

STRABAG RUSSIA

OCCUPATIONAL SAFETY

SEPTEMBER 2019



STRABAG
TEAMS WORK.



OUTLINE

- Occupational Safety 3
- Management of occupational accidents 4
- Regulations for provision and equipment 5
- Our daily routines 6

1

OCCUPATIONAL SAFETY



STRABAG
TEAMS WORK.

PURPOSE AND GOALS

At STRABAG priority is given to safety.

We are committed to maintaining and continually improving occupational safety and health protection standards for all our employees, as well as those affected by our activities, including the public.

Our goals include:

reduction of
occupational
accidents /
occupational
diseases

minimization of risks

motivation and
training of
employees

legal protection

improvement of the
company image

satisfaction of
customers

SCOPE OF APPLICATION / RESPONSIBILITIES

SCOPE OF APPLICATION

The structural and process organization of occupational safety and health protection (OSHP) is described in this corporation group directive, which includes related business guidelines and appendices. It serves as a minimum standard for the corporation group and all affiliated companies (or majority owners) with relation to national regulations.

RESPONSIBILITIES

Anyone working for or with our corporation group shall participate in the achievement of our OSHP goals according to their roles and authorities. They are based on standardized management systems such as ISO 9001, ISO 14001 or ISO 45001 (or OHSAS 18001).

The top management, i.e. the Executive Board or, depending on the commercial law, another management form, shall be responsible for OSHP.

Typically, a management representative, e.g. a company department manager (CDM), shall be authorized within a country as an OSHP responsible person in charge of all inter-departmental country-related issues subject to an approval

COMITTEES

The following committees shall be established to provide advice on any issue relating to safety, health protection, health promotion and humane occupational management:

- Corporation group Group OSHP committee (once a year)
- Country Central occupational safety committee (once a year)
- Directorate Occupational safety committee (at least once a year)

The committees supervised by the management fulfil legal national regulations. If there are no legal requirements, the committees shall include:

- management representatives
- occupational safety specialists (OSS)
- occupational physicians
- employee representatives

Depending on the requirements, additional internal and external participants may be included.

OSHP topics shall be always treated as separate agenda items, including their documentation, during periodic meetings, councils, discussions, etc.

ORGANIZATION OF SPECIALISTS

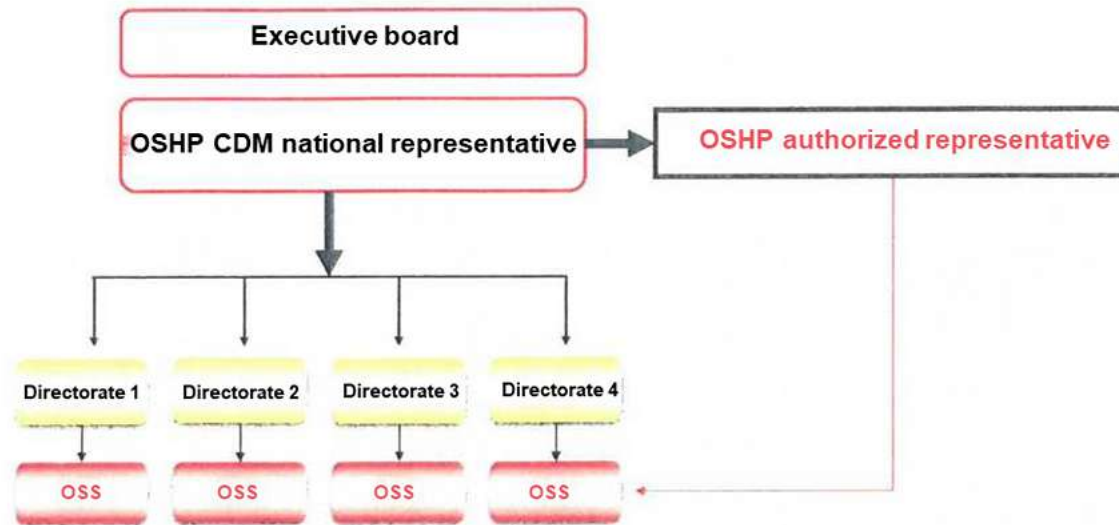
An OSHP authorized representative in coordination with an OSHP CDM national representative will act as administrative unit for a country regarding inter-departmental coordination of OSHP topics.

