



# Occupational Health and Safety Standards



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These occupational health and safety provisions for contractors form a binding part of a contract. Contractors are obliged to observe any and all agreements concerning occupational health and safety, connected with the order and to ensure that their employees observe them as well. Discipline-specific and more detailed requirements concerning occupational health and safety resulting from legal provisions have priority over this document.

A contractor guarantees observance of the domestic (national) provisions in the scope of occupational health and safety, and in particular, the Act dated 26 June 1974: Labour Code (Journal of Laws of 1974, No. 24, item 141, as amended), the Regulation of the Minister of Labour and Social Policy dated 26 September 1997 concerning general occupational health and safety provisions (Journal of Laws of 1997, No. 129, item 844, as amended). A contractor is obliged to ensure supervision of performed works by persons authorised to such supervision, in conformity with the governing laws in force.

The scope of definition of a contractor in this document includes: a subcontractor, service personnel, a supplier, a recipient, a person who fulfils an order on the area of the plant. Not always and not all the provisions must apply to a given contractor - this depends on the type of entrusted order.



## Provisions concerning a hazardous situation

### Procedure in case of fire, accident and other threats:

- Get familiar with a local evacuation plan, an assembly point and fire prevention regulations.
- In case of work with liquid hazardous substances, get familiar with the location of sorbents.
- Report every accident/near-miss incident to the HSEQ Department in a workplace or to the plant management.



#### 1. Emergency phone call

In order to receive help, you may use the phone number: **112**

→ Your message must contain the following information:

WHERE it happened?

WHAT happened?

HOW MANY victims are there?

WHAT are their injuries?

WAIT for questions.



#### 2. Evacuation

After having heard a warning signal (e.g. a buzzer, a motor-horn, a scream "fire"), immediately leave the building with the nearest escape routes, emergency exits and staircases. Warn persons present nearby and give assistance to the injured or to the disabled. Immediately go to one of the designated assembly points in case of evacuation.

→ Do not use lifts!

→ Act in conformity with the recommendations of rescue services.



#### 3. First Aid

A contractor ensures availability of first aid measures and designates trained persons to provide pre-medical first aid.



## SORBENT

**4. Use of sorbent**

In case of work with liquid hazardous substances, a contractor ensures availability of sorbent and declares that employees are trained in its use. In case of a large leak, this situation is reported to the HSEQ Department or to plant management.

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**Bans****1. Smoking tobacco, alcohol and other intoxicating substances**

Inside the buildings (both in rooms with permanent workplaces and other rooms), at construction sites, on external areas and in vehicles it is forbidden to consume alcohol and other intoxicating substances. Smoking tobacco products and e-cigarettes is admissible in designated places on the area of the workplace (employing establishment).

**2. Food**

Consumption of meals in places of performed work is forbidden. In order to consume meals, use designated rooms to stay in during breaks (lunch rooms, dining rooms, canteen).

**3. Access control**

Ban on entry to places and rooms out of the range of ordered work.

**4. Taking pictures**

It is banned to take pictures on the area of the plant. Pictures can be taken only with consent of the plant management.

**5. Moving on the area of the plant with a motor vehicle**

When travelling on the area of the plant with a motor vehicle observe the speed limit of 10 km/h.



## 6. Alcohol consumption

Consumption of alcohol and being under the influence of alcohol during work performance/order fulfilment on the area of the plant is forbidden.

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### Organisation of works, including particularly hazardous works

#### 1. Subcontractors

A subcontractor is obliged to conduct On-the-job Training for his employees, according to the Regulation of the Minister of Economy and Labour dated 27 July 2004 concerning occupational health and safety training (Journal of Laws of 2004, No. 180, item 1860, as amended), taking into account Article 2071 of the Act dated 26 June 1974: Labour Code (Journal of Laws of 1974, No. 24, item 141, as amended).

#### 2. Particularly hazardous works

Particularly hazardous works may be performed only after having obtained a written authorisation for performance of this type of works on the area of the ordering party. In addition, these works should be performed under direct supervision of persons designated to this end.

→ It applies to the following activities:

- works in tanks, channels, the interior of technical devices and in other hazardous confined spaces (among others, in containers);
- building works, dismantling works, repair and assembly works carried out without stopping the operation of the plant or its part;
- works with the use of hazardous materials (including works in potentially explosive atmosphere);
- hot works (welding, use of burners, etc.);
- works at height;
- maintenance and repair works without disconnection of the sources of supply;
- works on electrical power equipment.



### 3. Precautionary measures

Do not remove protective devices.

Machines, devices, means of transport must be protected from the possibility of unauthorized start.

The measures aimed at ensuring safety of traffic must be organised in cooperation with the ordering party.

### 4. Documents

Before commencement of particularly hazardous works or hot works, the ordering party must be in possession of:

- permit for this type of works issued by the contractor;
- Safe Work Instruction (Polish: IBWR).

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## Materials handling equipment

### 1. Trucks

Trucks may only be used with a valid qualification certificate of the Technical Inspection Office (UDT).

### 2. Hoisting cranes, overhead cranes, building machines

Their operation is only admissible with a valid qualification certificate confirming authorisation held - of the Technical Inspection Office (UDT) and the Institute of Mechanised Construction and Rock Mining (IMBIGS).

### 3. Mobile platforms

Mobile platforms may only be used with a valid qualification certificate of the Technical Inspection Office (UDT).



