## SAFETY FIRST: LEAVE ANY UNSAFE PLACE

**Preparation matrix for working abroad:**

<table>
<thead>
<tr>
<th>Lev</th>
<th>Fields Service (FS) Tasks</th>
<th>Description</th>
<th>Safety &amp; Admin Certificates</th>
<th>Topics &amp; Guidelines</th>
<th>Personal Protective Equipment PPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Travelling</td>
<td>Driving a car or international travels</td>
<td>Travel S&amp;A Basic</td>
<td>Business Travel Regulations</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Site visits</td>
<td>Project Manager, Sales, FAT, Assistance</td>
<td>Travel S&amp;A Basic</td>
<td>Stop &amp; Check</td>
<td>PPE L1: safety shoes, helmet, safety glasses, ear plugs, vest</td>
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<tr>
<td>3</td>
<td>Non electrical FS work</td>
<td>Erection under supervision, Site Audit</td>
<td>Travel S&amp;A Basic</td>
<td>Lockout &amp; Service Manuals</td>
<td>PPE L2: PPE L1 &amp; work wear</td>
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<tr>
<td>4</td>
<td>Standard FS work</td>
<td>Commissioning, Troubleshooting, PM</td>
<td>FS S&amp;A Basic</td>
<td>5+5 Rules &amp; Laborordnung</td>
<td>PPE L3 &amp; Meas. Equipment Level 1</td>
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<td>6</td>
<td>FS work on external Equip.</td>
<td>Tasks not covered by our HSE Plan</td>
<td>FS S&amp;A Expert &amp; job specific training</td>
<td>Risk Assessment</td>
<td>PPE L2 &amp; job specific PPE</td>
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</tbody>
</table>

### Working time:

If you no longer feel capable to work, you must stop work and insist on resting time. For working onsite and driving, the minimal rest periods below must be followed without any exception:

1. When driving a car, you must take a break latest every 3 hours.
2. During any 24 hours period there must be at least 8 hours of resting time. Resting time only counts if it is a single period of 4 hours or longer.
3. During any 14 days period there must be at least 2 days of rest. Special rules apply for remote workplaces such as platforms and ships.

Traveling and waiting time, which has a high recreational value, can be classified as resting time by the employee.
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Escalation level for onsite service activities:

Stop & Check
- If a safety issue or hazard is observed, stop work & leave unsafe place
- Check if you or persons involved can resolve the safety issue
- Create hazard report and collect data / pictures

Site Management or Site Safety Officer
- Document issue, impact on your work & what rule is violated in hazard report
- Provide options how to solve issue
- Show ABBs safety statement
- Agree on who is going to rectify the issue until when

Head of Field Service
- Escalate to Head of Field Service (Backup: supportline). Send hazard report and call.
- Also send hazard report to Service Project Mgr. in CH as well as Local Service Mgr.
- Telephone conference with all required parties

Department or LBU Manager or ABB Safety Officer
- Head of Field Service has the lead and involves required functions and people