

CONTRACTOR'S SAFETY BOOK

Rules of conduct of work and safety, environmental and fire protection requirements for Contractors performing work on the site of Brose Sitech sp. z o.o.

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



1. Concepts and Definitions Used	5	
1.1. Definitions	5	
1.2. Persons responsible on the side of the Contractor	5	
1.3. Responsible persons on the side of Brose Sitech sp. z o.o..		5
2. Values and principles	5	
2.1. General principles	5	
2.2. Rules for compliance with requirements	6	
2.3. Liability rules	6	
2.4. Principles of bearing consequences	6	
2.5. Information rules	7	
2.6. Health, Safety, Environmental and Energy Policy	7	
3. General requirements	8	
3.1. Permission to proceed with the work	8	
3.2. Contractor's rules for hiring other companies	8	
3.3. Professional secrecy	8	
3.4. Cleanliness and order	8	
4. Hazards and Risk Assessment	9	
4.1. Risk assessment sheet	9	
4.2. Electromagnetic field exposure work	14	
4.3. Hazard pictograms	15	
4.4. Work near energy sources	16	
5. Subcontractor employees	17	
5.1. Subcontractor employee records	17	
5.2. Entry/exit of Contractor's employees to Brose Sitech sp. z o.o. area		17
5.3. Verification of qualifications, periodic training and medical examinations		17
5.4. Supervision over the Contractor's work		17
5.5. Work clothing, work shoes and personal protective equipment. Clothing marking.		17
6. Entered Materials and Equipment	18	
6.1. Conditions for importing materials and equipment	18	
6.2. Entry by cars and other vehicles	18	
6.3. Bringing in equipment, tools, devices	18	
6.4. Import and export of materials	19	
6.5. Bringing in chemicals	19	
7. Transportation of People and Vehicles	19	
7.1. Pedestrian traffic	19	
7.2. Vehicle traffic rules	19	
7.3. Road surface protection.	20	
7.4. Parking and staging areas	20	

8. Unloading and storage		
8.1. Loading and unloading of materials		21
8.2. Storage		21
9. Use of Social Facilities		
9.1. Meals		21
9.2. Toilets, showers, locker room		21
10. Special requirements		22
10.1. Alcohol, drugs		22
10.2. Smoking		22
10.3. Photography, recording		22
10.4. Guest contractors		22
10.5. Damage to property		22
11. Using Brose Sitech Resources		22
11.1. Useing equipment		22
11.2. Electricity		22
11.3. Water and compressed air		23
12. Special Work Requirements		23
12.1. Performing particularly hazardous work		23
12.2. Work at height		23
12.3. Work in confined spaces		24
12.4. Hazardous Chemicals	24	
12.5. Workplace and hazard signage		24
12.6. Gas cylinders		25
12.7. HDangerous energy sources		25
12.8. Work in EX zones		25
13. Fire issues		25
13.1. Fire protection	25	
13.2. Dealing with fire		26
14. Accidents and first aid.		27
14.1. Accident		27
14.2. Near miss and incident		27
14.3. Providing first aid		27
15. Environmental Protection		28
15.1. Waste		28
15.2. Wastewater		29
15.3. Noise emissions to the environment	29	
15.4. Environmental hazards		29
15.5. Vehicle failures		29
16. Contacts		30
17. Discipline, Sanctions – Penalty Catalogue		30
17.1. List of contractual penalties		30

1. Terms and definitions used

1.1. Definitions

Contractor - an external company (contractor) holding a contract with to perform work on the Brose Sitech. The names Contractor and Subcontractor may be used interchangeably in the documents. The term Contractor also includes all subcontractors employed by the Contractor.

Brose Sitech sp. z o.o. site - The entire site of Brose Sitech sp. z o.o. at a given location (Polkowice, Glogow, Września), including above- and below-ground structures, roads, buildings, warehouse and production halls.

1.2. Person in charge on the Contractor's side.

Coordinator on the Contractor's side - Must be documented in the Contractor's Safety Charter. This is a person who is an employee of the Contractor, who also serves as the Health and Safety Coordinator, coordinating the Contractor's work. He is authorized to stop the work immediately.

He supervises the health and safety of all employees working at the same place, establishes rules of interaction that take into account how to deal with risks to the health or life of employees, provides mutual information on measures to prevent occupational hazards occurring during their work.

1.3. Responsible persons on the side of Brose Sitech sp. z o.o..

Brose Sitech Coordinator - Must be documented in the Contractor's Safety Charter. This is a Brose Sitech employee who coordinates the Contractor's work and is authorized to contact the Contractor directly, providing substantive supervision of the work. He provides the Contractor with Brose Sitech training materials (the Contractor's Safety Book „pdf”) and the necessary forms to be completed after familiarization of the employees, and then provides the Health and Safety Department with the forms completed by the external company representative confirming the external company's training and the external company representative's statement. The employee shall allow the work to proceed and confirm that the work can be accepted. He or she is authorized to stop the work immediately and to appoint supervisors on the Brose Sitech side of the work for the entire work or individual stages, and to ensure cooperation between Contractors and Departments on the Brose Sitech site where the work will take place

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

2. Values and principles

2.1. General principles

The goal of Brose Sitech. is to eliminate incidents that can lead to accidents and occupational diseases and environmental accidents, as well as wasteful use of electricity.

To achieve this goal, the cooperation of all employees performing work at and for Brose Sitech is fundamental. (own employees, subcontractors, employees of employee service companies and temporary workers).

The task of the Safety Book is to define the minimum requirements that employees must meet in order to achieve Brose Sitech's goal.

2.2. Rules for compliance with requirements

The Contractor shall comply with all legal requirements and all requirements and rules outlined in this Contractor's Safety Book for safety, environmental and fire protection.

The Contractor is to ensure that the work is performed in a manner that does not interfere with or hinder the production flow at Brose Sitech and does not create a hazard for both the Contractor in question and its subcontractors. In the event that such a situation is unavoidable, the Contractor is to notify Brose Sitech of this fact before proceeding with the work.

The Contractor is required to ensure that all of its employees have received health and safety/environmental protection training and understand the hazards associated with their work at Brose Sitech and have been familiarized with the risk assessment for their workplaces.

2.3. Liability rules

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

The Contractor and its subcontractors, in the case of employment of natural persons performing work on a basis other than employment and self-employed persons, are obliged to ensure safe and hygienic working conditions and performance of the ordered tasks. If the work is carried out in a place to which persons not involved in the work process or the contract execution process have access, the Contractor and its subcontractors are obliged to apply the 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 health and safety during the execution of the task.

The contractor is to ensure that all work and especially hazardous work is carried out under close supervision. All unsafe work practices are prohibited.

2.4. Principles of bearing consequences

In the event of non-compliance with the rules and regulations, authorized employees of Brose Sitech sp. z o.o.. are authorized to stop the work of the Contractor's employee(s) or employees of his subcontractor. Work may be resumed once the cause has been removed and the coordinator on the part of Brose Sitech has been readmitted. An appeal against a decision to stop work does not relieve the Contractor from stopping work.

Brose Sitech sp. z o.o.. reserves the right to remove from work and from the premises any employee of the Contractor or its subcontractor who does not comply with the regulations and rules of health and safety/environmental protection and apply contractual penalties.


Brose Sitech sp. z o.o.. has the right not to allow a person to work who does not have a current medical certificate or the appropriate work authorization.

The Contractor shall be legally liable for any environmental pollution caused by the work performed, including land pollution.

2.5. Information rules

Inform your superiors and Brose Sitech sp. z o.o. Representatives of identified safety violations, risks to human health or life, environmental hazards and accident incidents.

2.6. Health Safety and Environmental and Energy Policy of Brose Sitech sp. z o.o..



Interior Solutions
Polkowice, 20.01.2017

SAFETY AND HEALTH POLICY

The safety and health of employees is superior value in the SITECH Sp. z o.o. operation

SITECH Sp. z o.o. Policy is cohesive Volkswagen Group's Policy in the extent of protected health and provided occupational safety. Protection of health, safety and employees property is inherent part of production process and is fundamental element in management.

The most important goal is identification and elimination of safety and health threats of any type. In all activities, risk must be controlled by eliminated threats and introduced methods, that enable the minimalized probability of accidents, disability and diseases.



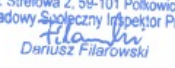



SITECH Sp. z o.o. undertakes in own Facilities to, as follows:

- minimize occupational risk and prevent accidents at work, occupational diseases and potentially accidental events,
- control the risk with means of limited chances for dangerous situations and introduce corrective actions,
- Constantly improve the operation in the scope of Safety and Health with means of improved technological processes, modernization of devices and application of the best available methods oriented on caring for Occupational Safety and Health,
- comply with legal and customer's requirements,
- Engage all employees in cooperation oriented on the improvement of Safety and Health and increased qualifications in the area of Safety and Health.

