

# Site Regulations Münster-Hiltrup

Version 1/2015

 **BASF**  
We create chemistry



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# Preface

With a production space of 427,000 m<sup>2</sup> and around 2,300 employees, the premises of BASF Coatings GmbH in Münster represent the world's largest paint production facility. Over more than 100 years BASF's Coatings division has seen a unique skillset develop in the production of paints. This facility, located south of Münster, is a center for the production and development of automotive OEM, industrial and refinish coatings. It also serves as the headquarters for the Coatings division, and is the largest industrial employer in the region. Many of the innovations that have enabled us to contribute towards ensuring the long-term success of our customers come from Münster – a pivotal location in BASF's global network.

The drive for sustainable solutions is one of the main goals of the „we create chemistry“ strategy of BASF. This has been our driving force in the past, and will continue to be so for all future activities at this site. Our aim is to unify commercial success with environmental and social responsibility. For us, this means that protecting the environment and ensuring the safety of our employees and our workplace play a critical role. The people who work here and the people in our neighborhood place their trust in us. This trust and the acceptance that we have gained as a result are critical for us to protect the future of this site in the long term, and are key assets that we continuously work to develop.

These site regulations lay out the fundamental rules of conduct on our facility premises. They also define the requirements imposed upon third-party companies and contractors operating on the premises, as well as operators of production facilities. With these rules, we aim to ensure that all those involved are aware of the need to ensure that operations are safe, secure and free of problems. Only together can we behave in a safe and secure manner, ensuring that both people and the environment are protected. We aim to form the best team in industry – including you as our partners.

The site regulations have been approved by Site Management and the Site Management Committee of BASF Coatings GmbH. For this reason, any changes or amendments to the fundamental provisions require the approval of site management.

The latest version of the site regulations is available on the intranet.

Münster, October 2014

Renate Bork-Brücken  
Münster Site Manager  
BASF Coatings GmbH



## 1. Introduction

### 1.1 General Information / Scope of Applicability

The Münster-Hiltrup site is the largest production facility of BASF Coatings GmbH (referred to hereinafter as „BASF“). The purpose of the fundamental rules laid out in these site regulations is to provide a basis for a constructive partnership and on-site safety for all businesses and contractors operating on the Münster site. Therefore, it is essential that all persons operating on the premises act with due consideration and respect to one another, and observe in particular the rules stated below in relation to health, safety, and environmental protection.

#### Spatial area in which these regulations apply:

These site regulations apply to the following areas (referred to hereinafter as the „premises“ or the „site“):

- Fenced-in facility premises of BASF in Münster-Hiltrup
- Parking areas P1, P2, P3, P4, water collection basin on canal island (C41), design center (F405), other buildings, building areas and surfaces used by BASF where BASF has deemed the site regulations to be applicable.

#### Persons to whom these regulations apply:

These site regulations apply to all legal and natural persons present on the Münster premises, in particular:

- BASF Coatings GmbH
- Other BASF Group companies resident on the site
- Third-party companies performing deliveries and/or services on the premises on behalf of the aforementioned companies (referred to hereinafter as „contractors“) as well as sub-contractors employed by these contractors for the fulfillment of their contractual obligations on the premises
- All employees of the aforementioned companies
- Visitors, customers, and other persons entering the premises

#### Binding nature:

The site regulations are imposed by Münster Site Management. All businesses resident at the Münster site as well as third-party companies operating here must agree to be bound by the site regulations within the context of the contracts concluded between them and BASF or within the context of a separately concluded agreement. They must ensure that all of their employees, visitors, customers, and other persons entering the site on foot or in a vehicle comply with the site regulations.

Customers, suppliers, visitors, and other persons will be advised of the applicable site regulations by Site Security upon entering the premises and must acknowledge the relevant provisions.

Contractors may at their discretion impose their own regulations on their personnel in addition to the site regulations (with the exception of Chapter 2), provided that these do not contradict any of the site regulations. Such additional provisions may not render these site regulations unenforceable.

