



CONTRACTOR'S SAFETYBOOK

The principles of work and requirements for safety, environmental protection and fire protection for Contractors performing work on the premises of Sitech Sp. z o.o.

The rules apply to all employees of the Contractors and their subcontractors

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1. Concepts and definitions used

1.1. Definitions

Contractor - an external company (contractor) having an order from Sitech to perform work on the premises of Sitech. The documents may use the name Contractor and Subcontractor interchangeably. All subcontractors employed by the Contractor are also included in the concept.

Contractor's Coordinator - Must be documented in the Contractor's Safety Card. It is a person who is an employee of the Contractor and at the same time acts as a health and safety coordinator, coordinating the work of the Contractor. It is authorized to stop the works immediately. It supervises the occupational health and safety of employees employed by the Contractor in the same place, establishes rules of cooperation taking into account the ways of dealing with risks to the health or life of employees, provides mutual information on the activities in the field of prevention of occupational hazards occurring during their work.

Sitech Sp. z o.o. area - the entire area of Sitech Sp. z o.o. in a given location (Polkowice, Głogów, Września), including aboveground and underground structures, roads, buildings, warehouses and production halls.

1.2. Persons responsible on the side of Sitech Sp. z o.o.

Sitech Coordinator - Must be documented in the Contractor's Safety Card. It is a person who is an employee of Sitech, who coordinates the Contractor's work and is authorized to contact it directly, and who supervises the execution of works. It provides the Contractor with Sitech training materials (contractor's safety book „pdf”) and forms to be filled in after the employees have familiarized themselves with them (F/BHP/002, F/BHP/005, F/BHP/037), and then it provides the OHS department with forms and statements confirming the training, filled in by an external company representative. This employee permits the Contractor to carry out the work, confirms the possibility of accepting the works, as well as their completion. It is authorised to immediately stop the works and appoint persons to supervise the works on Sitech's side for the whole works or particular stages, and also ensures cooperation between the Contractors and the Departments on Sitech's premises where the works will take place.

The Coordinator is responsible for the supervision and application of the aforementioned regulations by the Contractors/Subcontractors.

2. Values and principles

2.1. General principles

The aim of Sitech. is to eliminate events that may lead to accidents and occupational diseases, environmental accidents and waste of electricity.

To achieve this goal, it is essential that all employees working on the site and for Sitech cooperate with each other. (own employees, subcontractors, employees of companies providing employee services and temporary employees).

The purpose of the Safety Book is to define the minimum requirements that employees must meet in order to achieve the objective of Sitech.

2.2. Conformity-related rules

The Contractor shall be obliged to comply with all legal requirements and all requirements and principles presented in this Contractor's Safety Book with respect to safety, environmental protection and fire safety.

The Contractor is to ensure that the work is performed in a manner that does not hinder the production process at Sitech and does not pose any risk to both the Contractor and its subcontractors. If such a situation cannot be avoided, the Contractor is obliged to notify Sitech of this fact before commencing work.

The Contractor is obliged to guarantee that all its employees have undergone OHS/Environmental protection training and understand the risks related to their work on the premises of Sitech and have been acquainted with the assessment of occupational risk at workplaces.

Coordinator's Contractor - if more than one Contractor carries out work on the same site, the role of the joint health and safety coordinator shall be assumed by the Contractor who first started work in this area.

2.3. Rules and principles of liability

Contractors are fully responsible for their employees. They are also responsible for the employees of their subcontractors, who must demonstrate understanding of the rules and regulations and act in accordance with this Safety Manual.

The Contractor and its subcontractors in the case of employment of natural persons performing work on a basis other than the employment relationship and self-employed persons are obliged to ensure safe and hygienic conditions of work and performance of the ordered tasks. If work is carried out at a place to which persons not involved in the work or contract performance process have access, the Contractor and its subcontractors shall be obliged to apply measures necessary to ensure the protection of life and health of such persons. In particular, the Contractor and its subcontractors shall be responsible for the state of occupational health and safety during the performance of the task.

The Contractor shall ensure that all work, in particular hazardous work, is carried out under strict supervision. All unsafe work practices are prohibited.

2.4. Rules for bearing the consequences

In case of non-compliance with the regulations and rules, authorized employees of Sitech Sp. z o.o. are entitled to suspend the work of the employee(s) of the Contractor or employees of his subcontractor. The recommencement of the work may take place after the cause has been removed and the Sitech coordinator has allowed it again. An appeal against a decision suspending the work shall not release the contractor from the obligation to stop the work.

Sitech Sp. z o.o. reserves the right to withdraw from work and from the premises of the Contractor's employee or his subcontractor who does not observe the regulations and rules of OHS/environmental protection and apply contractual penalties.

Sitech Sp. z o.o. has the right to prevent a person from working who does not have a valid medical certificate or appropriate authorization to perform work.


The Contractor shall be liable for any pollution of the environment, including land pollution, caused by the works performed.

2.5. Information rules

It is necessary to inform one's superiors and representatives of Sitech Sp. z o.o. about the violations of safety rules, threats to health or human life, threats to the environment and accidents.

2.6. Company strategy and Sitech Sp. z o.o. Health and Safety Policy

Polkowice, 20.01.2017



OHS POLICY

The health and safety of employees are paramount values in the operation of SITECH Sp. z o.o.

The policy of SITECH Sp. z o.o. is consistent with the policy of the Volkswagen Group in the field of health and safety at work. The protection of health, safety and property of employees is an integral part of the production process and a fundamental element of management.

