EHS RULES FOR SUPPLIERS

Issue A

Rzeszów, March 2019

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1. EMERGENCY PHONE NUMBERS

	VIA MOBILE	VIA LANDLINE PHONE
EMERGENCY MEDICAL SERVICE	**112**	**999**
FIRE SERVICE	**112**	**998**
TRAFFIC AND INFRASTRUCTURE DEPARTMENT MANAGER	**723 660 311**	**17 888 67 20**
OHS SPECIALIST CPP Poland	**723 660 838**	**17 888 68 17**
SITE EMERGENCY DISPATCH	**604 625 100**	**17 854 66 00**

2. BASIC DEFINITIONS

Contractor – a natural or legal person who is not an enrolled Consolidated Precision Products Poland employee and operates on contract with CPP Poland to deliver a service or work consisting in physical delivery of materials and equipment – and thus acts as a CPP Poland Supplier – or in the delivery of a service – and thus acts as a CPP Poland Provider.

Coordinator – an employee of the enterprise specified in the contract, exercising direct supervision over the work performed by the Contractor, appointed by the manager of the organisational unit that concludes the contract in agreement with the manager of the organisational unit ordering the execution of the works.

Serious violation – any violation of environmental, health and safety requirements that pose a threat to human life, health or the environment.

Works place/site – location of the facility on the premises of CPP Poland, in which the work is performed by an external company.

Hazardous material – a material which, due to its chemical, physical or biological properties, may result in death, health disorder or bodily injury or destruction or damage to property in the event of its improper handling or in connection with its transport or storage.

3. EHS REQUIREMENTS FOR CONTRACTORS

3.1. The Contractor is liable for the adherence of their employees, subcontractors to the EHS guidelines, as well as to the relevant regulations during the performance of the works.

All employees of the Contractor should:

- have valid medical examination allowing the performance of the works,
- have current occupational health and safety training and

- hold additional qualification certificates required to operate the equipment and necessary to perform the given type of the works
- be familiar with occupational risk at the workplace

3.2. CPP Poland reserves the right to verify that the contractor and all their employees comply with the contractual requirements, including those applicable to training and medical examination.

3.3. The Contractor's activities and effects will be subject to control and assessment (in the scope of EHS), which will make it possible to ensure the Contractor complies with the policy and procedures of CPP Poland at all times.

3.4. A Contractor Cooperation Coordinator will be assigned to each project. The CPP Poland Coordinator is a liaison of CPP Poland and the primary contact point for everything related to the contracted works.

3.5. Prior to the commencement of the works on the premises of CPP Poland, the Contractor is obliged to conduct working meetings on OHS topics on which sections of this Procedure will be discussed.

3.6. The requirements of this Procedure complement the terms and conditions of each Contract and/or Order concluded between CPP Poland and the Contractor.

3.7. If you have any questions regarding this procedure with the guidelines or any EHS issues related to your business, please contact the supervisor or the OHS service at CPP Poland.

3.8. The Contractor shall:

- Have permanent access to this procedure as a reference source,
- Report every physical injury, environmental release of chemicals or near-miss incident to CPP Poland EHS department or the Contractor Cooperation Coordinator.
- Inspect their work sites daily to verify that the contracted work follows this Procedure. All inspection results and any corrective action they may require shall be discussed with the Contractor Cooperation Coordinator.

CPP Poland reserves the right to demand from the Contractor a copy of the hazard control program, training certificates, accident record or other documents related to the EHS policy in order to verify whether the Contractor is in compliance with legal requirements in this respect.

4. CLEANING AND MAINTAINING CLEANLINESS

4.1. The Contractor is obliged to maintain high standards of cleanliness at work sites which should be cleaned daily.

4.2. All equipment and materials should be stored in an orderly manner.

4.3. Wood raw material that is not in use should be stored in order, and nails should be removed or bent to avoid stab wounds.

4.4. Do not block access to safety equipment, electric cabinets, main switches, cabinets for hazardous substances, emergency exits, telephones, safety showers, eyewashes and handy fire fighting equipment (fire extinguishers, hydrants). Do not store any unsecured materials

without the consent of the Contractor Cooperation Coordinator. Additional information can be found in items 24 and of this manual.

4.5. The Contractor is obliged to perform works in such a way as to minimise and control noise emission, dust, fumes or waste to the areas adjacent to the work site.

4.6. The Contractor will be promptly notified by their Coordinator about any unsatisfactory results of housekeeping carried out by the Contractor's employees detected during the inspection.

4.7. It is prohibited to lay electric cables in frequented places or in passages. If it is necessary to lay out the cable in a frequented location, the cable must be completely protected by a structure that prevents the cable from being damaged.

4.8. Any danger of slipping or tripping must be immediately reported to the person supervising the work area or to the Contractor Cooperation Coordinator.

4.9. The Contractor Cooperation Coordinator, in consultation with the OHS service of CPP Poland, shall indicate the place of storage of hazardous materials.

5. WORK IN ORGANISATIONAL UNIT

5.1. The Contractor shall not have the right or right to perform any activities with the use of the machines or equipment used in production which are the property of CPP Poland, unless it is delegated by the Contractor Cooperation Coordinator.

