

# RWE

## Contractor health and safety management

**'Personal safety logbook' instructions and guidelines**

Last updated: 5 October 2018

# Preliminary remarks

- It is RWE's stated goal that every employee goes home as healthy as when they arrived. This applies equally to our employees and other companies and partners, referred to as contractors, who work on our behalf.
- The instructions and guidelines regulate the handling of personal safety logbooks (contractors). Strict compliance with the instructions and guidelines is required in the interest of occupational health and safety. Other legal regulations, regulations of the Employer's Liability Insurance Association as well as generally applicable safety principles remain unaffected by these instructions and guidelines.

# Introduction



- The personal safety logbook is a personal document in which preventive medical examinations, instructions and training courses are certified in addition to the employer's personal data. The employer is responsible for issuing this document and for its accuracy. The personal safety logbook is signed and is non-transferable.
- All legally required personal information on occupational health and safety (OHS) is documented in the personal safety logbook. Instructions and other information can also be certified in the personal safety logbook. The personal safety logbook does not release the employer from legal documentation obligations.

# Objective

- The personal safety logbook serves to increase transparency and improve the organisation and administration of occupational health and safety. In particular, it provides personal proof of all preventive medical examinations as well as instructions, training courses and, where applicable, briefings relevant for occupational health and safety.

# Obligations and contents (1/2)

- Unless otherwise expressly stipulated in the contract/order, the contractor shall ensure that its employees and subcontractors carry a personal safety logbook before entering RWE premises and when carrying out their activities on behalf of RWE.
- The personal safety logbook documents personal data, preventive medical examinations, qualifications, instructions and training courses in occupational health and safety as well as authorisations where applicable.
- The contractor is responsible for issuing the personal safety logbook, ensuring that the information is correct, updating it and handing it out to the employees, without prejudice to any other documentation obligations. Entries may only be made and confirmed by the employer or the respective training institution.

## Obligations and contents (2/2)

- The information in the personal safety logbook must be written legibly in German. The photograph must clearly show the designated employee.
- The personal safety logbook must be carried on the job site and shown on request. It loses its validity if the contents are not or no longer correct. Every contractor is responsible for proper contractual performance in accordance with safety, health and environmental requirements as well as for the deployment of suitable employees with appropriate qualifications. Inspection results are reflected in RWE's evaluation of contractors. Identified cases of misuse result in consequences and may lead to the employee/contractor being barred.

# Features/inspection of the personal safety logbook (1/2)

- The personal safety logbook must be carried by the employees of contractors before they start work for the first time and must be shown at the request of the technical contact or other authorised persons (for example, within the scope of quality controls). Random periodic inspections can be carried out in case of long-term deployments. This involves a formal check of the corresponding personal safety logbook to ensure that it is issued in accordance with the rules.
- Random checks of the contents of the personal safety logbook can be carried out at any time on site by the technical contact responsible for the execution of the contract, construction site coordinators or other authorised persons of RWE.

# Features/inspection of the personal safety logbook (2/2)

- The contents of the personal safety logbook are checked for completeness, plausibility and up-to-dateness
  - in the course of random checks,
  - in case of occupational health and safety irregularities, for example, failure to wear personal protective equipment, untidy workplace, improper use of work equipment,
  - in case of lost-time accidents at work. In this case, the inspection is carried out by the responsible technical contact, who also receives the accident report



# Contents to be reviewed

- Entry of personal data (page 9); photo must be recognisable. Correctness of the information, signature of the contractor's employee
- Employer (including name, address and competent employers' liability insurance association) and a change of home address, if any (page 10 to 11); it must also be evident here whether the employee is deployed within the framework of personnel leasing
- Occupational health screening and examinations, instructions, training, courses and certificates (from page 14) in accordance with the activity to be carried out
- Up-to-dateness – is the information current? The employer shall provide instruction on a regular basis.
- All changes/certifications by the responsible employer of the contractor or a training institution

# Notes



- All changes/certifications in personal safety logbooks, which are entered by the responsible employer of the contractor, can be checked for completeness, plausibility and up-to-dateness within the scope of pre-qualification talks.
- Misuse as well as false or deliberately incorrect documentation in the personal safety logbook can lead to a ban on access and/or work.
- RWE must be notified of the loss of the personal safety logbook. A replacement personal safety logbook must be issued promptly by the contractor.

