

CONTRACTOR'S SAFETY HANDBOOK



Principles for conducting works and requirements in terms of safety, environmental protection and fire protection are binding for Contractors performing works at SITECH Sp. z o.o. premises.

Principles are binding for all Contractors' workers and their subcontractors

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1. USED TERMS AND DEFINITIONS

1.1. Definitions

Contractor - Offer-taker, company performing commissioned service (work/project/task) at premises of SITECH Sp. z o.o. All subcontractors employed by Contractor are also covered in "Contractor" term.

SITECH Sp. z o.o. premises – whole territory of SITECH Sp. z o.o. company in particular localisation (Polkowice, Glogow, Wrzesnia), including on-ground and underground constructions, roads, buildings, warehousing and production halls.

1.2. Person responsible from Contractor's side.

BHP Coordinator – person supervising Safety and Health issues, designated and stipulated between SITECH Sp. z o.o. (Principal) and Contractor (Contractor), according to art. 208 of Labour Code, is responsible for cooperation and supervision of occupational safety and health for all workers employed in the same place. Coordinator is a person stipulated in the Contractor's Task Chart. Designation of Coordinator does not release the Contractors (and own Subcontractors) from duty for provided safe and healthy working conditions for own employed workers.

1.3. Person responsible from Contractor's side.

SITECH Coordinator - (Also Delivering Request) person substantially responsible for supervision of ongoing works performed by particular Contractor.

2. VALUES AND RULES

» General rules

The purpose of SITECH is elimination of threats that can lead to accidents and occupational diseases and environmental problems.

In order to obtain such purpose, the substantial case is cooperation of all workers performing works at premises on behalf of SITECH. (own workers, subcontractors, workers of companies providing employment services and temporary workers).

The purpose of Safety Handbook is stipulation of minimal requirements binding for workers, in order to obtain the SITECH's goal.

» Observance of requirements

Contractor shall comply with all legal requirements and all requirements and principles stipulated in this Contractor's Safety Handbook in the extent of safety, environmental protection and fire protection.

Contractor shall guarantee the performance of works in a manner that does not disturb and hamper the SITECH's production process and shall not cause danger by particular Con-

tractor and Contractor's subcontractors, both. When such case cannot be prevented, Contractor shall notify SITECH about such case before commencing with works.

Contractor shall guarantee, that all Contractor's workers have relevant SAFETY AND HEALTH/ENVIRONMENTAL PROTECTION training and understand dangers connected with performed work at SITECH premises and are acknowledged with occupational risk assessment for particular worksite.

» Responsibility provisions

Contractors are fully responsible for own workers. They are also responsible for own subcontractor's workers, who shall demonstrate the knowledge of provisions and rules and shall act according to this Safety Handbook.

Contractor and Contractor's subcontractors, when they employ individuals performing works on the basis other than employment contract or people independently running own business, shall provide safe and healthy working conditions for performance of ordered works. When works occur in the place, where access is granted to people not participating in labour process or process in the performance of contract, Contractor and subcontractors shall undertake safety measures required for provision of safety and health towards such people. In particular, Contractor and subcontractors shall be responsible for occupational safety and health conditions in the course of performed task.

Contractor shall make sure, that all works, particularly dangerous works, are conducted under strict surveillance. Any dangerous practices during the performance of works are forbidden.

» Maintenance provisions

In case of stipulated breach to principles and rules, authorised workers of SITECH Sp. z o.o. can stop work of Contractor's worker/workers or subcontractor's workers. Subsequent performance of work can take place after removal of cause and another SITECH's Coordinator permission. Appeal against the decision for stopped work does not release the Contractor from duty of stopping the work.

SITECH Sp. z o.o. reserves the right for removal from work and from the premises the Contractor's worker or subcontractor, who does not comply with Safety and Health/Environmental Protection provisions and rules and may apply statutory fee.

SITECH Sp. z o.o. may refuse the work of a person, who does not have valid medical certification or relevant certification for performed works.

Contractor is legally responsible for arising and caused environmental contamination, including contamination of soils, in the course of performed works.

» Notification rules

You should notify own superiors and SITECH Sp. z o.o. Representatives about noticed infringements to safety rules, dangers to health or life of human being, environmental dangers and accidents.



3. GENERAL REQUIREMENTS

3.1. Admission to works

You cannot commence with works without performed negotiations and obtained admission for its performance - Contractor's Task Chart.