The most important objective is to identify and eliminate all types of health and safety risks. In all activities, risk must be controlled by eliminating hazards and introducing measures to minimise the likelihood of accidents, disability and illness.

In its plants, SITECH Sp. z o.o. undertakes to:

- minimise occupational risks and prevent accidents at work, occupational diseases and near-miss incidents,
- control risk by limiting the possibility of dangerous situations and introducing corrective actions,
- continuously improve the OHS activity by improving technological processes, modernising equipment and applying the best available methods in the area of occupational health and safety,
- comply with legal requirements and customer requirements,
- commitment of all employees to cooperate in the improvement of health and safety at work and raising OHS qualifications.

The Management Board of SITECH Sp. z o.o. is responsible for the proper implementation of the Policy, ensuring adequate resources and means. All employees will be made aware of this policy and will be required to comply with it. The introduced indicators will serve to monitor the effectiveness of OHS activities and will be reviewed as part of the annual review of the Management System, and the results will be communicated and form the basis for improvement activities.

This Health and Safety Policy has been developed with the participation of employees and should be reviewed at least once a year to ensure it is appropriate to current needs.

Polkowice, 20.01.2017r.

Komisja	MZZ Pracowników	ZSIP	Pracodawca
Międzyzakładowa NSZZ	Dozoru Technicznego	SITECH Sp. z o.o.	SITECH Sp. z o.o.
„Solidarność” przy	przy SITECH Sp. z o.o.		
SITECH Sp. z o.o.	Międzyzakładowy Związek Zawodowy Pracowników Dozoru Technicznego przy SITECH Sp. z o.o. ul. Strefowa 2, 59-101 Polkowice NP 62-06-78-538, REGON 020782250	SITECH Sp. z o.o. ul. Strefowa 2, 59-101 Polkowice Zakładowy Spółczyny Inspektor Pracy H. Ganielski Dzielny P. Barowski	SITECH Sp. z o.o. ul. Strefowa 2, 59-101 Polkowice Dyrektor Zarządzający ds. Technicznych / Prokurent Edyta Zarecka
Organizacja Międzyzakładowa NSZZ „Solidarność” przy SITECH Sp. z o.o. ul. Strefowa 2, 59-101 Polkowice, ul. Strefowa 2 ul. P 692-22-42-329, REG 390758861	<i>Krzysztof Góra</i>		SITECH Sp. z o.o. ul. Strefowa 2, 59-101 Polkowice Dyrektor Zarządzający ds. Ekonomicznych / Prokurent Sebastian Łoż

3. General requirements

3.1. Admission to work

Works cannot be started without obtaining permission for their implementation - the Contractor's Safety Card approved by an employee of the OHS services. The Contractor is obliged to have the aforementioned Card at the place of work and present it each time in case of an inspection by the Ordering Party.

The Contractor shall ensure that the normal workflow is maintained in the area where the work is carried out. While carrying out the works, the Contractor shall be obliged to take into account the activities of other Con

If the work is interrupted by an authorized Sitech employee, it shall be resumed only on the basis of a new approval for implementation by the Coordinator on behalf of Sitech.

3.2. Rules of hiring other companies by the Contractor

Employing by the Contractor other companies as its own subcontractors to carry out work on the premises of Sitech must be formally agreed with the Representative (or coordinator) of Sitech.

3.3. Professional secrecy

The Subcontractor undertakes to treat all information acquired during the execution of works on the premises of Sitech as a trade secret.

This information may not be disseminated without obtaining the consent of Sitech.

3.4. Cleanliness and tidiness

The Contractor must maintain cleanliness and tidiness in the Sitech area, in particular in the place where the work is carried out until the completion and acceptance of the work, and organize the work in such a way as not to hinder as much as possible the work of other persons in the Sitech area.

Waste must be disposed of at the Contractor's expense after each working day, and whenever it presents a hazard. Leaving the waste must be agreed with the Coordinator and the Environmental Protection Department.

Any leaks should be immediately removed and reported to the Work Coordinator appointed on behalf of Sitech.

Contractors/subcontractors of services are obliged to provide services in an environmentally friendly and safe manner, as well as in an appropriate manner with regard to the means of production, use of safe ecological technologies and materials and comply with environmental protection regulations and regulations for Contractors/subcontractors, Suppliers/subsuppliers. Materials necessary for the performance of the service, the contractor/subcontractor may store on the premises of the facility, only in places indicated by the Coordinator/ Ordering Party.

All waste (including liquid: sewage) produced by the Contractor/subcontractor is its property and after the work has been completed it must be taken away by it.

Waste should be transported on an ongoing basis by the contractor in accordance with the provisions of the Waste Act, unless the waste handling procedure has been appropriately specified in the contract and the place of temporary storage of waste by the Coordinator/ Ordering Party has been indicated, until it is removed from the area of Sitech.

Any leaks should be immediately removed and reported to the Work Coordinator appointed on behalf of Sitech..