They will support the management and the OSHP CDM national representative in all occupational issues and coordinate occupational safety specialists (OSS). Corporation group standards and instructions act as a basis, supplemented by national employee protection rules.

Occupational safety specialists (OSS) shall be entrusted with implementation, monitoring and improvement of OSHP measures in directorates. They report to directorial board and OSHP administrative unit.



ORGANIZATIONAL OCCUPATIONAL SAFETY



TASKS FOR SPECIALISTS

The task of administrative unit and occupational safety specialists (OSS) involved is to constantly improve occupational safety and environmental protection on construction sites and plants in connection with economic justifiability.

The tasks include, for example:

- centralized planning, consulting and support of all safety-related issues
- definition of action domains and goals
- planning of programs and activities for legally compliant implementation of regulations and current improvements regarding occupational safety and health protection
- selective assessment of system efficiency via internal audits and safety checks
- cooperation with occupational safety authorities and institutions
- active participation in internal and external working groups aimed at representation of interests
- evaluation and selection of personal protective equipment, safety clothing, etc.
- accident rate analysis, assessment and reporting
- coordination of information exchange, training
- development of auxiliaries (checklists, instruction booklets, etc.)
- planning of accident prevention programs and preventive actions

Other topics such as "first aid", "fire protection", "evacuation", "dangerous goods - storage and transport", "waste processing", "water conservation", "pollution control", etc. shall be organized according to the legal instructions in respective business units.

As a rule, in-house employees shall be appointed as occupational safety specialists. The number of occupational safety specialists shall be based on the number of projects, safety support necessity, legal regulations and, if necessary, client requirements.

Units, which are geographically distant and operate interregionally, as well as regional units (in exceptional cases), which operate outside their region, shall contact an OSH national representative prior to crossing the border and entering operation in order to authorize regional OSS with support provision. It makes for avoiding long trips and high travel costs as well as increasing efficiency and legal guarantees.

As a rule, direct export projects require external safety support according to respective national standards.

2

MANAGEMENT OF OCCUPATIONAL ACCIDENTS

STRABAG
TEAMS WORK.

SETTING OF GOALS

Due to the difference between national accident reporting rules as well as the increasing number of international documentation regulations regarding occupational accidents (for example, in the case of pre-qualification and certification procedures), an internal standard procedure shall be required with regard to:



on the one hand, to conform to these international regulations and, on the other hand, to prepare and implement efficient measures within the corporation group aimed at occupational accident prevention.

DEFINITION / OBLIGATORY REPORTING

DEFINITION

The following definition of the term "occupational accident" is an internal definition valid within the corporation group. It shall provide statistical assessment uniformity regarding occupational accidents.

An occupational accident occurs if a worker is injured or killed during their job execution (including accidents at workplaces during breaks and during duty trips) by an involuntary, time-limited and external event.

Travel accidents are accidents that occur between the place of residence and the permanent workplace. They are also defined as occupational accidents, but shall not be taken into consideration in accident statistics. Work-related illnesses and occupational diseases shall not be considered occupational accidents

OBLIGATORY REPORTING

All occupational accidents shall be reported internally. They shall be taken into consideration in accident statistics, if they result in down-time of at least one calendar day (counted from the day after an accident).

External reporting regarding occupational accidents as well as accidents with transferred employees shall be carried out according to legal regulations of corresponding countries via a relevant national BCAC (building, computing and administration centre).

