



C.A.R. Consulting Group
Global Marine and Automotive Consultants and Surveyors

**WORK HEALTH,
SAFETY &
EMERGENCY
PREPAREDNESS**



C.A.R. Consulting Group is committed to providing and maintaining a safe and healthy workplace for all workers (including contractors and volunteers) as well as clients, visitors and members of the public. Hazards and risks to health and safety will be eliminated or minimised, as far as is reasonably practicable.

The responsibility for managing health and safety ultimately rests with the person in control of the business or undertaking (PCBU), directors and management. Workers also have important responsibilities for health and safety in the workplace.

We are committed to complying with the Occupational Health and Safety Act (Arbeitsschutzgesetz), codes of practice and other safety guidance material.

Management will :

- Ensure the business complies with all legislation relating to health and safety
- Eliminate or minimise all workplace hazards and risks as far as is reasonably practicable
- Provide information, instruction and training to enable all workers to work safely
- Supervise workers to ensure work activities are performed safely
- Consult with and involve workers on matters relating to health, safety and wellbeing
- Provide appropriate safety equipment and personal protective equipment
- Provide a suitable injury management and return to work program

Workers will :

- Take reasonable care for their own health and safety
- Follow safe work procedures, instructions and rules
- Participate in safety training
- Report health and safety hazards
- Report all injuries and incidents
- Use safety equipment and personal protective equipment as instructed

Our goal is to provide a safe and healthy work environment that is free from workplace injury and illness. This will only be achieved through the participation, co-operation and commitment of everyone in the workplace.



RISK ASSESMENT & PREVENTIVE MEASURES

GENERAL INFORMATION		RISK SEVERITY LEVEL	PRIORITY LEVELS
COMPANY NAME	C.A.R. Consulting Germany	1 - Minor : accident or sick without sick leave	
LEGAL FORM	Private Limited Liability Company (GmbH)	2 - Medium : accident or sick with sick leave	
MANAGING DIRECTOR	Timo David Psila	3 - Severe : accident or sick with permanent disability	
ADDRESS	Dessauer Strasse 10, D-20457 Hamburg, Germany	4 - Critical : fatal accident or illness	
TEL	+49 407 200 23 45	RISK EXPOSURE LEVEL	
CREATION YEAR	2007	1 - Low : Very unlikely	
PRIMARY ACTIVITY	Finished Vehicle Logistic Inspections and services	2 - Average : Unlikely	
NB EMPLOYEES	9	3 - Frequent : Likely	
DOCUMENT UPDATE	Jul-20	4 - Very frequent : Very probable	

RISKS	RISKS POTENTIAL HAZARD DESCRIPTION	LEVELS			MEASURES AND PREVENTION	
		SEVERITY	EXPOSURE	PRIORITY	EXISTING MEANS OF PREVENTION	ACTIONS & MEASURES TO IMPLEMENT
BENINE ACCIDENTS	Injury, cut (paper, stapler, etc) Burns related to the use of the coffee machine, kettle, etc	1	1	3	First Aid Kit	Inform staff about potential risks
THERMAL ATMOSPHERE	Discomfort - Headache - Stress Temperature too high or too low Temperature too high due to the use of the printer	1	3	3	First Aid Kit Supervisor / Management may cease work process	Air conditioning installation in case of recurrent cases
NOISE	Noisy office equipment (photocopiers, printers, computers) Telephone communications Exposure to outside noise	1	1	3	First Aid Kit Supervisor / Management may cease work process	Supply of earplugs when required
GROUND LEVEL FALL	Brutal contact of a person with the ground or an object Slippery or defective floors Narrow or congested passages Poorly lit areas - Steep staircase	2	1	3	First Aid Kit	Preventive notifications when required
ADDICTIVE CONDUCT : ALCOHOL, DRUGS, MEDICATION	Absenteeism Inattention, accidents, behavioral problems Dangerous behavior towards oneself and third parties Health problems	3	1	3	Office display regarding prohibited behaviours	Inform staff about the risks and disciplinary sanctions incurred Advise and direct staff to specialized centers
LIGHTING	Headache Eye fatigue (poor positioning of the screens absence of daylight, insufficient or excessive lighting)	1	1	3	First Aid Kit Supervisor / Management may cease work process	Change of lighting when necessary
ELECTRICITY	Presence of electric wires in traffic areas Use of extension cords Defective materials	4	1	2	First Aid Kit Supervisor / Management may cease work process	Immediate action must be taken if Staff / Supervisor / Management indicates potential risk
REPETITIVE ACTIONS	Stress Musculoskeletal problems Poor ergonomics of the workstation	2	3	2	Ergonomics of workstations - Office chair quality - Break times Provision of mirrors to inspect vehicle under-bumpers	Increase of break times and decrease of shift times when situation is pointed out by Staff / Supervisor / Management
ROAD RISKS	Brutal contact of a person with a rolling vehicle Musculoskeletal problems	3	3	2	Permanent signaling for pedestrian access and speed limits Provision of high visibility vests	
FALL FROM HEIGHT	Brutal contact of a person with the ground or an object Slippery or defective floors Narrow or congested passages	3	3	1	Provision of Safety Shoes and Hard Hats Trainings on site	
PORT / COMPOUND ENVIRONMENTAL RISKS	Cold and wet weather condition, falling objects, electrical hazards and feet punctures	3	3	1	Provision of Safety Shoes and Hard Hats Provision of Winter Coats Trainings on site	
FIRE HAZARD	Risk of injury and often serious burns to employees Risk of serious material damage	4	2	1	No smoking policy during working hours and on work premises and sites No Flame and/or candles on work premises and sites Permanent signaling of escape routes	
COVID-19	Respiratory distress Fever Dry Cough	4	3	1	Provision of surgical masks and hydroalcoholic gel Strengthening of cleaning measures Social distancing	