SITECH Sp. z o.o. is responsible for proper implementation of Policy, securing respective resources and means. All employees will be acknowledged with the extent of this Policy and will be obliged for compliance with provisions from the Policy. The introduced factors will be used for monitoring the effectiveness of actions in the extent of Safety and Health and will be the subject of inspection, as a part of yearly Management System Inspection, whereas results will be communicated and will comprise the basis for improvement actions.

This Safety and Health Policy was developed in cooperation with employees and should be viewed with emphasis on its fitness to current needs at least once in the year.

Polkowice, on 20 Jan. 2017

<p>Komisja Międzyzakładowa NSZZ „Solidarność” (NSZZ “Solidarność” Intercollegiate Committee) for SITECH Sp. z o.o.</p> <p>Organizacja Międzyzakładowa NSZZ „Solidarność” w SITECH Sp. z o.o. 59-101 Polkowice, ul. Strzelcowa 2 NIP 692-22-42-329, REG 390758861</p> 	<p>MZZ Pracowników Dozoru Technicznego (Intercollegiate Committee of Technical Supervision Employees) for SITECH Sp. z o.o.</p> <p>Międzyzakładowy Związek Zawodowy Pracowników Dozoru Technicznego przy SITECH Sp. z o.o. ul. Strzelcowa 2, 59-101 Polkowice NIP 512-00-78-539, REGON 020788290</p> 	<p>ZSIP SITECH Sp. z o.o.</p> <p>ul. Strzelcowa 2, 59-101 Polkowice Zakładowy Społeczny Inspektor Pracy Danusia Filarowska</p> 	<p>Employer: SITECH Sp. z o.o.</p> <p>SITECH Sp. z o.o. Dyrektor zarządzający ds. technicznych / Dyrektor Zakładu / Prokurent Adam Holewa SITECH Sp. z o.o. Dyrektor zarządzający ds. personalnych / organizacyjnych / produkcji Edyta Zarecka SITECH Sp. z o.o. Dyrektor zarządzający ds. ekonomicznych / Prokurent Sebastian Lotz</p>   
---	---	---	---

Environmental and Energy Policy Brose Sitech sp. z o.o.

Brose Sitech sp. z o.o. acts responsibly towards the environment and treats energy as a key resource affecting competitiveness, costs, and the environmental footprint of our operations. Management is committed to running the company in a sustainable manner and to making decisions based on the following principles.

- **We are committed to environmental protection**
We consider environmental aspects in planning and conducting our operations in order to reduce our impact on the surroundings and to use resources responsibly.
- **We improve energy efficiency and energy performance**
We systematically monitor energy and utility consumption, set objectives, and implement improvement measures to continuously enhance energy performance (EnPI/EnB) and reduce indirect energy-related emissions.
- **We ensure compliance with legal requirements and other obligations**
We act in accordance with applicable laws and with the requirements of our customers, ensuring that the solutions and procedures in place remain current and effective.
- **We prevent pollution and support the sustainable use of resources**
We reduce waste and emissions and manage energy, water and materials responsibly – in line with applicable requirements and our internal standards.
- **We achieve energy and environmental objectives and action plans**
We define, implement and monitor objectives and action programs in the areas of energy and environment. We regularly assess progress and the effectiveness of implemented measures and, where necessary, take corrective actions.
- **We consider energy and environmental aspects in design, modernizations and procurement**
In investments, technological changes, and the procurement of machinery/equipment/services, we apply criteria related to energy efficiency and environmental impact. Wherever possible, we select solutions with higher efficiency and a lower environmental footprint.
- **We develop competencies and build employee awareness**
We provide training and engage teams in identifying improvements. Every employee can contribute to efficient energy use and to reducing environmental impact.
- **We communicate the policy and ensure transparency**
We make this policy available to employees and interested parties and ensure transparent communication regarding activities and environmental and energy performance results.

Responsibility and continual improvement


The management of Brose Sitech sp. z o.o. is responsible for implementing this policy, providing the necessary resources, and continually improving the environmental and energy management system.

This document is reviewed annually and updated where necessary.


April, 2026

 Digital
unterschieden
von Thomas
Spangler
Datum: 2026.04.08
17:42:12 +02'00'

Thomas Spangler
Chief Executive Officer
Brose Sitech Group

 Digital
unterschieden
von Manuela
Boehme
Datum: 2026.04.08
18:00:18 +02'00'

Manuela Böhme
Chief People Management Officer
Brose Sitech Group

 Digital
unterschieden
von Florian
Mueller
Datum: 2026.04.09
10:21:59 +02'00'

Florian Müller
Chief Financial Officer
Brose Sitech Group

 Digital
unterschieden von
Dirk Wienand
Datum: 2026.04.09
10:31:50 +02'00'

Dirk Wienand
Chief Sales Officer
Brose Sitech Group

3. General requirements

3.1. Permission to proceed with the work

No work can begin without making arrangements and obtaining approval for its implementation - obligatory completed Contractor's Safety Card.

The Contractor shall ensure that the normal course of work is maintained in the area in which it is performed. When carrying out the work, the Contractor shall take into account the activities of other Contractors.

If the work is interrupted by an authorized employee of Brose Sitech, it shall be resumed only on the basis of re-authorization by the Coordinator on behalf of Brose Sitech.

3.2. Contractor's rules for hiring other companies

The Contractor's hiring of other companies as its own subcontractors to perform work at Brose Sitech must be formally agreed upon with the Brose Sitech Representative (or coordinator).

3.3. Professional secrecy

The subcontractor agrees to treat any information acquired in the course of work at Brose Sitech as a trade secret.

This information may not be disseminated without permission from Brose Sitech.

3.4. Cleanliness and order

The Contractor must maintain cleanliness and orderliness on the Brose Sitech site, and in particular on the site of the work until the work is completed and accepted, and organize the work in such a way as not to impede, as far as possible, the work of others on the Brose Sitech site

Waste must be disposed of at your own expense after each work day, and whenever it poses a hazard. Leaving waste must be agreed with the Coordinator and the Environmental Protection Cell.

Any leaks must be cleaned up immediately and reported to the Work Coordinator designated on behalf of Brose Sitech.

Contractors/subcontractors of services are required to perform services in an environmentally sound and safe manner and to handle inputs appropriately, to use safe environmentally sound technologies and materials, and to comply with environmental regulations and regulations for Contractors/Subcontractors, Suppliers/Subsuppliers. Materials necessary for the performance of the service, the Contractor/Subcontractor may store on the site, only at the locations designated by the Coordinator/Contractor.

All waste (including liquid: sewage) generated by the Contractor/Subcontractor is his property and must be taken away by him after the work is done.

Waste is to be disposed of by the contractor on an ongoing basis in accordance with the provisions of the Waste Act, unless the handling of waste has been duly specified in the contract and a place for temporary storage of waste by the Coordinator/Contractor has been indicated, pending its removal from the Brose Sitech site.

Any leaks must be cleaned up immediately and reported to the Work Coordinator designated on behalf of Brose Sitech.

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

4. Hazards and risk assessment

4.1. Risk assessment sheet for work carried out by contractors

INTERNAL brose sitech	OCCUPATIONAL RISK ASSESSMENT			Card No.	1
Activity/Position:	Repair and service works: mechanics, workers of other companies, builders, welders, etc.				
Area:	Entire Plant				
Job description:	Renovation, service and other works				
Machines, tools and materials used:	according to your needs				
Date taken:	24.04.2025	Version:	3	Page:	1/1

The conditions and general indications resulting from the risk assessment carried out are at an **ACCEPTABLE level**, provided that the prevention outlined in this Charter is applied. An integral part of this Charter is an up-to-date Hazard Register and Risk Assessment, detailing all existing hazards and determining the assessed level of risk. Perform activities in accordance with the health and safety rules specified in: health and safety instructions, other operating instructions and fire protection, and work regulations.