# Personal safety logbook example (1/11)



# Personal safety logbook example (2/11)



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# Personal safety logbook example (3/11)

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## 1. Einleitung

Der Sicherheitspass, herausgegeben von WEG und DGMK, ist ein nicht amtliches Dokument, in dem alle wichtigen Informationen eingetragen werden, die sich auf Gesundheit und Arbeitssicherheit des Mitarbeiters beziehen. Er wird vor allem auf Baustellen und in Industrieanlagen verwendet und dient als Instrument, das in kompakter Form eine Übersicht über personenbezogene Qualifikationen und gesundheitliche Vorsorge und Eignung ermöglicht.

Der Sicherheitspass bleibt unveräußerliches Eigentum des Mitarbeiters. Er ist auf der Arbeitsstelle mitzuführen und auf Verlangen vorzuzeigen.

Aufsichtspersonen können so auf einen Blick (anstatt der Prüfung diverser Einzelnachweise) wichtige Informationen kontrollieren, so dass Gefahren rechtzeitig erkannt und geeignete Gegenmaßnahmen getroffen werden können.

Auch das Normative SCC-Regelwerk (Sicherheits Zertifikat Contractoren) nimmt in seinen Checklisten Bezug auf den Sicherheitspass.

Beim Wechsel des Arbeitgebers hat der Mitarbeiter den Sicherheitspass dem neuen Arbeitgeber zum Eintrag unter Punkt 4 vorzulegen. Wenn im Sicherheitspass kein Platz für weitere Eintragungen vorhanden ist, fordert der Mitarbeiter von seinem Arbeitgeber einen neuen Sicherheitspass an und lässt die aktuellen Einträge übertragen.

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## Eintragungen

Betriebliche Unterweisungen (ggf. wiederkehrend) werden im Regelfall durch das Unternehmen in Kap. 6.1 oder 6.2 eingetragen.

Einträge über Lehrgänge mit Bescheinigung (Kap. 6.3) und die Teilnahme an arbeitsmedizinischer Vorsorge sowie das Ergebnis von Eignungsuntersuchungen (Kap. 5) erfolgen üblicherweise durch das Ausbildungsinstitut (Kap. 6.3) bzw. kann durch den Arbeitsmediziner (Kap. 5) erfolgen. Ist dies nicht möglich, können die Einträge durch das Unternehmen vorgenommen werden. Es obliegt dem Unternehmen, die verantwortlichen Personen festzulegen, die die Eintragungen in den Sicherheitspass vornehmen dürfen; ein entsprechender Nachweis pro Eintragung muss vorhanden sein.

Für die Richtigkeit der Eintragungen im Sicherheitspass ist der Unternehmer verantwortlich.

WEG und DGMK übernehmen keine Gewähr für Akzeptanz und Wirksamkeit des Sicherheitspasses. Das Führen des Sicherheitspasses entbindet den Unternehmer nicht von der Verantwortung zur Einhaltung gesetzlicher und sonstiger Regelungen.

# Personal safety logbook example (4/11)

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## 1. Introduction

The Personal Safety Logbook, which is issued by WEG and DGMK, is an unofficial document in which all important information concerning the health and occupational safety of an employee is entered. It is employed especially on construction sites and in industrial plants. The purpose of this document is to provide a general overview of an employee's personal qualifications as well as preventive occupational medical care and fitness in compact form.

The Personal Safety Logbook shall remain the inalienable property of the employee. The Personal Safety Logbook shall be carried by the employee at his or her place of work and shall be presented on demand.

Supervisory personnel can thus check important information quickly and conveniently (instead of having to examine diverse individual documents). Thus, hazards can be recognised in due time, and appropriate corrective measures can be implemented.

The checklists of the Normative SCC-Regelwerk (Sicherheits-Zertifikat Kontraktoren) also include references to the Personal Safety Logbook.

Upon changing to a different employer, the employee shall submit the Personal Safety Logbook to the new employer for allowing the entries described in section 4. If no space is available for further entries in the existing Personal Safety Logbook, the employee shall demand a new Personal Safety Logbook from his or her employer for accommodating the necessary entries.

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## Entries

In the usual case, operational instructions (including repetitive instructions) shall be entered by the employer (clause 6.1 or 6.2).

