

TITLE: Supervision of Subcontractors**1. Purpose**

The purpose of the STANDARD is to define the conditions for allowing Contractors to carry out work on the premises administered by Teksid Iron Poland, together with ensuring safe working conditions for companies and to define the interaction of the various subcontractors during the execution of the work in order to achieve the desired results in terms of quality, work safety and environmental protection including respect for energy consumption.

2. Scope and owner of the process

The STANDARD applies to all employees working on the premises of Teksid Iron Poland Sp. z o.o. and "SIRIO" Industrial Security.

The owner of the process is the person in charge of the Maintenance and Equipment and ZB Department (within the scopes of operation given below).

3. Definitions:

Teksid Iron Poland: Teksid Iron Poland Sp. z o.o., 49, Ciężarowa Street, 43-430 Skoczów.

Premises of the plant: land owned by Teksid Iron Poland.

Contractor: a third-party organisation that provides services to a particular organisation in accordance with agreed specifications and conditions. The services may include construction activities.

Representative of the Contractor: an employee of the Contractor who supervises the execution of the contracted works and is available for direct contact with the Representative of Teksid Iron Poland.

Building Code: a set of regulations governing the design, construction supervision and also demolition of construction works, contained in the Journal of Laws of 2020, item 1333, as amended, hereinafter referred to as "the BC".

Construction works that require a building permit decision are those not listed in Articles 29 and 30 of the BC.

Construction works that require a construction notification are those listed in Article 29.1 of the BC.

Construction works that require neither a building permit decision nor a construction notification are those listed in Article 29.2 of the BC.

Safety and Health Plan (SHP): the plan referred to in Article 21a of the BC.

Extent and method of demolition: the requirement of Article 30b(3)(3) of the BC for the submission of an application for demolition.

Method to ensure safety of persons and property: the requirement of Article 30b(4)(3) of the BC for the submission of an application for demolition.

Securing or demolition works that can be started before a demolition decision has been taken or a demolition notification has been submitted: the works referred to in Article 31a of the BC.

Supervising Officer: a person whose duties are set out in Article 26 of the BC.

Participants in the construction process: persons referred to in Article 17 of the BC.

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Type B Work Notice: a document which, once its contents and attachments have been completed and the employees have been trained, allows the commencement of works on the construction site, separated from the premises of TEKSID IRON POLAND.

Type SWR/Contractor Name Work Notice: a document which, once its contents and attachments have been completed, allows the Contractor to commence works on the premises of Teksid Iron Poland within the scope specified in the service contract and lease agreement.

Type Ex and R Work Notice: a document which, once its contents and attachments have been completed and the employees have been trained, allows the Contractor to commence works on the premises of Teksid Iron Poland.

Date of validity of the Work Notice: the **Type B** Work Notice shall be valid from the commencement of the contemplated project specified therein until its completion. The **Type Ex** Work Notice shall be valid within the period specified therein. The **Type SWR/Contractor Name** Work Notice is a year-round notice that is renewed at the end of the year for which it is valid or from the introduction of this type of notice in the current year until the end of the same year. The **Type R** Work Notice shall be valid from the date of commencement of the works specified therein until its completion.

The **scope of works** may include concepts such as: upgrading, renovation, repair, maintenance, servicing or any other service, etc.

Regular Contractor: a contractor included in the list of qualified suppliers of goods and services to Teksid Iron Poland on the basis of the delegated part of the process or scope of works and installations specified in the service contracts and obligations arising from the lease agreement.

Representative of Teksid Iron Poland: an employee of Teksid Iron Poland who **commissions** the task (**work**) specified in the **WZW** and exercises supervision over the Contractor on the premises of Teksid Iron Poland, determines / agrees with the CONTRACTOR on the execution of the task (including, but not limited to, technical aspects of the execution of the work).

Work Field: an enclosed and safety-marked area with machinery, equipment and installations which shall be handed over to the Contractor for the duration of the Work, who, in agreement with TEKSID IRON POLAND's technical and technological supervision, shall carry out the works specified in the Work Notice.

Zero-energy strategy for Contractors in the Work Field: a procedure aimed at identifying the energy present in the Work Field, discharging it and technically preventing it from entering the Work Field during the execution of the works by means of technical and organisational solutions. The strategy is outlined in Appendix 6 "Energy Matrix".

LO/TO system: a system for the technical blocking and unblocking of the energy supply to the Work Field, including the identification of these blockages and a system of responsibilities for the above actions.

OHS Coordinator: an employee appointed to perform tasks in the Work Field when employees of different employers are working in the same place at the same time, and whose tasks and authorities are defined in the Operating Instruction **020/ZB**.

Lead OHS Coordinator: appointed when there are at least two third-party employer coordinators working in the Work Field. This is the OHS coordinator from the company with the largest scope of work.

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NOTE! Situation when there are no Teksid Iron Poland employees in the Work Field.

Fire Hazard Works: works specified in the **Internal Instruction no. 2/2018** – Fire Hazard Works. The scope of the instruction is presented during the internal training on site.

Works in potentially explosive areas: works defined as those to be carried out in the areas specified in the Explosion Hazard Assessment together with the Explosion Prevention Document **dated 26.10.2020**, with the exception of places where the agent that can cause an explosion when mixed with air can be removed and stored in a safe place for the duration of the work.

Criteria for evaluating the Contractor's work: the criteria for quality assurance, occupational health and safety, environmental protection and energy conservation presented in the Work Notice (the energy conservation criterion is present in cases where such balance calculations can be presented) together with the evaluation criteria.

4. Required documents:

Any work carried out by an external company in the area under the administration of Teksid Iron Poland, with the exception of Permanent Contractors, requires the following to be sent to the above-mentioned company:

- Appendix 1 "Initial Notification of the Contractor" (from which it is possible to find out which work notice the Contractor is obliged to submit) together with Appendix 2 "List of Employees of the Contractor" based on which SIRIO Industrial Security shall carry out the verification of the CONTRACTOR team's headcount at the goods entrance.

Based on WZW, the CONTRACTOR shall prepare the appropriate type of notice (B / R / Ex), which shall be carried by the external company's work supervisor, on the day of commencement of the work.

NOTE! After receiving the necessary documents for drawing up a specific type of notice, the Contractor shall inform the person commissioning the work of the exact date on which it shall enter the premises of Teksid Iron Poland with its employees. The person commissioning the work shall forward this information to the ZB Department in order to organise the internal training.

5. Admission to work:

The Contractor shall be admitted to work after the Representative of the Contractor and the authorised employees of Teksid Iron Poland have jointly prepared an appropriate **type of work notice** together with a **documented training of the Contractor's employees** who shall perform the contracted work.

6. General OHS rules before entering the premises:

All employees entering the premises of Teksid Iron Poland shall be made acquainted with the general conditions of movement within the premises of the company.

7. Arrangements:

The CONTRACTOR shall be responsible for further communication and implementation of all relevant requirements contained herein and all arrangements resulting from the scope of works.

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In case of a violation of the general safety at work, fire protection, environmental protection or internal safety regulations, Teksid Iron Poland shall have the right to immediately stop the work until safe working conditions are ensured, with a simultaneous request for immediate remedy of the violation. The Contractor shall not be entitled to claim any additional financial compensation for this from Teksid Iron Poland.

Teksid Iron Poland reserves the right to inspect the work performed by the CONTRACTOR.