Lp	Threat (hazardous, harmful, burdensome factors of the working environment)	Possible outcome	Protection (technical, organizational, personal protective equipment)	Risk assessment
1	Noise (p)	Hearing impairment	Recommended hearing protectors	C2
2	Pollination (p)	irritation of the upper respiratory tract, allergies	Work environment measurements	B1
3	Oil mist	irritation of the eyes and upper respiratory tract, headaches		
4	Vibration, vibration	fatigue, dysfunction of internal organs		
5	Contact with chemicals and oils	allergies, cough, shortness of breath, burns, headaches	Use of PPE, compliance with the safety data sheet of the hazardous substance or mixture	A
6	Inhalation of harmful gases	poisoning, headaches, lung changes, loss of consciousness	Checking the efficiency of the extractors, systematic examinations of the working environment	A
7	Optical radiation	redness, tearing, corneal damage	The use of shields and screens for positions generating radiation	A
8	Glare	eye irritation, the feeling of the so-called unpleasant vision	Goggles	A
9	Possibility of thermal burn	Burns	Use of PPE, taking special care at work	B2
10	Display Screens	overload of the organ of vision, overload of the musculoskeletal system		
11	Sharp edges	cuts, wounds to the hands	Protective gloves, working in accordance with health and safety regulations, taking care	C2
12	Chipping	eye infection, eye damage, minor burns	Splash safety goggles, workstation guards	C2
13	Pressure equipment	splashing eyes and body, burns, secondary injuries	Equipment inspections, caution	C2
14	Falling, Tripping, Slipping	bruises, dislocations, sprains, fractures	Be careful, move along communication routes	B1
15	Falling from a height, falling into	bruises, fractures, disability, death	Caution, safety measures (harnesses, limes, helmets)	C2
16	Impact with stationary elements	bruises, bumps, fractures, scratches	Placing objects and work tools in designated places. Caution	C2
17	Impact by elements in motion	bruises, dislocations, fractures	Placing objects and work tools in designated places. Caution	C2
18	Traffic accident	bruises, fractures, severe bodily injuries, death	Moving around pedestrian crossings, increased attention to other means of transport, maintaining order on transport roads	A
19	Crushing, pressing, crushing	bruises, fractures, severe injuries	Be careful and concentrate while working	C2
20	Falling and falling objects	contusions, dislocations, fractures, concussions	Be careful and concentrate while working	B1
21	The Rapture	lacerations, crushing, fractures	Be careful and concentrate while working	B1
22	Drowning	death		
23	Shock	electrocution, loss of consciousness, death	Keeping equipment in good working order	B2
24	Electric arc	burns, redness, skin damage	Use of PPE	B2
25	Monotypia	mental fatigue, dullness, boredom, drowsiness		
26	Biohazards	allergies, poisoning, viral diseases: e.g. flu, Covid-19, etc.	Adherence to applicable guidelines at Brose Sitech (e.g. orders, agreements, arrangements, instructions, etc.)	A
27	Fire, explosion	burns, grievous bodily harm, death	Increased attention, familiarization with the notification plan, use of devices in accordance with their application, compliance with health and safety rules	B2
28	Forced body position	musculoskeletal diseases	Ergonomic work, taking breaks	A
29	Physical static load	muscle ischemia, reduced work efficiency		
30	Dynamic physical load	spinal injuries, tendon rupture, fatigue	Statutory breaks, maintaining work ergonomics, not exceeding the recommended standards, lifting in accordance with PN	A
31	Operation in variable temperature conditions	overheating in summer, colds in winter	Providing the right protective clothing	A
32	Stress	anxiety, anger, anger, fatigue, neurotic depression	Maintaining the right pace of work	A
33	Electromagnetic field	diseases of the nervous system, cancer	Guards at the devices, statutory breaks	A
34	Work pace	decreased motivation and concentration, irritability, apathy		
35	Weather hazards	colds, heat stroke		

INTERNAL brose sitech	OCCUPATIONAL RISK ASSESSMENT CARD			Card No.	2
Activity/Position:	Cleaning companies: Cleaning of halls, offices, changing rooms and baths				
Area:	Entire plant, office areas, changing rooms and baths				
Job description.	Floor mopping, sweeping, vacuuming				
Operations / works / tasks performed:	Mop, vacuum cleaner, bucket, sweeper, dustpan,				
Machines, tools and materials used:	Mop, vacuum cleaner, bucket, sweeper, dustpan,				
Date taken:	24.04.2025	Version:	2	Page:	1/1

The conditions and general indications resulting from the risk assessment carried out are at an **ACCEPTABLE level**, provided that the prevention outlined in this Charter is applied. An integral part of this Charter is an up-to-date Hazard Register and Risk Assessment, detailing all existing hazards and determining the assessed level of risk. Perform activities in accordance with the health and safety rules specified in: health and safety instructions, other operating instructions and fire protection, and work regulations.

Lp	Threat (hazardous, harmful, burdensome factors of the working environment)	Possible outcome	Protection (technical, organizational, personal protective equipment)	Risk assessment
1	Noise (p)	Hearing impairment	Recommended hearing protectors	B1
2	Pollination (p)	irritation of the upper respiratory tract, allergies		
3	Oil mist	irritation of the eyes and upper respiratory tract, headaches		
4	Vibration, vibration	fatigue, dysfunction of internal organs	Regular breaks	A
5	Contact with chemicals and oils	allergies, cough, shortness of breath, burns, headaches	Use of PPE, compliance with the safety data sheet of the hazardous substance or mixture	B1
6	Inhalation of harmful gases	poisoning, headaches, lung changes, loss of consciousness	Checking the efficiency of the extractors, systematic examinations of the working environment	A
7	Optical radiation	redness, tearing, corneal damage		
8	Glare	eye irritation, the feeling of the so-called unpleasant vision		
9	Possibility of thermal burn	Burns		
10	Display Screens	overload of the organ of vision, overload of the musculoskeletal system		
11	Sharp edges	cuts, wounds to the hands	Protective gloves, working in accordance with health and safety regulations, taking care Protective gloves, sleeves	B2
12	Chipping	eye infection, eye damage, minor burns	Splash protection goggles, workstation guards	A
13	Pressure equipment	splashing eyes and body, burns, secondary injuries		
14	Falling, Tripping, Slipping	bruises, dislocations, sprains, fractures	Be careful, move along communication routes	B1
15	Falling from a height, falling into	bruises, fractures, disability, death	Caution,	C2
16	Impact with stationary elements	bruises, bumps, fractures, scratches	Caution,	C2
17	Impact by elements in motion	bruises, dislocations, fractures	Caution,	C2
18	Traffic accident	bruises, fractures, severe bodily injuries, death	Be careful, move along communication routes	B1
19	Crushing, pressing, crushing	bruises, fractures, severe injuries	Be careful and concentrate while working	A
20	Falling and falling objects	contusions, dislocations, fractures, concussions	Caution, safety measures (harnesses, helmets)	A
21	The Rapture	lacerations, crushing, fractures		
22	Drowning	death		
23	Shock	electrocution, loss of consciousness, death		
24	Electric arc	burns, redness, skin damage		
25	Monotypia	mental fatigue, dullness, boredom, drowsiness		
26	Biohazards	allergies, poisoning, viral diseases: e.g. flu, Covid-19, etc.	Adherence to applicable guidelines at Brose Sitech (e.g. orders, agreements, arrangements, instructions, etc.)	A
27	Fire, explosion	burns, grievous bodily harm, death	Increased attention, familiarization with the notification plan, use of devices in accordance with their application, compliance with health and safety rules	A
28	Forced body position	musculoskeletal diseases	Ergonomic work, taking breaks	A
29	Physical static load	muscle ischemia, reduced work efficiency		
30	Dynamic physical load	spinal injuries, tendon rupture, fatigue	Regular breaks, maintaining work ergonomics	A
31	Operation in variable temperature conditions	overheating in summer, colds in winter	Providing the right protective clothing	A
32	Stress	anxiety, anger, anger, fatigue, neurotic depression		
33	Electromagnetic field	diseases of the nervous system, cancer		
34	Work pace	decreased motivation and concentration, irritability, apathy		
35	Weather hazards	colds, heat stroke	Use of appropriate clothing	A

INTERNAL brose sitech	OCCUPATIONAL RISK ASSESSMENT CARD			Card No.	3
Activity/Position:	Other subcontractors working in Brose Sitech				
Area:	Entire Plant				
Job description: Operations / works / tasks performed:	Sorting, product inspection, and other assignment by Brose Sitech				
Machines, tools and materials used:	According to your needs				
Date taken:	24.04.2025	Version:	3	Page:	1/1

The conditions and general indications resulting from the risk assessment carried out are at an **ACCEPTABLE level**, provided that the prevention outlined in this Charter is applied. An integral part of this Charter is an up-to-date Hazard Register and Risk Assessment, detailing all existing hazards and determining the assessed level of risk. Perform activities in accordance with the health and safety rules specified in: health and safety instructions, other operating instructions and fire protection, and work regulations.

