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THIRD-PARTY COMPANY RULES

voestalpine Stahl GmbH
Subsidiaries at the Linz site
voestalpine Steel & Service Center GmbH, Industriezeile site

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voestalpine

ONE STEP AHEAD.

Rules for third-party companies

Content

1. SCOPE OF APPLICATION	4
1.1. General information on employee protection.....	4
1.2. Employment of subsuppliers	4
1.3. Information security.....	4
2. PERSONAL CONDUCT ON THE WORKS PREMISES	4
2.1. Access to the works premises, access authorization	4
2.2. First aid.....	5
2.3. Time spent on the works premises	5
2.4. Materials and substances banned on works premises.....	5
2.5. Information security.....	5
2.6. Sound, video and photo recordings	6
2.7. Heavy transports.....	6
3. SATRE TRAINING, THIRD-PARTY COMPANY PORTAL	6
3.1. SATRE training.....	6
3.2. Third-party company portal.....	7
3.3. Companies who bring their own equipment to the works premises.....	7
4. ARRIVAL AND DEPARTURE	7
4.1. Construction sites with coordination pursuant to the Construction Work Coordination Act (BauKG).....	7
4.2. Construction sites without coordination pursuant to the Construction Work Coordination Act (BauKG).....	7
4.3. Supervisor responsibilities	8
5. AUTHORITY TO ISSUE DIRECTIVES.....	8
6. WORKS ENTRANCE OPENING HOURS	8
7. IMPORT AND EXPORT OF EQUIPMENT, TOOLS, MACHINES AS WELL AS MATERIALS FROM THIRD-PARTY COMPANIES	9
7.1. Overview of loaded material (removal of containers from the works premises)	9
7.2. Removal of third-party-company-owned materials from the works premises	9
7.3. Import of dangerous goods	9
7.4. Removal of dangerous goods from the works premises.....	9
8. WORK ACTIVITIES IN RAILWAY.....	9
9. CRANES AND CRANE RUNWAYS	10

Rules for third-party companies

10. CONSTRUCTION, ASSEMBLY AND REPAIR ACTIVITIES.....	10
10.1. Construction personnel containers.....	10
10.2. Securing construction sites and hazardous areas.....	11
10.3. Works fence	11
10.4. Fire barriers	11
10.5. Damage, contamination and production downtime	11
10.6. Work activities in roadway areas	11
10.7. Work activities over water.....	11
10.8. Gas cylinders	11
10.9. Behavior during adverse weather conditions.....	11
11. EXCAVATION WORK.....	12
12. VACATION OF THE CONSTRUCTION SITE	12
13. RETURNING PROTECTIVE DEVICES TO THE PRODUCTION COMPANY.....	12
14. WASTE DISPOSAL.....	12
14.1. Waste from construction site activities (construction, demolition, excavation, dismantling).....	12
14.2. Collection and disposal of steel scrap.....	13
14.3. Disposal of operational waste.....	13
15. BLASTING	13
16. TOPICS RELEVANT TO FIRE PROTECTION	13
17. THE USE HAZARDOUS WORK MATERIALS.....	13
18. USE OF IONIZING RADIATION SOURCES.....	14
19. PROVISION OF PERSONNEL, MACHINERY, EQUIPMENT AND OTHER TECHNICAL AIDS	14
20. APPLICABLE/PERTINENT DOCUMENTS.....	14
DEVIATING RULES FOR VOESTALPINE STEEL & SERVICE CENTER GMBH, INDUSTRIEZEILE SITE	15

Rules for third-party companies

1. SCOPE OF APPLICATION

These rules apply to all natural persons and legal entities who provide a service based on a purchase order, work/service contract, service/maintenance contract etc. issued by the Steel Division, regardless of the duration of the service. They apply to the entire Linz site and all buildings, objects and operating facilities of the Steel Division as well as to all roads inside and outside the works fence (property boundaries are marked with appropriate traffic signs or open barriers).

For the sake of simplicity and easier reading, references to people are gender-neutral or in the masculine form. In the interest of equal treatment, gendered terms refer to all sexes.

Please refer to the Appendix for any regulations deviating from these rules at the **Industriezeile site of voestalpine Steel & Service Center GmbH**.

1.1. GENERAL INFORMATION ON EMPLOYEE PROTECTION

The Steel Division complies with the highest standards of health and safety in the performance of any work activity. The Steel Division expects suppliers and their employees to make occupational safety and health protection an integral part of their daily work activities. As an instructional document, this booklet is a supplement to the General Safety Rules as well as to the SATRE training. The supervisor in the third-party company shall comply with all pertinent regulations such as the following:

- » Legal and official safety rules, e.g. Employee Protection Act (ASchG) Construction Work Coordination Act (BauKG), Construction Worker Protection Ordinance (BauV) etc.
- » Generally recognized rules of technology
- » Regulations pertinent to the respective operating area

1.2. EMPLOYMENT OF SUBSUPPLIERS

The employment of subsuppliers shall be reported to the responsible contact person in the Steel Division.