The aforementioned companies will be notified of any changes to site regulations if their interests are affected as a result.

### 1.2 Violations of the Site Regulations

In the event of culpable violations of the site regulations, BASF reserves the right to take suitable enforcement measures which, in the event of severe or repeated culpable violations, may include a ban on entering the premises. Further contractual, operational, or statutory rights and claims of BASF are unaffected.

### 1.3 Structure of the Site Regulations

These site regulations consist of a body of fundamental rules for all persons on the premises and also additional rules for:

- Production operations, contractors, site partners

### 1.4 Concurrently Applicable Documents

The documents listed below in their latest versions are also applicable:

- Health, Safety and Environmental Policy (see intranet)

## 2. Entering and Leaving the Premises

The external Site Security operates on behalf of Site Management and is managed via the competent department by the relevant responsible manager.

### 2.1 Authority of the External Site Security, Entry and Departure Checks

Site Security is responsible for ensuring security and compliance with regulations at the Münster-Hiltrup site. Site Security is provided with the authority described in detail below to enable it to perform these duties. The instructions of Site Security must be obeyed immediately and fully. Site Security monitors all persons and vehicles on the premises.

### Concurrently Applicable Documents

The documents listed below in their latest versions are also applicable in relation to Site Security:

- BASF/Site Security directives (please consult Site Security at Gate 1 to view this document in more detail)
- Specific BASF/Site Security-related directives
- Specific BASF/Site Security-related instructions
- BASF/Site Security patrol organization

#### 2.1.1 Access Authorization

Only persons with a valid site identification card are authorized to enter the premises. These identification cards are non-transferable and must be worn visibly. No persons under the age of 18 may enter the premises, except minors under the age of 18 for training and educational purposes. Further exceptions must be requested from Site Management. The automated access control system must be used at the facility gates; otherwise, the site identification card must be presented without prior request to Site Security. The access control system will check whether the identification card is valid for entry. Any authorization granted will be recorded. This data will only be analyzed following prior internal consultation with the works council. Incorrect usages and attempts to gain entry using blocked identification cards will be registered by the access control system. Drivers of a passenger vehicle also require a valid vehicle entry permit to enter the premises with their vehicle (refer to Chapter 2.2.2).

#### 2.1.2 Refusal of Access

Site Security is required to refuse access to persons who are generally expected to represent a risk to security, safety and order for the persons on the premises, the immediate neighborhood or the site itself. If an attempt is made to access the premises using a blocked or invalid identification card, or if the card is inappropriately used in any other fashion, Site Security may refuse the cardholder access to the premises and may confiscate the card. The same applies following the imposition of a ban on entering the premises. Persons deemed by Site Security to be visibly under the influence of alcohol, narcotics or other addictive substances may not enter the premises, even when in possession of a valid identification card. If a person is determined to be visibly intoxicated during the entry or departure check, or if a person is refused access due to the potential hazard that they may present, Site Security will refer the matter immediately to the head of the Plant Fire Brigade or deputy thereof. In the case of persons not employed by BASF, the relevant employer will also be notified. The company addiction policy governs further action for BASF employees.

#### 2.1.3 Checks at the Facility Gates

Site Security is authorized to perform spot checks of vehicles and of containers and bags contained within.

#### 2.1.4 Checks of Containers upon Entering and Leaving through the Facility Gates

Site Security is authorized to check containers and bags carried by persons not part of the facility. Containers and bags carried by employees working on the facility will generally only be checked if there is reasonable cause to suspect a felony or misdemeanor, or upon the instruction of Site Management. The person affected is entitled to involve a person that they trust if that person is available on the premises. If the person in question refuses to cooperate with this check by Site Security, the police may be called following consultation with the relevant officer.