Contractor secures the standard schedule of works at territory of performed works. Contractor shall take into account the activity of other Contractors during own works.

In case of works stopped by SITECH's authorised employee, resumption of works shall commence exclusively after another permission for performance of works granted by SITECH's Coordinator.

3.2. Rules for hiring other companies by Contractor

Hiring other companies by Contractor as own subcontractors for performance of works at SITECH's premises shall be formally settled with SITECH's Representative (or Coordinator).

3.3. Secrecy

Subcontractor undertakes to treat information obtained in the course of performed works at SITECH premises as trade secrets.

Such information cannot be propagated without SITECH's consent.

3.4. Cleanness and order

Contractor shall keep SITECH premises clean and in right order, particularly at place of performed works until finalization and commissioning of works and shall organize the work in such manner, in order to withdraw from hampering the work of other people at SITECH premises, according to capabilities.

Wastes shall be removed on own expanse after each day of work and whenever they pose threat. Leaving wastes shall be settled with Coordinator and Environmental Protection department.

Any leakages shall be immediately removed and noticed to Coordinator of works designated by SITECH

4. DANGERS AND RISK ASSESSMENT

| No. | Activity / post | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------|--|---------------|---------------|----------|--------------------------|--|---------------------------|-------------------|--------|-----------------------------|-------------------|--------------|-----------|------------------|---------------------|---------------------------|------------------------|------------------------|--------------------|-------------------------|------------------------------|----------|----------|---------------|--------------|------------|-------------------|-----------------|---------------------------------|----------------------|-----------------------|---|--------|-----------------------|--------------|-----------------|----|---|
| | | Noise (p) | Dustiness (p) | Oil mist | Vibrations, oscillations | Contact with chemical and oil substances | Inhaling of harmful gases | Optical radiation | Glares | Possibility of thermal burn | Computer displays | Feather edge | Splinters | Pressure devices | Fall, stumble, slip | Fall from height, drop in | Hit immovable elements | Hit by moving elements | Transport accident | Overwhelm, press, crush | Falling and toppling objects | Catching | Drowning | Electrocution | Electric arc | Monotyping | Biological hazard | Fire, explosion | Constrained posture of the body | Physical static load | Physical dynamic load | Work in changeable temperature conditions | Stress | Electromagnetic field | Pace of work | Weather hazards | | |
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | | |
| FREMDFIRMEN: | | Poziom ryzyka | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. | Renovation and service works | C2 | B1 | | A | A | A | A | A | B2 | | C2 | C2 | C2 | B1 | C2 | C2 | C2 | A | C3 | B1 | B1 | | B2 | B2 | | | B2 | A | | A | A | A | A | | | A | |
| 2. | Cleaning company | B1 | | | A | B1 | A | | | | | B2 | A | | B1 | C2 | C2 | C2 | B1 | A | A | | | B2 | B2 | | | A | A | A | | A | A | | | | A | |
| 3. | Companies on premises (INVENIO, IQS, SCHULER, ARKU etc.) | B1 | | A | A | A | B2 | | | A | | C2 | C2 | A | B1 | C2 | C2 | C2 | B1 | A | A | A | | A | | | | A | A | | A | A | A | A | A | | | A |
| 4. | Transport companies | A | | | | | | | | | | A | | | B1 | | A | A | B1 | A | | | | | | | | A | | | | | | | | | B2 | |
| 5. | Guests, canteen | A | | | | | | | | | | | | | A | | | | B1 | | | | | | | | | A | | | | | | | | | | |

ERKLÄRUNG:

- Level A – negligible risk
- Level B – little risk
- Level C – moderate risk
- Level D – high risk
- Level E – very high risk

DANGERS

PICTOGRAPH

| | |
|--|--|
| Noise | |
| Dangerous substances | |
| Electromagnetic and electrostatic fields | |

Burns



Electric shocks



Communicational dangers



Explosion



Fire



Contact with moving machine parts



Slips, stumbles, falls



Radioactive materials or ionizing activity



Laser beam



Optical radiation



Works nearby the source of energy or with its use can be undertaken after guidelines obtained from Coordinator. Any dangerous sources of energy, that pose threat of immediate or unpredictable energy release from the source of electric power, heat, mechanical, hydraulic, pneumatic, gravitational, chemical or radioactive source shall be switched off and secured - including the protection against accidental powering on - before commencing with maintenance works, servicing, repairs, cleaning etc.; switched off places shall be relevantly labelled.