The responsible contact person in the Steel Division is the person nominated in the header data of the purchase order under Requesting Entity.

In the case of contracts or in cases where the requesting entity is not the same as the responsible contact person, this shall be specified in the negotiation report, contractual agreement or purchase order.

The supervisor in the third-party company shall be responsible for subsuppliers commissioned to work on the Linz site of the Steel Division and is responsible for instructing assigned employees as well as for their compliance with the obligations under General Information, Employee protection and their behavior on the works premises.

1.3. INFORMATION SECURITY

The careless handling of information or cyberattacks can cause considerable economic damage and threaten the existence of production processes and services.

Possible entry points are generally considered as social engineering from the outside or attacks from the inside (usually by compromised employees).

In order to achieve an acceptable level of protection, it is important to the Steel Division of voestalpine that the provisions of Section 2.5 are strictly implemented and complied with.

Each supplier shall be obligated to bring the content of Section 2.5 to the attention of his employees, including all employees attributable to them, including any further subsuppliers!

2. PERSONAL CONDUCT ON THE WORKS PREMISES

2.1. ACCESS TO THE WORKS PREMISES, ACCESS AUTHORIZATION

Rules for third-party companies

Third-party employees without valid access and SATRE training must sign in at Works Entrance A. Please find detailed information under Section 3. Bringing along any person WITHOUT access authorization is strictly prohibited. Sharing any access authorization with a third party is strictly prohibited!

The third-party company shall be held liable for damage caused by misuse of any access authorization.

Information and inquiries: Works Security, Tel. +43 50304 15-4140.

[Deviating rules for voestalpine Steel & Service Center GmbH at the Industriezeile site, see Appendix, Section 2.1](#)

2.2. FIRST AID

Procedures in the event of an emergency

In the event of an emergency (incident, fire, explosion, gas leak, traffic accident etc.) select the appropriate emergency number and follow the instructions on the instruction sign for emergency calls. Provide the most important information:

- » What happened?
- » Where did it happen? (exact location of building, production bay, gate number etc.), location of person giving directions.
- » How many people are concerned?
- » Which type of injuries?
- » Who is calling? (Provide telephone number for further inquiries.)
- » Wait for any further questions. The call is terminated by the receiver.

Emergency telephone numbers

You can reach works emergency services from your private cell phone using the designated emergency numbers.

(Please save these numbers immediately so that no valuable time is lost in case of an emergency.)

- » Emergency medical services +43/50304/15 144
- » Fire department +43/50304/15 122
- » Works Security +43/50304/15 133

[Deviating rules for voestalpine Steel & Service Center GmbH at the Industriezeile site, see Appendix, Section 2.2](#)

2.3. TIME SPENT ON THE WORKS PREMISES

Entrance to the works premises and production lines is at the risk of the visitor. Entering any work areas beyond one's own designated area without special permission is prohibited. voestalpine Stahl GmbH and its subsidiaries shall not be held liable for damage of any kind incurred on property belonging to the Steel Division. The provisions of the Road Traffic Regulations (StVO) and Railway Crossing Regulations (EisbKrV) shall apply throughout the works premises.

The employees of the supplier shall ensure that they carry valid access authorization and a valid SATRE training verification (helmet sticker).

[Deviating rules for voestalpine Steel & Service Center GmbH at the Industriezeile site, see Appendix, Section 2.3](#)

2.4. MATERIALS AND SUBSTANCES BANNED ON WORKS PREMISES

It is prohibited to introduce any weapon and/or explosive to the works premises. Objects of any kind intended for resale are also banned from the works premises.

Entering the works premises with and the consumption of alcoholic beverages or drugs on the works premises is prohibited. The use of alcohol by any construction worker is strictly forbidden.

2.5. INFORMATION SECURITY

Confidentiality

The employees of third-party companies, including employees of a subsupplier or any other contracted company, are obligated to maintain strict secrecy relating to operational and business events to which they are privy and relating to the equipment and other installations of the Steel Division, both during and after the end of their service at voestalpine. The consent of the data owner shall be obtained before any data is passed on or stored outside voestalpine!

Rules for third-party companies

Classification of information

Should any document be created for voestalpine, it shall be marked in accordance with the specifications on classification of information and data and shall be handled in accordance with its classification. The specifications for the classification of information and data are provided by the voestalpine contact responsible for the third-party company.