4. Zagrozenia i ocena ryzyka

4.1. Karta oceny ryzyka zawodowego dla prac prowadzonych przez wykonawców

INTERNAL DOCUMENT		RISK ASSESSMENT FORM Card No 2	
Action / Position:		Other companies providing work at SITECH	
Area:		HALL I	
Job description. Performed operations / works / tasks:		Sorting, product control, and other orders from SITECH	
Machines, tools and materials used:		By needs	
Date of implementation:		19.06.2015 1/1	
The conditions and general indications from the risk assessment are acceptable, provided that the prevention outlined in this Charter is applied. An integral part of this Charter is the current Hazard and Risk Assessment Register, which lists all existing threats and identifies the assessed level of risk. Carry out the activities in accordance with the rules of health and safety specified in: health and safety instructions, other operating and fire safety instructions and work regulations.			
No.	Hazard (hazardous, harmful, noxious working environment factors present)	Risk assess	Protection measures (technical, organisational, personal protective equipment)
1	Noise (p)	B1	Recommended hearing protectors
2	Dust (p)		
3	Oil mist	A	
4	Vibrations	A	
5	Contact with chemical and oil substances	A	
6	Inhalation of harmful gases	B2	Work environment measurements
7	Optical radiation		
8	Glare		
9	Possibility of thermal burn	A	
10	Screen monitors		
11	Sharp edges	C2	Protective gloves
12	Splashes	C2	Protective goggles
13	Pressure equipment	A	
14	Fall, trip, slip	B1	Caution, moving along traffic routes
15	Fall from a height, fall	C2	Caution
16	Impact on stationary elements	C2	Caution
17	Struck by moving elements	C2	Caution
18	Traffic accident	B1	Caution, moving along traffic routes
19	Crushing	A	
20	Falling objects	A	
21	Pinching	A	
22	Drowning		
23	Electric shock	A	
24	Electric arc		
25	Repetitive work		
26	Biological hazards		
27	Fire, explosion	A	
28	Constrained posture	A	
29	Static physical loading		
30	Dynamic physical loading	A	
31	Work in variable temperature conditions	A	
32	Stress	A	
33	Electromagnetic field	A	
34	Work pace		
35	Weather risks	A	
Prepared by		T. Jedynak	
Approved by		M. Czczerki	

	level A - negligible risk
	level B - low risk
	level C - moderate risk
	level D - high risk
	level E - very high risk

4.2. Electromagnetic Field Exposure Work

Employees of external companies providing work on the premises of Sitech Sp. z o.o. may be exposed to electromagnetic field intensity at a level that will not cause any negative effects. However, the intensity of the magnetic field may be hazardous in some workplaces. These places are marked with special pictograms that third party employees should be familiar with before they start working on the premises.



4.3. Hazard pictogram

Employees of external companies providing work on the premises of Sitech Sp. z o.o. may be exposed to:

HAZARD	PICTOGRAM
Noise	
Dangerous substances	
Electromagnetic field, electrostatic field	
Burns	
Electrocution	
Communication hazards	
Explosion	
Fire	

Contact with moving machine parts	
Slips, trips and falls	
Radioactive material or ionizing radiation	
Laser beam	
Optical radiation	

4.4. Work near energy sources

Work near or with energy sources can be undertaken after obtaining guidance from the Coordinator. All dangerous sources of energy that would expose to an unexpected or sudden release of energy from sources of electrical, mechanical, hydraulic, pneumatic, gravitational, chemical or radioactive energy should be switched off or protected - including accidental switch-on - before maintenance, servicing, repair, cleaning, etc., and the places of switch-off should be marked accordingly.

5. Subcontractor employees

5.1. Subcontractor employee records

Subcontractor shall draw up and update a list (name, surname, position/role) of its own employees and subcontractors employed. The list must be agreed with the Work Coordinator on the part of Sitech Sp. z o.o.

The current list of employees is provided during registration and is located on the main gate.

In the case of personal changes, the sub-contractor shall submit the List of employees performing work during that day before the commencement of work.

5.2. Entry/exit of Contractor's employees to Sitech Sp. z o.o. area

Entry or exit of the contractor's employees to the Sitech area is done only on the basis of the list of employees reported during registration at the gate and with the current contractor's safety card, issued by the coordinator on the part of Sitech. Unregistered persons are not allowed to enter the Sitech area.

Employees of the Contractor and/or its subcontractors may not move around the Sitech area arbitrarily. Each entry/exit from the work area should be reported to the Supervisor by Sitech (coordinator or person who supervises a given stage of work).

5.3. Verification of qualifications, periodic training and medical examinations

The Contractor's employees shall have up-to-date periodical training, medical examinations and authorizations in accordance with the activities performed within the scope of the commissioned task.

Special rights and qualifications are defined by Polish law.

If any of the certificates expires during the term of the contract, the Contractor shall immediately present a new valid certificate for inspection.

The work coordinator or other authorized employee of Sitech Sp. z o.o. may request the Contractor to present relevant documents confirming the authorization to perform work. The documents used must always be available for verification at the place of work.

5.4. Supervision over the Contractor's work

The Work Coordinator or other authorized employee of Sitech Sp. z o.o. and employees of the Security are authorized to verify and suspend the work in connection with non-compliance with the regulations and rules during the implementation of the work by the contractor.

The Work Coordinator or other authorized employee of Sitech and a Security employee are entitled to carry out security visits at the place of work and to prepare reports.

5.5. Work clothing, work shoes and personal protective equipment. Clothing marking.

The Contractor shall be obliged to equip its employees free of charge with work clothes, work shoes and personal protective equipment appropriate to the type of work performed, as well as protection against hazardous and harmful factors, and to inform the employees about the ways of using such equipment.

Workwear and/or reflective vests should be clearly marked to identify the company employing the employee.

The Contractor shall ensure that personal protective equipment has protective and functional properties, the required approvals and certificates, and is suitable for use. The Contractor shall not allow its employees and subcontractors to work without personal protective equipment intended for use at a given workplace.