All incidents such as work accidents, breakdowns, spills, leaks or damage to Teksid Iron Poland's property shall be immediately reported by the CONTRACTOR to the OHS Coordinator. The responsibilities for the above incidents are described in the General Terms and Conditions of Purchase (GTCP).

The Contractor shall be responsible for the materials used for work on the premises of Teksid Iron Poland. All materials used to carry out the work must be stored in areas designated for this purpose. It is FORBIDDEN to block pedestrian routes, transport routes, etc.

In the event that the CONTRACTOR's employees or materials remain on the premises of Teksid Iron Poland for consecutive work shifts, the CONTRACTOR shall leave a 24-hour contact telephone number with the OHS Coordinator in case *ad hoc* safety issues need to be addressed. The CONTRACTOR shall maintain order and tidiness in the storage of its equipment and materials and shall comply with the rules for the safe storage of chemicals and waste.

8. ENTERING THE PREMISES OF THE PLANT:

- a) The Contractor shall head for the GOODS ENTRANCE.
- b) The Contractor shall provide SIRIO Industrial Security with the "List of Employees of the CONTRACTOR".
- c) The Contractor shall undergo a registration procedure with SIRIO Industrial Security and complete the "Epidemiological Risk Assessment" questionnaire.

The registration procedure is based on the verification of the list of employees notified by the Contractor to carry out the work. In the event of a discrepancy between the list and the headcount, SIRIO shall be obliged to inform the person commissioning the work of this.

- d) The SIRIO employee shall be obliged to show the CONTRACTOR the OHS video about the main hazards on the premises of Teksid Iron Poland.
- e) The SIRIO employee shall inform the person commissioning the work on the part of Teksid Iron Poland that the CONTRACTOR is ready to enter the premises of the plant.
- f) The person commissioning the work shall be obliged to collect the CONTRACTOR at the goods entrance.

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- g) The person commissioning the work shall inform the ZB Department of the CONTRACTOR's readiness to undergo OHS training.
- h) In the case of a CONTRACTOR which systematically performs services on the premises of the plant, the DATE OF OHS TRAINING (VALID FOR ONE YEAR) is decisive for the entry. SIRIO Security shall take this information from the register of third-party companies. When the validity of the training expires, the person commissioning the work shall be informed.

9. KEEPING ORDER

- a) It is the responsibility of the CONTRACTOR to keep the workplace tidy and orderly. Upon completion of the work, the workplace shall be left in an orderly and clean condition.
- b) The rules for dealing with waste shall be agreed at the time of signing the contract/order. The responsibility of each party to the contract/order for the management of the waste generated must result directly from the provisions of the said contract/order.
- c) The waste generated shall only be deposited in areas designated and agreed with the person commissioning the work.
- d) Hazardous waste must be removed from the facility (facilities) at the end of each working shift.
- e) There is a total ban on the disposal of any waste into the rainwater drainage system and the sewage system.
- f) The person commissioning the work on the part of Teksid Iron Poland shall have the right to inspect the maintenance of order and tidiness at the workplace.

General OHS principles:

- 1. The work area must be enclosed and marked in accordance with the requirements of the Building Code.
- 2. It is prohibited to bring, consume, distribute or be under the influence of alcoholic beverages or psychotropic drugs on the premises.
- 3. Smoking of tobacco products and electronic cigarettes is prohibited on the premises. Smoking is permitted only in areas marked "Smoking is permitted here".
- 4. Moving around the premises of the plant is permitted on designated paths and crossings, subject to the rules of the road.
- 5. Footpaths through the plant's production areas are marked in yellow. Where there is heavy traffic or poor visibility, traffic lights are installed and activated by pressing the mushroom button. You can cross when the light turns green. Make sure it is safe before entering the road.
- 6. It is prohibited to move on functional routes, which are additionally marked with a red line along the footpath.
- 7. It is forbidden to exceed the speed limit indicated by road signs when driving wheeled vehicles on the premises.

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8. It is forbidden to use mobile phones while driving wheeled vehicles on the premises.
9. Wheeled vehicles may only be parked in areas designated by the TEKSID plant and the telephone number of the vehicle's driver must be left on the cabin window. It is REQUIRED to mark the parking area with four bollards.
10. It is forbidden to leave means of transport and materials within the escape routes.
11. It is forbidden to enter and stay in other parts of the plant without authorisation.
12. Harmful factors occurring during work must be reduced by the use of personal and collective protection equipment.
13. Inside the hall, it is REQUIRED that vehicles drive with their hazard warning lights on.

10. Work notice types.

There are four types of work notices:

- notices subject to the Building Code - **Type B**,
- notices of works in potentially explosive areas - **Type Ex**,
- notices of works carried out by permanent contractors which are identified by the criterion given in the definitions and assigned to the above-mentioned companies by name - **Type SWR/Company Name**,
- notices of works in the last group, including particularly dangerous works and all other works not included in the first three groups mentioned above - **Type R**.

11. Number and distribution of notices.

The **Type SWR/Company Name** Work Notice shall be completed in **duplicate** and distributed according to the following distribution list:

- 1 - Contractor or Representative of the Contractor
- 2 - TEKSID - ZB Department

The **Type B; Ex; R** Work Notices shall be completed in **duplicate** and distributed according to the following distribution list:

- 1 - Contractor or Representative of the Contractor
- 2 - TEKSID - ZB Department
- 3 - Person commissioning the work
- 4 - ZU Department

12. Method of filling in the notices.

The **underlined** items in the work type notice are filled in by the **Contractor**, while the remaining items are filled in during the meeting with Representatives of Teksid Iron Poland.

When completing the notices for each work type, it is necessary to pay attention to the cross-references next to each item, as they contain important guidelines for the correct completion of the notice and may lead to

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the simplification of the form by deleting work organisation or technical requirements that do not apply to the execution of the specific work.

13. Type B Work Notices.

Depending on the scope of works resulting from the implementation of the BC requirements, the CONTRACTOR shall submit to the ZB Department the documents with their copies (see the table below) and a list of employees of the CONTRACTOR.

The works resulting from the BC, together with the documents to be submitted to the ZB Department, are listed in the following table.

Scope of works	Documents or copies to be provided by the Contractor						Documents to be provided by TEKSID	Documents admitting to start the work
Construction / vertical extension / renovation resulting from the BC	Type B Work Notice filled in by the Contractor for the scope of completion	Copy of the building permit decision or construction notification	Construction site handover protocol	SHP plan	-	-	List of employees designated for first aid, fire fighting and evacuation	Type B Work Notice
Demolition	Type B Work Notice filled in by the Contractor for the scope of completion	Copy of the demolition permit decision or construction notification	Construction site handover protocol	SHP plan	Copy of the description of the scope and method of demolition work	Copy of the description of the means of securing persons and property	List of employees designated for first aid, fire fighting and evacuation	
Decision of immediate enforceability	Type B Work Notice filled in by the Contractor for the scope of completion	Copy of the administrative decision	Construction site handover protocol	SHP plan	-	-	List of employees designated for first aid, fire fighting and evacuation.	

Supervision of the implementation of the BC on the construction site is carried out by the Supervising Officer on behalf of the Investor.

