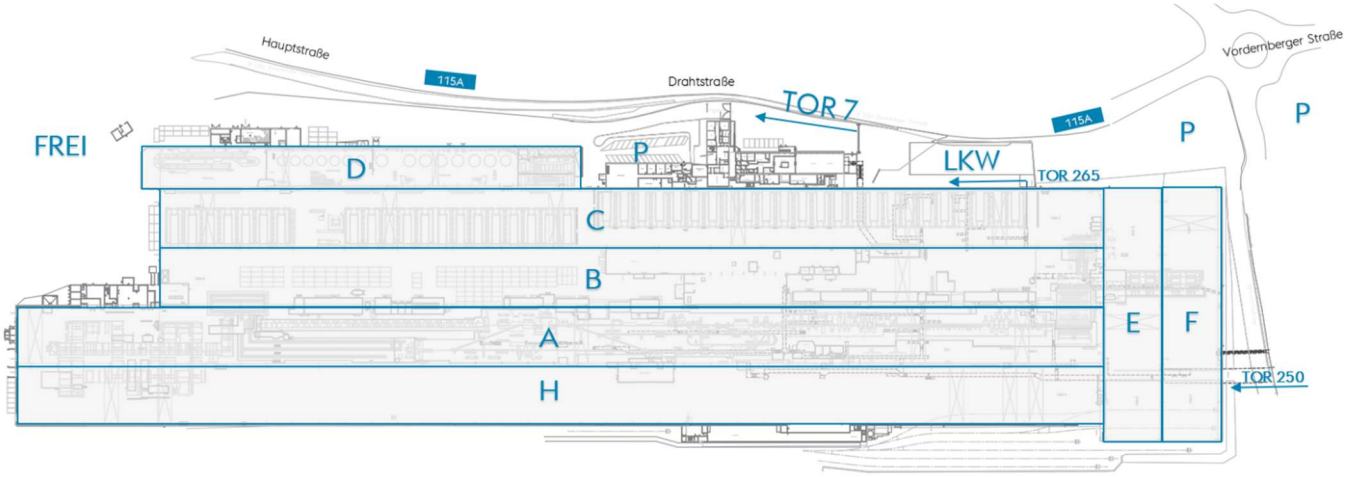
Coming from Leoben (S6), follow the B115A/Donawitzer Straße/Vordernberger Straße to the Tollinggraben/Kerpelystraße roundabout. After leaving the roundabout via the second exit, the factory site is immediately on your left.

Coming from the A9, leave the motorway at junction 129 (Traboch). At the roundabout, take the second exit. Follow Eisenstraße/B115 for 5.4 km. Keep to the right and take the slip road onto the B115A/Donawitzer Straße. Follow the road for 4.4 km and take the second exit at the roundabout. The factory premises are on the right-hand side.

3.2 OVERVIEW PLAN OF THE FACTORY PREMISES

The plant in St. Peter/Freienstein essentially comprises four longitudinal halls – H, A, B and C – each approximately 550m or 610m long, the two transverse halls E and F on the Leobense side, and various ancillary buildings.

The following site plan shows the factory premises, including access routes, gate and hall designations.



Halls / Areas / Gates

Hall A	Rolling mill
Hall B	Storage areas, roll turning shop, lorry loading bay 2
Hall C	High-bay warehouse
Hall D	Wire post-treatment: pickling shop, annealing shop
Hall E	Semi-finished products warehouse, walking beam furnace
Hall F	Semi-finished products warehouse, walking beam furnace
Hall H	Old rolling mill
AVAILABLE	Outdoor area – storage space
Lorry	Lorry loading bay
P	Staff car park vaWR
GATE 7	Main gate, reception (gatekeeper)
GATE 265	Exit gate for lorry loading
GATE 250	Access from Kerpelystraße – use only by arrangement with vaWR

3.3 CONTACTS

The table below lists the key contacts at vaWR:

Contact	Role	Telephone	Email
Plant emergency number	Company Fire Brigade and Rescue Unit	Tel. +43/50304/25-122	Feuerwehrzentrale.stahldonawitz@voestalpine.com
Safety Officer	Safety training, SOS site inspection	Tel. +43/50304/27-4240	Sfk_wirerod@voestalpine.com
Portier	Site security, Gate 7	Tel. +43 50304 27 3126	Portier7@voestalpine.com
On-call service	Operations management	Tel. +43/50304/27-2450	–

Table 1 – vaWR contact list

4 OCCUPATIONAL SAFETY

Safety, health and environmental protection are objectives that apply to everyone at vaWR:

- Employees of voestalpine Wire Rod Austria GmbH
- Employees of external companies who are employed at the Donawitz site in the course of their work
- Employees of companies that supply staff to third parties and are employed at the Donawitz site (agency workers)
- Employees of freight forwarders and transport companies
- as well as summer interns and working students

We expect everyone to act responsibly with regard to safety, health and environmental protection. **The general statutory provisions on employee protection must be observed.** Managers are required to create the conditions for this responsible behaviour and to lead by example.

4.1 SAFETY TRAINING

Depending on the nature of the work carried out on the vaWR premises, the contractor must complete various safety briefings:

Activity	Required training or authorisation process
Visiting the plant	Visits are permitted only when accompanied at all times by a vaWR representative! Register with the porter at Gate 7, including visitor induction
Deliveries and collections	Register with the porter at Gate 7, including visitor induction
Carrying out general work	SATRE training, as well as vaWR training for external contractors
Hot work (welding, soldering, etc.)	Notification to the in-house fire brigade and only with a 'Certificate of Authorisation for Fire-Hazardous Activities'
Operation of work equipment	Proof of specialist knowledge, induction and only with an 'Internal Driving Permit'
Access to the factory premises by car	SATRE training, as well as training for external contractors in accordance with vaWR
Working with hazardous substances	Submission of safety data sheets to project managers before work commences
Working in potentially explosive atmospheres	Approval from project managers before work commences
Carrying out electrical work	Approval by a qualified electrician and only with a 'Certificate of Approval for Electrical Work'
Work in confined spaces, shafts and containers	Authorisation via a 'Permit to Enter' issued by a competent person
Work on scaffolding	Approval by means of a 'Scaffolding Approval Certificate' issued by a competent person

Table 2 – Safety briefings

4.1.1 SATRE TRAINING

The aim of **the SATRE training (Safety Training Environment)** is to improve the communication and awareness of safety issues at the Donawitz site. In principle, every employee is required to complete SATRE training before entering the works premises. This is valid for one year and must be repeated once this period has expired. All information on how to complete the SATRE training can be found at:

http://www.voestalpine.com/donawitz/Satre2/html/info.html

The contractor is obliged to ensure that its employees are granted access to the site by registering them for the SATRE training in good time and ensuring they complete it before starting work.

Contact:

Plant Safety Secretariat

Tel. +43/50304/25-4345

satre-donawitz@voestalpine.com

4.1.2 WORK-RELATED TRAINING

Before the first work assignment, training on workplace-specific safety instructions is required. This takes place as part of an on-site briefing conducted by the vaWR project manager.

The training sessions must be documented in a verifiable manner and submitted by the contractor to the SFK of vaWR (sfk_wirerod@voestalpine.com). The template for this training is the 'External Contractor Training' document (see APPENDIX – FORMS).

4.1.3 INTERNAL DRIVING PERMIT

The Contractor must apply for an internal driving authorisation when using the company's own work equipment on the vaWR works premises (e.g. forklift trucks, aerial work platforms, cranes, etc.).

The internal driving authorisation is issued by the vaWR's SFK following the submission of all necessary documents and the completion of the relevant safety briefing.

Documents required to obtain an internal driving authorisation:

- Valid proof of specialist knowledge (e.g. forklift licence)
- Proof of training

The internal driving permit is personal, non-transferable and must be carried at all times whilst on the works premises. Failure to comply with the regulations may result in the driving permit being withdrawn.



Figure 4 – Sample 'Internal Driving Permit'

4.1.4 WORK INVOLVING A RISK OF FALLING (WORK AT HEIGHT)

When carrying out work involving a risk of falling, the SFK of the vaWR must be notified in advance. The applicable statutory regulations must be observed in all cases.