6. Bringing in materials and equipment on site

6.1. Conditions for bringing materials and equipment

The Contractor declares and confirms in the Subcontractor's Card that all vehicles, road vehicles and machinery used during the works carried out are in good condition, have the required licenses and are insured. All drivers are always required to comply with the speed limit and adhere to road signs and have the appropriate authorization to drive a given type of vehicle.

Contractors / Subcontractors within the company premises are not allowed to:

- Bring waste,
- Wash vehicles and equipment,
- Keep fuel reserves and refuel vehicles
- Burn waste,
- Flush out any substance into the combined sewage system, rainwater drainage system, rainwater

- tank or ground,
- Negatively affect the environment by using machinery or work tools that emit excessive noise into the atmosphere.

6.2. Drive-in by cars and other vehicles

Entry and exit of the contractor's cars and other vehicles to the area of the given location Sitech Sp. z o. o. is possible only on the basis of the permit received in accordance with the internal regulations of Sitech Sp. z o. o

The entry conditions for the Contractor's special vehicles in connection with the implementation of the task (self-propelled platform, hoist, excavator, crane, etc.) must be agreed in advance with the Plant Security and discussed with the Sitech Coordinator. If it is necessary to have UDT (Technical Supervision Office) supervision for a special vehicle, the condition for issuing the permit will be the submission by the Contractor of confirmation of possession of UDT (Technical Supervision Office) supervision.

Vehicles and other vehicles, including forklifts, bulldozers, cranes, etc. will be used by trained persons with the required qualifications.

To drive a forklift, an internal permit for the forklift operator must be issued.

6.3. Bringing in equipment, tools, devices

The Contractor agrees with the Coordinator of works the quantity and type of equipment, tools or devices brought to the area of Sitech Sp. z o. o

Each day, the Contractor shall present for approval at the main gate the equipment, tools or devices brought in to the premises of Sitech Sp. z o.o.

The list of equipment, tools or devices left at Sitech must be approved by the commander of the Security Services.

The removal of equipment, tools and devices will take place on the basis of a list of brought tools - approved by a Security employee.

The use of tools, devices and machines is at the responsibility of the Contractor.

6.4. Import and export of materials

It is permitted to bring in the materials needed for the work into the Sitech area. Import and method must be agreed in advance with the Coordinator of Works. It is forbidden to take any materials, tools, equipment and machines owned by Sitech or any other Contractor out of the area of Sitech Sp. z o.o.. The removal of these materials is possible only with the written consent of a person from the list of persons authorized to sign material passes and upon presentation of a material pass at the main gate.

6.5. Bringing in chemicals

Each time the Contractor agrees with the Work Coordinator and the OHS and Environmental Protection Department on the quantity and type of all chemical substances being brought into the Sitech area.

The work coordinator must have information on all the chemicals used by the given Contractor to carry out work at Sitech.

7. Passenger and vehicle transport

7.1. Pedestrian traffic

Employees of the Contractor move only:

- following designated communication routes for pedestrians,
- in the area where they work.

It is forbidden for the Contractor's Employees to stay in places where they do not perform the ordered work.

7.2. Principles of vehicle traffic

On the premises of Sitech Sp. z o.o. there is a limit on the maximum speed of vehicles:

- up to 20 km/h on internal roads,
- up to 8 km/h on internal roads for forklift,
- up to 5 km/h in the halls and 3.5 km/h in places with limited visibility.

Road traffic rules apply on the premises of Sitech Sp. z o.o.

Vehicles or self-propelled equipment which are technically faulty, pose a threat to other internal traffic participants or threaten the natural environment shall be removed from the Sitech area at the expense of the Contractor. The Sitech company also reserves the right to refuse to allow such a vehicle to enter its premises in the future.

Driver and passengers of vehicles while driving on the premises of Sitech Sp. z o.o. or during work, must wear safety belts and comply with the ban on smoking in vehicles.

Vehicles carrying hazardous mixtures must be marked in accordance with the regulations in force.

Authorised persons on the side of Sitech Sp. z o.o. are entitled to control road traffic regulations, in particular the validity of technical inspections of the vehicle, principles of vehicle parking safety, use of lights, use of safety belts. Non-compliance with the above rules may result in the loss of the right to enter the Sitech area, and in justified cases calling the police.

7.3. Protection of road surfaces.

Construction machines without rubber or solid tyres may enter the Sitech Sp. z o.o. area only on trailers towed by tractors equipped with such tyres. This applies to machines with metal tracks (bulldozers, cranes, excavators) or road rollers or compactors with metal running surfaces that can damage the road surface.

7.4. Parking places

Sitech Sp. z o.o. has designated parking spaces (loading and unloading of materials). It is allowed to stay in places other than those designated only with the consent of the Commander of Security Services.

Parking spaces for passenger vehicles are marked with vertical and horizontal signs.

8. Unloading and storage

8.1. Loading and unloading of materials

Drivers of transport companies may be present at loading points, only in appropriate personal protective equipment, i.e. a reflective vest, safety shoes with toe caps.

It is forbidden to stay on the platform of the vehicle during loading or unloading by means of lifting equipment.

Entering and exiting the vehicle platform may only be made on ladders or steps. Jumping off the vehicle platform is prohibited.

The driver is responsible for the correct fixing of the materials on the vehicle.

Oversized materials that protrude beyond the contour of the vehicle must be marked in accordance with the applicable regulations.