Mobile data carriers

The storage of data on mobile data carriers such as USB sticks is to be avoided whenever possible. Such data carriers must be encrypted.

Data disposal

Data carriers or media no longer required shall be reliably and securely disposed of or destroyed so that it is impossible to recover or read any of the stored data.

Use of voestalpine IT systems

It is prohibited to bypass the protective mechanisms of voestalpine IT systems such as virus scanners, URL filters etc. Stand-alone computers, notebooks and servers shall be locked whenever the workplace is not occupied by the designated user.

Passwords shall be sufficiently long and complex and must not be shared with others. Group accounts are allowed in exceptional cases when required by operations.

Any email address provided by voestalpine may be used for official purposes only. The forwarding of emails to any private account is forbidden.

Access to illegal pages and the illegal uploading/downloading of data, e.g. music, videos etc., is prohibited.

Obligation to report

Any information security incident must be immediately reported to the voestalpine Service Desk group-IT.Ser-icedesk@voestalpine.com/+43 50304 15-9191 or to the voestalpine contact person responsible for the third-party company.

Compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act is mandatory.

2.6. SOUND, VIDEO AND PHOTO RECORDINGS

Photography, filming, video recording, sound recording and the like are strictly prohibited throughout the works premises. Any exemption must be obtained from the Communications Department, Tel. +43 50304 15-73207.

2.7. HEAVY TRANSPORTS

A transport escort shall be requested from Works Security, Tel. +43 50304 15-2629, prior to carrying out any heavy transport on the works premises of voestalpine Stahl GmbH.

3. SATRE TRAINING, THIRD-PARTY COMPANY PORTAL

3.1. SATRE TRAINING

Prior to entering the works premises of the Steel Division, every employee of a third-party company is obligated to complete the designated Safety Training Environment (SATRE) training course.

There are two ways to apply for SATRE training:

- » The application form is available under this following link: <http://www.voestalpine.com/stahl/SATRE>. Please complete the application and send it to the email address indicated on the form. Once the request is processed by Works Security, the training link will be emailed back (on business days only).

Rules for third-party companies

- » If you are already registered on the third-party company portal, you can request SATRE training there.

Using the portal and returned training link, online SATRE training can be requested at any time whenever personnel is changed or expanded.

3.2. THIRD-PARTY COMPANY PORTAL

The Steel Division provides a third-party company portal for the purpose of registering employees with Works Security and conducting online SATRE training.

Access data are transmitted by email by Works Security to the respective third-party company (supplier).

This has the following advantages:

- » You enter and manage your own employee and company contact data and have all the required data at your fingertips.
- » The Steel Division project manager or purchasing department determines the expected duration of your company services and the validity of access authorization at the time the contract is awarded. Depending on specific requirements and project duration, this means that access authorization can be valid for up to two years and can be extended.

In emergency situations, registration without a third-party company portal is possible on site at Works Security (Works Entrance A). In such cases the visit duration and validity of access authorization can be granted for only a limited period of time. The responsible contact person of the Steel Division shall be informed in such cases.

An official photo ID shall be presented to Works Security at the time of registration. Non-EU citizens, with the exception of Swiss citizens and citizens from EEA countries, shall present a valid employment permit.

The names and data of third-party company employees who no longer work on any project at voestalpine must be removed from the third-party company portal.

Please use this link to access more detailed information about SATRE and opening hours, access badges and helmet stickers: <http://www.voestalpine.com/stahl/SATRE>.

Please direct any questions to Works Security at +43 50304 15-4140.

3.3. COMPANIES WHO BRING THEIR OWN EQUIPMENT TO THE WORKS PREMISES

Companies whose employees work in their own company facilities and buildings on the works premises and do not enter any facility of voestalpine are registered as visitors. This is required because the works roads of the Steel Division are privately owned and hazards can be expected as a result of operational traffic.

4. ARRIVAL AND DEPARTURE

4.1. CONSTRUCTION SITES WITH COORDINATION PURSUANT TO THE CONSTRUCTION WORK COORDINATION ACT (BAUKG)

The Safety and Health Sheet is used to determine the point of registration and deregistration for construction sites. As a general rule, access to facilities and construction sites is not permitted until after on-site registration at the customer.

4.2. CONSTRUCTION SITES WITHOUT COORDINATION PURSUANT TO THE CONSTRUCTION WORK COORDINATION ACT (BAUKG)

Rules for third-party companies

The following tasks are carried out by a responsible Steel Division employee (safety coordinator) in cooperation with third-party company supervisors:

- » Advance notice (determination of scope of work activities)
- » Safety inspection (safety instructions pertaining to the work area)

The safety inspection identifies potential hazards and preventive measures in the work area.