## Accident prevention and procedure in case of accident

### 1. Regulations

General and discipline-specific regulations in the scope of health, safety and environmental protection (acts and regulations), as well as internal plant provisions (rules of work, procedures and instructions are in force) are in force.

### 2. Condition of equipment

Any and all technical equipment, machines and tools, used for order completion, must meet the requirements of the adequate safety provisions, and in particular, of the Regulation of the Minister of Economy dated 30 October 2002 concerning the minimum occupational health and safety requirements in the scope of operating machines by workers at work (Journal of Laws of 2002, No. 191, item 1596, as amended) and be used solely in conformity with their intended purpose.

Special attention should be paid to the use of attested or certified working equipment. Equipment may not have any leaks.

### 3. Hazardous substances

Hazardous substances may only be used in conformity with their intended purpose. Only original packaging, or packaging designed to this end should be used for their storage and transport. A contractor is obliged to ensure correct procedure with waste and chemical substances used in work process. Conditions of storage, warehousing, transport and use of substances and their mixtures qualified as hazardous are defined in domestic (national) legal provisions.

### 4. Personal protective equipment

In case of finding out that there are factors in work process that are hazardous and detrimental to health, an employer is obliged to deliver personal protective equipment, working clothes and footwear to an employee and inform an employee of the methods of use of this



equipment. The above mentioned equipment must meet the requirements regarding conformity assessment, defined in domestic (national) regulations.

### Requirements concerning clothing and personal protective equipment



- safety footwear type S1P or S3,



- protective clothing (long trousers, long sleeve in case of works hazardous to arms),



- protective helmet,



- safety goggles in case of works dangerous to eyes,



- safety gloves in case of works dangerous to hands,



- reflective vests or reflective harness,

- other, in case of detailed occupational health and safety requirements.

### 5. Fire prevention and explosion prevention

There are legal provisions in force concerning fire prevention of a given object or construction. Before commencement of works one must learn about the installed fire protection devices and systems, fire alarm systems and order their activation, whenever needed.

### 6. Accidents and near-miss incidents

Injuries/accidents, near-miss incidents must be reported to direct superiors of an employee and to persons responsible for occupational health and safety, in the plant of GOLDBECK Prefab Elements.



## Reporting and instructions

### 1. Reporting arrival/departure

When entering the company it is required to report one's arrival, and on leaving - one's departure, to a person in charge of a guest/a contractor or to a security employee.

### 2. Traffic management

Road traffic rules are in force on the area of the production plant of GOLDBECK Prefab Elements, that need to be observed. Vehicles can only be parked in designated places.

### 3. Instructions

A person who orders works or coordinates them on behalf of GOLDBECK Prefab Elements instructs a responsible person from an external company. A person who manages employees from an external company is responsible for instruction of their employees. The evidence of conducted training must be presented to a coordinator from the production plant of GOLDBECK Prefab Elements on demand.

Employees of external companies who perform works on the area of GOLDBECK Prefab Elements are obliged to participate in a training beforehand, conducted by a designated employee of GOLDBECK Prefab Elements. This training will be valid for the period of 12 months.

### 4. Waste

After completion of works, their area must be cleaned; waste should be segregated in the place of its generation and it should be stored in adequate tanks or containers.

*Disposal of waste generated during execution of an order belongs to the scope of responsibility of a contractor, unless a contract stipulates otherwise.*



## 5. Hazardous substances

A list of hazardous substances (or their mixtures) used in work process, along with indication of the place of their storage and scope of application, should be presented to a coordinator. An employer is obliged to familiarize employees with material safety data sheets of applied hazardous substances, with the risk to health and safety of employees connected with their application, as well as with the methods of their safe application and procedure in emergency situations.

## 6. Cleanliness

Order should be kept in the workplace all the time; after completion of work, a workplace should be left in order.

## 7. Disturbances

One must immediately report any and all irregularities, breakdowns and threats identified during performance of works to a person responsible for the respective area in GOLDBECK Prefab Elements or to a safety coordinator.



## Supplementary provisions

### 1. Coordination

When employees working for different employers work at the same time and in the same place, an occupational health and safety coordinator will be designated for the purpose of supervision of health and safety of all employees.



### 2. Reflective vest and helmet

In the situation when a contractor forgets his helmet, or a reflective vest, he may collect it from the gatehouse or the main office block, provided that he returns it later.

### 3. Works on and next to in-plant roads

When a contractor plans works on in-plant roads or when transport is required on in-plant roads that may lead to traffic restrictions, this fact should be agreed beforehand with the Logistic Department and the HSEQ Department. A contractor is obliged to ensure the necessary safety precautions (road signs, barriers or light signalling).

### 4. Trial run of machines

If during trial run of machines or other technical equipment the standard occupational health and safety provisions cannot be observed, special safety precautions should be agreed with the occupational health and safety coordinator.

All employees must be instructed on possible threats and necessary safety precautions.

### 5. Works at height

A contractor must observe and follow the general provisions concerning works at height.

Performance of works at height is only admissible after participation in the on-the-job training, along with certification confirming lack of any contraindications to perform works at height.



A contractor defines the detailed requirements in the scope of occupational health and safety when performing particularly hazardous works, including ensuring of direct supervision of employees, adequate safety precautions, instruction of employees covering division of work, with names assigned, as well as the sequence of execution of tasks, and the requirements concerning occupational health and safety for the respective activities.

#### **6. Safety inspection before commencement of works**

Each time when commencing works, safety inspection of used equipment and of workplace will be conducted.