8.2. Storage

The Contractor may store raw materials, materials, waste, chemical substances or other elements only in the places designated by the Coordinator after the agreement of this fact with the OHS and Environmental Protection Department. Such places must be marked. Specimen marking (similar marking is allowed):

	APPROVED STORAGE PLACE
	<p>Company: WALL PAINTING Sp. z o.o. Work: : Painting office rooms Approved until: 10/02/2017 Work coordinator: John Smith Health and safety: <i>signature</i> Environmental Protection: <i>signature</i></p>

Liquid chemicals must be placed on spillage containers. Waste containers must be clearly marked.

9. Rules for using the rest and refreshment rooms

9.1. Meals

The Contractor may use the canteen located on the premises of Sitech Sp. z o.o. or dining rooms located on the premises of individual plants.

It is forbidden to eat outside the designated places, especially in the production and storage halls.

9.2. Toilets, showers, locker room

The use of showers and locker rooms is only allowed after agreeing this with the Coordinator and obtaining his consent.

The use of toilets to satisfy physiological needs is not prohibited, any other way of using toilets is prohibited (e.g. water intake, etc.)

10. Special requirements

10.1. Alcohol, drugs

Entry into the premises of Sitech Sp. z o.o., persons under the influence of alcohol, narcotics is prohibited.

The term „under the influence of alcohol” means any concentration of alcohol in the breath or blood.

The consumption and bringing in of the above products on the premises of Sitech is forbidden.

Persons under the influence of the above measures will be immediately removed from the premises. Sitech Sp. z o. o reserves the right to refuse such person (periodic or total) re-entry into the Sitech Area.

10.2. Smoking

Smoking in Sitech buildings Sp. z o. o is prohibited. On the premises of Sitech Sp. z o.o. there are designated places for smoking (external and internal smoking rooms).

10.3. Photographing, recording

Photographing, recording, reproduction of documents is possible only after obtaining written permission from Sitech Sp. z o.o.

10.4. Contractor's guests

All visits of the Contractor's guests shall be agreed with the Work Coordinator. Visitors are obliged to comply with the health, safety and environmental regulations in force on the premises.

10.5. Damages caused by Contractors. Property damage

For damages caused to Sitech Sp. z o.o. or other Contractors performing work on the premises of Sitech, arising as a result of work or in connection with the work, the Contractor shall be liable. In case of damage disclosure, Sitech reserves the right to take any actions provided for in the Polish law.

11. Using resources of Sitech Sp. z o.o.

11.1. Use of equipment

The Contractor confirms that its employees and/or its subcontractors may not use any materials, machines or equipment belonging to Sitech without the consent of the Work Coordinator. After obtaining such consent, the Contractor is obliged to guarantee that only authorized persons will have access to them and use them in accordance with their intended use, as well as to possess the applicable authorizations and qualifications.

11.2. Electricity

Sitech shall provide the Contractor with a connection to the company's power grid after consultation with the Work Coordinator. The Contractor shall provide its own connection cables in accordance with applicable standards.

Employees of the Contractor who operate electrical equipment must have legal rights and be trained in how to deal with hazards related to electrical installations.

Access to electrical installations and facilities is restricted to authorized personnel only, in accordance with the applicable regulations.

Contractors/subcontractors are obliged to use electricity in the plant in a rational manner. Use the equipment only when it is necessary for the performance of work.

11.3. Water and compressed air

Sitech provides the Contractor with the use of the company's water supply and compressed air network - the quantity and type of connection requires an agreement with the Work Coordinator.

Contractors/subcontractors are obliged to use compressed air and water in a rational manner.

12. Specific requirements for carrying out work

12.1. Performing particularly hazardous work

The Contractor shall be acquainted with the types and mode of performing particularly dangerous works by the Work Coordinator.

Dangerous works are performed only after the Contractor has received a written confirmation of the following

Permits/orders in accordance with the company's list of particularly hazardous work and the applicable regulations. Any work can be considered dangerous if it is indicated by the results of occupational risk and the detailed conditions of performing these works.

Work on connecting, checking, maintaining and repairing electrical installations and equipment may only be carried out in accordance with the operating instructions by authorised persons and only if instructed to do so.

The Contractor shall be responsible for familiarizing itself with and applying to the detailed conditions of performing particularly dangerous works. In the absence of detailed conditions for performing a given type of particularly dangerous work, the Contractor shall be responsible for their design and application.

12.2. Work at height

Work at height on the premises of Sitech Sp. z o.o. must be performed in accordance with safety rules when performing work at height.

When working at heights, use suitable safety devices and equipment to prevent falling from heights. It is also necessary to secure the area beneath the work site at height and to ensure supervision by a second person on the ground.

Roof work may only be carried out on roofs if the Work Coordinator has issued a „Work Approval“.

Transportation or transfer of workers to a height may only be carried out using equipment designed for this purpose and in compliance with the applicable regulations.

12.3. Work in confined spaces

Work in confined spaces must only be carried out with written permission from persons authorised to issue permits for particularly hazardous work.

This permit shall include a risk assessment by the Contractor identifying hazards that may occur during the work; such as:

- lack of oxygen
- presence of toxic gases,
- explosion hazard,
- danger of burial or drowning,
- fall from heights,
- falling objects or tools,
- contact with toxic, hazardous to health or aggressive products
- other.

This assessment must identify the equipment needed to protect workers and identify collective and individual protection measures.