14. Type SWR/Company Name Work Notices (annual for permanent contractors).

The works carried out by the permanent contractors shall be reported by submitting the **Type SWR/Company Name Work Notices**, which are filled in by the Representative of the Teksid Iron Poland plant (which commissions the work) and the Representative of the Permanent Contractor and, once filled in, are forwarded to the Representative of the Permanent Contractor and to the ZB Department. The permanent

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contractors' scope of works includes the works specified in the service contracts and the obligations arising from the lease agreements concluded.

Documents to be provided by the Permanent Contractor for the preparation of the Type SWR/Company Name Work Notice.

Scope of works	Documents to be provided by the Contractor		Documents to be provided by Teksid	Documents admitting to start the work
Works to be carried out by Permanent Contractors as specified in the service contract and the lease agreement Type SWR/Company Name Work Notice	Initial notification of the Contractor	Type SWR/Company Name Work Notice filled in by the Contractor for the scope of completion	List of employees designated for first aid, fire fighting and evacuation	Type SWR/Contractor Name Work Notice

The management of the Permanent Contractor shall be obliged to familiarise the employees concerned (using the documented procedure established at the Permanent Contractor's site) with the arrangements contained in the **Type SWR/Company Name Work Notice** (the lists of trained employees with signatures should be sent to the **ZB Department of Teksid Iron Poland**).

15. Type Ex Work Notices.

The works carried out in potentially explosive areas shall be performed under the **Type Ex Work Notices**, which are completed by the Representative of the TEKSID IRON POLAND plant (the person commissioning the work + the OHS Coordinator of the department where the Ex work is performed and an authorised employee of the UR and ZB Department) and the Representative of the Contractor and, once completed, the notices shall be sent, as copies, to the Representative of the Contractor, the Representative of the Department where the work is performed and the authorised employee of the UR and ZB Department.

Documents provided by the Contractor for the preparation of the Type Ex Work Notice.

Scope of works	Documents to be provided by the Contractor				Documents to be provided by TEKSID	Documents admitting to start the work
Works in potentially explosive areas Type Ex Work Notice	Initial notification of the Contractor	Type Ex Work Notice filled in by the Contractor for the scope of completion	List of employees to be trained	Energy Matrix	List of employees designated for first aid, fire fighting and evacuation	Type Ex Work Notice

In the notice of works in potentially explosive areas, it is possible to numerically determine the order of the work by handwritten entry in the columns of the table shown there.

16. Where works in a potentially explosive area carried out under the **Type Ex Work Notice** and the particularly dangerous work carried out under the **Type R Work Notice** coincide, the Contractor shall be bound by the provisions of the **Type Ex Work Notice**.

17. Works classified as particularly dangerous and other works (except for works in potentially explosive areas carried out under the **Type Ex Work Notice** and works carried out under the **Type SWR/Company**

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Name Work Notice) in the areas and on installations of Teksid Iron Poland (other than those of the Permanent Contractors) shall be carried out under the **Type R** Work Notice.

18. Type R Work Notices.

The **Type R** Work Notices vary in the scope of works and may apply to:

- the whole plant (twice a year during the summer and winter shutdowns),
- the whole department,
- the whole line - the machine train,
- a single machine,
- HV lines,
- MW and LV lines,
- natural gas system,
- compressed air system,
- other listed.

16. Information content of the Type R Work Notice.

The **Type R** Work Notice contains information about:

A - location, time and scope of works,

B - the **impact of Teksid Iron Poland** on the Contractor's employees, and the identification of organisational and technical requirements to ensure safe organisation in the work field,

C - coordination in the work field, i.e. determination of the number of **OHS Coordinators**, if any, and **employees designated for coordination**, if there is no need for coordination with employees of other employers in the work field,

D - Energy Matrix - allowing the identification of the energies present in the work field, their disconnection, discharge, blocking and marking, which would allow the work field to be handed over to the Contractor with no energy flow in the workplace,

E - definition of **specific requirements** for subcontractors in terms of **organisational and technical** matters in order to ensure proper cooperation and to eliminate the effects of hazards present in the work field and related to the work carried out by each Contractor,

F - evaluation of the Contractor,

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G - **emergency telephone** numbers.

Documents provided by the Contractor for the preparation of the **Type R** Work Notice.

Scope of works	Documents to be provided by the Contractor				Documents to be provided by Teksid	Documents admitting to start the work
Particularly dangerous works and other works except Ex and SWR works Type R Work Notice	Initial notification of the Contractor	Type R Work Notice filled in by the Contractor for the scope of completion	List of employees to be trained (1)	Energy Matrix	List of employees designated for first aid, fire fighting and evacuation	Type R Work Notice

(1) -employees of the Contractor who join during the execution of the works shall be treated as newly hired and trained employees of the ZB Department of Teksid Iron Poland and shall be added to the relevant third-party companies.

Depending on the scope of works, the Energy Matrix shall be prepared by the person commissioning the work and/or the OHS Coordinator in agreement with the Contractor(s), and the documents shown in the table shall be submitted by the Contractor to the ZB Department.

19. Internal training

Internal training shall be provided to the Employees of the CONTRACTOR after verification of the validity of the training in accordance with the register of third-party companies.

The location of the training and the trainer are shown in the table below.

No.	Scope of works	Training location	Trainer
1	Whole plant	Pre-renovation briefing	Representative of the ZB Department
2	Whole department	Pre-renovation briefing	Representative of the ZB Department
3	Work in Ex zones	ZB Department	Representative of the ZB Department supervising this type of work
4	Line	ZB Department	Representative of the ZB Department supervising the department where the work will be carried out
5	Other	ZB Department	Representative of the ZB Department supervising the department where the work will be carried out

VALIDITY OF TRAINING: 1 YEAR

NOTE! The **Type R Work Notice** - the arrangements contained in **Section B** (Impact of TEKSID on the Contractor) and **Section E** (Definition of specific requirements for subcontractors with regard to organisational and technical matters in order to ensure proper cooperation and to eliminate the effects of hazards present in the work field) are reminded by the OHS Coordinator.

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Upon completion of the work, the person commissioning the work and the ZU Department (each in its own area of activity) shall evaluate the Contractor and, if the critical criteria of the work being evaluated are not met, shall forward information to the Purchasing Department for action in accordance with the Purchasing Management procedure Q 06.03 PO1. The above is without prejudice to any other obligation to inform the Purchasing Department of factors affecting the scope and timing of the work. The Contractor shall be asked to comment on the execution of the work, working conditions, etc. by means of Appendix 7 "CONTRACTOR Satisfaction Survey". The survey shall be submitted by the CONTRACTOR to the person commissioning the work on completion of the work.

21. Environmental protection.

Waste generated during the execution of the works shall be disposed of by the Contractor, unless otherwise specified in the contract under which the work is carried out.

Pending disposal, waste shall be stored in such a way that it does not cause secondary emissions to the air or to soil and ground.

In the event of a spill of a substance that may contaminate the soil, the potential for its spread should be limited by the use of available means (e.g. sorbents, neutralisers). The contaminated sorbent shall be collected in a labelled container and taken to a waste disposal company.

It is forbidden to burn any substances, objects, waste, etc. during the work.

The noise emitted into the environment during the work must not exceed the permissible environmental noise levels, for the daytime (55 dB) and nighttime (45 dB).

It is forbidden to discharge any hazardous substances into the general drainage system and into the ground. If the above rules are not complied with, Teksid shall charge the Contractor for the cost of rectifying the non-compliance.

22. "Non-CONTRACTOR" on the premises of Teksid Iron Poland.