4.3. SUPERVISOR RESPONSIBILITIES

Third-party company supervisors instruct their employees based on the safety inspection and ensure compliance with all safety measures.

Third-party company supervisors must register/deregister at the designated registration point **and inform the designated contact person of each registration.**

The contact person will inform third-party company supervisors of the daily conditions on the works premises or about other work activity in the vicinity. The contact person arranges for production areas to be taken out of service as required, arranges for lockouts and approves work activities.

The works area may not be entered and work activities commenced until approval has been granted (following preparatory measures set forth in the safety check).

WORK ACTIVITIES MUST NOT PROCEED WITHOUT ANY SAFETY CHECK OR REGISTRATION!

The safety check certificate must be carried by all personnel in the workplace. Whenever a hazard or any deviation is determined, the safety coordinator or contact person must be notified so that safety measures can be adjusted as required.

5. AUTHORITY TO ISSUE DIRECTIVES

The following persons are authorized to issue instructions to employees of the supplier:

- » Customer (ordering party)
- » Responsible works management (production management)
- » Employees of Works Security
- » Works fire department and fire prevention officers
- » Operational rescue
- » LogServ railway personnel
- » Employees in occupational safety

Compliance with the instructions of these personnel is mandatory without delay.

In the event of a violation of safety rules or legal regulations, workers may be expelled immediately from the works premises by personnel authorized to issue instructions.

Persons denied access will not be permitted to enter the works at a later date. Consequential costs in this respect shall be borne by the third-party company.

Works Security is authorized to inspect any person on the works premises at any time.

6. WORKS ENTRANCE OPENING HOURS

Works Entrance A (main entrance) and B can be accessed by vehicles with a valid access badge during opening hours.

Pedestrian gates along the Stahlstraße can also be accessed with a valid badge.

The barriers of Works Entrance C can be opened only by works employees.

Rules for third-party companies

Works entrance/building	Entrance for	Opening hours	
A, Stahlstraße 57	Car and trucks	Monday through Sunday	Open around the clock
B, Lunzerstraße	Car and trucks	Monday–Friday	4:45 a.m. to 10:15 p.m.
		Sat, Sun. and holidays	4:45 to 6:00 a.m., 12:45 to 2:00 p.m., 8:45 to 10:15 p.m.

[Deviating rules for voestalpine Steel & Service Center GmbH at the Industriezeile site, see Appendix, Section 6](#)

7. IMPORT AND EXPORT OF EQUIPMENT, TOOLS, MACHINES AS WELL AS MATERIALS FROM THIRD-PARTY COMPANIES

The company reserves the right to conduct inspections of baggage, vehicles and access badges and to check materials, devices, tools and machinery carried on and through the works premises. Such materials and tools may be rejected for transport to and/or from the premises. Containers must be marked with a company name plate.

7.1. OVERVIEW OF LOADED MATERIAL (REMOVAL OF CONTAINERS FROM THE WORKS PREMISES)

Works Security (Tel. +43 50304 15-3079 or extension 2629) shall be notified without delay should it not be possible to properly inspect loaded materials to be removed from the works premises.

The respective vehicle or container may not be reloaded on the premises of voestalpine Stahl GmbH until Works Security is present to monitor the reloading. The vehicle or container must be sealed once inspection by Works Security has been completed.



Versiegelter Container

[Deviating rules for voestalpine Steel & Service Center GmbH at the Industriezeile site, see Appendix, Section 7.1](#)

7.2. REMOVAL OF THIRD-PARTY-COMPANY-OWNED MATERIALS FROM THE WORKS PREMISES

The removal of third-party materials such as scrap, cable drums etc. from the works premises shall be confirmed by the responsible customer or the voestalpine site manager, for example on the shipping note of the supplier.

[Deviating rules for voestalpine Steel & Service Center GmbH at the Industriezeile site, see Appendix, Section 7.2](#)

7.3. IMPORT OF DANGEROUS GOODS

Certain substances or objects are designated as dangerous goods because their properties pose a risk to the life or health of people, animals and the environment during transport. Hazardous goods of all classes must be registered at the time of entry (inspections pursuant to the European Agreement on the International Transportation of Dangerous Goods by Road = ADR). This also applies to exemptions pursuant to ADR regulations (≤ 1000 points or an exemption for construction workers) or limited quantities.