5.2. If the works are performed within the premises of the organisational unit of CPP Poland, they should be coordinated together with the unit's management.

5.3. Prior to commencing the works, the Contractor's employees who perform production and process activities should undergo training in the operation of the machines they work with.

6. OHS REQUIREMENTS FOR MISCELLANEOUS OPERATION

6.1. Work with explosive materials – Use of any explosives, blasting equipment, covers, etc. must be reviewed and approved by the Contractor Cooperation Coordinator, the OHS Service and the Security Department. The analysis should take into account the characteristics of the area and impact on neighbouring areas.

6.2. Pipeline connections – the Contractor Cooperation Coordinator will analyse the individual procedures for opening the pipelines at the work site, including the observance of the safety procedures, the control of dangerous energy sources (**LOCKOUT/TAGOUT** procedure) and the safety data sheets for the hazardous materials used in the pipelines (if applicable).

6.3. Rooms requiring special cleanliness – When performing work in such rooms, dust and dirt formation must be minimised. Appropriate clothing must be worn and if these requirements conflict with the safety hazard, the Contractor shall immediately contact the

Coordinator. Before carrying any construction materials, tools, ladders, etc. into clean rooms, they must be cleaned as carefully as possible.

6.4. Compressed air – Cleaning clothing with compressed air is forbidden.

6.5. IT rooms – Keep all work tools and materials clear from all the equipment installed in IT rooms to avoid inadvertent operation of control/operating buttons, switches, disconnectors, etc. All IT equipment located in the vicinity of falling conductive materials (during brazing, fusion welding, cutting, etc.) shall be completely secured by shielding.

6.6. Concrete, concrete and support structures – Protruding reinforcement onto which workers may fall must be protected in order to avoid the risk of serious injury. Reinforcement bar covers should be used. The employees must not work under suspended concrete parts. The employees performing operations when installing reinforcement at a height of more than one meter from any working surface should be provided with protection against fall from height using appropriate protective devices and protective equipment. Proper formwork and support system will be designed, built, reinforced and maintained on a regular basis to secure all vertical and lateral loads. Reinforcement of walls, pillars, columns and similar vertical structures should be properly secured in order to avoid their tilting or falling. A special area of limited access will be assigned to the area where masonry works will be carried out. The area of this zone will cover the height of the constructed wall plus 1.2 m and its entire length.

6.7. Demolition works and disassembly – Prior to demolition of any construction structure, a properly trained person should carry out technical and environmental assessment of such a project. The assessment should state the condition of window and door frames, walls and floors, and the probability of collapse of fragments of the structure, as well as including the presence of hazardous materials.

6.8. Areas exposed to electrostatic discharges - Always wear antistatic clothes/equipment and check the effectiveness of electrostatic discharge protection devices. Do not touch any equipment or devices exposed to electrostatic discharge.

6.9. Use of electricity – The Contractor must discuss access to the appropriate sources of electricity with their Coordinators. It is forbidden to use electricity by connecting to test stations or production equipment.

6.10. Internal combustion engines within rooms – It is forbidden to use vehicles with petrol or Diesel engines inside buildings without prior consent and arrangements with the Contractor Cooperation Coordinator.

6.11. Lasers – Use of laser equipment at the work site requires prior consent of the Coordinator.

6.12. Noise – Pursuant to the applicable rules of the Company and applied marking, the Contractor's personnel should use appropriate hearing protection. The Contractor is obliged to inform the Coordinators about the planned works in which the noise level exceeds 85 dBA. Any work during which the expected noise level exceeds 85 dBA requires proper fencing and marking of the area of the works if the Contractor Cooperation Coordinator considers it necessary.

6.13. Radiographic equipment – The use of any radiation emitting equipment on the work site (X-ray emitting equipment, radioactive sources, etc.) requires prior consent of the Coordinator. The radiation sources must not be left unattended or overnight in the company premises.

6.14. Sprinkler system – The Contractor shall not install or modify the sprinkler system without proper documentation approved by the Fire Protection Specialist. Only authorised/qualified personnel may perform works on the sprinkler system.

6.15. Temporary heating equipment – Use and location of a heating device requires the prior consent of the Contractor Cooperation Coordinator.

6.16. Installation of the Fire Alarm System (smoke detectors, manual call points, acoustic signalling devices) – the Contractor is not allowed to install or modify the aforementioned installations without proper documentation as approved by the Fire Protection Service. Only authorised/qualified personnel may perform works on these systems.

7. EMERGENCY RESPONSE AND REPORTING

7.1. Fire

In the case of a fire, trip the nearest manual call point and call the emergency phone number from the list of emergency numbers (provided prior to commencement of the works). In this way, the information about the fire will be sent directly to the dispatcher.
Without proper authorisation and training in the operation of handy fire fighting equipment, do not attempt to perform independent fire fighting.
Using, in case of fire, hand-held fire fighting equipment and simultaneous notification: The Rescue and Fire-fighting Unit of the State Fire Service – internal emergency phone numbers 17 8546600, the relevant Coordinator, and in the case of occurrence during 2nd or 3rd shift and on non-working days of the Security Service Dispatcher.