This work must always be carried out under the supervision of one or more persons who shall at all times remain outside the risk zone and shall be provided with a means of communication in the event of urgent assistance.

12.4. Hazardous Chemicals

Bringing hazardous chemicals to Sitech Sp. z o. o. is possible only after the Contractor presents the Work Coordinator and the OHS and Environmental Protection Unit - with hazardous material safety data sheets. The Health and Safety and Environmental Protection Department gives permission to bring the substance.

Safety data sheets must be provided in Polish. The Safety Data Sheets must be provided at the place of use of the substance.

The Contractor shall train its employees to read information labels, precautions and first aid in relation to the chemicals used.

The Contractor secures appropriate personal protective equipment and ensures its proper use by the employees.

The Contractor shall have suitable neutralizers for use in the event of leakage of the chemical.

12.5. Workplace and hazard marking

The Contractor's place of work shall be marked in an appropriate manner and separated (warning tape, safety barriers) according to the work being performed.

The Contractor must have a copy of the Contractor's Cards at the place of work.

12.6. Gas cylinders

Gas cylinders, welding and metal cutting equipment must be operated and stored in the manner specified by appropriate regulations (in vertical position, properly secured against falling, dirt, etc.), and have current UDT (Technical Supervision Office) approvals (if required).

12.7. Hazardous energy sources

All hazardous energy sources will be secured, blocked and marked. Hazardous power source interlocks cannot be removed.

12.8. Work in EX zones

A Contractor carrying out work in an explosive atmosphere must provide workers with anti-electrostatic clothing. In the area at risk of explosion it is strictly forbidden to use electrical devices and tools other than those made in the appropriate „Ex“.

13. Fire issues

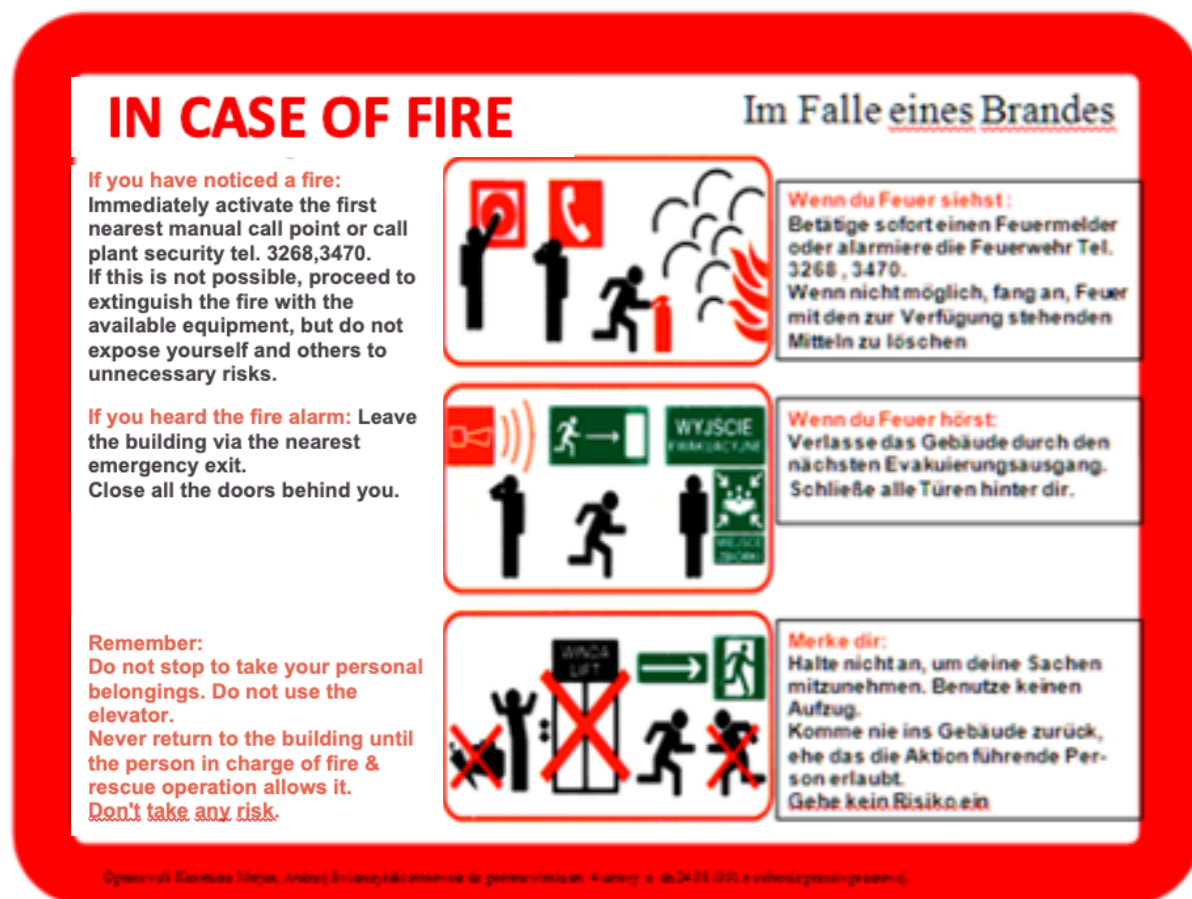
13.1. Fire protection

In facilities and adjacent areas it is forbidden to perform activities that may cause fire, its spread, impediment to rescue or evacuation operations, in particular the use of open fire, smoking and the use of other factors that may initiate ignition of existing materials throughout the entire plant.