#### 2.1.5 Objects Carried on the Person

The bringing of alcoholic beverages, narcotics or other intoxicants onto the premises is prohibited. Exceptions must be approved by Site Management. The bringing of weapons, explosives, and other dangerous objects onto the premises is prohibited.

Other carried objects that are not required on the facility premises for the performance of the relevant work may be left at the facility gate office in individual cases. BASF accepts no liability for objects stored in this fashion.

## 2.2 Site Identification Cards and Permits

### 2.2.1 General Provisions

Site identification cards and permits may be issued with limited or unlimited validity periods. The issuing departments are responsible for the issuing of site identification cards. Site Security will issue temporary site identification cards at the facility gates. Site identification cards and permits must be presented or surrendered upon demand of Site Security, unless the provisions below dictate otherwise.

**Issuing and Return of Site Identification Cards**  
Site identification cards will be issued during the respective office hours of the issuing departments. When issuing a site identification card, an official photographic identity document must be presented for authentication purposes. When requesting a site identification card or submitting amendments for the master data, the applicant must present evidence of compliance with statutory requirements (e.g. residency permits, work permits). Forgotten or lost site identification cards and permits must be replaced.

The loss of site identification cards must also be reported immediately to Site Security and to the issuing departments to enable them to be blocked. Site identification cards and permits that are no longer needed or have become invalid must be surrendered to Site Security or the issuing departments, or simply sent back by post without need for formalities. Inappropriately used site identification cards and permits will be confiscated by Site Security. Site identification cards and permits become invalid if the data printed on them or the data or situation under which the request was submitted are no longer applicable to the person or their employment situation (e.g. when switching companies). The requesting department is responsible for keeping the data up to date (replacing cards) or requesting new cards (returning cards).

Site identification cards are non-transferable! Holders of site identification cards are forbidden from enabling third parties to access or leave the site using their personal site identification card.

### 2.2.2 Special Permits

#### Vehicle Access Permits

Only vehicles that are directly necessary for the performance of services or which are in possession of a vehicle access permit will be granted entry onto the facility premises. All other vehicles must be parked outside in the parking lots. Accessing the facility premises with private bicycles or motorbikes of any kind is forbidden. A restrictive policy will be applied to the issuing of vehicle access permits to reduce traffic on the facility premises.

## 2.3 Reporting and Information Obligations

### 2.3.1 Reporting Obligations

Risks to the safety of persons on the premises, the immediate neighborhood, or the site in general, felonies that are planned or have been carried out, and violations of the site regulations must be immediately reported to the competent departments on the premises.

### 2.3.2 Cooperation Obligations

Every person is required to provide their full cooperation in the investigation of a reportable matter.

### 2.3.3 Boundaries of Reporting and Cooperation Obligations

The obligation to report or cooperate as per provisions 2.3.1 and 2.3.2 does not apply if doing so would put the person or a close relative of theirs (e.g. fiancé(e), spouse, partner, other direct relative) at risk of criminal investigation.

### 2.3.4 Responsibility for Investigating Matters

Violations of health & safety regulations or codes of conduct on the premises, for example theft, must be reported to Site Security. Site Security will record the report. The head of the Plant Fire Brigade or his/her deputy will involve the police if necessary to investigate and will also notify the insurance department.

### 2.3.5 Rights Regarding Access, Searches and Checks when Investigating Violations

Site Security is authorized to enter and search any buildings, areas, or vehicles present on the site if they are compelled to take preventative action against an immediate threat to the safety or security of persons on the premises, of the immediate neighborhood or the site itself. This also applies if there is reasonable cause to assume that a felony affects the safety or security of persons or the site.