In case of services performed in the Company Management's buildings without entering the departments (e.g. postal services, sales representatives, etc.), the requirements set by the employers employing them must be complied with. On the other hand, services that require access to the company's premises require the use of PPE depending on the hazards present at the place of delivery (e.g. courier services).

For works carried out by: * state control bodies such as the National Labour Inspectorate, the National Sanitary Inspectorate, the Construction Supervision Inspectorate, Public Prosecutor's Office, the Social Insurance Institution (ZUS), the Supreme Audit Office (NIK) or companies carrying out product or management system audits are subject to the same dress standards as visitors to Teksid Iron Poland and to the constant presence of a representative of the auditee when entering the premises, except for activities related to the preparation of audit documentation. State uniformed services (police, fire brigade, etc.) carry out their activities in accordance with the OHS requirements set by their employers.

*** Entrance to the plant is possible after internal OHS training in multimedia form - OHS video for visitors projected on a TV at the entrance gate.**

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The date of the training shall be recorded in the register by SIRIO Industrial Security. The training is valid for one year.

23. Archiving of notices.

The **Type B, Type SWR/company name, Type Ex, and Type R** Work Notices shall be stored and archived in the **ZB** Department in accordance with legal requirements.

24. Audits of the Contractor's workplaces.

The **person commissioning the work** is obliged to audit the Contractor at the workplace (e.g. in a leased facility) or while working on the premises administered by Teksid Iron Poland. The audit should be carried out to ensure compliance with the recommendations set out in the work type notices with regard to the occupational health and safety, environmental protection and fire safety requirements.

The results obtained shall be reported to the **Contractor's management and to the OHS Department**.

The confirmation and records of the audit shall be included in the "Evaluation of the CONTRACTOR" table in the Work Notice.

24. Continuous improvement.

Based on the information obtained from the audits and from the Contractor, Supervisor, UTR and OHS Coordinators in accordance with the applicable system requirements, the records and documents related to the supervision of contractors shall be modified to facilitate the implementation of procedures without losing the level of achievement of the objectives of the integrated management system.

25. Final remarks.

The OHS arrangements and rules and the cited OHS regulations do not exempt individual Employers from complying with the provisions of the Labour Code and the legal requirements contained in the laws, regulations and internal documents of Teksid Iron Poland.

Appendices:

Appendix 1 - Initial Notification of the CONTRACTOR

Appendix 2 - List of employees to be trained attached to the **Type Ex; R** Work Notice

Appendix 3 - **Type B** Work Notice

Appendix 4 - **Type Ex** Work Notice

Appendix 5 - **Type R** Work Notice

Appendix 6 - Energy Matrix

Appendix 7 - CONTRACTOR Satisfaction Survey

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Date:

1. Full name of the **CONTRACTOR**:
2. Person in charge of employees on the part of the **CONTRACTOR**:.....
3. Telephone number of the person in charge of the work on the part of the **CONTRACTOR**:.....
4. Type of work to be carried out:.....
5. Location of the work to be carried out (department, area, position):
6. Person commissioning the work on the part of **TEKSID**:
7. Identification of the work commissioned under the relevant work type notice (answer the questions in column 2 of the table below by circling the right answer in column 3. Once you have circled the answer in column 3, column 4 will indicate the required work type notice).

NOTES:

1. The table applies to sites, works, networks and installations **under the direct supervision of TEKSID**.
2. The works for the implementation of contemplated projects, which do not require a building permit decision or construction notification require the **Type R Work Notice**.
3. In addition to the Type B Work Notice, the priority of notices is as follows: Type Ex; R; SWR/Contractor Name Work Notice.
4. Any company not listed in the table below (line 1, nos. 4, 5) carrying out work at the location specified in point 1 of the NOTES is required to submit the **Type R Work Notice**.
5. **ZUKOMB** carries out the cleaning of social and office premises under an annual **Type SWR/ZUKOMB Work Notice** and the technical cleaning under a **Type R Work Notice**.
6. **PRPP** carries out the basic renovation activities under a **Type R Work Notice** (requires zero energy at the workplace), while the OHS requirements inside the furnace are defined by an annual **Type SWR/PRPP Work Notice**.

No.	Question	Answer (please circle the correct one)	If: YES , the work type notice is the one <u>before the two slashes</u> ; If: NO , the work type notice is the one <u>after</u> <u>the two slashes</u> .
1	2	3	4
1	Is your work a contemplated project that requires a building permit or construction notification?	YES / NO	B//R
2	Is your work carried out in potentially explosive areas?	YES / NO	Ex//R
3	Is your work particularly dangerous?	YES / NO	R//R

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4	Is your company: SIRIO; BESKID; BRUS; Krzempek; MOVINCAR; CEVA; ZUKOMB (without technical cleaning)?	YES / NO	(SWR/Company Name)//R
5	Is your company: FENICE; ELGAW; PRPP; MOSTOSTAL ZABRZE; ZUKOMB (for technical cleaning only)?	YES / NO	R//(SWR/Contractor Name)

8. Declarations.

I declare that all the employees admitted to work have up-to-date and legally compliant: OHS training, fire safety training (including training to carry out fire hazard works as part of the CONTRACTOR's activities), preventive medical examinations and qualification certificates.

The Contractor shall make the above-mentioned documents available to the person commissioning the work upon request.

In the event that it is necessary to place a welfare or storage container on the premises administered by Teksid Iron Poland, I declare that the container meets the technical requirements for safe transport and foundation on the area provided and indicated and, if necessary, shall be connected to energy sources in accordance with the technical requirements of Teksid Iron Poland.

I declare that the company has all the necessary personal protective equipment, appropriate clothing and footwear, and the relevant tested equipment and facilities necessary to carry out the work we have been commissioned to do. **The Contractor shall ensure that its employees wear emblems or other identifiers and clothing with reflective elements (possibly reflective vests). NOTE! Anti-electrostatic reflective vests shall be used when working in potentially explosive areas.**

I certify that I have received and read contents of the **ORGANISATIONAL STANDARD No. 7**, which regulates TEKSID's requirements for CONTRACTORS performing services on the premises of TEKSID. At the same time, I undertake to comply with the requirements contained therein and to maintain professional secrecy regarding technology, documentation and instructions belonging to TEKSID.

I declare that I have read the contents of the **General Terms and Conditions of Purchase** issued by Teksid Iron Poland.

The method of filling in and the number of copies of work type notices as well as the documentation workflow are specified in the **ORGANISATIONAL STANDARD No. 7**.

.....

Person commissioning the work (on the part of TEKSID)

.....

Representative of the Contractor

cc:

- Representative of the Contractor
- Person commissioning the work
- ZB Department

ORGANISATIONAL STANDARD No. 7

TITLE: **Appendix 2 “List of Employees of the CONTRACTOR”**

Skoczów, on.....

List of employees who have received training on the main hazards arising during the performance of the work covered by the work type notice (enter B/Ex/R/SWR Company Name*) of No. /202..... (in 2 copies; one for the Contractor and the other for the ZB Department)

No.	Last and first name (legible)	Company name	Date of training	Signature of the Trainee
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

*permanent passes for SWR types are issued on the basis of the list; the pass must include the expiry date of the internal OHS training

.....
(Signature of the Contractor)

.....
(Stamp and signature of the Trainer)

ORGANISATIONAL STANDARD No. 7

TITLE: **Appendix 3 "Type B Work Notice"**

Contractor identification (full address and contact details) Skoczów, on...../202...