7.2. Evacuation procedure

The necessity of evacuation is signalled by an appropriate acoustic signal. The following evacuation rules must be observed:
– During evacuation, avoid chaos and leave the area as soon as possible.
– The Contractor Cooperation Coordinator, prior to the commencement of the Contractor's work, shall inform the Contractor about the escape routes and the nearest assembly points.

7.3. Accidents with personal injury

In case of injury or sudden illness, call the Company Dispatcher from any phone located on the CPP Poland premises by calling 17 8546600 or from mobile phone 604625100.
When the Site Emergency Dispatch takes your call, specify:

- type of emergency (injury, release of substances, fire)
- location of the accident
- your name and company name.

7.4. Chemical release

Do not dispose of any chemicals by releasing them to the ground, sewage systems or storm drains. Consult your Coordinator for chemical disposal procedures.

Release of substance means accidental spillage of any product outside of the container in which it is stored. This does not apply to the planned situations during the use of the product.

All releases of chemicals (also those which occur outdoor) shall be immediately reported to the Coordinator:

Contractors shall be fully liable for all releases of chemicals that occur as an effect of performance of their contracted works. The Contractor shall immediately remove the released chemical spill: collect or wipe away the spill with compatible sorbents, move the spill and the sorbent material used to contain it to suitable containers, and hand over the containers for proper disposal.

If the Coordinator decides that the removal of the released substance exceeds the Contractor's capabilities or if the Contractor does not remove the released substance in due manner, the Coordinator will commission the performance of these activities to appropriate services.

In either case, the Contractor shall be charged with the full cost of the chemical spill removal. This may also include the removal of all materials contaminated by the released chemical spill and decontamination of the chemical spill site.

Once the released chemical spill has been contained and removed, the Contractor shall sample the site and prove, by testing the samples at an accredited laboratory, that the chemical spill has been completely removed. The samples shall be taken in witness of the Coordinator.

Until the sample results are available, all work at the site of the emergency shall be suspended and the area fenced against third party access.

8. ACCIDENT NOTIFICATION PROCEDURES

The Contractor is obliged to immediately notify the relevant personnel of CPP Poland in the case of an accident at work, near-miss event or environmental hazard – OHS Service, internal phone number 817 or the relevant Coordinator.

The Contractor should cooperate with the representative of CPP Poland to investigate the causes and circumstances of the event and to implement the related corrective actions.

CPP Poland requires that the Contractor presents the Coordinator with all records of personal injury incidents involving contracted workers operating at CPP Poland. The OHS Service will enter the accident record in the accidents register.

The Contractor shall be required to organise the following in the event of each work accident, near-miss event, environmental hazard or fire hazard: within one week after the emergency, a safety talk with the Contractor's employees to discuss the emergency and the corrective measures taken. Each safety talk shall be held in witness of the Coordinator.

Any hazardous conditions or hazardous incidents must be reported to the Coordinator and actions to eliminate these hazard factors must be immediately taken.

9. FIRE PROTECTION AND PREVENTION

- Do not obstruct any emergency exits if not otherwise agreed upon with the Contractor Cooperation Coordinator.
- Provide constant access to fire-fighting equipment, fire protection equipment and the possibility of access to emergency vehicles.
- The Contractor shall instruct their personnel about fire reporting procedures, the locations of fire alarm devices and the fire alarm response procedures.
- The Contractor shall provide their own fire extinguishing equipment that is compatible with and adequate to the hazards at their work site.
- The fire extinguishers owned by the Contractor must be inspected once a year by an authorised person.
- The distance to the nearest fire protection equipment must not exceed 30 m.
- Combustible and flammable liquids, poured in quantities exceeding 18.9 l at a time, must be:
    - Poured at least 7.6 m away from the other areas of operation or separated by a fire protection structure for at least 1 hour.
    - Kept and handled/shipped in safe and designated containers.
    - Monitored for proper ventilation performance which will prevent concentration of liquid vapours/fumes in excess of 10% of LEL.
    - Transferred only between electrically coupled containers.
    - Transported with grounding and electrical bonding.

- All unused flammable liquids shall be stored in designated rooms; if flammable liquid containers (vessels) are kept outdoors, they shall be located at least 20 m from every building.
- In the case of an alarm, the Contractor shall evacuate their personnel from the hazardous
  site via the evacuation ways and emergency exits specified on the Site Evacuation Plan.
- All flammable and combustible gases and liquids shall be kept away from ignition sources (15 m).
- Before attempting any hot work in indoor rooms (or inside of equipment) where explosion hazards are present or where other work tasks have been completed with flammable liquids or gases, verify that the flammable liquid vapour or gas concentration in the air at the work site does not exceed 10% of LEL.
- **Smoking is strictly prohibited in all CPP Poland buildings and on the CPP Poland site.**

10. HOT WORK PERMITS

The Contractor shall comply with all the following requirements applicable to hot work:

Each operation that generates a source(s) of ignition shall require a Hot Work Permit from the CPP Poland Department identified by the Coordinator. These operations include (the list is indicative and not exhaustive):

- Gas welding and torch cutting
- Arc welding
- Heating with torches/burners or other open flame sources

- Pitch heating
- Operations that generate sparks.