C.A.R. Consulting Group

EMERGENCY ACTION PLAN

for

Office Name :

C.A.R. Consulting Germany GmbH

Office Address :

Dessauer Strasse 10 D-20457 Hamburg, Germany



Emergency Personnel Names and Phone Numbers

Designated Responsible Official :

Name : Zhulvent Yunuz

Phone : +49 172 177 11 07

Emergency Coordinator :

Name : Tanzhur Yunuz

Phone : +49 172 451 56 16

Assistants to Physically Challenged :

Name : Zhulvent Yunuz

Phone : +49 172 177 11 07



Evacuation Routes

- Evacuation route maps have been posted in each work area. The following information is marked on evacuation maps :
 - Emergency exits
 - Primary and secondary evacuation routes
 - Locations of fire extinguishers
 - Fire alarm pull stations' location
 - Assembly points
- Site personnel should know at least two evacuation routes.

Emergency Phone Numbers

Fire Department : **112**

Paramedics : **112**

Ambulance : **112**

Police : **110**

Security (if applicable) :

Building Manager (if applicable) :

Emergency Reporting & Evacuation Procedures

Types of emergencies to be reported by site personnel are :

- Medical
- Fire
- Severe Weather



Medical Emergency

- Call medical emergency phone number : **112**

Provide the following information :

- a. Nature of medical emergency,
 - b. Location of the emergency (address, building, room number), and
 - c. Your name and phone number from which you are calling.
- Do not move victim unless absolutely necessary.
 - Call the following personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help :

Name : **Zhulvent Yunuz** Phone : **+49 172 177 11 07**

- If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance :
 1. Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
 2. Clear the air passages using the Heimlich Maneuver in case of choking.



Fire Emergency

When fire is discovered :

- Activate the nearest fire alarm (if installed)
- Notify the local Fire Department by calling **112**

Fight the fire **ONLY** if :

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.

Upon being notified about the fire emergency, occupants must :

- Leave the building using the designated escape routes.
- Assemble in the designated area : **Emergency area of HHLA Unikai Terminal**
- Remain outside until the competent authority (Designated Official) announces that it is safe to reenter.

Designated Official or Emergency Coordinator must :

- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel reported to the designated area.
- Determine a rescue method to locate missing personnel.
- Provide the Fire Department personnel with the necessary information about the facility.
- Perform assessment and coordinate weather forecast office emergency closing procedures

Assistants to Physically Challenged should :

- Assist all physically challenged employees in emergency evacuation.



Severe Weather and Natural Disasters

Tornado

- When a warning is issued by sirens or other means, seek inside shelter. Consider the following:
 - Small interior rooms on the lowest floor and without windows,
 - Hallways on the lowest floor away from doors and windows, and
 - Rooms constructed with reinforced concrete, brick, or block with no windows.
- Stay away from outside walls and windows.
- Use arms to protect head and neck.
- Remain sheltered until the tornado threat is announced to be over.

Earthquake

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Emergency Coordinator and/or the designated official.

Flood

If indoors :

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Follow the recommended primary or secondary evacuation routes.

If outdoors :

- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to a higher ground.



Hurricane

- The nature of a hurricane provides for more warning than other natural and weather disasters. A hurricane watch is issued when a hurricane becomes a threat to a coastal area.

Once a hurricane watch has been issued :

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Continue to monitor local TV and radio stations for instructions.
- Move early out of low-lying areas or from the coast, at the request of officials.
- If you are on high ground, away from the coast and plan to stay, secure the building, moving all loose items indoors and boarding up windows and openings.
- Collect drinking water in appropriate containers.

Once a hurricane warning has been issued :

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Leave areas that might be affected by storm tide or stream flooding.

During a hurricane :

- Remain indoors and consider the following:
 - Small interior rooms on the lowest floor and without windows,
 - Hallways on the lowest floor away from doors and windows, and
 - Rooms constructed with reinforced concrete, brick, or block with no windows.



Blizzard

If indoors :

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Stay indoors !
- If there is no heat :
 - Close off unneeded rooms or areas.
 - Stuff towels or rags in cracks under doors.
 - Cover windows at night.
- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- Wear layers of loose-fitting, lightweight, warm clothing, if available.

If outdoors :

- Find a dry shelter. Cover all exposed parts of the body.
- If shelter is not available :
 - Prepare a lean-to, wind break, or snow cave for protection from the wind.
 - Build a fire for heat and to attract attention. Place rocks around the fire to absorb and reflect heat.
 - Do not eat snow. It will lower your body temperature. Melt it first.

If stranded in a car or truck :

- Stay in the vehicle !
- Run the motor about ten minutes each hour. Open the windows a little for fresh air to avoid carbon monoxide poisoning. Make sure the exhaust pipe is not blocked.
- Make yourself visible to rescuers.
 - Turn on the dome light at night when running the engine.
 - Tie a colored cloth to your antenna or door.
 - Raise the hood after the snow stops falling.
- Exercise to keep blood circulating and to keep warm.

Name : Timo David Pasila

Position : Managing Director

Date : August 30th, 2021

Review Date : September 15th, 2021

Signature :