

Occupational health and safety guidelines of Hutchinson Stop-Choc GmbH



1.1 Validity

This guideline applies to the Renningen site.

1.2 Foreword

Qualified, motivated, healthy, and productive employees into old age are a decisive factor for the economic success of our company. In accordance with the Charter of Fundamental Rights of the European Union, every employee has the right to healthy, safe and dignified working conditions. We take our responsibility seriously, which is why, in line with the principles of TotalEnergies and its global subsidiary Hutchinson, occupational health and safety is a top priority for us.

Our principles:

- Life is not negotiable!
- People make mistakes!
- Tolerance limits are the physical stress limits of humans!
- People have a fundamental right to a safe working environment!



1.3 Objective

In accordance with our principles and our sphere of influence, we have set binding targets:

For employees of Hutchinson Stop-Choc and employees during the period of temporary employment:

"Zero accidents at work", protection against occupational diseases and work-related illnesses, protection and promotion of physical and mental health, special protection of young people and mothers during pregnancy, after childbirth and while breastfeeding.

For employees of external companies (contractors) who work on our premises on our behalf or as subcontractors:

Working towards "zero accidents at work" and protection against hazardous effects from working materials.

Tools: Signed instruction, fire protection regulations part A, written work permit with risk assessment, hot work permit, operating instructions, logout/tagout.

For our neighborhood and the environment:

Protection against hazardous effects from noise, working materials, fire and explosion.

We aim to continuously protect and improve the safety and health of all interested parties.

1.4 Principles and obligations

Compliance with all European regulations and directives, national laws and regulations and DGUV regulations relevant to us.

Observance of the technical rules drawn up to specify laws and regulations, as well as the DGUV rules and principles - as an aid in implementing the requirements of state and autonomous occupational health and safety regulations.

Compliance with Group and site-internal safety regulations and rules.

Carrying out risk assessments, taking into account youth and maternity protection. Defining and implementing protective measures in accordance with the **STOP** principle:

- **Substitution** → Avoid or eliminate sources of danger or replace hazardous substances or processes with less dangerous ones.
- **Technical measures** → Prevent/eliminate the source of danger from becoming effective.
- **Organizational measures** → Prevent/reduce the impact of the source of danger.
- **Personal measures** → Prevent/reduce exposure through PPE.
 - Supplementary: Behavioral measures → Reduce the effect of the source of danger.

1.4.1 Personal protective equipment - PPE

If hazards cannot be averted by substitution, technical and organizational measures, we provide a sufficient quantity of suitable, CE-compliant PPE to protect employees so that it can be replaced at any time if it becomes soiled or defective. Employees are involved in the selection process and receive instruction.

1.4.2 Hazardous substance management

Our aim is to protect all interested parties from the hazardous effects of working materials (chemical substances & products, as well as biological substances). Substances that are harmful to health, flammable or explosive should only be used if alternative processes cannot be implemented after a holistic analysis and consideration. When developing and planning products, procedures and processes, we have a list of undesirable substances to assist us. We also always endeavor to replace hazardous substances with less hazardous ones.

1.4.3 Ergonomics and work design

When assessing and designing existing and planning new workstations/systems, we always consider the entire work system. Important points here are the human performance requirements, musculoskeletal stresses, the human-technology interface and the working environment. The aim is to harmonize humanity and economic efficiency: Employees should not be exposed to short, medium or long-term excessive or insufficient demands and the work should be designed in a humane way. The application of ergonomic findings should achieve the best work results and ensure competitiveness.