Entries concerning training courses with certifications (clause 6.3) and the participation in preventive occupational medical care, as well as the result of qualifying medical examinations (clause 5) are usually made by the educational or training institution (clause 6.3) or by the responsible occupational or company physician (clause 5). If this is not possible, the entries can be made by the employer. The specification of persons responsible for making the entries in the Personal Safety Logbook is the obligation of the employer. Every individual entry shall be provided with a corresponding proof.

The employer is responsible for the correctness of the entries in the Personal Safety Logbook.

WEG and DGMK do not assume any guarantee for the acceptance and effectivity of the Personal Safety Logbook. Carrying of the Personal Safety Logbook shall not release the employer from the obligation of observing legal and other regulations

# Personal safety logbook example (5/11)

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**2. Persönliche Daten**  
*Personal Data*

**Name** \_\_\_\_\_  
*Family name*

**Vorname(n)** \_\_\_\_\_  
*First name(s)*

**Geburtsdatum** \_\_\_\_\_  
*Date of birth*

**Straße u. Hausnr.\*** \_\_\_\_\_  
*Address\**

**PLZ u. Ort\*** \_\_\_\_\_  
*Postal code / place*

**Land\*** \_\_\_\_\_  
*Country\**

**Telefon\*** \_\_\_\_\_  
*Telephone\** im Notfall zu verständigen / ICE

**Nationalität** \_\_\_\_\_  
*Nationality*

**Beruf** \_\_\_\_\_  
*Profession*

**Führerscheinklasse(n)** \_\_\_\_\_  
*Driving licence(s)*

\_\_\_\_\_

**Unterschrift des Besitzers**  
*Signature of bearer*

\* Bei Wohnortwechsel Seite 10 selbst ausfüllen.  
\* Change to be filled in by bearer on page 10.

**Passbild**  
*Photograph*



# Personal safety logbook example (6/11)

- 10 -	- 11 -
<b>3. Wechsel der Heimatanschrift (auszufüllen vom Mitarbeiter) Change of Address (to be filled in by bearer)</b>	<b>4. Jetziger Arbeitgeber Present Employer</b>
<b>Straße u. Hausnr.</b> _____ <i>Address</i>	<b>Name</b> _____ <i>Name</i>
<b>PLZ u. Ort</b> _____ <i>Postal code / place</i>	<b>Straße u. Hausnr.</b> _____ <i>Address</i>
<b>Land</b> _____ <i>Country</i>	<b>PLZ u. Ort</b> _____ <i>Postal code / place</i>
<b>Telefon</b> _____ <i>Telephone</i> im Notfall zu verständigen / ICE	<b>Land</b> _____ <i>Country</i>
<hr/>	<b>Telefon</b> _____ <i>Telephone</i>
<b>Straße u. Hausnr.</b> _____ <i>Address</i>	<b>Datum</b> _____ <i>Date</i>
<b>PLZ u. Ort</b> _____ <i>Postal code / place</i>	<b>Berufsgenossenschaft</b> _____ <i>Employers Liability</i>
<b>Land</b> _____ <i>Country</i>	<hr/>
<b>Telefon</b> _____ <i>Telephone</i> im Notfall zu verständigen / ICE	<b>Name</b> _____ <i>Name</i>
<hr/>	<b>Straße u. Hausnr.</b> _____ <i>Address</i>
<b>Straße u. Hausnr.</b> _____ <i>Address</i>	<b>PLZ u. Ort</b> _____ <i>Postal code / place</i>
<b>PLZ u. Ort</b> _____ <i>Postal code / place</i>	<b>Land</b> _____ <i>Country</i>
<b>Land</b> _____ <i>Country</i>	<b>Telefon</b> _____ <i>Telephone</i>
<b>Telefon</b> _____ <i>Telephone</i> im Notfall zu verständigen / ICE	<b>Datum</b> _____ <i>Date</i>
<hr/>	<b>Berufsgenossenschaft</b> _____ <i>Employers Liability</i>





# Personal safety logbook example (8/11)

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## 6. Unterweisungen und Lehrgänge

### 6.1 Einmalige Unterweisungen

### 6.2 Wiederkehrende Unterweisungen z. B.:

- allgemeine Erstunterweisung im Betrieb
- Atemschutz
- Umgang mit Gefahrstoffen
- Handhabung von Gasmessgeräten
- Elektro-Fachkräfte
- Auf- und Abladen, Stapeln von Rohren
- Bedienung von Kränen und kraftbetriebenen Hebezeugen
- Alarm- und Gefahrenabwehrplan

