

PROCEDURAL REQUIREMENTS
SAFETY REGULATIONS FOR OUTSIDE COMPANIES


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¹ The signature is on the original for electronically issued documents

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0. CURRENT CHANGES

Revision

1. AIM

Safeguarding the occupational safety at Austro Control's - referred to as ACG in the following document - assembly and construction sites as the case may be.

2. AREA OF APPLICATION

This directive is valid for all companies and their personnel who are employed on the premises of the ACG in the course of construction or assembly work.

The security policies for the respective flight safety areas (Article: Rules of Conduct for Outside Companies) in which site-specific requirements will be covered are to be adhered to as an amendment to this directive by every contractor.

This directive is valid from the date of enactment until further notice.

3. PREFACE:

All individuals must abide by the corresponding worker protection ordinances. The responsibility for this is incumbent on the respective supervisor from every single company and from every single group of workers.

Every company and every group of workers must declare a supervisor from the ACG who holds the responsibility in the group and correspondingly to the ACG. This supervisor is obligated to instruct his or her personnel.

Every company must carry out danger evaluation appropriate to its work scope and to implement the measurements contained therein in the terms of collective security.

Every individual is aware that business must continue uninterrupted. That means that burdens due to construction or assembly work must be reduced to the necessary minimum (dust exposure, noise, etc).

Every command of the party responsible at the ACG and the construction site coordinator (provided that one is appointed) is to be absolutely and directly obeyed. Every individual is aware that persons could be expelled from the ACG premises by offenses and the one-time warning.

4. GENERAL CONDUCT ON THE ACG PREMISES

4.1. Smoking Ban

An absolute smoking ban prevails on the entire ACG premises. Smoking is only permitted in marked smoking areas.

4.2. Alcohol / Drugs

Individuals who are under the influence of alcohol or drugs are strictly forbidden from entering or working on the ACG premises. Bringing or storing drugs and alcohol is also forbidden.

4.3. First Aid

An individual who is trained in first aid and an appropriate first aid kit (ÖNORM Z1020) must be available in every group of workers.

In addition, first aid facilities in marked locations are also available in the ACG.

In case of emergencies, every company is responsible itself for the alarm and the rescue call.

The ACG stationary phones are available for the call to rescue teams.

Every emergency must be reported to the party responsible at the ACG.

4.4. Social Facilities

Every company is responsible itself for the legal facilities.

4.5. Tools, Work Equipment, Vehicles

Every company must have the necessary work equipment at its disposal and is therefore responsible itself. In principle, no work equipment is either available from, provided by, or can be borrowed from the ACG. Exceptions must be individually agreed upon with the ACG. Only currently verified work equipment that conforms to the pertinent laws and ordinances is allowed to be used on the premises.

4.6. Order and Cleanliness / Storage and Disposal

This is of utmost importance and ensures undisturbed business.

Every company is responsible for the removal of its own waste at its own costs.

The ACG does not provide a waste collection point.

Traffic routes and emergency exits must always be free of storage or wastes.

Dangerous materials must be stored and disposed of conforming to the law.

The storage of materials that are highly flammable, explosive, environmentally hazardous, or dangerous to health require the express authorization of the party responsible at the ACG.

In case of violations, the ACG reserves the right to assign a third party for the cleaning and disposal at the cost of the respective company.

4.7. Entering the ACG

Upon entering the premises, every individual and every company must register respectively himself, herself, or itself and check out upon completion of work.

Only those areas in which the corresponding work is being performed, those approved by the ACG, or, as the case may be, those approved by the construction site coordinator may be frequented.

5. FIRE PREVENTION

5.1. Emergency Exits and Fire Extinguishers

Blocking emergency exits and fire extinguishers is strictly forbidden.

5.2. Emergency

The task forces and the party responsible at the ACG must be immediately notified in an emergency.

5.3. Garbage Incineration

The incineration of garbage is strictly forbidden at the construction site.

5.4. Gas Bottles

are only allowed to be stored and deposited according to the rules (not below ground level, safeguarded against rolling and accidents, furnished with a protective cap).

Only the number of bottles required for the work objective are permitted to be brought along.

5.5. All Types of Work Involving Heat

(Welding, soldering, flame chipping, etc) and all types of work involving severing and cutting which causes the formation of sparks is to be announced to the party responsible at the ACG and approved by means of a release certification.

5.6. Types of Work Which Generate Smoke or Heat

In order to locally deactivate the fire alarm system, such types of work must be registered. The completion of such types of work must also be announced.

Areas in which hot material could collect (ducts, inserted floors, etc) are to undergo constant observation for an adequate length of time.

5.7. TRVB A 149 85 (Fire Prevention at Construction Sites)

is mandatory for all individuals who are employed at the construction site.

6. APPROACH AND ACCESS / PARKING SPACES / STORAGE AREAS

The approach and access, the parking spaces, and the storage facilities will be arranged in coordination with the ACG. All companies and individuals must abide by these parameters.

The highway code is valid in all areas of the ACG.

Site-specific restrictions are to be complied with.

Refer to 4.6 pertaining to storage of dangerous materials and disposal.

Vehicles and construction machines must keep an appropriate distance from embankment borders and edges (50 cm).