Specific operations require containment of and security from other hazards for safe hot working. These other hazards include:

- Live electrical equipment
- Pressurised or contaminated systems
- Confined space entry

Each Hot Work Permit is granted for a specific operation to be carried out in a specific time frame, and its copy shall be posted in a visible location at the hot work site.

The Contractor shall provide suitable fire extinguishing equipment (e.g. fire blankets, fire-proof heat shields, fire curtains and fire extinguishers) and assure unobstructed and ready access to this equipment wherever fusion welding, cutting and brazing operations are carried out.

Prior to attempting any hot work, follow these fire protection precautions:

- Move all flammable materials and chemicals at least 10.7 m away from the hot work site.
- If unable to do so, secure them with fire-proof shields, enclosures or curtains.
- Remove all flammable liquids from the hot work site, or, if unable to do so, isolate them completely from hot work operations. If any fire suppression system or equipment must be shut down temporarily, notify Security first.
- All tarpaulin sheets intended as covers during any hot work shall be fire-retardant.
- All pipelines that transfer flammable or ignitable liquids shall be thoroughly cleaned, shielded with inert gas, and verified that they will not be exposed to ignition sources during hot work.
- All wall/floor openings/penetrations, including drains shall be blinded or closed.
- All flammable dust (particulates) shall be removed from the vicinity of hot work stations.
- If the floor(ing) around a hot work station is made of combustible or flammable materials, it shall be lined with a non-flammable cover.
- It is enough to sweep the floor(ing) clean and wipe it wet with water if no electrical equipment is to be used.
- All Contractor's personnel shall know the locations of nearest Manual Call Points.
- The Fire Watch and fire suppression operators shall have passed documented training in use of portable fire extinguishers.
- Whenever a fire extinguisher is discharged to suppress fire caused by hot work, the Contractor Cooperation Coordinator shall be immediately notified.
- If required by the Coordinator, the Fire Watch shall be in place for the duration of hot work or whenever an operation generates significant amount of heat. The Fire Watch shall continuously monitor the hot work site for 1 h after the hot work, followed by 3 hours of periodic inspections.

11. WELDING, CUTTING AND BRAZING

11.1. A Hot Work Permit must be obtained prior to welding, cutting, soldering or brazing, hot works, sparking and/or heat generating equipment.

- The permit can be issued by the Contractor Cooperation Coordinator (a properly trained CPP employee).
- Where welding, cutting and brazing operations are carried out, immediate access to the extinguishing equipment is required. This equipment must not be available at a distance greater than 30 m.
- Parts for cutting, welding or heating shall be transferred to a designated, safe location or, if they cannot be moved, remove all items/materials posing a fire hazard from the immediate surrounding area. If it is not possible to remove the hazardous objects, an assessment should be carried out and protective measures should be established to protect the stationary sources of hazard from high temperature, sparks or welding slag.
- The personnel working at, above or under the place where welding, firing or grinding are performed must be protected against falling objects.
- If, during the assessment before the commencement of the works, it is found that there is a risk of accumulation of volatile impurities, provide adequate mechanical ventilation and respiratory protection.
- If there is no possibility of using special curtains or barriers, the "Do not look at the welding arc" without suitable eye protection signs must be placed at a safe distance from the work site to warn the person about the danger of looking at the arc.
- The generated welding waste should be placed on an ongoing basis in a metal container.

The valid Hot Work Permit shall be available at the work site.
A Hot Work Permit is only valid for a specific work at a specific location. One permit may not be issued for e.g. three different jobs.
The Hot Work Permit is issued by the OHS service or Contractor Cooperation Coordinator.

The propagation of sparks generated during welding, burning or grinding is limited by fire barriers, fire blankets or Fire Watch.

Continuous mechanical ventilation is used when performing the works in confined spaces and if it is insufficient, provide personnel with respirators for welding and cutting.

11.2. Gas welding and torch cutting

- Before starting each shift, check hoses and burners containing acetylene, oxygen, fuel gas or other substances that may ignite or be harmful to the employees.
- Damaged hoses and burners must be marked as "Not to be used" and must be removed from service immediately.
- Acetylene containers must not be stored in a horizontal position.
- Ignite the burners with special igniters; do not use matches or flame used in hot works.
- Special valves must be used on hoses that eliminate the flow or backflow of gas.
- The burners which are not in use should be closed and removed.

11.3. Electric arc welding and cutting

- When electric arc welding and cutting, use non-combustible or flame resistant screens protecting workers and others nearby the direct arc radiation.
- The cables of the equipment used for arc welding and cutting must be flexible, fully insulated and adapted to the maximum current requirements of the work performed. Do not use damaged cables.

- The machine power switch must be switched off when the person performing the welding or cutting has to leave the work station or stop the operation for some time or if the device needs to be moved.
- All return and grounding cables, leads of welding and cutting machines shall meet the requirements of separate regulations.
- The welding clip should be mounted directly onto the welded material.