Places of works performed by Contractor and/or subcontractors shall be labelled in the relevant manner (i.e. boards informing about danger) or fenced (i.e. warning tape, protective balustrades). Contractor and/or subcontractor shall label the place of work in the relevant manner.

5. SUBCONTRACTOR'S WORKERS

5.1. Subcontractor's workers evidence

Subcontractor shall settle and update list (name, surname, position/function) for own workers and hired subcontractors. Such list must be agreed with Coordinator of Works representing SITECH Sp. z o.o.

Valid list of workers shall be delivered during registration and will be located at Main Gate.

In case of changes in personnel subcontractor shall present the list of workers performing works in particular day before commencing with such works.

5.2. Contractor's personnel entry/exit to/from SITECH Sp. z o.o. premises.

Entering or exiting the SITECH premises by Contractor's workers shall take place exclusively on the basis of list of workers stipulated during the registration at main gate. Unregistered people cannot enter to SITECH premises.

Contractor's and/or subcontractor's workers cannot independently move at SITECH premises. Each entry/exit from the area of performed works shall be notified to Supervisor of works representing SITECH (Coordinator or person, who supervises particular stage of works).

5.3. Verification of certificates, periodical trainings and medical certification held

Contractor's workers shall have valid periodical trainings, medical certification and certifications relevantly to the activity held in the scope of commissioned task.

Specific certifications and qualifications are stipulated in the provisions of Polish Law.

In the case of termination of any certification during contract, Contractor shall immediately demonstrate another valid certification for inspection.

Coordinator of works or other authorized worker of SITECH Sp. z o.o. can require the presentation of relevant documents certifying attestations for performed works. Applicable documents shall be available in the place of performed works for inspection at any time.

5.4. Supervision for Contractor's works

Coordinator of Works or other authorized worker of SITECH Sp. z o.o. or Environmental Service personnel are authorised to verify and stop the performance of works in relation to breached provisions and rules in the course of works performed by contractor.

Coordinator of Works or other authorized worker of SITECH Sp. z o.o. or Environmental Service personnel are authorised for safety inspections at place of performed works and issuing reports.

5.5. Work suits, safety shoes and personal protection equipment. Labelling of clothes.

Contractor shall equip own workers free-of-charge with work suits, safety shoes and personal protection equipment, relevantly to the type of performed work and securing against the influence of dangerous and harmful for health agents, as well as inform workers about means of use for such equipment.

Work suits and/or vests shall be clearly labelled, what enables the identification of company employing particular worker.

Contractor shall secure the protective and operational properties of personal protection equipment, required attestations and certificates, as well as make them operable. Contractor shall not allow for work of own workers and own subcontractors without personal protection equipment required at particular workplace.



6. MATERIALS AND EQUIPMENT CARRIED IN TO PREMISES

6.1. Conditions for removal of materials and equipment

Der Auftragnehmer erklärt und bestätigt auf der Auftragnehmerkarte, dass sämtliche Fahrzeuge, Straßenfahrzeuge und Maschinen, die im Laufe der Arbeiten eingesetzt werden, sich in einem guten Zustand befinden, über erforderliche Lizenzen verfügen und versichert sind. Alle Fahrer sind ständig dazu verpflichtet, die Geschwindigkeitsbegrenzungen und bestehende Verkehrsschilder zu beachten sowie über erforderliche Berechtigungen zum Führen der jeweiligen Fahrzeuge zu verfügen.

6.2. Entry of cars and other vehicles

Entry and exit of contractor's cars and other vehicles at SITECH Sp. z o.o. premises in particular localization is possible only after granted permission, according to SITECH Sp. z o.o. internal regulations.

Conditions for Contractor's special vehicles entry related with the performance of task with such vehicle (self-propelled platform, excavator, lift etc.) shall be previously concluded and agreed with Coordinator of works representing SITECH. When Technical Inspection Authority (pol. UDT) is required - for special vehicle, the condition for granted permission shall be delivered UDT receipt supervising the Contractor.

Cars and other vehicles, including forklifts, bulldozers etc. shall be used by trained personnel with relevant permissions.

Internal permission for forklift operator shall be issued for driving forklift.

