



**Important phone numbers: 02381 / 420 –**

Tel. intern	Name	Funktion
<b>112 / 246</b>	<b>Hospital car / fire Department / control center</b>	
<b>652</b>	Usher	
<b>483</b>	H.Anders	Industrial safety specialist, Fire protection officer, Environmental protection officer
<b>253</b>	H.Freund	Technical Service Manager
<b>943</b>	H.Boddem	Construction
<b>793</b>	H.Heßler	Cranes, Load holding means, Education
<b>890</b>	H.Kersting	Workshop management
<b>257</b>	H.Lipske	Process control technology
<b>866</b>	H.Kargel	Electrical Planning
<b>795</b>	H.Scharf	
<b>879</b>	H.Dettki	Workshop - Mechanics
<b>809</b>	H.Häring	
<b>476</b>	H.Reiter	Workshop - Electrical
<b>887</b>	H.Seegert	

**0271 / 691 -**

<b>175</b>	Hr. Westhoff	Waste specialist
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**General**

All contractor employees must report to the gatehouse before starting and after finishing work. The accident prevention regulations in force must be observed at all times. Safety instructions issued by Mannesmann Line Pipe GmbH (MLP) employees must always be strictly followed.

**Traffic**

- Vehicles must not exceed **walking speed** on works premises.
- Works traffic has right of way.
- Vehicles may be parked only in the specially designated areas on the works premises.
- Passengers may not travel on vehicles which do not have proper passenger seats.

**Personal protective equipment**

Helmets and safety footwear must be worn everywhere on the factory premises. In addition, hearing protection must be worn in the workshops and warning waistcoats must be worn outdoors. Additional personal protection equipment can be stipulated by the coordinator or safety officer depending on the type of work. The contractor is responsible for equipping its personnel with personal protective equipment.

**Obligatory reports**

All safety- and environment-relevant incidents must be reported immediately to the project manager and/or the industrial safety specialist / environmental protection officer.

**Hazardous materials and substances**

No hazardous materials or substances may be used without the approval of MLP. The safety data sheet must be checked and approved by the environmental protection officer before use.

**Contractor equipment**

There are only checked and certificated equipment parts in accordance to the valid and relevant laws, ordinances, decrees, norms and guidelines allowed. The consignee is responsible regarding the status and the condition of the equipment and

**Declaration**

Contractor:	MLP coordinator (Surname, First name)
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The undersigned hereby declares that he has read the attached Safety and Environmental Protection Regulations and undertakes to observe the same and to instruct all his employees who enter the works premises accordingly.

Responsible signatory for the contractor (Surname, First name):	
Date (day/month/year):	Signature:

equipment parts that he is bringing with to the factory premises. He is responsible in case of the danger and is liable for the endangerment that is coming from his utilities. To supply mobile electrical equipment, only connection points complying with BGI 608 may be used (e.g. PRCD-S mobile earth leakage circuit breakers).

**Contractor equipment**

The contractor is only permitted to use resources agreed to with the responsible project manager. Elevating work platforms, forklifts and crane systems are only allowed to be operated after instruction has been given.

**Dangers and safety-relevant behaviour**

- Danger of crushing or cutting fingers and hands when rolling pipes. Wear protective gloves!
- Use only marked routes!
- Roller conveyors may only be crossed via protected stairs or electrically secured roller conveyor gates.
- Do not reach into moving machines or pipes!
- Make clear arrangements with everybody involved!
- Maintain safety distances for crane transport operations; do not stay under suspended loads!
- Work on electrical equipment must be coordinated with the responsible project manager in advance!

**Safeguarding and signs**

Areas in which work is underway must be safeguarded. Appropriate warning signs must also be displayed in these areas.

**Fire prevention**

The approval (Hot Work Permit FB 03.16.002\_HS\_TD) of the appropriate project manager must be obtained for welding, flame cutting and similar operations. Fire safety precautions must be taken in coordination with the fire protection officer.

**Waste, cleanliness and order**

- The workplace must be kept clean, tidy and clear and given over to the coordinator when the work is finished.
- Waste, leftovers and parts left lying from operations are to be properly disposed of by the contractor at his own expense.
- Waste disposal is to be coordinated with the waste specialist.

**Forbidden!**

- The consumption of drugs and alcohol;
- Comply with the identified smoking prohibition areas;
- Inspecting/visiting production sites without an MLP employee;
- Photography and filming permitted only with the consent of the project manager.

**First Aid**

The contractor must ensure that the necessary first-aid measures for his employees are established. Additional first-aid facilities from MLP can be used by arrangement with the project manager.

**Accident behaviour**

- Switch off machines
- Rescue wounded persons
- Render first-aid
- Report the accident (phone 112)