12. TRAINING

12.1. The Contractor should instruct all of their employees and subcontractors to identify and avoid unsafe conditions as well as inform them about the regulations applicable to the work environment, which will make it possible to control and/or eliminate all hazards or exposure to diseases/injuries.

12.2. The Contractor should keep records of training for their employees.

12.3. Upon request, the Contractor Cooperation Coordinator OHS Service representative shall have the right to inspect the Contractor's personnel training documentation and certificates, as well as the work site occupational risk notices.

13. WORK AT HEIGHT

- The employees and Contractors performing work at heights over 1 m who do not use any technical means against falls from a height (such as protective barriers, fences or walls) are obliged to use personal protective equipment.
- The Contractor is obliged to provide all of the employees who perform works at heights over 1 m with basic protection against falls from a height where possible and additional fall protection if basic protection is insufficient.
- Whenever a worker needs to operate untethered from a fall protection anchor/fixture, they shall wear a dedicated fall arrest harness, attached to two fall shock absorber cables (lifelines), attached to the harness with snap hooks. The second fall shock absorber cable shall be attached to a proper anchor before untethering from the original fall protection fixture.
- The fixing point must be at the height of the employee's belt or above this height.

13.1. Basic fall protection systems

The basic fall protection system (e.g. barrier guards) provides protection when moving and working at heights, places where there are no walls, and in the case of uncovered floor openings.
Basic fall protection includes, but is not limited to, fixed barriers, scaffolding, assembly lifts and other approved lifting devices.

13.2. Additional fall protection systems

The system of additional fall protection consists of a safety harness and lifelines with a shock absorber.
Additional fall protection should be used when the basic protection is insufficient or impossible to apply.

The use of additional fall protection involves prior preparation of a rescue plan that enables immediate rescue action in the case of a fall from a height of an employee who uses the safety system.

13.2. Lifelines

- The vertical lifeline system must be adapted (also applies to lines themselves) to protect against falls from a height.
- The lifelines can be installed vertically or horizontally, however, in such a way as to enable movement of the employees working at heights.
- The horizontal lines must be properly tensioned to avoid any deviation.
- The horizontal lines shall form a hooking point at the height of the belt or above this level.
- The vertical lifelines, used for safety devices when moving vertically, must be equipped with rope grabs or consist of a fall arrest line with a self-retracting function, attached directly to the safety harness.
- The rope grabs, adapted to the type of rope, are the only way to safely secure the fall arrest line onto the vertical line. The lifelines should not be mounted on vertical lines with nodes or loops.
- Before the first use (and then once a year), a competent person together with the user of the equipment should inspect all fall protection equipment.
- Any damaged equipment must be immediately identified with the "Not for use" label and removed from service.
- All Contractor employees assigned to work at heights must be fully trained in the conduct during work, as well as the use of the safety equipment.
- Safety nets must only be used with the consent of the Contractor Cooperation Coordinator.

14. SCAFFOLDING

- Prior to the commencement of the works, all scaffolding must be checked by a competent Contractor employee and labelled with a signature confirming that it is suitable for use.
- A competent employee on the part of the Contractor shall check the correctness of scaffolding assembly on a daily basis.
- Scaffolding should be erected in accordance with applicable rules, regulations and in accordance with the technical documentation.
- Scaffolding elements in poor condition shall be removed from service until they are repaired or replaced.
- The scaffolding platform surface should be undamaged, rigid and resistant to the maximum permissible loads.
- Work platforms, made of planks or logs, should be adjusted to the permissible load, tight and protected against shifting.
- The scaffolding shall be erected horizontally (by subsequent levels) and periodically checked for proper levelling.
- Wear fall protection equipment for the time of scaffolding erection.
- In difficult weather conditions, such as wind, rain, ice or snow, the person supervising the works can exclude the scaffolding from service until further notice.
- Ladders or stairs are used to enter a higher scaffolding level.

Do not climb scaffolding if it is not intended for this purpose.

15. LADDERS

- Ladders made of electrically conductive materials must not be used for works with live components.
- The ladders shall have appropriate markings of the manufacturer, such as nameplate.
- The personnel using ladders should be trained in their maintenance, handling and inspection.
- It is forbidden to use damaged ladders.
- The ladders shall not be used for purposes other than intended.
- Make sure not to use the ladder as a work surface for a prolonged time. Use aerial platforms (lifts) where possible.
  If it is necessary to use a ladder as a work surface, take the following precautions:
  a) use of personal fall arrest measures (if possible),
  b) use of ladder stabilising equipment,
  c) fixing (to the floor or wall).
  d) support the other person during the entire duration of the works.
- If ladders are used to access an upper working surface, the ladder rails should protrude at least 0.91 m above that surface. If this is not possible, other safety measures must be taken, such as an aerial platform (lift).
- The ladders shall be placed on a smooth and stable surface at an angle of 65 to 75 degrees. In case of doubt, the ladder should be fixed to prevent its accidental movement.
- The ladders shall not be loaded in excess of their permissible load. The value of the permissible load should be shown on the ladder.
- Multi-piece ladders or extendable ladders shall be operated in such a way as to prevent moving parts from being displaced relative to each other. The segments of an A-ladder should be tied with a chain or a connection limiting its spacing.
- All ladders purchased after 01.05.2004 must have a "CE Declaration of Conformity" and all other ladders purchased prior to this date must have at least the national "B" safety mark. All