6.3. Carrying in equipment, tools, devices

Contractor determines with Coordinator the quantity and kind of carried in/out equipment, tools or devices at SITECH Sp. z o.o. premises.

Contractor shall show for confirmation the carried in/out equipment, tools or devices to SITECH Sp. z o.o. premises at Main Gate each day.

List of equipment, tools or devices left at SITECH premises shall be confirmed by commander of Security Service.

Carrying out equipment, tools and devices shall commence following form: list of carried-in tools - confirmed by Security officer.

The use of tools, devices and machines shall take place on Contractor's responsibility.

6.4. Transporting in and out materials

Transporting in materials required for performance of works at SITECH premises is allowed. Transporting in and the methods thereof shall be previously determined with Coordinator of works. Carrying out and transporting out any materials, tools, devices or machines from

SITECH Sp. z o.o. premises, that are SITECH or other Contractor's property is forbidden. Transporting out materials is allowed exclusively after written consent of person stipulated at list of persons authorised for undersigning material passes and after submitting material pass at Main Gate.

6.5. Carrying in chemical substances.

Contractor shall determine with Coordinator of works and Safety and Health and Environmental Protection department each time the amount and type of any carried/transported in chemical substances at SITECH premises.

Coordinator of works shall have information about all used chemical substances by particular Contractor for performance of works at SITECH premises.

7. TRANSPORTATION OF PEOPLE AND VEHICLES

7.1. Pedestrian move

Contractor's workers move only:

- at stipulated communicational routes for pedestrians,
- in the area where works are performed.

Contractor's workers are forbidden to stay in places, where commissioned works are not performed.

7.2. Principles for vehicle move

Speed limit is binding for vehicles at SITECH Sp. z o.o. premises:

- up to 20 km/h at internal roads,
- up to 8 km/h at internal roads for forklifts,
- up to 5 km/h at territory of halls and 3.5 km/h in the places of limited visibility.

Road transport rules are binding at SITECH Sp. z o.o. premises.

Out of order vehicles or mobile equipment that poses threat to other participants of internal movement or posing threat to natural environment will be removed from SITECH's premises at Contractor's expense. SITECH company reserves the right for denied access for such vehicle at premises in the future.

Driver and passengers of vehicles during travelling at SITECH Sp. z o.o. premises or at time of work shall have fastened seatbelts and comply with prohibition of smoking tobacco in the vehicles.

Vehicles transporting dangerous mixtures shall be labelled according to binding regulations.

SITECH Sp. z o.o. authorised persons have right for inspections according public transport regulations, in particular the validity of technical inspections for vehicle, principles for safely parked vehicles, use of lights, use of seatbelts. Non-compliance with rules stipulated

can lead to lost entry permit to SITECH premises, and in justified cases notification to the police.

7.3. Protection of road surfaces

Construction equipment without rubber or fixed tires can enter at SITECH Sp. z o.o. premises only at trailers towed to tractors with tires of such type. It is binding also to machines with metal cantilevers (bulldozers, hoists, excavators) or road rollers or compactors with metal driving surfaces, that can damage the surface of roads.

7.4. Stopping and parking places.

At SITECH Sp. z o.o. premises only designated parking places (loading and unloading of materials) are located. Parking in the places other than labelled places after consent of Security Service commander is allowed.

Parking places for passenger cars are labelled with vertical and horizontal signs.

8. UNLOADING AND STORAGE

8.1. Loading and unloading the materials.

Drivers of transporting companies can stay in loading points, exclusively in the respective personal protection equipment, this is vest, safety shoes with steel noses.

Staying at vehicle platform at time of loading or unloading with means of lifts is forbidden.


Entering and descending the vehicle platform can take place exclusively with means of ladders and stairs. Jumping from vehicle platform is forbidden.

Driver is responsible for proper fastening of materials at vehicle.

Oversized materials protruding over the vehicle contours shall be labelled according to binding regulations.