## 3. Behavior on the Premises

### 3.1 Access by Persons Not Part of the Facility

Visitors must register at Gate 1 (Visitors' Reception), contractors and suppliers must register (during business hours) at Gate 2. Contact will be established by Site Security employees with the responsible unit/department of BASF or the contractor company. When issuing temporary site identification cards, acknowledgment of the health & safety instructions must be given by way of signature. Issued site identification cards must be worn openly and visibly at all times on the facility premises. The following additional documents will also be issued depending on the group to which the person belongs:

- Safety instructions for visitors of BASF Coatings GmbH, Münster-Hiltrup site
- Safety instructions for truck drivers

Production facilities, laboratories, and warehouses, and in particular rooms with automatic gas extinguisher systems may only be entered if the most important safety rules and rules of conduct have been conveyed beforehand.

- Visitors will be advised of potential hazards by the site tour guide/BASF escort.
- All other persons must demonstrably (in written form) have been instructed or advised with the available media prior to entering these areas.

Visitors and persons without relevant written evidence of having received such instruction may only enter these areas under the constant supervision of a facility member.

### 3.1.1 Registering Persons Not Part of the Facility

If a visit from a person not part of the facility is planned, the person being visited must register the visitor beforehand in the electronic visitor management system.

### 3.1.2 Collection of Persons Not Part of the Facility (Visitors, Suppliers, Contractors)

Visitors are registered to the person they are visiting by the Visitors' Reception. The department being visited is responsible for the safety and security of the visitor, and this department is responsible for determining whether the visitor is to be collected from the gate. If persons that are not part of the facility cannot be adequately communicated with, and if the „critical safety rules“ cannot be conveyed to them by any other means, they will, where deemed necessary, only be granted access to the facility when collected from the gate and escorted on the facility premises by the internal department or contractor receiving them during their presence there.

### 3.2 Ban on Smoking and Consumption of Alcohol and Narcotics

**Smoking and the consumption of alcohol and narcotics is prohibited throughout the entire site (including in vehicles).**

Individual rooms or areas may be excluded from the general smoking ban; such areas are labeled accordingly. Exceptions to the smoking ban are not permitted in rooms directly linked to explosion-hazard areas.



The bringing of alcoholic drinks, narcotics and other intoxicants onto the premises and their consumption on the premises is prohibited. Exceptions must be approved beforehand by Site Management.

### 3.3 Access to Facility Areas

No building or area of the facility may be accessed unless required for work purposes. Any person that is not ordinarily part of the facility and who enters an area with a registration office, a laboratory, an administration office or any other building is required to sign in and out.

### 3.4 Duty to Maintain Secrecy

All persons operating on the site must maintain absolute secrecy regarding knowledge that they may acquire of operational or business processes of BASF and of other BASF Group companies, as well as any related technical and commercial information.

### 3.5 Measures to be Taken Immediately and Behavior in the Event of an Accident or Damage

In the event of an accident or damage, all necessary measures must be taken immediately to provide care for the injured persons and prevent any consequential damage. Any injured person must be presented to the works physician / emergency physician / in hospital for medical attention. The following applies in the event of such an incident:

- Do not hinder rescue efforts
- Do not run or drive through leaking liquids, unidentified solids, dusts or leaking gas clouds, or through smoke from fires
- Do not enter locked-off areas on foot or in a vehicle



**The following applies in the event of a hazard or if audible or visual hazard alarm signals are given:**

- Leave the hazard area, if possible by a route that is against the wind
- Immediately locate the signposted assembly areas
- Follow the instructions of the facility personnel or Plant Fire Brigade inside facilities, plants, and buildings.

**Alerting the Emergency Services**

Fire Department Emergency Number (fire, accidents, ambulance) Facility telephone number 112/110  
When calling the BASF Coatings Plant Fire Brigade from external telephone lines or a mobile phone: 02501 14-112/110

**Site Security**

Facility telephone number 02501 14-3675

**The following information must be provided when calling the emergency services:**

- **WHO?** Name of the caller
- **WHERE?** Place of the incident:  
Street, building number, part or side of the building, platform or similar
- **WHAT?** Nature of the incident:  
Accident or hazard caused by fire, leaking gas, water or similar
- **HOW?** Situation: Number of injured people, nature of injuries, hazard situation
- Wait for further questions

Ensure that signs are placed on the street to guide the fire engine and ambulance.