Type B Work Notice (in 4 copies)***

1. Location and scope of works:.....

.....

.....

2. Date of commencement..... Date of completion..... Number of man-days (>30)

3. Number of employees working on: 1st shift 2nd shift 3rd shift

Total workforce (>20 employees) labour intensity (> 500 man days)

4. Handover of the construction site under protocol no. of

5. The main identified risks arising from TEKSID's activities which affect the Contractor (mark with a cross):

Noise		Means of transport (including industrial trucks)*	
Dustiness		Splashes (including hot metal)*	
Hot surfaces		Loads carried (including liquid metal)*	
OTHER **		Electromagnetic field	

*- delete as appropriate **- describe below

Other:

6. Coordination within the construction site:

Position	Last and first name	Telephone and email	Signature
Site Manager			

Person to cooperate with the Contractor on the part of TEKSID:

Position	Last and first name	Telephone and email	Signature
TEKSID Construction Site Inspector			

7. Activities and impacts of the Contractor on TEKSID:

General requirements:

1. The work area must be enclosed and marked in accordance with the requirements of the Building Code.
2. It is prohibited to bring, consume, distribute or be under the influence of alcoholic beverages or psychotropic drugs on the premises.
3. Smoking of tobacco products and electronic cigarettes is prohibited on the premises. Smoking is permitted only in areas marked "Smoking is permitted here".
4. Moving around the premises of the plant is permitted on designated paths and crossings, subject to the rules of the road.
5. Footpaths through the plant's production areas are marked in yellow. Where there is heavy traffic or poor visibility, traffic lights are installed and activated by pressing the mushroom button. You can cross when the light turns green. Make sure it is safe before entering the road.

TITLE: Appendix 3 "Type B Work Notice"

6. It is prohibited to move on functional routes, which are additionally marked with a red line along the footpath.
7. It is forbidden to exceed the speed limit indicated by road signs when driving wheeled vehicles on the premises.
8. It is forbidden to use mobile phones while driving wheeled vehicles on the premises.
9. Wheeled vehicles may only be parked in areas designated by the TEKSID plant and the telephone number of the vehicle's driver must be left on the cabin window. It is REQUIRED to mark the parking area with four bollards.
10. It is forbidden to leave means of transport and materials within the escape routes.
11. It is forbidden to enter and stay in other parts of the plant without authorisation.
12. Harmful factors occurring during work must be reduced by the use of personal and collective protection equipment.
13. Inside the hall, it is REQUIRED that vehicles drive with their hazard warning lights on.

Other requirements:

1. Protect construction equipment from weather conditions (strong winds, snow, etc.) and from accidental start-up by unauthorised persons.
2. Cold works require 'site scanning' for the presence of active energy infrastructure.
3. Leave tower crane ballasts within the perimeter of the construction site after work is completed.
4. Where there is a significant amount of fire hazard materials, increased fire supervision is required.
5. Disposal of the various types of waste generated during the execution of the project is the responsibility of the Contractor, unless otherwise specified in the contract for the contemplated project.
6. It is forbidden to discharge into the general sewerage system any chemical substances whose discharge is prohibited.
7. Other: (please specify)

8. Evaluation of the Contractor's execution of the contemplated project.

No.	Evaluation criteria	Yes	No	N/A
1	2	3	4	5
1.	Was the project carried out according to the order?			
2	Was the project completed on time?			
3	Did an incident (accident, fire, environmental damage, etc.) occur during the execution of the project?			

TITLE: Appendix 3 "Type B Work Notice"

4	Has the construction documentation been submitted? This means the building permit with attached construction design, the construction log, the partial and final acceptance protocols, where necessary, the drawings and descriptions for the construction of the facility, the survey statements and the survey book, and in the case of the construction of facilities using the assembly method – also the assembly log;			
5	Has the as-built documentation been submitted? This means the construction documentation with the changes made during the course of the works and the as-built geodetic measurements. In addition, Article 80 of the Building Code. Other documents and decisions relating to the facility and, if necessary, instructions for the operation and use of the facility, installations and equipment relating to this facility shall also be handed over.			
6	Has the Contractor restored the conditions for the normal functioning of the construction site (removal of waste, restoration of what has been damaged during the execution of the contemplated project and needs to be restored) after the completion of the works?			

Criteria for evaluating the subcontractor:

The person commissioning the work evaluates the commissioned work based on the criteria listed in the table above by ticking the boxes in columns 3 or 4 or 5, respectively, and only if the critical criterion (marked in red) is answered with NO, he or she sends the information to the ZZ Department for action in accordance with the Purchasing Management procedure Q 06.03 PO1.

Documents provided by the Contractor (does not apply to the decision of the Construction Supervision Authority with the deadline for immediate enforceability):

9. Telephone numbers to be used in case of danger:

- 1) In case of fire - call extension (82 29); mobile +48 33 853 8229.
- 2) In case of an accident at work - call extension (82 29); mobile +48 33 853 8229.
- 3) In case of minor injuries, you can use bandages in the TEKSID's first aid kits and the AED defibrillator.
- 4) The employees designated to provide first aid have been identified in a separate information attached to this notice, while the employees designated to perform fire-fighting activities and evacuate employees are TEKSID IRON Poland's supervisors working on the shift where the fire broke out.

10. Documents to be provided by the Contractor

Contemplated project requiring a building permit or construction notification:

- 1) Copy of the building permit or construction notification***
- 2) Construction site handover protocol***
- 3) SHP plan*

TITLE: Appendix 3 "Type B Work Notice"**Demolition:**

- 1) SHP plan***
- 2) Description of the scope and method of demolition work***
- 3) Description of the means of securing persons and property***

*** - delete document if not provided

11. Dealing with emergency situations:

- 1) In case of fire - call extension (82 29); mobile +48 33 853 8229.
- 2) In case of an accident at work - call extension (82 29); mobile +48 33 853 8229.
- 3) In case of minor injuries, you can use bandages in the TEKSID's first aid kits.
- 4) The employees designated to provide first aid have been identified in a separate information attached to this notice, while the employees designated to perform fire-fighting activities and evacuate employees are TEKSID IRON Poland's supervisors working on the shift where the fire broke out.

.....
Representative of the ZB Department

.....
Site Manager

***- originals for the ZB Department and the Contractor, copies for the person commissioning the work; the ZU Department

ORGANISATIONAL STANDARD No. 7

TITLE: **Appendix 4 "Type Ex Work Notice"**

Contractor identification (full address and contact details)

Skoczów, on/202..

or company stamp

Notice of works in potentially explosive areas - Type Ex²⁾,
(in 4 copies)*****

²⁾ Does not apply to potentially explosive areas where explosive mixtures and substances can be contained in packaging that can be removed from the potentially explosive area and stored safely.

1. Location and scope of works:

.....

2. Date and time of commencement: at:

3. Date of completion: and expected time of its completion

4. Number of employees working on: 1st shift 2nd shift 3rd shift

5. Delivery of the scope of works and equipment under contract no. of

6. Coordination in the field (repair/service)*:

TEKSID:

Position	Last and first name	Telephone and email	Signature
OHS Coordinator according to IO 020/ZB.			