7. CONDUCT AND OPERATION AT THE CONSTRUCTION SITE / DURING THE ASSEMBLY

7.1. Preface

All employees of the commissioned companies and their subcontractors must possess a valid work permit for Austria, must be correctly registered in accordance with the social security laws and tax regulations, must be capable of the respective work (BauV §5), and must be adequately instructed in accordance with ASchG (§§12, 14).

7.2. Personal Protective Equipment (PPE)

All individuals must have disposal of the necessary PPE, which must be verified to meet the respective legal ordinances and must be appropriate.

In principle, all individuals at the construction site must have disposal of safety shoes, a hard hat, appropriate work clothes (weather protection), and ear protection. Additionally, depending on the type of work, safety barriers (rope protection), gloves, safety glasses, and face masks are also to be used.

Every individual is also obligated to use the PPE required in accordance with ASchG or defined by a sign posting. An infringement could lead to expulsion from the construction site.

The ACG does not provide PPE.

7.3. Tools

Each company is to furnish tools themselves.

The usage of the ACG's tools or accommodations is not permitted. Every company is to accordingly store and, at the end of operation, enclose its tools. Tools must be in flawless condition and, especially in consideration of their electrical characteristics, are not allowed to exhibit defects. Only machines and devices which are CE labeled are allowed to be operated.

7.4. Safety Barriers / Safety Measures

In order to prevent accidents to a large extent, all safety measures in accordance with ASchG and BauV are to be met.

It should be mentioned in particular, that all floor openings or duct openings must be stable and covered to prevent slipping (BauV§8) and edges starting from the height of 2m (1 m in the case of staircases) must be adequately and stably fenced off (BauV §8). These protective devices may only be removed in accordance with the party responsible at the ACG and are to be immediately brought back in case of present danger.

Work in locations endangered by falling hazards (higher than 2 m) may only be carried out for short time periods and when using adequate rope protection. In case of longer work, stable locations with safety barriers are to be assembled (for example, mobile scaffolding).

7.5. Scaffolding, Ascent Support, Ladders

These must be in accordance with relevant codes and rules. They must be especially stable as well as undamaged. Ladder rungs and steps must be sound and stably inserted in the ladder beam. The manufacturer information is to be absolutely adhered to.

Scaffolding (Article 7 BauV, §§55-73) must be stably implemented, stably set up, and furnished with a secure ascension.

A scaffolding certification journal must be issued for stationary scaffolding.

Mobile scaffolding must be set up on an even surface and must be secured before ascension. They are only allowed to be relocated in an unused status.

Ladders must be administrated and used in accordance with the AM-VO (Article 3). Ladders may only be used as a standing location for the accomplishment of work when only so few tools and materials will be carried along which guarantee that an individual can securely hold onto the ladder during ascent and descent. Exterior influences may not detract from the ladder's stability. It must be stably set up and especially secured in areas of footpaths and transportation routes (barriers or establishing guard posts). Only short term work within easy reach like simple assembly and installation work or correcting paintwork may be performed on ladders.

Only trained, experienced, and physically suitable employees may be drawn upon for these types of work.

Single Ladders must project at least 1 m beyond the landing and are only permitted to be used up to the height and weight designated in the manufacturer information.

Stepladders must have an adequate and functional hinge spread. Moving from stepladders onto other locations or accommodations is only admissible when the ladder is secured against tipping and slipping. Going with the stepladder is forbidden.

Working on the Roof: Particular caution is presented here (also refer to Article 11 BauV, §§87-90). Dome lights are in no case allowed to be entered.

If erected from outside, ascents must be accordingly assembled. Interior ascents or interior ladders are to be used as roof ascents as far as possible.

Adequate safety barriers must be erected.

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Rope protection suffices only for exceptions and minor work.

Crane Operation: Cranes (with the exception of loading cranes for freight vehicles) are only to be set up in coordination with the party responsible at the ACG and the construction site coordinator. Cranes must be verified after assembly in accordance with AM-VO (§7). Only skilled and trained individuals may operate cranes, provided that no additional compulsory schooling is required.

The crane operator must directly be able to see the load. If this is not possible, then skilled instructors must be available with hand signals or radios.

A safe distance from the crane and from construction machines is to be adhered to. Never step under the raised working equipment or under the load.

Confirmation

All companies employed by the ACG and all of their employees are to sign and hand in this confirmation unasked for before work begins.

The corporate management confirms therein, to abide by all Austrian labor legislations and social security laws and to declare a person plus a replacement who administers the complete responsibility of the representational construction project / the representational assembly work as a supervisor. Furthermore to be confirmed, all points of the security directive for outside companies are to be thoroughly followed, the entire construction site personnel is to be instructed, and the safety regulations for outside companies must be demonstrably brought to every individual's attention.

PROJECT NAME (Number):

<i>Function</i>	<i>Name</i>	<i>Telephone (accessible at the construction site)</i>
Supervisor at the Construction Site / Assembly		
Deputy Supervisor		
Party Responsible at the ACG		
Register / Check out with		
Deactivation of Fire Alarms		

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The Contractor's Personnel:

<i>Date</i>	<i>Name (in printed letters)</i>	<i>Signature</i>	<i>Instructed by:</i>

8. LIST OF CHANGES

Version Number		Date	Reason
0.1		4th of September 2008	Draft
1.0		18th of September 2008	Enactment of the Procedural Requirements

Printed editions of this document are not subject to revision service.

In each respective case, the current versions are available in the intranet/at security.