7.4. REMOVAL OF DANGEROUS GOODS FROM THE WORKS PREMISES

Removal of dangerous goods from areas inside the works perimeter fence shall also be reported to Works Security (inspections pursuant to the European Agreement on the International Transportation of Dangerous Goods by Road = ADR). When entering the works premises, drivers are obligated to report to Works Security before picking up any hazardous goods.

8. WORK ACTIVITIES IN RAILWAY

- » Railway tracks may only be accessed at designated crossings and where rails are embedded. An additional track access card is required by anyone who must access other railway areas. The railway access authorization card is issued for a maximum period of one year and can be extended for one year at a time thereafter.

Rules for third-party companies

Completion of training in order to qualify for the railway access authorization card must be arranged in advance with the coordinator of the Railway Academy of Logistik Service GmbH at +43 732 6598 3643.

- » Work activity in railway areas (safety distance of 1.8 meters on both sides measured from the rail) must be coordinated with the responsible department of LogServ at least two weeks prior to the commencement of work activity (Tel. +43/50304/15-4646 or +43 50304 15-73500) and may not be carried out without approval from LogServ.
- » Employees must be instructed in the dangers of the railway area pursuant to Section 14 of the Employee Protection Act (ASchG).
- » Compliance with the provisions of the applicable traffic and construction rules is mandatory.
- » Safeguarding measures are defined in these rules.
- » High-visibility reflective clothing must be worn when working in any railway area.
- » Anchoring systems must not be attached to any rails or railway ties.
- » Ground cabling must not be connected to any rail during electric welding.
- » Construction sites in railway areas, especially subterranean areas, must be secured day or night to ensure that shunting personnel are not endangered.
- » All utility lines crossing the railway shall be at a minimum depth of 1.0 meter below the top of the sleeper.
- » A distance of at least 4 meters must be maintained from overhead lines (contact lines).
- » Safety clearances must be maintained when working with swivel-arm equipment such as excavators, cranes etc. in the vicinity of the railway.
- » Railways must be crossed exclusively at designated pedestrian and traffic crossings. Compliance with the instructions of railway personnel is mandatory.
- » The following is prohibited:
 - Climbing on railway vehicles
 - Crawl under railway vehicles
 - Climb over railcar buffers or couplings
 - Standing directly in front of, behind or underneath any railcar. Railcars can move unexpectedly.
 - Walking or standing on rail heads, switch blades, check rails, guide rails, switch heaters and other parts of the railway where it is not safe to walk or stand

9. CRANES AND CRANE RUNWAYS

Compliance with the specified protective measures and rules of conduct, particularly pertaining to the avoidance of falls and collisions, is mandatory when working on cranes and runways and near crane systems. These rules are determined by the safety coordinator (or other technical expert) of the respective company during safety inspections. No work activity may be carried out in these areas without consulting with production operations in advance.

10. CONSTRUCTION, ASSEMBLY AND REPAIR ACTIVITIES

10.1. CONSTRUCTION PERSONNEL CONTAINERS

The location of construction personnel container is determined in agreement with the responsible property and traffic management department, Tel. +43 50304 15-4764, and the technical control department, Tel. +43 50304 15-4865.

Rules for third-party companies

The company name and telephone number must be attached to the construction personnel container. After working hours and anytime during the absence of staff, the construction personnel container shall be locked and all power supply lines shut off.

[Deviating rules for voestalpine Steel & Service Center GmbH at the Industriezeile site, see Appendix, Section 10.1](#)

10.2. SECURING CONSTRUCTION SITES AND HAZARDOUS AREAS

The construction site and any hazardous areas must be secured before any work activity begins and for the duration of the contractual agreement. The construction site and hazardous areas must be provided with adequate lighting.

10.3. WORKS FENCE

Should it be necessary to open the works perimeter fence for the duration of construction work, the entity carrying out the construction work must ensure by means of suitable measures that no unauthorized person gains access to the works premises of the Steel Division.

10.4. FIRE BARRIERS

Removed fire barriers shall be reinstalled as soon as possible following the completion of work activities. Should this not be possible, the safety coordinator or fire prevention officer or contact person or customer must be notified.

10.5. DAMAGE, CONTAMINATION AND PRODUCTION DOWNTIME

Third-party companies shall be held liable for damage of any kind caused by their employees or persons attributable to them, e.g. by employees of the third-party company, to the property of voestalpine Stahl GmbH, its subsidiaries or third parties.

Contaminations, obstructions and operational disturbances of any kind must be eliminated without delay by the third-party company. Resulting expenses incurred by the Steel Division shall be reimbursed by the executing third-party company.

10.6. WORK ACTIVITIES IN ROADWAY AREAS

Written permission must be obtained from the property and traffic management department, Tel. +43 50304 15-8866, prior to any work activity in roadway areas.