16. AERIAL LIFTS

- All personnel operating aerial lifts shall receive appropriate training regarding the operation of the device.
- The employees working on the lift must be equipped with a safety harness, a lifeline with a shock absorber fixed to the fixing point and a safety helmet. It is forbidden to climb handrails, rails and brackets or lean out of the lift.
- The areas below works at heights should be legibly marked with warning posts, tapes and signs in order to protect people working on the ground.

17. LOCKOUT/TAGOUT SAFETY LOCK

- The details of the LOCKOUT/TAGOUT system can be found in the "Programme for the Control of Hazardous Energy Sources at CPP Poland," which should be made available to the Contractor by the Coordinator as necessary.

- If the Contractor has an own work safety system with LOTO, they shall contact the Coordinator to have the system verified.
- If the Contractor does not have such a work safety system, the organisational unit Managers who outsource work that requires LOTO compliance from the Contractor shall provide a copy of the "Programme for the Control of Hazardous Energy Sources in CPP Poland" and have them read and understand the document.
- For the duration of all LOTO work on the CPP Poland site, the Coordinator will assign an authorised worker (or authorised workers) to the Contractor. The authorised worker will handle the LOTO of on-site energy sources with the LOTO locks per CPP Poland requirements.
- Following completion of the work that required LOTO, the LOTO locks and tags shall only be removed by the personnel assigned to these by name.
- The requirements for longer shut down periods from the supply of hazardous energy must be discussed with the Coordinator.
- If LOTO-eligible work is done by more than one work team, a single person shall be assigned to coordinate the work and inspect the continuity of LOTO application.

18. ELECTRICAL SAFETY

- Unshielded live parts must be deenergised and protected against unauthorised access.
- If the Coordinator determines that deenergising of the parts may cause additional hazards or cannot be performed because of hardware design or operational constraints, the Contractor's qualified personnel and the Coordinator will develop special safety procedures for live working. These procedures will help to avoid direct or indirect contact (e.g. through tools or materials) with live components and will be adapted to the working conditions and voltage.
- Temporary lighting of construction sites, ramps, hallways, office rooms, warehouses shall meet the regulatory minimum illumination limits. All major light sources should be protected against accidental touching or damage. All metal parts shall be bonded to ground (earthed).
- DO NOT suspend any temporary lamp by its power cord, unless its design allows this mounting method. Temporary lighting circuits may only be used for lighting purposes.
- All live working shall follow electrical safety regulations. These include the required PPE, protective clothing, insulated tools, and verbal and written live voltage work permits as well as determination of the impact radius.
- The extension cords must not be used in a way that poses a risk of damaging the conductor insulation or tripping over the cord.
- Never drive the extension cords through window or door openings.
- All portable power tools and extension cords shall be fully fit for use.
- The Contractor Cooperation Coordinator will designate a closed zone around unprotected voltage sources.
- All temporary electrical power supply systems that are not in use shall be deenergised.
- The extension cords must not be attached using staples, placed on nails or suspended with wires.

18.1. GFCI functional tests:

- All electrical power outlets that are not permanent elements of the electrical systems in the building or other facilities must be protected with ground fault circuit interrupters (GFCI).

- All power tools shall be protected with GFCI installed at the power supply. The GFCI trip current shall not exceed 10 mA.
- Due to safety considerations, always test each GFCI with its T (TEST) button.
  If properly installed and connected to a power supply, the GFCI will immediately isolate voltage from the downstream circuits when the T (TEST) button is operated. Otherwise the GFCI is defective and must be immediately replaced.
- Portable GFCIs must be checked each time before use, while those which are equipment of a permanent electrical system – once a month.
- DO NOT repair broken or worn out electrical insulation with insulating tape.

19. CONFINED SPACE

- Each "Confined space that requires an entry permit" is strictly defined and marked.
- Before entering the "Confined space that requires an entry permit," it is required to take an appropriate training authorising the entrance to areas defined as confined and in the scope of LOCKOUT/TAGOUT procedures.
- In order to enter the confined space that requires an entry permit, the Contractor is obliged to deliver the required equipment.
- The Contractor Cooperation Coordinator coordinates the issuance of confined space permits and provides all necessary information about the hazards present in this area and the applicable behaviour.
- The OHS service reserves the right to refuse access to the space.