8.2. Storing

Contractor may storage raw materials, materials, wastes, chemical substances or other elements only in the places stipulated by Coordinator after settlements for such event with Safety and Health and Environmental Protection department. Such places shall be labelled. Labelling pattern (similar labelling is allowed):

| | |
|---|--|
|  | APPROVED STORAGE PLACES |
| | Company: MALOWANIE ŚCIAN Sp. o.o. |
| | Work: Painting office rooms |
| | Confirmed until: 10 Feb. 2017 |
| | Coordinator of Works: Jan Kowal |
| | Safety and Health: <i>Signature</i> |
| | Environmental protection: <i>Signature</i> |

Liquid chemical substances shall be stored in sumps. Containers for wastes shall be clearly labelled

9. RULES FOR SOCIAL FACILITIES USE

9.1. Meals

Contractor can use canteen located at SITECH Sp. z o.o. premises or dining room located at territory of particular facilities.

Eating meals outside the designated places is forbidden, particularly in production and warehousing halls

9.2. Toilets, showers, locker-room

The use of sprinklers and social locker-rooms is allowed only after settlement of such case with Coordinator and obtained consent.

The use of toilets for physiological purposes is not forbidden, but any other method for toilet use is forbidden (i.e. taking water etc.).

10. PARTICULAR REQUIREMENTS

10.1. Alcohol, narcotics.

Entering at SITECH Sp. z o.o. premises for people under influence of alcohol, drugs, narcotics is forbidden.

The term “under influence of alcohol” means any concentration of alcohol in exhaled air or blood.

Consumption or carrying in the above substances at SITECH premises is forbidden.

People who are under influence of above substances will be immediately removed from

facility premises. SITECH Sp. z o.o. reserves the right for refusal of another entry (temporary or permanent) of such person to SITECH premises.

10.2. Smoking tobacco

Smoking tobacco in SITECH Sp. z o.o. buildings is forbidden. Places for smoking are designated at SITECH Sp. z o.o. premises.

10.3. Photographing, recording

Photographing, recording, copying documents is allowed explicitly after consent of SITECH Sp. z o.o. site.

10.4. Contractor's Guests

Any visits of Contractor's Guests should be settled with Coordinator for works. Guests shall comply with Safety and Health regulations binding at territory of particular facility.

10.5. Damages caused by Coordinators. Damage to property

Contractor is responsible for damages caused to SITECH Sp. z o.o. company or other Contractors performing works at SITECH premises, arising from works or in relation to performed work. When damage is discovered, SITECH reserves the right for any actions stipulated in Polish law.

11. USING SITECH SP. Z O.O. RESOURCES

11.1. Using equipment

Contractor acknowledges that his workers and/or his subcontractors cannot use other materials, machines or equipment in ownership of SITECH without granted consent of Coordinator of works. After granting such consent, Contractor shall guarantee that only authorised persons will have access to such things and will use it according to designation and will have relevant certifications and qualifications.



11.2. Electric power

SITECH will make available to Contractor the connection to facility's electric/energy network after settlement with Coordinator of works. Contractor shall supply respective connecting cables on his own, according to binding norms.

Contractor's workers operating with electric devices shall have qualifications provided in laws, shall be trained in the extent of procedure in case of dangers resulting from electric installations.

Access to installations and electric objects is reserved only to authorised workers, according to binding laws.

11.3. Water and compressed air.

SITECH provides to Contractor the use of facility's water supply and compressed air network – amount and type of connection requires settlement with Coordinator of works.

12. PARTICULAR REQUIREMENTS FOR PERFORMANCE OF WORKS

12.1. Performance of particularly dangerous works

Performance of particularly dangerous works

Contractor shall be acknowledged with types and procedure for performed particularly dangerous works by Coordinator of works.

Dangerous works shall be carried out after obtained written Consent/Permission by Contractor, according to facility's list of particularly dangerous works and binding regulations. Each work may be recognized as dangerous work, when occupational risk results and particular conditions for performance of works indicate such case.

Works connected with connection, inspection, maintenance and repairs of installation and electric equipment may be performed according to operation manual explicitly by people having respective certificates and after obtained respective orders.

Contractor is responsible for acknowledging and compliance with particular conditions for the performance of particularly dangerous works. In case of lacking detailed conditions for performance of particular type of especially dangerous works, Contractor is responsible for its elaboration and compliance with.

12.2. Works at heights

Works at heights at SITECH Sp. z o.o. premises can be performed according to binding safety regulations at premises during the performance of works at heights.

During works at heights you should use respective protection and protective equipment

securing against falls from heights. You should also secure territory under the place of performed works at heights.

Works at roofs can be performed explicitly after obtained permission for works from Coordinator of works.