Any work in a roadway area must be reported in advance to Works Security at +43 50304 15-2629. A form entitled Securing Construction Sites in Works Roadway Areas must be completed in collaboration with Works Security.

Traffic signs shall comply with the Austrian road traffic regulations (StVO) and must be removed following completion of construction work. Works Security shall be notified once the road is no longer required as part of the construction activities. Required traffic signs shall be provided by the executing third-party company.

[Deviating rules for voestalpine Steel & Service Center GmbH at the Industriezeile site, see Appendix, Section 10.6](#)

10.7. WORK ACTIVITIES OVER WATER

When work activities are performed at or over a body of water, the risk of falling or drowning shall be prevented by suitable protective and rescue equipment such as life jackets, life rings, ropes, throw lines, hooks and, if necessary, safety nets or boats.

At least one person must have the knowledge required to perform resuscitation and to act as a supervisor (individual workplace ban).

10.8. GAS CYLINDERS

- » Transport permitted only in secured condition with screwed-on valve protection cap
- » Impact, shock and vibration shall be avoided.
- » Gas cylinders must not be transported by crane unless secured in a transport basket.

10.9. BEHAVIOR DURING ADVERSE WEATHER CONDITIONS

Rules for third-party companies

Crane operation must be discontinued when the wind is strong. Assembly work in elevated areas (such as on high steel structures) must be discontinued during thunderstorms. The same applies when ice forms and there is risk of slipping. Scaffolding must be inspected for proper condition before being used if it has been exposed to adverse weather.

11. EXCAVATION WORK

Compliance with the document entitled [Reporting of excavation activities](#) is mandatory whenever excavation work is performed.

[Deviating rules for voestalpine Steel & Service Center GmbH at the Industriezeile site, see Appendix, Section 11](#)

12. VACATION OF THE CONSTRUCTION SITE

Prior to leaving the construction site, workers shall clean their respective work area and restore safe conditions for operation. This includes the removal of scaffolding, reattaching and fastening fall-protection devices and the removal of light grids, the leveling of uneven floors etc. The original condition shall be restored unless a contractual agreement has been made to the contrary.

13. RETURNING PROTECTIVE DEVICES TO THE PRODUCTION COMPANY

All protective devices must be returned and their functional condition inspected.

14. WASTE DISPOSAL

The third-party company is responsible for compliance with governmental waste and environmental regulations and all other waste-related regulations as well as for environmentally compatible disposal of all waste generated during work activities at the site or any waste collected by the third-party company.

The dumping, temporary storage and disposal of waste of any kind on the works premises of the Steel Division is strictly prohibited. (Designated high-noise areas are excepted.)

The burning of waste such as oils, greases, rubber, cable residues or other construction site waste as well as the emptying of liquid waste such as used oils, solvents or other liquid chemicals into sewer lines is also strictly prohibited.

14.1. WASTE FROM CONSTRUCTION SITE ACTIVITIES (CONSTRUCTION, DEMOLITION, EXCAVATION, DISMANTLING)

The supplier is obligated to separate accrued residual materials and wastes according to type and to dispose of them in an environmentally compatible manner and pursuant to applicable regulations.

The following is to be defined in collaboration with the customer prior to initiation of the job site:

- » Waste, included estimated quantity
- » A shipment note is required the waste is expected to be hazardous.
- » Positioning, quantity and type of collection containers
- » Disposal routes and the whereabouts of collected waste

Unless otherwise contractually agreed, all materials remain the property of voestalpine and must be disposed of using company disposal channels. The following are examples of such materials:

- » Substances containing asbestos

Rules for third-party companies

- » Hazardous man-made mineral fibers
- » Old asphalt
- » Demolition of concrete and excavation of soil

The supplier shall dispose of all materials by means of legally authorized waste collectors and handlers. Hazardous waste must be accompanied by a completed shipment note from the time such waste is removed from the premises. The shipment note must be signed and submitted immediately following disposal of the waste. Proof of proper disposal of waste shall be included with construction site documentation and presented to project management as well as the environmental management of the site at the conclusion of the project. Please direct any questions to the environmental construction management department of the Steel Division, Tel.: +43 664 88322570

[Deviating rules for voestalpine Steel & Service Center GmbH at the Industriezeile site, see Appendix, Section 14.1](#)

14.2. COLLECTION AND DISPOSAL OF STEEL SCRAP

Any construction scrap generated on the construction site is the property of the customer and may only be removed using the designated disposal containers of the By-products Center.

Costs arising from non-fulfillment shall be borne by the supplier held responsible for non-fulfillment.