### 6.3 Lehrgänge mit Bescheinigung z. B.:

- Erste Hilfe
- Überwachung von Feuerarbeiten/Brandschutzposten
- Auf- und Abbau von Bohr- und Fördergerüsten
- Einsatzmaßnahmen bei Gas- und Ölunfällen
- Beauftragte Personen GGVS
- Gefahrgutfahrer (GGVS)
- Führen von Flurförderzeugen
- IWCF-Lehrgang Bohrlochkontrolle
- Schweißerzeugnis
- Sicherheitsbeauftragter
- Gasschutzleiter/-Beauftragter/-Gerätewart
- Atemschutzleiter
- Umgang mit Sprengmitteln
- SGU-Prüfungen (SCC)

\*) Benutzte Abkürzungen können in Kapitel 7 erklärt werden.

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## 6. Instruction and Courses with Certification

### 6.1 Once Instructions

### 6.2 Recurring instructions e.g.:

- Introduction to the work place
- Instruction breathing protection
- handling of hazardous materials
- handling of gas measurement equipment
- induction of electrician
- Loading and unloading of pipes
- Operating of cranes and power driven hoists
- Emergency plan

### 6.3 Courses with Certification e.g.:

- First-aid
- Monitoring of hot-work/fire protection
- Rigging up/down of drilling rigs and drive-in units
- gas leak and oil spill combatting measures
- Authorized person according to ADR
- Driving of vehicles
- IWCF training course for well control
- Welder approval/certificate
- Safety officer
- Training courses breathing protection
- ADR-driving licence
- Handling of explosives
- HSE examinations (SCC)

\*) Abbreviations can be explained in chapter 7.

# Personal safety logbook example (9/11)

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**6.1 Einmalige Unterweisungen**  
*Once Instructions*

Datum / Date	Unterweisungsthema / Course title
gültig bis / valid until	Unterschrift/Stempel / Signature/Stamp

  

Datum / Date	Unterweisungsthema / Course title
gültig bis / valid until	Unterschrift/Stempel / Signature/Stamp

  

Datum / Date	Unterweisungsthema / Course title
gültig bis / valid until	Unterschrift/Stempel / Signature/Stamp

  

Datum / Date	Unterweisungsthema / Course title
gültig bis / valid until	Unterschrift/Stempel / Signature/Stamp

  

Datum / Date	Unterweisungsthema / Course title
gültig bis / valid until	Unterschrift/Stempel / Signature/Stamp

  

Datum / Date	Unterweisungsthema / Course title
gültig bis / valid until	Unterschrift/Stempel / Signature/Stamp

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**6.2 Wiederkehrende Unterweisungen**  
*Recurring Instructions*

**Unterweisungsthema**  
*Course title*

\_\_\_\_\_

Datum <i>Date</i>	Unterschrift/Stempel <i>Signature/Stamp</i>	gültig bis <i>valid until</i>

# Personal safety logbook example (10/11)

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**6.3 Lehrgänge mit Bescheinigung**  
*Courses with Certification*

**Thema/Inhalt** \_\_\_\_\_  
*Subject*

**Name des Institutes** \_\_\_\_\_  
*Name of institute*

**Adresse/Land** \_\_\_\_\_  
*Place/Country*

**Datum/Unterschrift** \_\_\_\_\_  
*Date/Signature*

**ggf. gültig bis** \_\_\_\_\_  
*valid until*

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**Thema/Inhalt** \_\_\_\_\_  
*Subject*

**Name des Institutes** \_\_\_\_\_  
*Name of institute*

**Adresse/Land** \_\_\_\_\_  
*Place/Country*

**Datum/Unterschrift** \_\_\_\_\_  
*Date/Signature*

**ggf. gültig bis** \_\_\_\_\_  
*valid until*

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**6.4 Sonstiges und weitere Einträge**  
*Further Entries*

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# Personal safety logbook example (11/11)

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## 7. Durch Ausbildungsstätten benutzte Abkürzungen Abbreviations used by Training Institutes

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## Der Sicherheitspass kann bezogen werden bei: The Personal Safety Logbook can be obtained from:

**Druckerei**      Ströher Druckerei und Verlag  
GmbH & Co. KG  
Hans-Heinrich-Warnke-Str. 15  
D-29227 Celle  
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