Lp	Threat (hazardous, harmful, burdensome factors of the working environment)	Possible outcome	Protection (technical, organizational, personal protective equipment)	Risk assessment
1	Noise (p)	Hearing impairment	Recommended hearing protectors	B1
2	Pollination (p)	Irritation of the upper respiratory tract, allergies		
3	Oil mist	Irritation of the eyes and upper respiratory tract, headaches	Maintaining cleanliness at the workplace, ad hoc use of PPE	A
4	Vibration, vibration	fatigue, dysfunction of internal organs	Statutory breaks, protective equipment adapted to the work performed	A
5	Contact with chemicals and oils	allergies, cough, shortness of breath, burns, headaches	Use of PPE, compliance with the safety data sheet of the hazardous substance or mixture	A
6	Inhalation of harmful gases	poisoning, headaches, lung changes, loss of consciousness	Work environment measurements	B2
7	Optical radiation	redness, tearing, corneal damage		
8	Glare	eye irritation, the feeling of the so-called unpleasant vision		
9	Possibility of thermal burn	Burns	Use of PPE, taking special care at work	A
10	Display Screens	overload of the organ of vision, overload of the musculoskeletal system		
11	Sharp edges	cuts, wounds to the hands	Protective gloves, working in accordance with health and safety regulations, taking care	C2
12	Chipping	eye infection, eye damage, minor burns	Splash protection goggles, workstation guards	C2
13	Pressure equipment	splashing eyes and body, burns, secondary injuries	Equipment inspections, caution	A
14	Falling, Tripping, Slipping	bruises, dislocations, sprains, fractures	Exercising caution, moving along communication routes, following the signs in force on the premises of the plant	B1
15	Falling from a height, falling into	bruises, fractures, disability, death	Caution, use of PPE for work at height (m.in.: Helmets, suspenders)	C2
16	Impact with stationary elements	bruises, bumps, fractures, scratches	Caution, use of PPE (e.g. helmets, safety helmets)	C2
17	Impact by elements in motion	bruises, dislocations, fractures	Caution, no entry to places marked with a ban	C2
18	Traffic accident	bruises, fractures, severe bodily injuries, death	Exercising caution, moving along communication routes, following the signs in force on the premises of the plant	B1
19	Crushing, pressing, crushing	bruises, fractures, severe injuries	Be careful and concentrate while working	A
20	Falling and falling objects	contusions, dislocations, fractures, concussions	Exercise caution. It is forbidden to perform work in the vicinity of high storage racks and material storage areas.	A
21	The Rapture	lacerations, crushing, fractures	Taking care during operation	A
22	Drowning	death		
23	Shock	electrocution, loss of consciousness, death	Compliance with the health and safety instructions of the equipment, control of the efficiency of the equipment.	B1
24	Electric arc	burns, redness, skin damage		
25	Monotypia	mental fatigue, dullness, boredom, drowsiness		
26	Biohazards	allergies, poisoning, viral diseases: e.g. flu, Covid-19, etc.	Adherence to applicable guidelines at Brose Sitech (e.g. orders, agreements, arrangements, instructions, etc.)	A
27	Fire, explosion	burns, grievous bodily harm, death	increased attention, harmonization with the notification plan, use of devices in accordance with their application, compliance with health and safety rules	A
28	Forced body position	musculoskeletal diseases	Ergonomic work, taking breaks	A
29	Physical static load	muscle ischemia, reduced work efficiency		
30	Dynamic physical load	spinal injuries, tendon rupture, fatigue	Regular breaks, maintaining work ergonomics	A
31	Operation in variable temperature conditions	overheating in summer, colds in winter	Providing the right protective clothing	A
32	Stress	anxiety, anger, anger, fatigue, neurotic depression	Maintaining the right pace of work	A
33	Electromagnetic field	diseases of the nervous system, cancer	Guards at the devices, breaks	A
34	Work pace	decreased motivation and concentration, irritability, apathy		
35	Weather hazards	colds, heat stroke	Adaptation of works to the prevailing conditions	A

INTERNAL brose sitech	OCCUPATIONAL RISK ASSESSMENT CARD			Card No. 4
Activity/Position:	Truck drivers, transport companies			
Area:	Unloading and loading areas at Halls IV and II and the spare parts warehouse			
Job description. Operations / works / tasks performed:	Driving a truck, operating a car and semi-trailer, handing over transport documents			
Machines, tools and materials used:	according to your needs			
Date taken:	24.04.2025	Version:	3	Page: 1/1

The conditions and general indications resulting from the risk assessment carried out are at an **ACCEPTABLE level**, provided that the prevention outlined in this Charter is applied. An integral part of this Charter is an up-to-date Hazard Register and Risk Assessment, detailing all existing hazards and determining the assessed level of risk. Perform activities in accordance with the health and safety rules specified in: health and safety instructions, other operating instructions and fire protection, and work regulations.

Lp	Threat (hazardous, harmful, burdensome factors of the working environment)	Possible outcome	Protection (technical, organizational, personal protective equipment)	Risk assessment
1	Noise (p)	Hearing impairment	Recommended hearing protectors depending on the area	A
2	Pollination (p)	irritation of the upper respiratory tract, allergies		
3	Oil mist	irritation of the eyes and upper respiratory tract, headaches		
4	Vibration, vibration	fatigue, dysfunction of internal organs		
5	Contact with chemicals and oils	allergies, cough, shortness of breath, burns, headaches	Use of PPE, compliance with the safety data sheet of the hazardous substance or mixture	A
6	Inhalation of harmful gases	poisoning, headaches, lung changes, loss of consciousness		
7	Optical radiation	redness, tearing, corneal damage		
8	Glare	eye irritation, the feeling of the so-called unpleasant vision		
9	Possibility of thermal burn	Burns		
10	Display Screens	overload of the organ of vision, overload of the musculoskeletal system		
11	Sharp edges	cuts, wounds to the hands	Use of protective equipment adequate to the work performed	A
12	Chipping	eye infection, eye damage, minor burns		
13	Pressure equipment	splashing eyes and body, burns, secondary injuries		
14	Falling, Tripping, Slipping	bruises, dislocations, sprains, fractures	Caution, no entry to prohibited areas, movement on communication routes	B1
15	Falling from a height, falling into	bruises, fractures, disability, death		
16	Impact with stationary elements	bruises, bumps, fractures, scratches	Caution	A
17	Impact by elements in motion	bruises, dislocations, fractures	Caution	A
18	Traffic accident	bruises, fractures, severe bodily injuries, death	Caution, no entry to prohibited areas, movement on communication routes	B1
19	Crushing, pressing, crushing	bruises, fractures, severe injuries	Be careful and concentrate while working	A
20	Falling and falling objects	contusions, dislocations, fractures, concussions		
21	The Rapture	lacerations, crushing, fractures		
22	Drowning	death		
23	Shock	electrocution, loss of consciousness, death		
24	Electric arc	burns, redness, skin damage		
25	Monotypia	mental fatigue, dullness, boredom, drowsiness		
26	Biohazards	allergies, poisoning, viral diseases: e.g. flu, Covid-19, etc.	Adherence to applicable guidelines at Brose Sitech (e.g. orders, agreements, arrangements, instructions, etc.)	A
27	Fire, explosion	burns, grievous bodily harm, death	Increased attention, familiarization with the notification plan, use of devices in accordance with their application, compliance with health and safety rules	A
28	Forced body position	musculoskeletal diseases		
29	Physical static load	muscle ischemia, reduced work efficiency		
30	Dynamic physical load	spinal injuries, tendon rupture, fatigue		
31	Operation in variable temperature conditions	overheating in summer, colds in winter		
32	Stress	anxiety, anger, anger, fatigue, neurotic depression		
33	Electromagnetic field	diseases of the nervous system, cancer		
34	Work pace	decreased motivation and concentration, irritability, apathy		
35	Weather hazards	colds, heat stroke	Adapting to the prevailing weather conditions	B2

INTERNAL brose sitech		OCCUPATIONAL RISK ASSESSMENT CARD		Card No. 5
Activity/Position:	Visitors, controllers, contractors moving around the plant in order to walk around, inspect the plant, verify processes, tours.			
Area:	Production halls, outdoor areas			
Job description:	Plant tour, verification of processes at Brose Sitech			
Machines, tools and materials used:	headsets, office supplies - notebook, pen			
Date taken:	24.04.2025	Version:	3	Page: 1/1

The conditions and general indications resulting from the risk assessment carried out are at an **ACCEPTABLE level**, provided that the prevention outlined in this Charter is applied. An integral part of this Charter is an up-to-date Hazard Register and Risk Assessment, detailing all existing hazards and determining the assessed level of risk. Perform activities in accordance with the health and safety rules specified in: health and safety instructions, other operating instructions and fire protection, and work regulations.