In accordance with the relevant provisions, it is prohibited to prevent or restrict access to:

- a.) fire extinguishers and fire-fighting equipment;
- b.) water sources for fire-fighting purposes;
- c.) devices activating and controlling fire-fighting installations and other installations affecting the fire safety of the facility;
- d.) emergency exits;
- e.) circuit breakers and switchboards for electric current and main taps for gas installations.

13.2. Fire-fighting measures



1. The person who first notices a fire is obliged to immediately press the ROP button (in order to do so, break the glass) and inform all persons in the danger zone and the immediate superior about its occurrence,
2. A person who has access to direct telephone communication is obliged to notify the Company Security (tel. 76 848 3268 or 3470 - calling from the company's premises from a landline phone, we dial only the last 4 digits) and the Security Coordinator (according to the notification plan) providing the following information:
 - precise indication of where and what is on fire/ what department, building number, type of room and on which floor it is located, whether there are people in the building,
 - full name of the person reporting the fire,

The telephone handset can only be hung up after the security guard has confirmed that the call has been accepted. Keep calm and avoid panic.
3. Evacuate people in accordance with the rules set out in the organisation of the evacuation.
4. Employees located closest to the place of fire, if these actions do not directly threaten their health and life - should take extinguishing actions using handy fire-fighting equipment in order to suppress it, or prevent its spread.

At the same time, it is important to remember about the following rules:

- do not extinguish with foam-forming extinguishers and water the gas systems and electric devices

under voltage,

- do not open doors and windows to rooms where a fire has occurred without the need to open them, as the air supply is conducive to the spread of fire,

5. If there is an immediate risk of danger to health and life, it is necessary to leave the building as soon as possible and go to the nearest assembly point, following the indications of the evacuation signs or the instructions of the people conducting the evacuation. Persons conducting evacuation should be immediately informed about the headcount. Until the end of the rescue and firefighting operation is announced, avoid leaving the assembly site without the consent of the coordinators.
6. Information on the rules of proceeding in case of fire shall be provided to the Contractor's employees during the familiarization with the Contractor's Safety Book. The Sitech Coordinator is responsible for the proper evacuation of the subcontractor's employees, whose work it supervises. The Contractor is obliged, if an evacuation is announced, to go to the assembly point designated by the coordinator and inform him about the headcount of subordinate personnel.
7. After arrival of fire brigade units at the place of fire, everyone is obliged to obey the orders of the commander of the fire & rescue operation..

14. Accidents and first aid.

14.1. Accident

Every accident at work, resulting in the employee's injury (Contractor or Sitech employee) should be immediately reported to the Work Coordinator and the OHS unit.

Notification of an accident does not release the Contractor from carrying out the post-accident investigation specified in the relevant labour law regulations.

14.2. Near-miss incidents

After the occurrence of a near-miss incident, this fact should be immediately reported to the Work Coordinator.

14.3. First aid

Subcontractors are obliged to have their own first-aid kit in the workplace.

First aid should be given to every injured person and the Security Service Commander should be immediately notified.

The use of the first-aid kit belonging to Sitech is unlimited (if there is a justified need to use it) - the fact of using its content should be reported to the Work Coordinator.

Each first aid kit has a list of people trained to provide first aid. These people will help you to provide effective first aid.

15. Environmental Protection

15.1. Waste

The Contractor is a producer of waste and is legally responsible for its disposal.

The Contractor is obliged to provide its own containers for selective collection of its own waste. The storage locations of the containers must be agreed with the Work Coordinator and the Environmental Protection Department. The waste must be transported out of the Sitech area on an ongoing basis.

The Contractor selectively collects waste generated in the course of the work in the above mentioned containers.

The Contractor shall transport the waste for which it is a producer outside the facility in order to ensure its proper management in accordance with the applicable legal regulations.

It is forbidden to store waste on unhardened ground without permission.

The contractor may not:

- bring waste to the area of Sitech Sp. z o.o.,
- place waste in Sitech Sp. z o.o. containers,
- burn waste.
- Store waste on the premises of Sitech Sp. z o.o. without the consent of the Environmental Protection Department

15.2. Waste water

It is forbidden to pour any liquid impurities, waste or sewage into sewers, into the ground or into holding tanks.

The Contractors are obliged to remove all liquid waste produced by them to the outside of the Sitech Sp. z o.o. area in order to dispose of it properly in accordance with the applicable legal regulations.

15.3. Noise emissions to the environment

It is forbidden to use machines, tools and vehicles emitting excessive noise levels.

15.4. Environmental hazards

In the event of spillage or leakage of chemical agents, including oils and fuels, the Contractor shall be obliged to use a neutralizing agent (e.g. sorbent) as provided for in the Material Safety Data Sheet for hazardous mixtures and collect it in a sealed, properly marked container. The Contractor shall provide the container and the appropriate neutralisation agent on its own.

The Contractor is obliged to immediately notify the Company Security Service about the event.

15.5. Vehicle breakdowns

The Contractor is obliged to ensure that vehicles entering the Sitech Sp. z o.o. area are in proper technical condition. In the event of breakdown of a vehicle causing a threat to the environment (e.g. leakage of engine oils, hydraulic oils, fuels, brake fluids), the responsibility for taking appropriate actions lies with the Contractor.

It is forbidden to repair and wash vehicles and equipment on the premises of Sitech Sp. z o.o.