Transport or transferring workers to heights can take place explicitly with use of devices designated for such purpose and compliant with binding regulations.

12.3. Works in closed spaces

Works in closed spaces can take place explicitly after obtained permission in writing from persons authorised for issuing permission for particularly dangerous works.

Such permission shall cover the risk assessment issued by Coordinator and determining dangers that can arise during such work, such as:

- no oxygen
- presence of toxic gases,
- explosion hazard
- danger of backfilling or drowning,
- fall from heights,
- falling objects or tools,
- contact with toxic, dangerous for health or aggressive products
- others.

Such assessment shall stipulate devices mandatory for protection of workers, as well as stipulate personal and group protection equipment.

Such works shall be performed under surveillance of one or several persons, who stay outside risk zone all the time and are equipped with communication means in case of required notification about immediate help.

12.4. Dangerous chemical substances

Carrying in chemical substances at SITECH Sp. z o.o. premises is possible only after presentation of MSDS (Material Safety Data Sheets) for dangerous substances to Coordinator of works or Safety and Health and Environmental Protection department - by Contractor. Safety and Health and Environmental Protection unit issues consent for carrying in such substances.

MSDS shall be delivered in Polish language. MSDS shall be secured in application place of particular substance.

Contractor shall train own workers for reading data labels, protection means and first aid in respect of chemical substances used.

Contractor shall provide proper personal protection equipment and secure respective use by workers.

Contractor shall have respective neutralizers for application in the event of particular chemical substance leakage.

12.5. Labelling the place of works and dangers

Places of works performed by Contractor shall be labelled in relevant manner or fenced (i.e. warning tape, protective balustrades) respective to performed works.

Contractor shall have own copy of “Contractor’s Chart” at place of performed work.

12.6. Gas cylinders

Gas cylinders, welding apparatus and metal cutting apparatus shall be used and stored in a manner determined in respective regulations (in vertical order, respectively secured against fall, fouling etc.) and have valid Technical Inspection Office (pol. UDT) test (when required).

12.7. Dangerous sources of energy

Any unprotected sources of energy shall be secured, blocked and labelled. You cannot remove blockades for dangerous energy sources.

12.8. Works in EX zones

Contractor performing works in explosion hazard zone shall provide antistatic clothing to workers. In explosion hazard zone complete prohibition for electric equipment and devices use other than those executed in respective “Ex” is binding.

13. FIRE HAZARD ASPECTS

13.1. Fire protection

In objects and at territory neighbouring to such objects performance of activities that can cause fire, its spread, hampering rescue action or evacuation, in particular the use of open fire, smoking tobacco and use of other items that can initiate ignition in existing materials at territory of whole facility is forbidden.

According to the respective regulations, limiting or obstructing access to the following items is forbidden:

- a) fire-extinguishers and extinguishing devices;
- b) sources of water for fire-fighting purposes;
- c) devices activating fire-extinguishing installations and controlling such installations and other installations influencing on the state of object’s fire safety;
- d) evacuation exits;
- e) switches and distribution boards for electric power or general valves for gas installation.

13.2. Behaviour at time of fire

Principles for action in case of fire or other emergency situations are described in evacuation instruction. Information about activity rules in case of fire are delivered to Contractor's workers during Safety and Health training or acknowledging with such principles by Coordinator of works. Coordinator of works is responsible for correct evacuation of subcontractor's workers who are supervised by him.

14. ACCIDENTS AND FIRST AID

14.1. Accident

Each accident at work, leading to the injury of worker, shall be immediately noticed to Coordinator of works and Safety and Health department.

Noticing about accident does not release the Contractor from performance of after-accident procedure stipulated in the respective provisions of Labour Code.

14.2. Potential accident and incidents

After the event of potential accident (no injury) or incident, such case should be immediately noticed to Coordinator of works.

14.3. First aid

Subcontractors shall have first aid kits at place of own work.

First aid should be provided to every person who suffered from accident.

Use of first aid kit in the ownership of SITECH is unlimited (when reason for its use is justified) - when first aid kit content is used, it shall be noticed to Coordinator of works.

The list of people trained for providing first aid is given nearby each first aid kit. Such people will help in the efficient first aid.

15. ENVIRONMENTAL PROTECTION

15.1. Wastes

Contractor is producer of wastes and is responsible for its removal according to law. Coordinator of works can determine type of wastes, for which SITECH Sp. z o.o. will be the producer of wastes.