Lp	Threat (hazardous, harmful, burdensome factors of the working environment)	Possible outcome	Protection (technical, organizational, personal protective equipment)	Risk assessment
1	Noise (p)	Hearing impairment	Recommended hearing protectors depending on the area	A
2	Pollination (p)	irritation of the upper respiratory tract, allergies		
3	Oil mist	irritation of the eyes and upper respiratory tract, headaches		
4	Vibration, vibration	fatigue, dysfunction of internal organs		
5	Contact with chemicals and oils	allergies, cough, shortness of breath, burns, headaches		
6	Inhalation of harmful gases	poisoning, headaches, lung changes, loss of consciousness		
7	Optical radiation	redness, tearing, corneal damage		
8	Glare	eye irritation, the feeling of the so-called unpleasant vision		
9	Possibility of thermal burn	Burns		
10	Display Screens	overload of the organ of vision, overload of the musculoskeletal system		
11	Sharp edges	cuts, wounds to the hands		
12	Chipping	eye infection, eye damage, minor burns		
13	Pressure equipment	splashing eyes and body, burns, secondary injuries		
14	Falling, Tripping, Slipping	bruises, dislocations, sprains, fractures	Moving along communication routes	A
15	Falling from a height, falling into	bruises, fractures, disability, death		
16	Impact with stationary elements	bruises, bumps, fractures, scratches		
17	Impact by elements in motion	bruises, dislocations, fractures		
18	Traffic accident	bruises, fractures, severe bodily injuries, death	Moving along passageways, being careful, following signs and rules in the halls	B1
19	Crushing, pressing, crushing	bruises, fractures, severe injuries		
20	Falling and falling objects	contusions, dislocations, fractures, concussions		
21	The Rapture	lacerations, crushing, fractures		
22	Drowning	death		
23	Shock	electrocution, loss of consciousness, death		
24	Electric arc	burns, redness, skin damage		
25	Monotypia	mental fatigue, dullness, boredom, drowsiness		
26	Biohazards	allergies, poisoning, viral diseases: e.g. flu, Covid-19, etc.	Adherence to applicable guidelines at Brose Sitech (e.g. orders, agreements, arrangements, instructions, etc.)	A
27	Fire, explosion	burns, grievous bodily harm, death	Increased attention, familiarization with the notification plan, use of devices in accordance with their application, compliance with health and safety rules	A
28	Forced body position	musculoskeletal diseases		
29	Physical static load	muscle ischemia, reduced work efficiency		
30	Dynamic physical load	spinal injuries, tendon rupture, fatigue		
31	Operation in variable temperature conditions	overheating in summer, colds in winter		
32	Stress	anxiety, anger, anger, fatigue, neurotic depression		
33	Electromagnetic field	diseases of the nervous system, cancer		
34	Work pace	decreased motivation and concentration, irritability, apathy		
35	Weather hazards	colds, heat stroke		

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

4.2. Work in Exposure to Electromagnetic Fields

Employees of external companies performing work on the premises of Brose Sitech sp. z o.o.. may be exposed to electromagnetic field strengths at levels that will not cause any adverse effects. However, in some workplaces, magnetic field strengths may pose a risk. Such places are marked with special pictograms, with which employees of external companies should be acquainted before they start working on the site. Pay attention to the pictograms indicating the sources of electromagnetic fields, as indicated below.

PROMIENIOWANIE ELEKTROMAGNETYCZNE – są wytwarzane przez wszystkie urządzenia i przewody elektryczne zarówno w małych jak i dużych częstotliwości.



STREFA BEZPIECZNA



ŹRÓDŁO POLA ELEKTROMAGNETYCZNEGO – nie ma zagrożenia



STREFA POŚREDNIA – dopuszczone przebywanie pracowników zatrudnionych przy źródłach w ciągu całej zmiany roboczej



STREFA ZAGROŻENIA – dopuszczone przebywanie pracowników zatrudnionych przy źródłach przez czas ograniczony



STREFA NIEBEZPIECZNA – przebywanie pracowników jest zabronione









Skutki zdrowotne pracy:

- osłabienie ogólne
- osłabienie pamięci
- osłabienie koncentracji i uwagi
- zmęczenie, bóle i zawroty głowy
- nadpobudliwość, potliwość
- drażliwość i nerwice
- zmiany układu hormonalnego
- zmiany układu sercowo-naczyniowego

4.3. Hazard pictograms

Employees of third-party companies performing work on the premises of Brose Sitech sp. z o.o.. may be exposed to:

HAZARD	PICTOGRAM
Noise	
Hazardous substances	
Electromagnetic, electrostatic field	
Burns	
Electric shocks	

Communication risks	
Explosion	
Fire	
Contact with moving parts of machinery	
Slips, trips, falls	
Radioactive materials or ionizing effects	
Laser beam	
Optical radiation	

4.4. Work near energy sources

Work in the vicinity of or with energy sources may be undertaken after guidance from the Coordinator. Any hazardous energy sources that would expose the unexpected or sudden release of energy from electrical, thermal energy sources of a mechanical, hydraulic, pneumatic, gravitational, chemical, or radioactive nature should be turned off or protected-including from accidental activation-before the start of maintenance, service, repair, cleanup, etc. work, and the turn-off locations should be properly marked.

5. Subcontractor employees

5.1. Subcontractor employee records

The subcontractor shall compile and update a list (name, surname, position/function performed), of its own employees and employed subcontractors. The list must be agreed with the Work Coordinator on the part of Brose Sitech sp. z o.o..

The current list of employees is handed over during registration and can be found on the Main Gate.

In the case of personnel changes, the subcontractor, before the start of work, shall submit a List of employees performing work during that day.

5.2. Entry/exit of Contractor's employees to Brose Sitech sp. z o.o..

Entry or exit of contractor's employees to Brose Sitech's premises shall be made only on the basis of the list of employees notified during registration at the gate and with a valid contractor's security card issued by a coordinator from Brose Sitech. Persons who are not registered may not enter Brose Sitech premises.

Employees of the Contractor and/or its subcontractors are not allowed to move arbitrarily in the Brose Sitech area. Any entry/exit from the area of the work in progress must be reported to the Supervisor of the work from Brose Sitech (the coordinator or the person who supervises a particular phase of the work).

5.3. Verification of authorizations, periodic training and medical examinations held

The Contractor's employees must have up-to-date periodic training, medical examinations and authorizations adequate to the activities performed under the contracted task.

Specific authorizations and qualifications are defined by Polish law.

If any of the certificates expires during the term of the contract, the Contractor shall immediately submit a new current certificate for review.

The work coordinator or any other authorized employee of Brose Sitech sp. z o.o.. may require the Contractor to submit the applicable documents proving that he is authorized to perform the work. The applicable documents must always be available at the site of the work for verification.

5.4. Supervision of the Contractor's work performed

The Work Coordinator or any other authorized employee of Brose Sitech sp. z o.o.. and employees of the Security Services are authorized to verify and stop the execution of the work due to non-compliance with regulations and rules during the execution of the work by the contractor.

The Work Coordinator or other authorized employee of Brose Sitech and an employee of Security Services are authorized to conduct security visits to the site of the work in progress and to prepare reports.

5.5. Work clothing, work footwear and personal protective equipment. Garment labeling.

The Contractor shall equip his employees free of charge work clothes, work footwear and personal protective equipment appropriate to the type of work to be performed and protective against dangerous and harmful agents, and inform employees on how to use these means.

Workwear and/or reflective vests should be uniquely marked to identify the company employing the worker in question.

The Contractor shall ensure that personal protective equipment has protective and performance characteristics, required approvals and certificates, and is fit for use. The Contractor shall not allow its employees and its subcontractors to work without the personal protective equipment provided for use at the work site.

6. Entered materials and equipment at the site

6.1. Conditions for importing materials and equipment

The Contractor declares and confirms in the Declaration of the representative of the external company that all vehicles, road vehicles, machinery used in the course of the work carried out, are in good condition, have the required licenses and are insured. All drivers are required to observe the speed limit and obey traffic signs at all times and have the appropriate licenses to drive the type of vehicles.

The Contractor/Subcontractor is prohibited from entering the company's premises:

- Import waste,
- Wash vehicles and equipment,
- Store fuel stocks and refuel vehicles
- Burn Waste,
- Spill any substances into the public sewer system, stormwater drainage system, stormwater basin or soil,
- Negatively affect the environment by using machinery or work tools that emit above-normal noise levels into the atmosphere.