20. ACCESS RESTRICTION

20.1. Hazardous site access restriction and security methods:

- Railings, spaced gates with the height of at least 1.10 m – on the new construction site or in the area of works without supervision.
- Safety Tape – in the work area where work is being carried out and is subject to constant supervision, but there is a risk of moderate or severe injuries (e.g. aerial lift rails, hot work).
- Warning tapes or cones – in the work area where work is being carried out and is subject to constant supervision and there is a risk of minor injuries (e.g. installation of a notice board, water fountain hydraulic repairs).
- Blocking the main entrances requires prior consent of the Contractor Cooperation Coordinator and requires the need to place signs informing about changes, directing employees to the nearest safety exits.
- Barriers in the form of curtains shall be made of non-flammable materials and have a certificate, which is confirmed on the product label or in its description.
- The construction or works site shall be fenced and warning signs prohibiting unauthorised access must be placed.

20.2. Securing access to trenches/canals/excavations

- Depth of less than 1.2 m, but greater than 0.3 m – should be protected by means of fences and fence gates with height no lower than 1.1 m, at a distance of 1.2 m from the edge of the excavation.
- If the excavation is shallower than 0.3 m and remains unsupervised (i.e. no work is under way in the excavation), warning tape at a distance of 1.2 m from the edge of the excavation shall be used.

- If the applied protection will interfere with access to the main passages or completely block the main exit from a given department, the minimum distance of 1.2 m from the edge of the excavation may change. However, if such a situation creates a greater threat to the employees remaining in the fenced area, other methods of securing access to the area may be applied after obtaining the consent of the Coordinator.

21. TRENCHES AND EXCAVATION WORK

- Prior to the commencement of works, all underground pipes, electrical wires and equipment shall be located and marked by the Contractor Cooperation Coordinator.
- The Contractor shall designate a competent person to perform excavations and trench digging.
- The Contractor may not commence work without the consent of the Coordinator.
- All walls and surfaces of excavations and trenches over 1.2 m deep shall be shored, levelled or secured according to the soil characteristics.
- Prior to commencing or continuing excavation of trenches deeper than 1.2 m, the Coordinator's consent is necessary.
- A confined space entry permit is required.
- The excavations deeper than 1.2 m shall be equipped with a ladder, ladder interval, ramp or other equipment facilitating entry and descent should be placed at distances that do not require employees to cover the distance of more than 7.6 m.
- The work supervisor is obliged to inspect daily for collapse/caving hazards, proper performance of applicable work safety systems, and any work risk factors.
- Employees must not deliver loads to excavations with excavators or lifts.
- All personnel shall be protected against the excavated material and other equipment and material that may cause a hazard by falling or rolling down into the excavation.
- Solid barriers that are also visible at night shall be installed around or over each trench and excavations.

22. MOTOR VEHICLE SAFETY

- Do not park any vehicle or machine in the way of exits, passageways, traffic lanes, loading areas, fire hydrants/standpipes or emergency response kits.
- Do not operate gasoline, Diesel or LPG/LNG/CNG fuelled motor vehicles indoor, unless authorised by the Coordinator and the head of the facility.
- Whenever work is carried out with internal combustion powered vehicles or machines indoors, the exhaust gases shall be contained and discharged outdoors. If not feasible to do so, atmospheric gas monitors shall be used at the work site.
- Drivers must follow road traffic code and regulations and always have valid driving licence to drive the type of vehicle which they are operating.
- All transport vehicles and machinery carriers shall be loaded and secured as required by best work safety practices. Do not exceed the maximum load capacity of any vehicle.

23. WORK TOOLS

- Good condition of hand tools should be ensured, i.e. they must be clean, properly oiled and dressed (i.e. have a proper working shape) and not worn.

- Impact tools (chisels, crosshead drill bits and seal chisels) are subject to deformation, therefore care should be taken to maintain the proper shape of the work part so as not to splash the fragments. All tools that have been subject to a distortion must be removed from service immediately.
- Do not use tools in a manner exceeding their design possibilities, e.g. by extending the holder with a piece of pipe or another element. Each tool should be adapted to the type of work performed.
- Do not leave tools or other objects on ladders, scaffolding, roofs or any place from which they may slide and fall.
- Use non-sparking tools in areas where flammable solvents are used or where sparks could cause explosion.
- Wooden tool holders shall be free of cracks and splinters and must fit tightly on the tool.
- The Contractor is obliged to keep all portable hand tools with mechanical drive, electric cables and pneumatic hoses in good condition and fully operational.
- Faulty or damaged tools should be marked with "Do not use" information and should be
  withdrawn from service immediately.
- If a hand-held power tool design requires a safety guard, the safety guard shall be in place fully functional and in good repair when operated.
- Protect all power cables and hoses from damage. Route the cables and hoses to prevent their damage and/or tripping hazards.
- Portable hand tools with electric drive should be "double insulated".
- Hand tools with pneumatic drive must be protected against accidental disconnection.
- The tools must not be lifted or lowered by holding the power cord/hose.
- All insertion tools or other equipment with pneumatic drive, equipped with automatic nail/staple feeder, etc., where the operating pressure of the device is over 100 psi (69 bar), must have a discharge protection preventing the ejection of the connecting elements when the tool does not touch the working surface.