**3.6 Leakage Incidents**

Leakage incidents must be reported to the Plant Fire Brigade immediately.

**Plant Fire Brigade**

Facility telephone number 02501 14-3227

In the event of an emergency:

Facility telephone number 112/110

When calling the BASF Coatings Plant Fire Brigade from external telephone lines or a mobile phone: 02501 14-112/110

**3.7 On-site Road Traffic**

The maximum permitted speed for all vehicles on the site is 30 km/h (18 mph). The German Road Traffic Regulation and the Road Traffic Registration Regulation are also applicable on the site.

Examples of provisions that differ from the above are:

- Access routes to emergency equipment and escape routes must be kept free of obstructions
- Do not park over underground hydrants or manhole covers
- Do not park on unfixed surfaces
- Bicycles may only be used when wearing a bicycle helmet

**3.8 Ban on Photography and Video Recording, Use of Mobile Phones**

Photography and video recording (e.g. with mobile phones, smartphones or cameras) is generally prohibited on the premises. Exceptions must be granted by Site Management and works council. The carrying and use of non-explosion-proof mobile phones in explosion-hazard areas is generally prohibited. Other company interests must also be taken into consideration. Photos that are to be published must be approved by the competent PR department.

**3.9 Video Surveillance**

Certain areas of the premises are monitored by cameras for security purposes.

**3.10 Use of the Company Canteen**

The services of the company canteen may be utilized by any person on the site. The company canteen may only be entered with clean clothing.

**3.11 Disruptive Behavior**

Any actions or behavior that may potentially hinder the constructive cooperation between persons operating on the site are not permitted. In particular, the following is prohibited without the approval of BASF:

- Posting notices or writing on walls,
- Distributing flyers, leaflets or other printed documents,
- Selling or advertising goods,
- Holding public assemblies or events,
- Engaging in party-political activities,
- Public fundraising or soliciting signatures for petitions.

The rights of employee associations and unions granted by the German Works Council Act and German Collective Bargaining Act are unaffected by the above.

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**4. Transfer of Goods and Materials**

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**4.1 Use of Facility Gates**

Only Gate 2 may be used for the transfer of goods, traffic for third-party companies and heavy-duty transports (during business hours).

Special transports such as heavy-duty transporters, bulky goods, and equipment must be coordinated with the competent BASF unit in a timely fashion. Approved exceptions must be reported to Site Security. It is prohibited to bring materials in and out through gates that are not manned at all times (Gates 3 and 4).

**4.2 Bringing Goods and Materials into the Facility**

For any goods and materials to be brought into the facility, appropriate accompanying documentation must be presented, e.g. delivery notes for goods, material/machine/tool lists for machinery, tools, and other equipment. Site Security is authorized to perform any necessary checks. When bringing private property of BASF employees onto the premises, it must first be registered in the Lotus Notes system (sign-out note), which in turn must be approved by the employee's responsible superior beforehand. Upon bringing the items onto the premises, the permit must be presented without prior request to Site Security.

**4.3 Bringing Goods and Materials out of the Facility**

Materials may only be removed from the premises with the written approval of an authorized party of the respective BASF unit, third-party company, or contractor. The currently applicable forms, the electronic sign-out note in the Lotus Notes system, the materials/machine/tool list and the shipping documents must be used.

If BASF, third-party companies or contractors leave their own employees or employees of other companies located on the site items for private purposes (sign-out on private basis), sign-out notes must also be used for this. The electronic sign-out note must be visible in the Lotus Notes system for Site Security. The original printout from the Lotus Notes system must also be presented.