6.2. Entry by cars and other vehicles

Entry and exit of contractor's cars and other vehicles on the premises of a given Brose Sitech sp. z o.o.. location is possible only on the basis of a permit obtained in accordance with the internal regulations of Brose Sitech sp. z o.o..

The conditions for entry of the Contractor's special vehicles in connection with the Contractor's performance of the task (self-propelled lift, hoist, excavator, crane, etc.) must be agreed in advance with Site Security and discussed with the Work Coordinator from Brose Sitech. In the event that UDT supervision is required for a special vehicle, the Contractor will be required to provide proof of UDT supervision as a condition for issuing the permit.

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

An internal forklift operator's permit must be issued for driving a forklift

6.3. Bringing in equipment, tools, devices

The Contractor shall agree with the Work Coordinator on the amount and type of equipment, tools or devices to be brought/imported to the Brose Sitech sp. z o.o.. site.

On a daily basis the Contractor shall present for approval at the Main Gate the equipment, tools or devices being brought/imported into the premises of Brose Sitech sp. z o.o..

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

Removal of equipment, tools and equipment will be carried out on the basis of a printout: statement of tools brought in - approved by the Security Officer.

The use of tools, equipment and machinery is at the responsibility of the Contractor..

6.4. Import and export of materials

It is permitted to import materials needed to carry out the work on the Brose Sitech site. The importation and method must be agreed in advance with the Work Coordinator. It is forbidden to bring in or take out of Brose Sitech sp. z o.o.. any materials, tools, equipment and machinery owned by Brose Sitech or another Contractor. Removal of these materials is possible only with the written permission of a person from the list of persons authorized to sign material passes and upon submission at the Main Gate of a material pass.

6.5. Bringing in chemicals

The Contractor shall each time agree with the Work Coordinator and the Health, Safety and Environmental Protection Cell, the amount and type of all chemicals brought/imported into Brose Sitech.

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

7. Transportation of people and vehicles

7.1. Pedestrian traffic

The Contractor's employees move exclusively:

- along designated pedestrian routes,
- After the area in which they perform work.

It is forbidden for the Contractor's Employees to stay in areas where they are not performing the contracted work.

7.2. Vehicle traffic rules

There is a maximum speed limit for vehicles at Brose Sitech sp. z o.o.:

- Up to 20 km/h on internal roads,
- Up to 8 km/h on internal roads for forklifts,
- Up to 5 km/h in indoor areas and 3.5 km/h in areas with limited visibility.

Traffic rules apply on the premises of Brose Sitech sp. z o.o..

Vehicles or self-propelled equipment that are technically inoperative, pose a danger to other intra-site traffic or endanger the environment will be removed from Brose Sitech's premises at the Contractor's expense. Brose Sitech also reserves the right to refuse any such vehicle to enter its premises in the future.

The driver and passengers of vehicles while driving on the premises of Brose Sitech sp. z o.o. or while working, must wear seat belts and comply with the ban on smoking tobacco products in vehicles.

Vehicles transporting hazardous mixtures must be labeled in accordance with applicable regulations.

Authorized persons on the side of Brose Sitech sp. z o.o. are authorized to control traffic regulations and, in particular, the validity of vehicle technical inspections, vehicle parking safety rules, use of lights, use of seat belts. Failure to comply with the above rules may result in the loss of the right to enter Brose Sitech premises, and in justified cases the police may be called.

7.3. Road surface protection.

Construction machinery without rubber or solid tires may enter Brose Sitech sp. z o.o. only on trailers towed by tractors having such tires. 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 and staging areas.

On the premises of Brose Sitech sp. z o.o. there are designated stopping places (loading and unloading of materials). It is allowed to stop in places other than designated only with the approval 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 are allowed to be at loading points, only in appropriate personal protective equipment, i.e., reflective vest, safety shoes with soles.

It is forbidden to stay on the car platform while loading or unloading with lifting equipment.

Ascending and descending from the vehicle platform may only be done on ladders or steps. Jumping off the vehicle platform is prohibited.

The driver is responsible for properly securing the materials on the car.

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

8.2. Storage

The Contractor may store raw materials, materials, wastes, chemicals or other items in only the places designated by the Coordinator after coordination with health, safety and environmental protection cell. Such places must be marked. Marking pattern (similar marking is allowed):



Liquid chemicals must be placed on sump trays. Waste containers must be clearly labeled.

9. Rules for the use of the social part

9.1. Meals

The contractor may use the canteen located on the premises of Brose Sitech sp. z o.o.. or the dining halls located on the premises of the individual plants.

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

9.2. Toilets, showers, locker room

The use of showers and social locker rooms is allowed only after consulting with the Coordinator and obtaining his approval.

Use of toilets to satisfy physiological needs is not prohibited, any other use of toilets is prohibited (e.g. fetching water, etc.).

10. Special requirements

10.1. Alcohol, drugs

Entry to the premises of Brose Sitech sp. z o.o., persons under the influence of alcohol, intoxicants, narcotics is prohibited.

By the term „under the influence of alcohol” is meant any concentration of alcohol in the exhaled air or blood.

The Company reserves the right to perform random alcohol or drug tests on subcontractor

employees.

Consumption and bringing of the aforementioned means on Brose Sitech premises is prohibited.

Persons under the influence of the above will be immediately removed from the Site. Brose Sitech sp. z o.o.. reserves the right to refuse re-entry (periodic or total) of such person to the Brose Sitech Site

10.2. Smoking

Smoking in the buildings of Brose Sitech sp. z o.o. is prohibited. On the premises of Brose Sitech sp. z o.o. there are designated smoking areas (outdoor and indoor smoking rooms).

10.3. Photography, recording

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

10.4. Guest Contractors

Any visits by guests of the Contractor must be arranged with the Work Coordinator. Visitors are required to comply with health and safety regulations and environmental regulations applicable to the site..

10.5. Damage caused by Contractors. Damage to property

The Contractor shall be liable for damage caused to Brose Sitech sp. z o.o. or other Contractors performing work on Brose Sitech's premises, arising out of or in connection with the work performed. In the event of discovery of damage, Brose Sitech reserves the right to take all actions provided by Polish law.

11. Using the resources of Brose Sitech sp. z o.o..

11.1. Using the equipment

The Contractor confirms that its employees and/or its subcontractors may not use any materials, machinery or equipment belonging to Brose Sitech without obtaining approval from the Work Coordinator. Once such approval has been obtained, the Contractor shall ensure that only authorized persons have access to and use them for their intended purpose and have the applicable authorizations and qualifications.

11.2. Electricity

BBrose Sitech will provide the Contractor with a connection to the company's electrical/power grid upon agreement with the Work Coordinator. The Contractor shall, on its own, procure appropriate connection cables in accordance with applicable standards.

The Contractor's employees operating electrical equipment must have the licenses prescribed by

law, be trained to deal with hazards associated with electrical installations.

Access to electrical installations and facilities is reserved only for authorized personnel in accordance with applicable regulations.

Contractors/Subcontractors are required to make rational use of electricity at the plant. Use equipment only when necessary to perform their work.

11.3. Water and compressed air

Brose Sitech shall provide the Contractor with the use of the company's water supply and compressed air network - the amount and type of connection is to be agreed with the Work Coordinator.

Contractors/Subcontractors are required to use compressed air and water rationally.

12. Special requirements for carrying out the work

12.1. Performing particularly hazardous work

The Contractor will be acquainted by the Coordinator of the work, about the types and mode of performing particularly hazardous work.

Hazardous work shall be performed only after the Contractor has obtained written permission from the Permits/Recommendations in accordance with the company's list of particularly hazardous work and applicable regulations. Any work may be considered hazardous if indicated by the occupational risk results and the specific conditions of the work.

The work of connecting, inspecting, maintaining and repairing electrical installations and equipment may be carried out in accordance with the operating instructions only by persons with the appropriate authorizations and after obtaining appropriate instructions.

The Contractor is responsible for knowing and applying the detailed conditions for performing especially hazardous work. In the absence of detailed conditions for the performance of a particular type of particularly hazardous work, the Contractor shall be responsible for their development and application.

12.2. Work at height

Work at height on the premises of Brose Sitech sp. z o.o.. must be performed in accordance with the safety rules for working at height.

When working at heights, use appropriate safeguards and fall protection equipment. The area under the site of work at height should also be secured, and supervision should be provided by a second person below.

Work on roofs may be performed only after obtaining „permission to work” from the Work Coordinator. Transport or transfer of workers to heights may only be carried out using equipment designed for this purpose and complying with applicable regulations.

12.3. Work in confined spaces

Work in confined spaces must take place only after obtaining written permission from Persons authorized to issue permits for particularly hazardous work.