Contractor shall provide own containers for selective collection of own produced wastes. Storage places for containers shall be determined with Coordinator of works.

Contractor shall selectively collect generated wastes in the course of own performed works in the containers stipulated above.

Contractor shall remove wastes that are produced by him outside the facility with purpose of respective management and according to binding legal norms.

Independent storage of wastes at not compacted ground is forbidden.

Contractor cannot:

- bring in wastes at SITECH Sp. z o.o. premises,
- place wastes in SITECH Sp. z o.o. containers,
- burn wastes.

15.2. Sewage

Pouring out any liquid wastes, impurities or sewage to catch pits, to soil or holding tanks is forbidden.

Contractor shall remove all own produced liquid impurities outside SITECH Sp. z o.o. premises, for its proper management according to binding legal norms

15.3. Emission of noise to environment

Use of machines, tools and vehicles emitting over-average noise level is forbidden.

15.4. Environmental hazards

In case of spilling, scattering or leakage of chemical substances, including also oils and fuels, Contractor shall apply neutralizer means (i.e. sorbent) stipulated in MSDS for dangerous mixture, collect it to tight, respectively labelled container. Contractor shall provide container and respective neutralizer means in own scope.

Contractor shall immediately notify about occurring event the Facility's Security Service.

15.5. Malfunctions of vehicles

Contractor shall guarantee proper technical state of vehicles entering to SITECH Sp. z o.o. premises. In case of vehicle malfunction posing threat to environment (i.e. engine, hydraulic oil leakage, fuels, break fluids leakage) Contractor shall be responsible for undertaking respective actions.

In is forbidden to repair or wash vehicles and equipment at SITECH Sp. z o.o. premises.



16. CONTACTS

| | |
|--------------------------|-----------------|
| SAFETY AND HEALTH | +48 76 726 7034 |
| ENVIRONMENTAL PROTECTION | +48 76 726 7117 |
| FACILITY | +48 76 848 3268 |
| SECURITY | |
| CENTRAL MAINTENANCE | +48 608 367 110 |

17. DISCIPLINE, SANCTIONS
– CATALOGUE OF FEES

Catalogue of statutory fees

SITECH Sp. z o.o. determines catalogue of statutory fees stipulated below. Subcontractor gives consent for each application of statutory fees after stipulation of discordances stipulated below.

Fee:

- 1. Violation in group 1- 500 PLN
- 2 Violation in group 2- 1000 PLN
- 3 Violation in group 3- 2000 PLN

Amount of fees shall be deducted from the sum at invoice.

| No. | Violation | Sanctions |
|-------------------|---|--|
| SAFETY AND HEALTH | | |
| 1. | not used personal protection equipment: safety helmets at area of performed works, means securing against falling from heights, ear protection means, dust masks and other required personal protection means | Stopped works |
| 2. | leaving the electric equipment connected to network without surveillance (with exclusion of devices at time of charging batteries) | Another Safety and Health training |
| 3. | commencing with works without required documents or with invalid documents, such as: order for performance of works or permission for commencing with dangerous works in terms of fire hazard | Stopped works for 1 day |
| 4. | performing works without elaborated Safety and Health plan, when such plan is required | Stopped works for 1 day |
| 5. | lacking notification, until the end of shift, about accident event, that took place during performance of works on behalf of Principal | Works stopped until its elaboration |
| 6. | obstructing entries to distribution boards, switches, selectors etc. of electric devices | Another Safety and Health training |
| 7. | staying at facility's premises in the state indicating the consumption of alcohol, intoxication or under influence of drugs and carrying in alcohols at facility premises | Stopped works |
| 8. | smoking tobacco in facility rooms (with exclusion of places designated for such purpose) | Another Safety and Health training |
| 9. | using tools or devices technically out of order | Stopped works |
| 10. | leading electric system cables, gas lines in a manner causing or posing danger of damage | Another Safety and Health training |
| 11. | assembly and exploitation of scaffoldings incompatible with manufacturer's documentation or individual design | Removal from works |
| 12. | assembly and disassembly of scaffolding by workers without certification | Works stopped until arrival of workers with relevant certification |
| 13. | application of technically out of order elements of scaffolding (corrosion, with visible cracks or mechanic damage) | Works stopped until the removal and exchange of elements |

| | | |
|-----|--|---|
| 14. | lacking record for scaffolding commissioning in construction logbook or not issued report for scaffolding technical commissioning | Works stopped until the removal of errors |
| 15. | lacking protective roofing and covers made from protective nets in case of scaffolding located nearby road or pedestrian passageway | Stopped works |
| 16 | lacking information board stipulating the contractor for assembly with name and surname, phone number and stipulating permissible load at platforms and scaffolding construction | Another Safety and Health training |
| 17 | leaving switched on welding machines without supervision | Works stopped until the removal of errors |
| 18 | incorrect connection of return cable - welding | Stopped works |