Coordinating person on the part of the Contractor:

Position	Last and first name	Telephone and email	Signature
Contractor's Coordinator			

7. Signature of the Head of Department where the work will be carried out:

8. Signature of the Manager of the Contractor carrying out the work:

9. The main identified risks arising from TEKSID's activities which affect the Contractor in the potentially explosive area (mark with a cross):

Noise		Means of transport (including industrial trucks)*	
Dustiness		Splashes (including hot metal)*	
Hot surfaces		Loads carried (including liquid metal)*	
OTHER**		Electromagnetic field	

*- delete as appropriate **- describe below

TITLE: **Appendix 4 "Type Ex Work Notice"**

Other: substances which may form explosive mixtures with air are marked with a cross in Section 10(6).

(Also take into account the risks arising from the CONTRACTOR's activities which affect TEKSID):

10. Organisational requirements for particularly dangerous work:

1. Enclose the work area to prevent unauthorised access.
2. The work requires written instruction (YES/NO)*
3. Direct supervision on the part of the Contractor will be provided by:
4. The work requires a fire hazard work permit²⁾
(YES/NO)* and continuous fire supervision (YES/NO)*

²⁾ - requires a permit prior to commencement of the work

5. Safety measures for use in the potentially explosive area are described in Sections 11 and 12 of this Notice.

6. Substances which may form an explosive mixture:

X ³⁾	Name	Physical state	Boiling point, °C	Density relative to air	Auto-ignition temperature, °C	LEL, %	UEL, %	Residence
	Methane	gas	-161	0.42	no data available ⁴⁾	4.4	15	Lighter than air
	Ethyl alcohol	liquid	78	1.59	371	3.3	20	Heavier than air
	Amine	liquid	-11 ⁴⁾	no data available ⁵⁾	165	1.1	9	Ammonia derivatives

X³⁾ - mark with a cross which substance, when mixed with air, creates the potentially explosive area.

X⁴⁾ - flash point, no data available ⁵⁾ - no data available

7. Potentially explosive area (Zone 0 / Zone 1 / Zone 2)*.

TITLE: Appendix 4 "Type Ex Work Notice"

11. Preventive measures

Preventive measures			
Prevention of formation of explosive mixture with air***		Prevention of formation of explosive mixture initiation energy***	
1	2	3	4
- use the LO-TO system to prevent the introduction of an explosive substance into the work field		1. Static electricity: Wear antistatic protective clothing (clothes, underwear) and footwear ¹¹	
- remove the explosive medium from the supply system		- before starting work, touch earthed objects outside the potentially explosive area in order to remove the accumulated electrostatic charge from the employee's body	
- measure the concentration of the potentially explosive agent before starting work (measurement of oxygen and methane)****			
- activate natural ventilation (open doors, skylights, etc.)		2. Hot surfaces: - illuminate the workplace only with Ex lamps and torches	
- activate Ex ventilation		3. Flames and hot gases: the use of open flames and combustion or chemical processes that generate heat is prohibited in potentially explosive areas. No open flames.	
- repeat the measurement of the concentration of the potentially explosive agent before starting work (measurement of oxygen and methane)****		4. Mechanically generated sparks: - use only non-sparking tools and do not use processes that produce mechanical sparks (e.g. mechanical cutting and grinding)	
		5. Radio frequency electromagnetic waves from 10^4 to 3×10^{12} Hz - ground metal elements in potentially explosive areas	
		6. Atmospheric discharges: - test the continuity of the lightning protection system - stop working if lightning discharges occur during a storm	

Compiled from: Explosion Hazard Assessment with the Explosion Prevention Document dated: 26.10.2020

*** - In column 2 mark with numbers the sequence of measures to be taken to prevent an explosion in the potentially explosive area, and in column 4 mark with a cross the measures to be taken to prevent an explosion from occurring.

**** - for the natural gas system only

Protective clothing:

¹⁾ - persons working in potentially explosive areas should wear anti-static or 100% cotton clothing (recommended),

- in Zone 2, clothing made of fabrics containing at least 30% natural fibres (cotton, linen) is permitted provided that the surface electrical resistance of the fabric does not exceed 10^9 [Ω] at a relative humidity = 50 +/- 5%,

- it is forbidden to put on and take off protective clothing in potentially explosive areas,
- protective clothing must not be worn unbuttoned,

TITLE: Appendix 4 "Type Ex Work Notice"

- it is also forbidden to clean (wipe, sweep, vacuum) clothes in potentially explosive areas.

Protective gloves:

- The material of the protective gloves used in Zone 2 should have a maximum electrical resistance of $R_v \leq 10^9 [\Omega]$.

- The material of protective gloves used in Zones 0 and 1 should have a maximum electrical resistance of $10^6 \leq R_v \leq 10^8 [\Omega]$.

Safety footwear:

- The employees working in potentially explosive areas should be provided with safety footwear with conductive soles having a sole leakage resistance value of $R_u \leq 10^6 [\Omega]$.

Protective clothing, gloves and footwear must be marked with an antistatic symbol.

12. Conditions for the construction of electrical installations in potentially explosive atmospheres:

The electrical equipment used in Zone 1 with the risk of explosion by **flammable vapours** should be selected with at least the following degree of protection:

II 2G Ex IIB T3 - group II, category 2G explosion-proof electrical equipment, intended for use in Zone 1 with the risk of explosion by mixtures of flammable vapours, for operation in the presence of explosive group II mixtures of flammable vapours, temperature class T3 - max. 200°C.

The electrical equipment used in Zone 2 with the risk of explosion by **flammable vapours** should be selected with at least the following degree of protection:

II 3G Ex IIB T3 - group II, category 3G explosion-proof electrical equipment, intended for use in Zone 2 with the risk of explosion by mixtures of flammable vapours, for operation in the presence of explosive group II mixtures of flammable vapours, temperature class T3 - max. 200°C.

The electrical equipment to be used in a battery charging station in Zone 2 with the risk of explosion by **hydrogen** should be selected with at least the following degree of protection: II 3G Ex IIC T2 - group II, category 3G explosion-proof electrical equipment, intended for use in Zone 2 with the risk of explosion by mixtures of flammable vapours and gases, for operation in the presence of explosive group II mixtures of flammable vapour and gas mixtures, for use in hydrogen gas group (IIC) areas, temperature class T2 - 300°C.

Additional general requirements:

1. Enclose and mark the work area.
2. It is prohibited to bring, consume, distribute or be under the influence of alcoholic beverages or psychotropic drugs on the premises.
3. Smoking of tobacco products and electronic cigarettes is prohibited on the premises. Smoking is permitted only in areas marked "Smoking is permitted here".

TITLE: Appendix 4 "Type Ex Work Notice"

4. Moving around the premises of the plant is permitted on designated paths and crossings, subject to the rules of the road.
5. Footpaths through the plant's production areas are marked in yellow. Where there is heavy traffic or poor visibility, traffic lights are installed and activated by pressing the mushroom button. You can cross when the light turns green. Make sure it is safe before entering the road.
6. It is prohibited to move on functional routes, which are additionally marked with a red line along the footpath.
7. It is forbidden to exceed the speed limit indicated by road signs when driving wheeled vehicles on the premises.
8. It is forbidden to use mobile phones while driving wheeled vehicles on the premises.
9. Wheeled vehicles may only be parked in areas designated by the TEKSID plant and the telephone number of the vehicle's driver must be left on the cabin window. It is REQUIRED to mark the parking area with four bollards.
10. It is forbidden to leave means of transport and materials within the escape routes.
11. It is forbidden to enter and stay in other parts of the plant without authorisation.
12. Harmful factors occurring during work must be reduced by the use of personal and collective protection equipment.
13. Inside the hall, it is REQUIRED that vehicles drive with their hazard warning lights on.