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

- lack of oxygen
- The presence of toxic gases,
- explosion hazard,
- Danger of being buried or drowning,
- fall from height,
- falling objects or tools,
- Contact with toxic, hazardous to health or aggressive products
- other.

The assessment must designate the equipment necessary to protect workers, as well as identify collective and individual protection measures.

This work must always be carried out under the supervision of one or more persons who remain outside the risk zone at all times and are equipped with the means to communicate in case immediate assistance is needed.

12.4. Hazardous Chemicals

Bringing hazardous chemicals into the premises of Brose Sitech sp. z o.o. is possible only after the Contractor has presented the Work Coordinator and the Health, Safety and Environmental Protection Cell with the Material Safety Data Sheets. The Health, Safety and Environmental Protection Cell shall give permission to bring in the substance.

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

The contractor should train its employees on how to read information labels, precautions and first aid for the chemicals used.

The Contractor shall secure appropriate personal protective equipment and ensure their proper use by employees.

The contractor must have the appropriate neutralizers for use in the event of a chemical spill

12.5. Workplace and hazard signage

The Contractor's work site must be marked appropriately and cordoned off (warning tape, safety barriers) according to the work to be performed.

The contractor must have his copy of the 'Contractor's Card' at the place of work.

12.6. Gas cylinders

Gas cylinders, welding and metal-cutting apparatus must be operated and stored in the manner prescribed by the relevant regulations (in an upright position, properly protected from falling, contamination, etc.), and have current UDT tests (if required).

12.7. Dangerous energy sources

Any hazardous energy sources, will be secured, blocked and marked. The interlocks of hazardous energy sources cannot be removed.

12.8. Work in EX zones

A contractor performing work in a hazardous area must provide workers with anti-electrostatic clothing. The use of electrical equipment and tools other than those made in the appropriate „Ex” is strictly prohibited in the hazardous area.

13. Fire issues

13.1. Fire protection

In the facilities and adjacent areas, it is prohibited to perform activities that may cause a fire, its spread, hinder the rescue operation or evacuation, in particular, the use of open flames, smoking and the use of other factors that may initiate the ignition of materials present throughout the facility.

According to relevant regulations, 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. Dealing with fire

Jeżeli zauważyłeś pożar:

Natychmiast uruchom najbliższy ręczny ostrzegacz pożarowy lub wezwij ochronę zakładu **76 848 3268**. Jeżeli jest to możliwe przystąp do gaszenia pożaru korzystając z dostępnego sprzętu, ale nie narażaj siebie i innych.

Jeżeli usłyszałeś alarm pożarowy:

Opuść budynek najbliższym wyjściem ewakuacyjnym. Zamykaj wszystkie drzwi za sobą. Zgłoś się do wyznaczonej osoby w miejscu zbiórki.

Pamiętaj:

Nie zatrzymuj się aby zabrać osobiste rzeczy. Nigdy nie wracaj do budynku dopóki nie zezwoli na to kierujący akcją ratowniczo-gaśniczą. Nie podejmuj ryzyka.



1. The person who first notices the fire is obliged to immediately press the ROP button (to do so, break the glass) and notify all persons in the danger zone and the immediate supervisor of its occurrence,
2. A person with access to direct telephone communication is required to notify Plant Security/ Plant Guard (phone 76 848 3268 or 3470 - when calling from the company premises from a landline, dial only the last 4 digits) and the Security Coordinator (according to the notification plan) with the following information :
 - specify exactly where and what is on fire/what department, building number, type of
 - room and on which floor it is located, whether there are
 - people are present,
 - The name of the person reporting the fire,,

Do not hang up the phone receiver until a security officer has acknowledged the call. Remain calm and do not allow panic to set in.

3. Proceed to evacuate people in accordance with the rules set forth in the organization of the evacuation operation.
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. 5. If there is an imminent risk to health and life - leave the building as soon as possible, following

the indications of evacuation signs, or those conducting the evacuation operation. 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 BROSE 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.

6. When evacuating from the facility, go to the place indicated as a gathering place for people evacuees (Appendix: „Evacuation plan of the plant with assembly points of employees“), Remain there and do not move away without permission from superiors. Immediately inform those in charge of the evacuation operation of the personal shortage of personnel (if any), who should report to the designated place for evacuation.
7. After the arrival of firefighting units at the scene of a fire, everyone is required to strictly obey the orders of the commander of the rescue and firefighting operation

14. Accidents and first aid.

14.1. Accident

Any work accident resulting in injury to an employee (contractor and Brose Sitech) must be reported immediately to the Work Coordinator, and the Health and Safety Cell.

The notification of an accident does not exempt the Contractor from conducting an accident investigation, as specified in the relevant labor legislation.

14.2. Near miss and incident

After the occurrence of a near miss (no injury) or incident, this should be reported immediately to the Work Coordinator.

14.3. Providing 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 BROSE 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.

INSTRUKCJA BHP PIERWSZA POMOC PRZEDMEDYCZNA W NAGŁYCH WYPADKACH

PROCEDURA	TECHNIKA WYKONANIA POSZCZEGÓLNYCH ELEMENTÓW PROCEDURY	PROCEDURA	TECHNIKA WYKONANIA POSZCZEGÓLNYCH ELEMENTÓW PROCEDURY
1 ZASADY OGÓLNE	Rozpoznać, co się stało, zdiagnozować, jaki był czynnik sprawczy zdarzenia. Dzięki temu można rozpoznać zagrożenie i unikać kolejnych zagrożeń w miejscu wypadku, nie dopuszczając do dalszych ofiar. Jeżeli można ratować ofiarę w miejscu wypadku, należy zebrać informacje od poszkodowanego, ocenić widoczne obrażenia ciała, wezwać pomoc i udzielić pomocy w jej wskazaniach. Uwaga: należy pamiętać, że u jednego poszkodowanego może wystąpić nawet kilka problemów medycznych jednocześnie.	2 ELIMINACJA ZAGROZEŃ	Zawsze stosować ochronę osobistą, przynajmniej jednorazowe rękawiczki gumowe. W razie potrzeby wyeliminować ew. zagrożenia: odłączyć prąd, zastawić pas ruchu na jezdni, podpylić lodzią do tonącego, ewakuować ofiarę z miejsca niebezpiecznego (jeżeli jest tak niebezpiecznie, że nie można ratować jej w miejscu odnalezienia itp.).
3 ALARMOWANIE SŁUŻB RATOWNICZYCH	Do każdego ciężkiego wypadku natychmiast wezwać pomoc, podając, czy poszkodowany jest przytomny, czy oddycha i jaką jest lokalizacja wypadku oraz ew. informacje o przyczynach w odniesieniu do miejsca zdarzenia/poszkodowanego. Jeżeli można, wysłać pomocnika, aby skontaktował zespół pogotowia, pomagając dotrzeć do trudno dostępnego miejsca wypadku.	4 OCENA STANU POSZKODOWANEGO	U każdego poszkodowanego trzeba ocenić co najmniej czy ma podejrzenie urazu kręgosłupa, czy jest przytomny, czy ma drożne drogi oddechowe, czy oddycha, czy wystąpił u niego silny krwotok.
5 PODEJRZENIE URAZU KRĘGOSŁUPA	Oceń, czy na ciele poszkodowanego działa duża siła, jeżeli tak – traktować go jako osobę z urazem kręgosłupa. Dopóki oddycha – pozostawić w pozycji odnalezienia. Stabilizować rękoma głowę względem tułowia.	6 UTRATA PRZYTomNOŚCI	Nieprzytomnego, jeżeli ma zachowany oddech, ułożyć na boku. Ciężką – na jej lewym boku.
7 BEZDECH	Nieprzytomny, który nie oddycha, powinien mieć wykonane co najmniej uciski klatki piersiowej (w tempie 100-120/min). Jeżeli ratownik będzie wdychał powietrze, stosunek ucisków do wdychnięć wynosi 30:2. Jeżeli pomocnik jest w pobliżu, należy go wysłać po automatyczny defibrylator zewnętrzny (AED) i zastosować go u poszkodowanego.	8 ZAKRZTUSZENIE	Osobę, która silnie kaszle, zachęcamy, aby pochyliła się, i obserwujemy. Osobę, która nie może silnie kaszleć, należy pięć razy uderzyć pomiędzy łopatkami w pozycji pochylenia. Jeśli brak poprawy, wykonać w okolicy pępka pięć pchnięć w głąb i w górę brzucha. Jeżeli pierwsza seria nie pomoże, cykl uderzeń i pchnięć powtarzać aż do skutku, wzywając jednocześnie pogotowie.
9 SKALECZENIA	Umyć wodą z dodatkiem mydła. Można dezynfekować wodnym roztworem antyseptyku przeznaczonym do kontaktu z uszkodzoną skórą/błoną śluzową. Po osuszeniu przetrześć przylepcem z opatrunkiem.	10 ZRANIENIA	Oceń, czy krew wyciekła z rany skąpo, kroplami czy też ma miejsce krwotok. Ranę bez krwotoku okryć jałowym gazikiem, który należy zamocować bandażem lub przylepcem. Krwotok zatamować opatrunkiem uciskowym.
11 OPARZENIA TERMICZNE	Schłodzić co najmniej kilkanaście minut bieżącą zimną wodą. W razie potrzeby zastosować jałowy, luźny opatrunek osłaniający.	12 OPARZENIA CHEMICZNE	Natychmiast usunąć (np. odciąż) odzież roboczą nasączoną toksycznym środkiem. Obficie splukiwać skórę wodą, tak aby rozcieńczony roztwór środka toksycznego nie uszkadzał zdrowych tkanek. Worek spożywkowy należy przepłukiwać co najmniej przez 30 minut.
13 ZŁAMANIE KOŃCZYN	W każdym przypadku podejrzenia złamania stabilizować uszkodzoną kończynę. Jeżeli można, na kończynę górną założyć temblak z chusty trójkątnej. Nogi obwiązać kocem itp. w pozycji zastanej po urazie. Stabilizacja kończyny jest wskazana także w innych dużych urazach, jak np. rozległe rany.	14 SYTUACJE NIETYPOWE	W przypadku każdego zdarzenia nietypowego, jeśli nie wiadomo, jakie działania podjąć, należy zasięgnąć porady ratunkowej od dyspozytora pogotowia (np. co zrobić, jeżeli ktoś omyłkowo spożył toksyczny płyn itp.).