[Deviating rules for voestalpine Steel & Service Center GmbH at the Industriezeile site, see Appendix, Section 14.2](#)

14.3. DISPOSAL OF OPERATIONAL WASTE

The collection and disposal of operational waste is regulated by the respective Group agreements.

The transport of waste to the treatment facilities of the disposal company is approved in consultation with the respective production site manager of the respective site of the generated waste. Compliance with the provisions of Section 7 is mandatory. Hazardous waste must be accompanied by a completed shipment note from the time such waste is removed. The shipment note must be signed and submitted immediately following disposal of the waste.

15. BLASTING

Before any blasting work is carried out, the responsible contact person and customer must be notified as well as Works Security at +43 50304 15-2629 in order to determine safety measures. Written permission must be obtained.

[Deviating rules for voestalpine Steel & Service Center GmbH at the Industriezeile site, see Appendix, Section 15](#)

16. TOPICS RELEVANT TO FIRE PROTECTION

The [Fire and Protection Regulations of voestalpine at the Linz site](#) shall apply to all fire-protection-related issues. This shall apply without any restriction, and compliance is mandatory. Please contact the central control center of the company fire department, Tel. +43 50304 15-5077, for additional information.

[Deviating rules for voestalpine Steel & Service Center GmbH at the Industriezeile site, see Appendix, Section 16](#)

17. THE USE HAZARDOUS WORK MATERIALS

Compliance with the following provisions is mandatory in addition to the basic rules for handling chemical agents as set forth in the general safety regulations:

- » The currently applicable EU safety sheets must be available at the workplace and apply to the use of hazardous substances.
- » All involved employees shall be verifiably instructed in the content of the safety data sheets.

Rules for third-party companies

- » The introduction of working substances that are subject to poison law (classified in Acute Toxicity Category 1, 2 or 3 or STOT SE 1 H370) or working substances defined as CMR substances, Category 1 (except propellants) are permitted only following approval by the Occupational Safety Department. In such a case, it is necessary to obtain advanced approval by email: sdb@voestalpine.com.
- » Only original containers that are properly labeled may be introduced to the works premises, and containers shall be stored in accordance with applicable regulations.

18. USE OF IONIZING RADIATION SOURCES

Before ionizing radiation sources are brought to the works premises, an agreement must be reached with the radiation protection officer, Tel: +43 50304 15-2293.

19. PROVISION OF PERSONNEL, MACHINERY, EQUIPMENT AND OTHER TECHNICAL AIDS

Should personnel and/or machinery, equipment or other technical aids of voestalpine be made available to the supplier for the purpose of fulfilling services of any kind to be rendered to voestalpine Stahl GmbH and affiliated companies, such personnel and/or machinery, equipment or other technical aids shall be deemed as incorporated into the supplier company for the period of time during which they are made available. Such incorporation shall include, for such period, the authority to issue instructions. The supplier hereby expressly declares that all rights and obligations of the customer in connection with the performance of the services, particularly those under public law, shall pass to the supplier for this period and that the supplier shall fully indemnify and hold voestalpine Stahl GmbH and affiliated companies harmless for any consequences resulting from any violation.

20. APPLICABLE/PERTINENT DOCUMENTS

- » [General safety regulations](#)
- » [Work scaffolding and platforms](#)
- » [Fire protection regulations of voestalpine Stahl GmbH](#)
- » [Fire protection regulations of voestalpine Steel & Service Center GmbH, Industriezeile site 28, 30 u. 33](#)
- » [Reporting of excavation activities](#)
- » [Safety inspection and approval of work activities](#)

Please find more detailed information at <https://www.voestalpine.com/stahl/Einkauf/Technische-Dokumente>.

DEVIATING RULES FOR VOESTALPINE STEEL & SERVICE CENTER GMBH, INDUSTRIEZEILE SITE

The following deviations apply only to STEEL & SERVICE CENTER GMBH for at the Industriezeile site. Numbering is identical with the numbering of the main document.

2.1 ACCESS TO THE WORKS PREMISES, ACCESS AUTHORIZATION

Each employee of the supplier shall register with the responsible contact person or the customer.

Please find more detailed information about SATRE training in Section 3. Bringing along any person without registering is strictly prohibited. [Back](#)

2.2 FIRST AID

Emergency telephone numbers

You can reach emergency services from your private cell phone using the designated emergency numbers. (Please save these numbers immediately so that no valuable time is lost in case of an emergency.)