13. Evaluation of the Contractor's performance of work in potentially explosive areas:

No.	Evaluation criteria	Yes	No	N/A	Comments / entry
1	2	3	4	5	6
1	Was the work carried out according to the order?				
2	Has the electrical installation been constructed in accordance with the conditions set out in Section 9 of this Notice?				
3	Did an incident (accident, fire, environmental damage, etc.) occur during the execution of the work?				
4	Has the Contractor restored the conditions for the normal functioning of the construction site (removal of waste, restoration of what has been damaged during the execution of the work in the potentially explosive area and needs to be restored) after the completion of the works?				
5	Has the workplace audit been carried out? Enter the result in column 6				

TITLE: Appendix 4 "Type Ex Work Notice"

Criteria for evaluating the Contractor:

The person commissioning the work evaluates the commissioned work based on the criteria listed in the table above by ticking the boxes in columns 3 or 4 or 5, respectively, and only if the critical criterion (marked in red) is answered with YES, he or she sends the information to the ZZ Department for action in accordance with the Purchasing Management procedure Q 06.03 PO1.

The person commissioning the work sends the result of the workplace audit to the Purchasing Department.

14. Telephone numbers to be used in case of danger:

- 1) In case of fire - call extension (82 29); mobile +48 33 853 8229.
- 2) In case of an accident at work - call extension (82 29); mobile +48 33 853 8229.
- 3) In case of minor injuries, you can use bandages in the TEKSID's first aid kits.
- 4) The employees designated to provide first aid have been identified in a separate information attached to this notice, while the employees designated to perform fire-fighting activities and evacuate employees are TEKSID IRON Poland's supervisors working on the shift where the fire broke out.

.....
Representative of the ZB Department

.....
Representative of the Contractor

***- originals for the ZB Department, copies for the CONTRACTOR and the person commissioning the work; the ZU Department

ORGANISATIONAL STANDARD No. 7

TITLE: **Appendix 5 "Type R Work Notice"**

(full address and contact details)

Skoczów, on,/202..

or the **CONTRACTOR's** stamp

Type R Work Notice**** No.202.....

(in 4 copies)*****

A. Scope and location of the works (detailed description):

.....
.....
.....

Date of commencement Date of completion

Number of employees working on: 1st shift 2nd shift 2nd shift

Delivery of the scope of works and equipment under contract no. of

B. The main identified risks arising from TEKSID's activities which affect the Contractor (mark with a cross):

Noise		Means of transport (including industrial trucks)*	
Dustiness		Splashes (including hot metal)*	
Hot surfaces		Loads carried (including liquid metal)*	
OTHER **		Electromagnetic field	

*- delete as appropriate **- describe below

Other (also take into account the risks arising from the CONTRACTOR's activities which affect TEKSID):

.....
.....

Identification of the organisational and technical requirements (put a cross in the boxes in columns 3 and 4 of the table below or, if there is an *, cross out the action not required in brackets):

No.	Organisational requirement	YES	NOT APPLICABLE
1	2	3	4
1	Is the work particularly dangerous?		
2	Does the work require direct supervision?		
3	Is written instruction required?		
3a	If YES to point 3: - for works in the vicinity of voltage – the instruction according to Article 28, Journal of Laws of 2019, item 1830 - non-standard gas dangerous works according to Article 16.1, Journal of Laws of 2010, item 6		
4	Is briefing for the employees required, including in particular:		

ORGANISATIONAL STANDARD No. 7

TITLE: **Appendix 5 “Type R Work Notice”**

	a) assignment of works by names, b) sequence of tasks, c) OHS requirements for individual activities?		
5	Are adequate safeguard measures required?		
6	If YES to point 5, (enclose the work area at ground level and mark it with safety signs / when working at height, mark and enclose the safety zone / protect the workplace by fitting buffers to the overhead crane runway and install horizontal fall protection systems / use the LO-TO system (ergonomic clearance) ***)*		
7	Is the work to be carried out in tanks or confined spaces?		
8	If YES to point 7, (empty and clean the tank / purge the tank with steam or inert gas / shut off the supply of materials and agents to the tank / disconnect any heaters or other mobile equipment inside the tank that could be hazardous / before entering the tank, check the content of oxygen and of gases and vapours of substances classified as hazardous / ensure that the temperature inside the tank is not more than 5°C higher than the ambient temperature / define the means of signalling between the employee inside the tank and the belayer / define the procedures to be followed in the event of hazardous conditions / provide safety harnesses with the line / helmet and safety shoes / respiratory protection equipment when the oxygen concentration is < 18% and there are harmful substances in concentrations exceeding the TWA levels / tripod to pull the employee out of the tank / first aid kit / telephone for the belayer to call for help)*		
9	Is the work to be carried out in sewers and manholes?		
10	If YES to point 9, (ventilate the section of sewer concerned / open all manholes / close this section of sewer and if this is not possible, limit the flow of sewage / control oxygen and hydrogen sulphide levels)*		
11	Is the work to be carried out at heights?		
12	If YES to point 11, follow the specific requirements below.		
13	Does the work involve hazardous substances?		
14	If YES to point 13, refer to the Material Safety Data Sheet and the risk assessment for exposure to chemicals.		
15	Does the work require the appointment of an OHS coordinator?		
16	If YES to point 15, identify the coordinators in the table below.		
17	Is the work a fire hazard work and does it require a special permit prior to commencement?		
18	Does the work require constant fire supervision?		
19	Does the work require the assistance of another employee?		

ORGANISATIONAL STANDARD No. 7

TITLE: **Appendix 5 "Type R Work Notice"**

***- clearance within the meaning of the Regulation of the Minister of Economy on occupational health and safety while working with power equipment

C. Coordination in the work field:

Contracting company:

Function	Last and first name	Telephone and email	Signature
OHS Coordinator ELGAW			
OHS Coordinator Mostostal			
OHS Coordinator FENICE			
OHS Coordinator PRPP			
OHS Coordinator TEKSID			
OHS Coordinator TEKSID			
OHS Coordinator			
OHS Coordinator			

Additional person to cooperate with the Contractor on the part of TEKSID (including the person commissioning the work):

Position	Last and first name	Telephone and email	Signature
Production department foremen			
Um foremen			
Ue foremen			

Signature of the Head of Department where the work will be carried out:

Signature of the Representative of the Contractor carrying out the work:

D. Energy Matrix for determining the application of the LO-TO system (attached as annex to the notice).

E. Recommendations in the work field:

TITLE: Appendix 5 "Type R Work Notice"**Additional general requirements:**

1. Enclose and mark the work area.
2. It is prohibited to bring, consume, distribute or be under the influence of alcoholic beverages or psychotropic drugs on the premises.
3. Smoking of tobacco products and electronic cigarettes is prohibited on the premises. Smoking is permitted only in areas marked "Smoking is permitted here".
4. Moving around the premises of the plant is permitted on designated paths and crossings, subject to the rules of the road.
5. Footpaths through the plant's production areas are marked in yellow. Where there is heavy traffic or poor visibility, traffic lights are installed and activated by pressing the mushroom button. You can cross when the light turns green. Make sure it is safe before entering the road.
6. It is prohibited to move on functional routes, which are additionally marked with a red line along the footpath.
7. It is forbidden to exceed the speed limit indicated by road signs when driving wheeled vehicles on the premises.
8. It is forbidden to use mobile phones while driving wheeled vehicles on the premises.
9. Wheeled vehicles may only be parked in areas designated by the TEKSID plant and the telephone number of the vehicle's driver must be left on the cabin window. It is REQUIRED to mark the parking area with four bollards.
10. It is forbidden to leave means of transport and materials within the escape routes.
11. It is forbidden to enter and stay in other parts of the plant without authorisation.
12. Harmful factors occurring during work must be reduced by the use of personal and collective protection equipment.
13. Inside the hall, it is REQUIRED that vehicles drive with their hazard warning lights on.