**4.4 Checks of Hazardous Goods and Securing of Loads**

Statutory and company regulations regarding transport, including those relating to hazardous goods, must be complied with. Site Security will perform checks to this effect. Vehicles and drivers that are not in compliance with statutory and company regulations will not be permitted to load goods. Rejections and refusal of entry will be reported to the competent departments, and appropriate measures will be taken. If such a rejection is issued during a departure check, departure will be refused until the matter is resolved.

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**5. Concurrently Applicable Documents, Legislation, Regulations and Safety Policies**

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Legislation, regulations and safety policies must be observed. Their application and interpretation is decided as appropriate by the relevant BASF departments.

The latest version of the documents listed below applies and will be issued where appropriate (access to them will also be granted upon request):

- Contractor management for the use of third-party companies at BASF Coatings GmbH
- Works alarm plan
- Company alarm plans
- Safety concepts
- Wastewater concept
- Health, safety & environmental management
- Disposal regulations
- Transport safety
- Policy regarding permits, authorizations and other approvals granted by authorities
- Site-specific safety policies

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**6. Authority**

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In relation to the enforcement of and compliance with the site regulations, the Plant Fire Brigade, Site Security, Human Resources, Transport Safety and the Health, Safety and Environmental Protection department have functional authority.

# The Most Important Safety Rules



**StVO**  
\* German road traffic regulations

On factory premises the provisions of the road traffic regulations and the road licensing regulations apply.

**30 ZONE**  
The speed limit is 30 kph. For exceptions there are additional signs.

Only vehicles which are necessary for conducting work or are in possession of a vehicle entry permit will be admitted to factory premises. All other vehicles must be parked outside factory premises. Parking vehicles must not obstruct the flow of traffic, may only park on the assigned or marked parking spaces and must not obstruct access to safety facilities. Parked vehicles on factory premises must indicate who the user is (e.g. sticker/vehicle pass inside the windscreen, etc.)

**Bicycles must be roadworthy!**  
The use of private bicycles and motor-cycles is not allowed within factory premises. Company bicycles must be marked with appropriate company labels on the frame and must be inspected annually. Bicycles must not be used when there is ice on the roads!

Clockwise starting from top left:  
Red rear reflector, 2 separate brakes, high-pitched bell, lamp, white front reflector, dynamo, amber pedal reflectors, back-pedal brake, amber spoke reflectors (at least 2 per wheel), red rear lamp with reflector



If tanks, containers, drums or installations are labeled as above or in a similar way, there are hazards due to substances they contain. When handling them, the precautions on the relevant safety data sheet must be observed.

From left to right:  
Extremely flammable  
Harmful  
Dangerous for the environment

**S+O=S**  
Cleanness + tidiness = safety

In a chemical plant personal hygiene on the part of employees is absolutely essential. Eating and drinking are only allowed in the rooms provided for that purpose. Soiled work clothing must be changed in good time. Clothing which has come into contact with chemicals must be changed immediately.

Any damage due to leakage and any other environmental damage must be reported immediately to the Factory Fire Service (emergency call number 112 or 3228). Appropriate precautions must be taken to restrict the spread of damage (cover drain).

**CO<sub>2</sub>**

In the event of a fire alarm or if CO<sub>2</sub> is being emitted, leave the rooms immediately!  
**Lethal hazard!**  
Rooms filled with CO<sub>2</sub> may only be re-entered after thorough airing.

Before entering factory shops all persons must enquire whether the rooms are protected by **automatic fire-extinguishing systems**. There are appropriate yellow signs on the access doors.

If a horn or klaxon is heard, everyone must leave the building immediately. **There is an acute lethal hazard.**

After the initial warning time, which is normally 30 seconds, doors and windows close automatically. Doors are not locked and can still be opened by hand at all times. After that the rooms are flooded with carbon dioxide to combat the fire. Inhaling increased concentrations of carbon dioxide has a direct impact on the human body and leads to death by suffocation within a very short space of time. Any work where it is not always possible to leave the rooms within the initial warning time, e.g. transporting tanks, working on scaffolding or hoisting equipment, etc., may only be commenced when the automatic CO<sub>2</sub> fire-extinguishing system has been switched off by the relevant specialist department. For this reason emergency exit doors, escape routes, stairs and any other entrances or exits must not be blocked and their automatic closing systems must not be deactivated.