24. HANDLING AND STORAGE OF CHEMICALS/HAZARD REPORTING

- The Contractor must have a written confirmation of their employees' familiarisation with the Material Safety Data Sheets.
- The Contractor should instruct their employees on the physical, chemical and biological factors present in the workplace.
- The Material Safety Data Sheets for the supplied materials should be available and used by the Contractor in the workplace.
- The Contractor Cooperation Coordinator will notify the Contractor about all hazards at the work site (potential and present), and facilitate access to the MSDS of the chemicals used on site.
- All newly introduced chemical agents used by the Contractor's employees (including fuels, paints, coating materials, coolants, cleaning agents, floor materials, etc.) must pass the acceptance process carried out by the Coordinator in place and obtain permission for use.
- Chemicals must be appropriately labelled and segregated in order to avoid any potential hazards associated with their mixing.
- Tightly closed containers should be used for flammable liquids.

- All containers should have appropriate labels informing about the contents and potential
  hazards and effects on target organs which are exposed to contact with the substance.
- The flammable and combustible liquids must not be used in direct vicinity of open flames or ignition sources.
- All unused, flammable and combustible liquids must be stored in dedicated cabinets or removed daily from the work site.
- Unused flammable and combustible liquids and other hazardous materials should be stored in closed containers, on sump trays.
- Once the contracted project work is completed, all unused materials shall be removed from the work site.
- The place of storage and the means of transport of flammable liquids must be grounded if necessary.
- There are safety showers and emergency eye wash stations located throughout the site. The Contractor Cooperation Coordinator will indicate their location. If it is not possible to access the nearest eye wash station, it may be necessary to use one's own portable eyewash.
- All Contractor's employees should wear appropriate personal protection equipment in accordance with the recommendations of the Material Safety Data Sheets of a given product.
- It is forbidden to store chemical substances in foodstuff packaging.

25. WASTE MANAGEMENT

- The Contractors' waste management policy shall guarantee the waste generated by their work and operations on site will have no impact on the health and safety of the Contractor's personnel, Consolidated Precision Products Poland sp. z o. o. personnel, and the local community, and no environmental impact whatsoever.
- The Contractor shall apply to the MB Department for a preliminary permission for processes that may generate waste of any type, discharge waste water or emit any substance
  to the air.
- Each waste type generated by the Contractor shall be qualified as hazardous or non-hazardous in witness of the MB Department personnel and segregated between waste bins of appropriate categories.
- No waste should be transported outside the facility without the consent of the Coordinator.
- The Contractor shall provide containers for construction waste and other generated waste.
- All waste generated on site should be handed over for disposal or recycling in accordance with the arrangements of the Coordinator and MB Department of the company holding relevant permits.
- Waste water from cleaning tools, personal protection equipment, etc. must not be poured
  into washbasins, toilet bowls, sewage systems or ground.
- Any solid or liquid waste produced during the performance of works must not be collected in containers for municipal waste.
- All spent or expired chemicals shall be handed over for disposal by a properly licensed waste collector.

- The Contractor shall be tasked with the removal and disposal of all waste they generate during their contracted work unless specified otherwise.
- All waste generated by the Contractor shall be contained in properly labelled waste bins that are provided throughout the site. The containers must be sealed and made of a material resistant to the collected waste.
- The chemically incompatible waste shall be kept separately to avoid mixing.
- Do not dispose of liquid waste into drains and washbasins. It is forbidden to remove or release waste to the environment.
- All outdoor waste bins shall always be closed and sheltered to protect the contents from weather conditions.
  - The Coordinator is obliged to check the containers at the time they are brought to the site for damage and disconformities and then agree to their use by the Contractor.
  - The person placing the waste in the container is responsible for covering it after the completion of the activity. If the container cover is flexible (e.g. made of tarpaulin), it should be well stretched in order to minimise the collection of precipitation water. Always remove the collected water before removing the cover.
  - Each waste bin should be labelled with the EWC code and designation of the waste authorised for storage, and the identification (the logo) and contact phone number of the Contractor the waste bin belongs to.
  - All wet waste bins shall be kept on containment trays, with sorbent on stock at the waste bin storage.
  - All liquid waste bins fitted with drain plugs shall have the drain plug secured.
  - The liquid waste bins and containers shall be placed away from storm drains to prevent release and discharge of the liquid waste into the drains in the event of a leak during filling or handling.
  - The Contractor shall be solely liable for environmental protection applicable to the waste bins they use. Once the work (or its stage) is completed, or whenever the Contractor's workers leave their work site, this liability shall be assumed by the Coordinator
    until the waste bin is removed from the work site or the Contractor's workers resume their work.
  - Each outbound shipment of waste must be approved in prior by the Coordinator.

	Tłumaczenie	Weryfikacja tłumaczenia	Rewizja tłumaczenia	Weryfikacja rewizji tłumaczenia	Liczba stron
CPP Poland Sp. z o.o.	Skrivanek Sp. z o.o. ul. Ligocka 103 40-568 Katowice NIP 634-22-45-400 Zlecenie nr 1905-05016 06.06.2019	Skrivanek Sp. z o.o. ul. Ligocka 103 40-568 Katowice NIP 634-22-45-400 Zlecenie nr 1905-05016 06.06.2019			20