- » Emergency medical services 144
- » Fire department 122
- » Police 133

[Back](#)

2.3 TIME SPENT ON THE WORKS PREMISES

No helmet sticker is required because there is no obligation to wear a helmet on the works premises with the exception of construction sites as set forth in the Construction Work Coordination Act (BauKG). The confirmation of completion of SATRE training shall be presented to the responsible contact person or the customer upon request. [Back](#)

6. WORKS ENTRANCE OPENING HOURS

Works entrance/building	Entrance for	Opening hours	
		Monday-Friday	From 5:30 a.m. to 21:30 noon
Industriezeile	Car and trucks	Saturday	Closed*
		Sundays and holidays	Closed*

*... Additional opening hours are possible in agreement with voestalpine Steel & Service Center GmbH.

Road traffic in the works is generally governed by official road traffic regulations.

The speed limit on the Industriezeile works premises is 20 km/h.



Comply with all speed limits. This sign applies to underpasses:



[Back](#)

7.1 AND 7.2 EQUIPMENT, TOOLS AND MACHINERY TAKEN ONTO AND OFF THE PREMISES

The responsible contact person or customer is authorized to inspect any person on the works premises.

The responsible contact person or customer is entitled to closely inspect luggage brought onto or taken off the works premises. [Back](#)

Appendix: Rules for third-party companies

Deviating rules for voestalpine Steel & Service Center GmbH, Industriezeile site

10.1 CONSTRUCTION PERSONNEL CONTAINERS

The location of the construction personnel container shall be determined in agreement with the responsible contact person or customer of voestalpine Steel & Service Center GmbH and the fire protection officer or fire protection supervisor.

[Back](#)

10.6 WORK IN THE AREA OF ROADS

Permission shall be obtained from the responsible contact person or customer for work in roadway areas. Any work in a roadway area shall be reported in advance to the responsible contact person or customer.

Traffic signs comply with the Austrian road traffic regulations (StVO) and are removed after completion of the construction work. The responsible contact person or customer shall be notified once the road is no longer required as part of the construction activities.

[Back](#)

11. EXCAVATION WORK

11.1 PRIOR TO THE COMMENCEMENT OF EXCAVATION WORK

Inspections shall be coordinated with the responsible contact person or the customer. The results of the inspection shall be recorded in a report.

11.2 EXCAVATION WORK

Any encounter with an aerial bomb, mine or ammunition must lead to immediate evacuation of the site, and the contact person and customer shall be informed without delay. Compliance with the instructions of the contact person, customer and emergency services is mandatory.

11.3 COMPLETION OF EXCAVATION WORK

Notification of completion and final inspection Inspections are carried out by project management with one participant from each construction company.

The results of final inspection shall be recorded in a report.

11.4 SURVEYING OF ABOVE-GROUND AND UNDERGROUND STRUCTURES

Not applicable

11.5 RESTORATION OF ROADWAY SUPERSTRUCTURES

Specifications such as technical regulations, official requirements, construction descriptions etc. shall apply to all restoration work at the Industriezeile site. Project management, the customer and any subsuppliers shall be in possession of all such specifications.

[Back](#)

14. WASTE DISPOSAL

14.1 WASTE FROM CONSTRUCTION SITE ACTIVITIES (CONSTRUCTION, DEMOLITION, EXCAVATION, DISMANTLING)

Proof of proper disposal of waste shall be included with construction site documentation and presented to project management and the customer at the conclusion of the project.

[Back](#)

14.2 COLLECTION AND DISPOSAL OF STEEL SCRAP

Appendix: Rules for third-party companies

Deviating rules for voestalpine Steel & Service Center GmbH, Industriezeile site

Any construction scrap generated on the construction site is the property of voestalpine Steel & Service Center GmbH and may only be removed by SSC in containers provided for this purpose. Please direct any questions to project management or the customer. Subsequent costs arising from non-fulfillment shall be borne by the supplier held responsible for non-fulfillment. [Back](#)

15. BLASTING

Before any blasting work is carried out, the responsible contact person and customer must be notified in order to determine safety measures. Written permission must be obtained. [Back](#)

16. TOPICS RELEVANT TO FIRE PROTECTION

The fire protection regulations of voestalpine Steel & Service Center GmbH, Industriezeile 28, 30 and 33, shall apply to all fire protection issues of voestalpine Steel & Service Center GmbH at the Industriezeile site, and full compliance is mandatory.

Please address any inquiries to the prevention officer at the Industriezeile site, Tel. +43 664/88 32 01 20. [Back](#)

SWITCHGEAR WORK ACTIVITIES WITH RATED VOLTAGES ABOVE 1KV

The responsible contact person and production management shall be notified prior to commencement and conclusion of any work activities on any switchgear with a nominal voltage above 1 kV at the Industriezeile site.