**112**  
Dial emergency call number 112 (fire, accident, ambulance)

**Emergency call number from external telephones or a mobile phone to the BASF Factory Fire Service: +49 (0) 2501 - 14 - 112**

Where did it happen?  
What happened?  
How many injured?  
What injury?  
Wait for questions?

Save yourself  
Warn people in danger  
Take helpless persons with you

In case of an alarm or if the building has to be evacuated proceed immediately to the assembly point assigned to the building and make sure everyone is present.  
**Rescue comes before fire-fighting!**

**2100 Medical office / works doctor**

Other important telephone numbers:  
3488 Industrial Safety  
2006 H & S Officer  
3675 Security Service Gate 1  
3713 Security Service Gate 2  
3400 Factory Fire Service

**2**  
Throughout the entire factory premises, smoking is prohibited. **Smoking is not allowed inside vehicles.**  
Smoking is only permitted in rooms with "Smoking permitted" signs.

It is not possible to rule out risks resulting from electromagnetic fields. Persons wearing medical devices on or in the body must tell this in advance.

Buildings bearing the above sign have a registration office. Persons will only have access to the building at the registration office after checking in with the appropriate registration card and will be required to check out afterwards.

**For the following work permission in writing will be required from the operating company.**

- Work on dangerous installations
- Work in tanks, containers, pits or confined or dangerous spaces
- For work involving fire and for all work involving ignition hazards in explosion-hazard areas
- Soil excavation work

**EX**  
In factory shops or parts thereof which are marked with the triangular warning sign bearing the letters EX (warning against explosive atmosphere) at the entrance doors or in the vicinity of the building, additional regulations and rules of conduct must be observed.

**EX** These areas may only be entered wearing safety shoes with an anti-static sole (at least EN 345 S1). Instead of safety shoes visitors may also wear sturdy footwear with electrostatic discharge strips. After putting on the shoes a check must be performed with a test instrument to establish whether the discharge strip is functioning properly.

**EX** In explosion-hazard areas it is not allowed, as matter of policy, to carry or use equipment which can become a source of ignition, e.g. non-explosion-proof motor vehicles, transport vehicles, walkie-talkies, tools, mobile phones, torches, small appliances such as pocket calculators, cigarette lighters, matches, etc.

**EX** Anyone who intends to perform work involving fire or any other work with ignition hazards in explosion-hazard areas may only commence the work if he or she is in possession of an appropriate permit.

\* German employers' liability insurance association

## Confirmation of instructions received

Company: \_\_\_\_\_  
 Name of responsible person: \_\_\_\_\_  
 Name of instructing person: \_\_\_\_\_  
 Place of instruction: \_\_\_\_\_  
 Date: \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
 Reason for the instruction \_\_\_\_\_

**Sample confirmation!**  
This form may be used but it is not mandatory. The focus is on the yearly training of the relevant topics before starting work.

### Topics of the instruction:

General behavior on the site premises of BASF's Coatings division (see poster "The Most Important Safety Rules")

- German road traffic regulations
- Prohibitions and requirements
- Fire protection
- Behavior in case of alarm
- Work permits
- Regulations by German trade associations
- Tidiness and cleanliness
- Reporting of releases
- Behavior in case of CO<sub>2</sub> alarm
- Smoking ban
- Behavior in explosion-hazard areas
- Registration office

Other topics: (Hazards at the workplace, consequences for operation process, dangerous substances etc.)

With my signature I declare that I have been instructed concerning the above topics. I have understood the instructions.  
**I will completely adhere to the regulations of BASF Coatings GmbH.**

	Name	Date	Signature
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			