MANAGEMENT OF OCCUPATIONAL ACCIDENTS

REPORT CONTENT AND PROCEDURE

Occupational accidents shall be promptly reported via a corresponding country-specific accident report and an "Internal reporting regarding occupational accidents" form by a person in charge of costs (e.g. construction/plant management) no later than two working days to an authorized group of wage department specialists of a relevant national BCAC (building, computing and administration centre).

The reported data shall be collected by an authorized group of wage department specialists in the AS4U module "Occupational accident management" and compared to down-time data of the AS4U Personnel management on a monthly (per calendar) basis

SCORES

The following scores, divided between technical staff and hired employees, are provided as a standard assessment in the AS4U module "Occupational accident management" or via a corresponding dashboard

ACCIDENT DOWN-TIME RATE

Formula: Ratio of down-time amount to productive working hours. Basic data source: AS4U-wage cost report

Purpose: This score illustrates the productivity loss due to occupational accidents

MANAGEMENT OF OCCUPATIONAL ACCIDENTS

OCCUPATIONAL ACCIDENT SEVERITY

Formula: Ratio of down-time amount to the number of occupational accidents. Basic data source: AS4U-wage cost report, AS4U-occupational accident management Purpose: This score represents the average duration of accidents per occupational accident and shall be required for internal and international purposes.

OCCUPATIONAL ACCIDENT FREQUENCY

Formula: Ratio of occupational accident number multiplied by 1000000 to productive hours Basic data source: AS4U-wage cost report, AS4U-occupational accident management, Purpose: This score shows the number of occupational accidents per 1000000 working hours, it shall be required for internal and international purposes

"THOUSAND BY EMPLOYEES" RATE

Formula: Ratio of occupational accident number multiplied by 1000 to a number of employees Basic data source: AS4U-occupational accident management, AS4U-employee status Purpose: This score represents the number of accidents per 1000 employees and shall be required for internal and international purposes



REPORTING LIFE-THREATENING/FATAL ACCIDENTS

The reporting of life-threatening or fatal accidents for internal as well as external employees, such as subcontractors, shall be performed by construction/plant management via an immediate written report:

- ✓ company department management CDM -> forwarding to a segment executive board
- ✓ senior executives: group management (GM), department management (DepM) or directorate management (DirM) ->notification of managees for internal personnel
- ✓ a specialist responsible for occupational safety -> forwarding to an OSHP national representative
- ✓ a legal department
- ✓ corporation group communication with press/media
- ✓ works council (if available)

Public and media-affecting events shall be dealt with according to above mentioned information.

ACCIDENT ANALYSIS

Analysis of accident causes is a systematic analysis process aimed at determining the actual accident causes as well as establishing certain measures.

A deeper analysis of causes always shall be carried out for severe and fatal occupational accidents. It shall be the responsibility of directorate or department management.

At least the following accidents shall be investigated using the form "Analysis of accident causes“:

- ✓ fatal accidents
- ✓ accidents with life-changing effects (e.g., dismemberment, etc.)
- ✓ accidents resulting in hospitalization

Results of an accident cause analysis shall be reported to directorate management, OSHP person in charge, OSHP authorized national representative and OSHP administrative unit.

MANAGEMENT OF OCCUPATIONAL ACCIDENTS

LESSONS LEARNED – LEARN FROM ACCIDENTS

If an inter-departmental learning effect can be obtained from an analysis of accident cause, an OSS in charge creates an anonymous "Lesson Learned", which is published in the STRANET after a review by an OSHP authorized national representative.



REPORTING PARTIAL ACCIDENTS AND ACCIDENTS WITHOUT PERSONAL INJURIES

A partial accident is a sudden, unplanned event or a dangerous situation without any injuries, illnesses or physical damage. Material damage is possible in the event of accidents without physical damage.

A report shall be prepared by construction/plant management and then analysed together with a responsible occupational safety specialist; if necessary, a "Lesson Learned" shall be prepared to convey a learning effect.

These reports shall be kept as evidence by a responsible OSS to ensure traceability.