16. Contacts

OHS	76 726 7034
ENVIRONMENTAL PROTECTION	76 726 7117
SECURITY SERVICE	76 848 3268
CENTRAL MAINTENANCE	608 367 110

17. Discipline, Sanctions – Penalty Catalogue

17.1. List of contractual penalties

Sitech Sp. z o.o. determines the list of contractual penalties, indicated below. Subcontractor agrees to each application of contractual penalties after the determination of the following incompatibilities.

Sanctions:

1. Deficiencies in the group 1 - PLN 500
2. Deficiencies in the group 2 - PLN 1000
3. Deficiencies in the group 3 - PLN 2000

Penalties will be deducted from the invoice value.

No.	Infringement	Sanctions
OHS		
1.	not wearing personal protective equipment (PPE): protective helmets in the work area, fall protection equipment, hearing protection, dust masks and other required personal protective equipment	1
2.	leaving electrical devices connected to the mains unattended (except devices during battery charging)	2
3.	commencement of work without the required documents or with invalid documents such as an order to carry out work or a permit to carry out fire-hazardous work	2
4.	carrying out work without a safety and health plan, where such a plan needs to be drawn up	3
5.	failure to inform the Ordering Party, by the end of the shift, of an accident that occurred during the performance of work	2
6.	blocking accesses to switchboards, switches, etc. of electrical devices	1
7.	staying on the premises of the facility in a state indicating alcohol consumption, intoxication or under the influence of intoxicants, and bringing alcoholic beverages into the facility	1 Entry ban
8.	smoking in the premises of the workplace (outside places designated for this purpose)	2

No.	Infringement	Sanctions
9.	use of technically defective tools and equipment	2
10.	routing electrical wiring, gas piping in a way that causes or could cause damage to them	2
11.	routing electrical wiring, gas piping in a way that causes or could cause damage to them	1
12.	installation and operation of scaffolding not in accordance with the manufacturer's documentation or individual design	1
13.	the assembly or dismantling of scaffolding by unauthorised workers	1
14.	no entry of scaffolding acceptance in the building logbook or in the technical acceptance report for scaffolding	1
15.	no protective canopies or netting for scaffolding at roadside or pedestrian crossings	3
16	lack of information board specifying the assembly contractor by name, telephone number and specifying the permissible load of platforms and scaffolding structure	2
17	leaving the welding machines switched on unattended	1
18	incorrect connection of the welding return line	1

FIRE PROTECTION

19	use of open flame and smoking in potentially explosive atmospheres	3
20	collecting and storing fuel and other combustible materials under the walls of production halls	1
21	storage of flammable materials at a distance of less than 5.0 m from cable lines with a voltage above 1 kV, grounding wires and discharge wires of lightning protection systems and active switchgears of electric current, electric wires	1
22	blocking in any way communication routes constituting escape routes, emergency exits	2
23	use of additional heating devices without the consent of the Ordering Party	1
24	storage indoors or in temporary work facilities (containers, packers) of cylinders filled with flammable or other compressed gases	2
25	carrying out independent modifications and repairs of gas or electric equipment and installations, building additional electricity or gas consumption points	3
26	leaving rags, cleaning cloths, sawdust, etc. saturated or contaminated with flammable, oxidizing or harmful substances or giving off irritating odors without protecting them in closed vessels of non-combustible material	1
27	blocking access to hand-held fire-fighting equipment and starting points for fire-fighting or smoke extraction systems	2
28	use of technical gas cylinders for fire hazardous work without placing them on trolleys	2

No.	Infringement	Sanctions
29	leaving the cylinders of technical gases on the premises of the ordering party's production facilities	3
30	equipping the fire hazard work station with defective fire-fighting equipment	2
31	no hand-held fire-fighting equipment at the fire hazardous work site	2
32	using the Ordering Party's fire-fighting equipment for purposes other than those for which it was intended	3
33	Carrying out works with open fire without the required/valid permit	1
34	Smoking in prohibited places and in car cabins	1
35	Careless preparation of the place of work with open fire	1
36	Careless protection of the place of work against uncontrolled sparks	1

ENVIRONMENTAL PROTECTION

37	contamination of soil and soil surface (e.g. oils, greases, paints)	3
38	Storage of waste in an area not designated for this purpose and without the consent of Sitech	3
39	cutting down trees and bushes without the prior consent of the Ordering Party	3
40	carrying out activities causing damage to grass and soil-binding greenery	2
41	introduction of any substances into the sewage system of the facility without the consent of the Ordering Party in this environmental protection department	3
42	waste incineration	3
43	leaving unprotected dangerous substances and preparations, containers with such substances and containers after such substances	3
44	storage of hazardous substances and preparations in rooms not designated for this purpose without the written consent of the Ordering Party	3
45	use of hazardous substances and preparations without valid safety data sheets	3
46	use of non-original containers for the storage of dangerous substances and preparations	1

GENERAL

47	entry into the premises without the required permit	Removal from the premises
48	non-compliance of vehicle drivers with road markings on the plant premises and designated routes	Driver's entry ban
49	failure to comply with the maximum speed of 20 km/h on the premises and 8 km/h in halls	Driver's entry ban
50	not having the appropriate qualifications by drivers, operators of motor vehicles, working machines, including e.g. motorised forklifts	Driver's entry ban
51	nieposiadanie stosowanych uprawnień przez osoby kierujące, obsługujące pojazdy samochodowe, maszyny robocze, w tym np. wózki jezdniowe z napędem silnikowym	Driver's entry ban





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