According to Section 7(2) of the BauV, a risk of falling exists:

- in the case of openings and recesses in the floor or ground, such as shafts, sewers, pits, trenches and ditches; in the case of openings in floor slabs, such as service openings, or in roofs, such as skylight or shed roof openings
- at workstations, standing areas and walkways situated on or over bodies of water or other substances, where there is a risk of sinking
- at wall openings, on stairways and landings, and on standing areas for the operation or maintenance of stationary machinery where the fall height exceeds 1 m
- at other workstations, standing areas and walkways where the fall height exceeds 2 metres

4.1.5 FIRE-HAZARDOUS WORK

The fire safety regulations for the entire voestalpine site at Donawitz and St. Peter/Freienstein are directly legally binding on all staff and employees. These regulations specifically refer to authorisation for:

- Hot work (such as welding, cutting, soldering, etc.)
- Deactivation of fire alarm systems

Notification of hot work and deactivation of fire alarm systems must be submitted to:

The in-house fire brigade and rescue department

voestalpine Stahl Donawitz GmbH

Pestalozzistraße 117

A-8704 Leoben Donawitz

Tel. +43/50304/25-3144

Feuerwehrzentrale.stahldonawitz@voestalpine.com

4.1.6 HAZARDOUS SUBSTANCES

When working with hazardous substances, the SFK of the vaWR must be informed before work commences and the relevant safety data sheets must be submitted.

According to Section 40 o f the Workers' Protection Act (ASchG), hazardous substances are those to which at least one of the following **hazard characteristics** can be attributed:

- explosive
- flammable (oxidising, extremely flammable, flammable)
- hazardous to health (toxic, harmful to health, corrosive, irritant, carcinogenic, mutagenic, toxic to reproduction, sensitising, fibrogenic, radioactive, biologically inert)
- biological agents in risk groups 2 to 4

The employer is obliged to instruct their employees on the safety measures to be taken when using hazardous substances (such as cleaning agents, solvents, paints, corrosive substances, etc.) and to monitor compliance with these measures.

Always pay attention to the hazard warnings affixed to the product when handling any hazardous substance. Hazardous substances may only be transferred into suitable containers or receptacles if they are labelled in accordance with regulations. Food containers must not be used under any circumstances! Seal the containers properly after use (in the case of flammable liquids, there is a risk of evaporation and explosion).

Store containers holding liquids on suitable drip trays or in sumps.

4.1.7 WORKING IN POTENTIALLY EXPLOSIVE AREAS (EX ZONES)

There must be no sources of ignition in Ex-zones (e.g. open flames, smoking and hot surfaces). Bringing non-explosion-protected items into these areas is prohibited! Before carrying out hot work or work involving non-explosion-protected equipment in Ex-zones, the SFK of the vaWR must be notified (sfk_wirerod@voestalpine.com)!



A temporary downgrading of **explosion-hazard zones** is only possible via the authorisation procedure.

4.1.8 ELECTRICAL WORK

Electrical hazards arise from overhead and trailing cables on cranes, as well as from hanging or poorly insulated wires. Power cuts and safety measures must be carried out without fail.

Work on electrical installations must be reported to the responsible vaWR site electrician before commencement, and a corresponding **authorisation certificate** must be requested.

4.1.9 WORK IN ENCLOSED CONTAINERS, SHAFTS, ETC.

When working in enclosed containers, pipework, shafts, pits and similar areas, there is an increased safety risk for the person(s) carrying out the work.

Work in these areas may only be carried out following authorisation by competent personnel from vaWR and after an **access permit** has been issued. The safety measures specified on the access permit must be adhered to without exception.

4.2 PERSONAL PROTECTIVE EQUIPMENT (PPE)

The Contractor is obliged to ensure that its employees and those of its subcontractors use personal protective equipment in accordance with the safety and conduct regulations for health and safety on the vaWR worksite.

The wearing of a safety helmet, safety goggles, high-visibility vest and safety footwear is mandatory on the worksite!