FIRE PROTECTION

| | | |
|----|--|---|
| 19 | use of open fire and smoking tobacco in explosion hazard zones | 3 |
| 20 | collecting and storing combustible materials and other flammable materials nearby walls of production halls | 1 |
| 21 | storing flammable materials at distance shorter than 5.0 m from electric lines with voltage over 1 kV, ground cables and discharge cables for lighting installation and active electric distribution boards, electric cables | 1 |
| 22 | blocking in any way communicational routes constituting evacuation routes, emergency exits | 2 |
| 23 | use of additional heating devices without Principal's consent | 1 |
| 24 | storing cylinders filled with flammable gas or other compressed gas in rooms inside buildings or temporary infrastructure for works (containers, box rooms) | 2 |
| 25 | doing independent remakes and repairs of devices or in gas or electric installation, constructing additional electric or gas power delivery points | 3 |
| 26 | leaving rags, detergents, sawdust etc. saturated or contaminated with flammable, oxidizing or harmful for health substances or emitting irritating odours without protection in closed containers made from inflammable material | 1 |

| | | |
|----|--|---|
| 27 | blocking access to hand-held extinguishing means and activation points for extinguishing system or smoke venting system | 2 |
| 28 | using cylinders with technical gases during performance of dangerous works with respect to fire hazard without storing them at movable carts | 2 |
| 29 | leaving cylinders with technical gases at territory of Principal's manufacturing objects | 3 |
| 30 | equipping with out of order fire extinguishing means the worksites for dangerous works in terms of fire hazard | 2 |
| 31 | lacking hand-held fire extinguishing means at place of performed dangerous works in terms of fire hazard | 2 |
| 32 | using Principal's fire-extinguishing means with breach to its designation | 3 |
| 33 | Works performed with open flame without required permission/without valid permission | 1 |
| 34 | Smoking tobacco in forbidden places and in vehicle cabs | 1 |
| 35 | Careless preparation of place for performed works with open fire | 1 |
| 36 | Careless protection of place for performed works against uncontrolled spread of sparkles | 1 |

ENVIRONMENTAL PROTECTION

| | | |
|----|---|---|
| 37 | contamination of soils and ground surface with harmful substances and dangerous substances or preparations (i.e. oils, greases, paints) | 3 |
| 38 | collecting materials provided for performed works and produced wastes in the places not designated for such purpose | 2 |
| 39 | cutting trees and shrubs without former consent of Principal | 2 |
| 40 | performing activities damaging lawns or greenery oriented on binding soils | 2 |
| 41 | introducing harmful substances or dangerous substances or preparations to facility's sewage system | 3 |
| 42 | burning any wastes | 3 |
| 43 | leaving dangerous substances and preparations, containers with such substances and containers after such substances | 3 |
| 44 | storing dangerous substances and preparations in rooms not designated for such purpose without written consent of Principal | 3 |
| 45 | using dangerous substances or preparations without valid MSDS | 3 |
| 46 | using not original containers for storage of dangerous substances and preparations | 1 |

GENERAL

| | | |
|----|---|--------------------------------------|
| 47 | entering to facility premises and moving at premises without valid individual permit | Removal from facility premises |
| 48 | driving into the facility premises without required permit | Prohibition of driving in for driver |
| 49 | non-observance of vehicle drivers of signs at facility premises' roads and of labelled roads | Driving in for driver denied |
| 50 | non-observance at facility premises of speed limit 20 km/h, and in halls 5 km/h | Driving in for driver denied |
| 51 | lacking applicable certifications for drivers, who operate with vehicles, working machines, including motor-driven trucks | Driving in for driver denied |





Developed by:
TOMASZ JEDYNAK

Approved by:
MARCIN CZYCZERSKI