1.4.4 Safety of machinery and work equipment

- **Procurement:** Machinery and work equipment must comply with the accident prevention standards of the European Economic Area (EEA). In the case of machines, lifting equipment, etc., conformity with EC directives is recognizable to all persons by the CE mark affixed to them.
- **Self-construction or linking of several machines:** As a distributor, we comply with our obligation to carry out or commission a risk assessment, the EC conformity assessment procedure and CE marking before commissioning.
- **Significant changes to old machines without CE:** If we decide to do this, a subsequent CE marking must be carried out, this requires an adjustment of all components to the current state of the art, a risk assessment & declaration of conformity.
- **Operation or procurement of old machines without CE:** The use of the work equipment must be safe according to the state of the art. This must be assessed by means of a risk assessment. If additional operational protective measures are required under the specific conditions of use, these must correspond to the state of the art.
- Machines may only be commissioned after a risk assessment and machine approval have been carried out, operating instructions have been drawn up, PPE has been provided if necessary and employees have been trained and instructed.

To ensure safety, our machines, systems and work equipment are maintained and serviced as a preventative measure. Mandatory inspections are planned, carried out regularly and in accordance with legal requirements by qualified personnel, documented and any necessary safety measures are initiated and followed up.

1.5 Prevention and lessons learned

Preventing accidents means identifying and eliminating risks and hazards, or at least minimizing them to an acceptable residual risk before they can take effect or have more serious

consequences. Critical situations, near misses and first aid measures are recorded and immediate action is taken. Further-reaching, permanent protective measures are planned, targets defined, scheduled and controlled until proven effective via Safety Corner in the areas or software-supported and, if applicable, linked to risk assessments.

The company doctor and occupational safety specialist support and advise all those involved. Safety officers support employees and supervisors in all areas of the company.

Anonymous employee surveys and return-to-work interviews help us to identify and counteract psychosocial risks and stresses.

1.6 Principles

To achieve our goals, we maintain an open exchange at all levels. Everyone involved must be aware of their daily responsibility in planning, decision-making and execution and work together in a spirit of trust.

All persons working for us or on our behalf have the right and the obligation to intervene in obviously unsafe or unhealthy situations, to stop them, to find a solution together or, if not possible, to involve their superiors. This procedure is manifested in the TotalEnergies stop card.



1.7 Incident and accident management

Accident and incident analyses are also carried out with the aim of "lessons learned". We use the "retrospective analysis" method (reverse risk assessment), 5-Why or cause-effect diagram for this purpose.

1.7.1 Emergency preparedness

Our emergency management is based on the analysis and assessment of our location-dependent risks. The greatest risk for our employees, our neighbors, the environment and our company is a fire, and emergency preparedness includes preventive fire protection:

- **Structural:** fire compartments, fire walls & fire doors, sufficient escape routes & emergency exits.
- **System technology:** Fire alarm system with comprehensive smoke alarms & alarm systems, smoke and heat extraction systems, sufficient suitable fire extinguishers.
- **Organizational:** Fire safety regulations part A, B, C; hot work permit, alarm, evacuation, emergency number & crisis plans, personnel lists for checking completeness at assembly point.

The fire department is responsible for **fire prevention**. We maintain a lively exchange with the emergency services in order to enable a fast, smooth and safe operation in the event of an emergency.

Business continuity management to regain business capability.

1.8 Training and instruction

Initial safety training for all employees, including temporary workers, interns and vacation workers.

Recurring instructions for employees & temporary workers: General health and safety rules, ergonomics, safe and healthy working in offices, with manual work equipment and machines, with hazardous substances, electrical equipment, noise, use of PPE; ladders, steps & small scaffolding. Managers: rights and duties.

Fire drill annually for all new employees - including temporary workers, fire safety assistants, and as a refresher for permanent staff.

Emergency drills for all: evacuation and fire drills twice a year, with documented observation, evaluation of the process and lessons learned.

Training (internal & external) for persons authorized in writing: Evacuation officers, fire safety assistants, first aiders, electrotechnically instructed persons, working with industrial trucks and cranes.

1.9 Occupational health and safety management

We aim to continuously improve and meet changing requirements. Our occupational health and safety and fire protection management is certified in accordance with the Group's own "SafeRing" system, which follows the "Plan, Do, Check, Act" approach.

In addition to annual internal audits based on an extensive evaluation catalog, audits are carried out every three years by teams of auditors consisting of internal Group auditors and auditors from renowned certification body.