A photograph of two construction workers at a site. One worker is kneeling on the ground, holding a hammer, while the other stands next to him. Both are wearing red and black high-visibility work clothes with reflective white stripes and white hard hats. In the background, there is a white mesh fence with the word 'STRABAG' printed on it in large red letters. A shovel is leaning against the fence on the left. The ground is covered in gravel and dirt. The sky is overcast.

● **REGULATIONS FOR
PROVISION OF
INDUSTRIAL CLOTHING
AND PERSONAL
PROTECTIVE
EQUIPMENT**

STRABAG
TEAMS WORK.

SETTING OF GOALS AND PRINCIPLES

This guideline covers the provision and use of industrial clothing (IC) as well as personal protective equipment (PPE).

It shall ensure a minimum standard and equal conditions as well as a uniform public image in all affiliated companies and countries, where the corporation group is active.

PRINCIPLES:

- IC and PPE shall be provided to all employees free of charge.
- Employees receive their IC and PPE as initial equipment immediately before starting their work activities. The initial equipment represents an ordinary case.
- Distribution and return of IC and PPE shall be performed by corresponding directorates/divisions and shall be documented.
- If IC or PPE or parts of it have become unusable due to wear and tear, employees shall receive a suitable replacement upon presentation of worn out equipment.
- IC and PPE shall remain the property of the Corporation group. In case of loss of IC or PPE or parts of it by an employee due to their fault, they incur corresponding expenses.
- Employees shall be required to wear IC or PPE during working hours.
- Employees shall use IC and PPE carefully according to the manufacturer's instructions. Cleaning shall be carried out at their own expense.
- Upon termination of employment IC and PPE shall be returned at the request of an employer.
- All equipment parts shall be supplied - to the extent possible - with logos according to the corporate design requirements.
- Suitable additional protective equipment (such as sun protective glasses, sun screen, etc.) shall be provided free of charge when working in extreme climatic conditions (e.g. extreme heat or cold).

REGULATIONS FOR PROVISION OF INDUSTRIAL CLOTHING AND PERSONAL PROTECTIVE EQUIPMENT

CORPORATION GROUP / NATIONAL WORKING TEAM FOR IC AND PPE

The corporation group working team "IC and PPE" determines within the corporation group which equipment parts shall be made available under this guideline. IC and PPE, not determined by the corporation group working team, shall be determined and procured at the national or division level. Working teams include a management representative, an employee representative, an OSHP unit representative and a procurement department representative. Only equipment parts approved by the corporation group or national working team for IC and PPE may be used.

PROCUREMENT

All orders for IC and PPE shall only be placed with the suppliers/manufacturers approved by the corporation group/national working team. An order is only available in a country via the internal "CATO" order system or via corporation group procurement.

Expenses concerning IC and PPE equipment as well as additional protective equipment, procured anyhow by employees, shall not be incurred by an employer. A reimbursement shall be possible in exceptional cases, such as orthopaedic adjustments, with the prior approval of directorate management.

Additional equipment parts can be added if required by operational circumstances. In this case, it shall be decided by the responsible GM/DepM, taking into account OSS and centralized procurement, which equipment parts are required.

Claims shall be clarified with the purchase/procurement department.

4

OUR DAILY ROUTINES



STRABAG
TEAMS WORK.

OUR DAILY ROUTINES

1. Safety is the 1. topic in all project-meetings
2. Publication of good samples of safety measurements regularly published on our internal homepage and social media
3. Random visits to construction-sites monitoring daily's behaviour
4. Regular assessment of safety-risk in accordance with different scope of work
5. Regular meetings with subcontractors discussing defences in their behaviour
 - Penalty charges for continues non-compliance
 - Non consideration for further projects
6. Inspection of equipment on arrival of equipment on site and regular check-up of compliance
7. Regular seminars for project safety manager for up-dating development
8. Promotion of proposals from employees for alternative safety measures