Depending on the nature of the work and the work area, the wearing of specific PPE in accordance with statutory regulations is required.

4.3 DEFECTS, FAULTS

Any defects or faults observed in safety equipment, work equipment, operating equipment, plant and installations, general lighting fixtures and power lines must be reported immediately to the relevant contact person or directly to the SFK at vaWR.

4.4 EMERGENCY ALERT PLAN

In the event of an emergency (such as a fire, explosion, gas leak, etc.), work must be stopped immediately and the designated assembly point for the relevant operation must be sought. The supervisor must report to the incident commander that the work group is complete. The instructions of the emergency services must be followed.

Plant emergency number: 122

The plant emergency number connects to the headquarters of the in-house fire brigade.

Plant emergency number from outside the site: Tel. +43/50304/25-122

Alarm chain:

1. Notify the emergency services (ambulance, fire brigade, etc.) via the plant emergency number!
2. Alert people in the danger zone!
3. Notify the designated contact person at vaWR (SFK)!

Emergency call guidelines:

In all emergencies (accidents, fires, explosions, gas leaks, etc.), the following details must be provided when dialling the emergency number of your choice:

WHO is calling?

WHAT has happened?

WHERE did it happen?→ Put people in place to direct people to safety!!!

HOW MANY people are affected?

WHAT injuries have been sustained?

4.5 WHAT TO DO IN THE EVENT OF A FIRE

The current version of the fire safety regulations for the voestalpine Donawitz site can be obtained from the SFK or the in-house fire brigade. All instructions and regulations contained therein must be strictly observed!

What to do if a fire breaks out:

1. Keep calm
2. Alert the in-house fire brigade by dialling the emergency number 122

   (**WHO** is calling? **WHERE** is the fire? **WHAT** is on fire? **HOW MANY** people are injured?)
3. If available, activate the manual fire alarm (push-button alarm).
4. Rescue
5. Extinguish

Ensure your own safety!

4.6 INCIDENT REPORT

Accidents involving employees of the contractor or subcontractor must be reported to the client immediately. The documents required under Section 4 of the Occupational Safety Act (ASchG) must be enclosed with the report, and corrective measures must be taken to prevent similar accidents on the client's premises.

vaWR contact person: Safety Officer (SFK)

5 RELEVANT DOCUMENTS

Further regulations and guidelines applicable to external contractors are listed – including a link and description.

5.1 HEALTH AND SAFETY PLAN (SiGe)

The project's Health and Safety Plan, as well as the legal basis and key regulations mentioned therein, must be complied with.

5.2 FIRE SAFETY REGULATIONS

The current version of the fire safety regulations for the voestalpine Donawitz site can be obtained from the SFK or the in-house fire brigade. All instructions and regulations contained therein must be strictly observed!

5.3 CONSTRUCTION SITE LAYOUT PLAN

The site layout plan, covering generally available resources and access routes, may be included in the tender documents by vaWR or is continuously updated and communicated by the project team.

The current version of the plan can be obtained from the site coordinator.

6 LIST OF ABBREVIATIONS

Paragraph	Paragraph
AG	Client
GTC	General Terms and Conditions
Contractor	Contractor
ASchG	Workers' Protection Act
BauV	Construction Workers' Protection Regulations
GU	Main contractor
MA	Employees
PPE	personal protective equipment
SATRE	Safety Training Environment
SFK	Safety Officer
SiGe	Health and Safety
SOS	Safety, Order, Cleanliness
StVO	Highway Code
Sub	Subcontractor
vaWR	voestalpine Wire Rod Austria GmbH

7 LIST OF FIGURES AND TABLES

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8 APPENDIX – FORMS

All of the following forms may be requested in their original form at any time, completed directly and returned electronically. The administration and distribution of the forms is the responsibility of the vaWR's SFK.

Forms and templates to support communication between contractors and the client:

- Template 'External Contractor Briefing'
- Form 'Notification of Subcontractors'
- 'Staff List' form
- 'Application for Weekend Work' form
- 'Application for Driving Authorisation' form
- Form: 'Application for Access Permit'