NUMERY ALARMOWE 999/112

15. Environmental Protection

15.1. Waste

The contractor is the generator of waste and is legally responsible for its disposal.

The Contractor is required to provide its own containers for selective collection of waste generated by it. The storage locations of the containers must be agreed with the Work Coordinator and also the Environmental Department. Waste must be removed outside of Brose Sitech on an ongoing basis.

The Contractor shall selectively collect the waste generated during the course of its work in the aforementioned containers.

The Contractor shall take the waste for which it is the generator outside the plant for proper management in accordance with applicable laws

Self-storage of waste on unpaved ground is prohibited.

The contractor may not:

- Bring waste into the premises of Brose Sitech sp. z o.o.
- Place waste in Brose Sitech sp. z o.o. containers,
- burn waste,
- Store waste on the premises of Brose Sitech sp. z o.o.. without the approval of the Environmental Department.

15.2. Wastewater

It is forbidden to pour any liquid waste, waste or sewage into sewerage manholes, into the ground and into waste receptacles.

Contractors are required to take all the liquid waste they generate outside the premises of Brose Sitech sp. z o.o.. for proper disposal in accordance with applicable laws.

15.3. Noise emissions to the environment

The use of machinery, tools and vehicles that emit above-normal noise levels is prohibited.

15.4. Environmental hazards

In the event of spills, spills or leaks of chemicals, including oils and fuels, the Contractor shall use the neutralizing agent (e.g., sorbent) provided for in the Material Safety Data Sheet for the hazardous mixture, collecting it in a sealed, properly labeled container. The container and the appropriate neutralizing agent must be provided by the Contractor himself

The Contractor shall immediately notify the Plant Security Service of the incident.

15.5. Vehicle failures

The Contractor shall ensure the proper technical condition of vehicles entering the Brose Sitech sp. z o.o. site. In the event of a vehicle breakdown causing an environmental hazard (e.g., leakage of engine oils, hydraulic oils, fuels, brake fluids), it is the responsibility of the Contractor to take appropriate action.

16. Contacts

HEALTH AND SAFETY	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

Brose 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
HEALTH AND SAFETY		
1.	Failure to use personal protective equipment: protective helmets in the area of work, fall protection, hearing protection, dust masks and other required PPE	1
2.	leaving unattended electrical equipment connected to the grid (except for equipment during battery charging)	2
3.	Entering work without the required documents or with invalid documents, such as a work order or a permit for fire hazardous work	2
4.	Conducting work without developing a bioz plan, in case such a plan is required	3
5.	Failure to inform, by the end of the working shift, of an accidental event that occurred while performing work for the customer	2

No.	Infringement	Sanctions
6.	obstruction of access to switchboards, circuit breakers, switches, etc. of electrical equipment	1
7.	Being on the premises in a state indicative of alcohol consumption, in a state of intoxication or under the influence of intoxicants, and bringing alcoholic beverages on the premises	1 Entry ban
8.	Smoking in the premises of the workplace (except in designated areas)	2
9.	use of tools and equipment that are not technically efficient	2
10.	Running electrical wiring, gas lines in a way that causes or may cause damage to them	2
11.	Installation and operation of scaffolding that does not comply with the manufacturer's documentation or individual design	1
12.	assembly or disassembly of scaffolding by workers who are not authorized	1
13.	use of technically inoperative scaffolding elements (corroded, with visible cracks or mechanically damaged)	1
14.	Failure to enter the acceptance of scaffolding in the construction log or to prepare a protocol of technical acceptance of scaffolding	1
15.	Lack of protective canopies and protective mesh covers for scaffolding located next to roads or pedestrian crossings	3
16	Lack of an information board, identifying the installation contractor by name, telephone number and specifying the permissible load on the platforms and scaffolding structure	2
17	leaving switched-on welding machines unattended	1
18	incorrect connection of the return - welding cable	1
PPE		
19	Use of open flames and smoking in hazardous areas	3
20	collection and storage of fuel materials, 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 of more than 1 kV, grounding conductors and discharge conductors of the lightning protection system and active electrical switchgear, electrical wiring	1
22	blocking in any way the passageways that are escape routes, emergency exits	2
23	use of additional heating devices without the consent of the contracting authority	1
24	storage of cylinders filled with flammable gases or other compressed gases in rooms inside buildings or temporary work facilities (containers, packing houses)	2

No.	Infringement	Sanctions
25	making independent alterations and repairs to equipment and gas or electric installations, building additional electric or gas points of consumption	3
26	leaving rags, cleaning cloth, sawdust, etc. saturated or contaminated with flammable, oxidizing or harmful to health substances or emitting irritating odors without securing them in closed receptacles of non-flammable material	1
27	Blocking access to hand-held firefighting equipment and fire extinguishing or smoke extraction triggering points	2
28	Use of cylinders of technical gases to perform fire hazardous work without placing them on mobile trucks	2
29	leaving cylinders of technical gases on the premises of the ordering party's production facilities	3
30	equipping the workplace of fire-hazardous work with inoperable firefighting equipment	2
31	Lack of handheld firefighting equipment at the site of fire hazardous work	2
32	use of the contracting authority's firefighting equipment contrary to its intended use	3
33	Performing work with open flames without the required permit/ without a current permit	1
34	Smoking in unauthorized places as well as in car cabins	1
35	Careless preparation of the site of work with open fire	1
36	Careless protection of the work site from uncontrolled discharge of sparks	1
ENVIRONMENTAL PROTECTION		
37	storage of waste in an area not intended for it	3
38	cutting down trees and shrubs without prior approval of the contracting authority	3
39	Performing activities that cause damage to lawns, greenery used to bind soil	3
40	Introduction of any substances into the plant's sewage system and rainwater tanks	2
41	burning of any waste	3
42	leaving unsecured hazardous substances and preparations, containers with such substances and containers of such substances.	3
43	storage of hazardous substances and preparations in premises not intended for this purpose without the written consent of the ordering party	3
44	Use of hazardous substances and preparations without valid safety data sheets	3

No.	Infringement	Sanctions
45	Use of improper containers for storing hazardous substances and preparations	3
46	use of non-original containers for the storage of dangerous substances and preparations	1
GENERAL		
47	Entering and moving around the premises without a valid personnel pass	Removal from the site
48	entering the site without the required permit	Driver's entry ban
49	Failure of vehicle drivers to comply with road markings on the site and designated routes of travel	Driver's entry ban
50	Failure to comply with the maximum speed limit of 20 km/h on the site, and 8 km/h in the halls	Driver's entry ban
51	Failure to have the applicable authorizations by persons driving, operating motor vehicles, working machinery, including, for example, motorized forklifts	Driver's entry ban

Brose Sitech sp. z o.o.

ul. Strefowa 2, 59-101 Polkowice

tel. +48 76 726 70 00

fax +48 76 726 70 70

www.brose-sitech.com