Transportation:

1. Employees operating overhead cranes and industrial trucks shall be duly authorised by the Technical Supervision to operate these machines.
2. Employees suspending loads from the hook of an overhead crane shall be trained in the safe transport of loads by overhead crane and shall be appropriately marked for those working with them, particularly crane operators.

TITLE: Appendix 5 "Type R Work Notice"

3. Where several riggers are present at the lifting point, a lead rigger shall be appointed to direct the work of the team of riggers.
4. Slings used for transport operations must be technically sound.
5. The rigger may only hold the sling string until it is tightened and then shall move to a safe distance and give the signal to lift.
6. riggers and overhead crane operators shall have an agreed system of communication to ensure that communication signals are unambiguous.
7. riggers shall be responsible for selecting the appropriate slings for the load to be moved and for correct suspension from the crane hook, and shall guide the transported load from the moment it is lifted until it is deposited at the designated point, carrying out the above-mentioned activities from a safe distance.
8. It is forbidden to walk under the transported load. It is forbidden to stand in the axis between the transported load and the fixed structures, walls, columns, barriers and pits.
9. It is forbidden to fill the transport boxes with the output from the demolition of furnace linings or other equipment above the edges of the boxes.
10. Drivers of all wheeled transport vehicles shall exercise extreme caution during renovation by adapting the speed of their vehicles to the prevailing visibility and width of the transport routes.
11. Before reversing wheeled transport vehicles, the driver must be aware that the safety of bystanders is not at risk.
12. The platforms of non-powered industrial trucks must be level and non-slip.
13. It is forbidden for the driver to stand within the outline of the vehicle platform when manoeuvring reversing vehicles in halls.
14. It is forbidden to overload powered and non-powered wheeled means of transport with weights exceeding the nominal load capacity.
15. It is forbidden to exceed the individual lifting capacity standards when lifting and moving loads manually, as well as when using simple non-powered machines (wheelbarrows, two-wheel and four-wheel trolleys, etc.).

Zero level of the halls or the ground.

1. All duct openings shall be fenced and secured against falling in while work is being carried out in them and shall be additionally illuminated at night.
2. All floor openings shall be carefully covered with duct covers at the end of the work.
3. When moving backwards in the renovation area, it is necessary to recognise the passageway.

TITLE: Appendix 5 "Type R Work Notice"

4. Stored spare parts shall be stacked securely and protected from falling or rolling out.
5. Parts without factory-mounted transport fixtures shall be stored on sleepers that allow the attachment of transport slings.
6. All oil and chemical spills shall be removed with special sorbents and stored in labelled containers.
7. Secure the chemical collection points at barrels with spill containment pans to catch spills; not applicable to flammable or fire hazard substances.
8. Store used cleaners in special containers.
9. Technical cleaning may only be carried out outside the enclosed work field by companies working in the area.
10. It is forbidden to take shortcuts through green areas when moving loads by hand.
11. In green areas with high grass, it is forbidden to walk backwards without recognising the passage, as there may be open drains or unnecessary objects.

Working at height.

1. Employees working at height shall undergo medical and psychological examinations authorising them to work at height.
2. It is forbidden to work vertically at different levels without safeguards to eliminate the resulting risks.
3. When working on the overhead crane runways, it is prohibited to move to the runways of neighbouring cranes.
4. When working at height, there must be an enclosed danger area for falling objects.
5. When working on ladders over 2 m, effective fall protection measures (self-locking systems) are required.
6. The use of A-ladders as leaning ladders is prohibited.
7. It is forbidden to climb the ladder with the hips above the ledgers - replace the ladder with a longer one.
8. Ensure optimum positioning of a leaning ladder. When the ladder is at a distance of h from the object, the other end of the ladder should be leaning against the object at a height of $4 h$.
9. Three points of support are required for ascending and descending the ladder.
10. It is forbidden to drop objects from a height.
11. It is forbidden to leave construction elements, tools and waste at a height which, if accidentally dropped, could cause injury to those working below.
12. Scaffolding must be assembled by authorised persons and put into service by means of a protocol.
13. Every scaffold should have a designated safety zone.
14. It is forbidden to jump from the scaffolding or to manually move the frame scaffolding without completely dismantling it into its straight elements (this does not apply to mobile scaffolding).
15. It is forbidden to store materials and structural components in the light of and around the scaffolding.

TITLE: Appendix 5 "Type R Work Notice"

16. It is forbidden to remain in the basket of the man-lift when driving on particularly rough terrain.
17. It is forbidden for persons and materials to go outside and exceed the load capacity of the basket.
18. There should be an ergonomic distance from equipment that may have exposed live parts in the vicinity of the man-lift.
19. When working at height, personnel must use the personal protective equipment (ALWAYS a helmet with a 4-point strap) appropriate to the hazard, including fall arrest equipment.

Welding.

1. Inverter welding machines should be protected from moisture, rain and snow.
2. It is forbidden to cover ventilation ducts in inverter welding machines.
3. In electric welding machines, it is forbidden to touch the workpiece and live parts of the machine during welding.
4. The earth wires of electric welding machines must be connected to the object to be welded. It is forbidden to connect them to the supporting columns of halls or equipment enclosures containing automation control systems.
5. Protect welding machine power cables from damage.
6. The electric arc generated during electric welding must be shielded so as not to dazzle the operators of overhead cranes and other means of transport.
7. It is forbidden to lend machinery and equipment, the operation of which requires additional qualification requirements, to employees of other companies working in the renovation field.
8. After gas cutting, the hoses must be rolled up on a trolley; it is forbidden to leave hoses from several welding sets in the renovation field.
9. Cylinders of technical gases must be kept away from overhead crane runways and machine height components so that falling objects do not damage the reducing valves on the gas cylinders.
10. Gas hoses used for autogenic cutting must be protected from damage during work and inspected regularly in accordance with legal requirements.

Cutting with cutters

1. It is forbidden to use grinding wheels to cut materials.
2. The cutter discs should be fitted with disc guards and the operator should wear personal protective equipment to protect against splinters from broken discs.
3. Working with the cutter requires a stable posture and a firm grip on the machine.
4. When cutting long parts with the cutter or cutting enclosed structures, it is necessary to hold the cutter firmly to reduce tool kickback.
5. It is forbidden to throw the cutter as this may cause damage to the discs.

TITLE: Appendix 5 "Type R Work Notice"

6. It is forbidden to hold on to the power cable when putting away the tool in which the working parts stop with a time delay.

Machinery and equipment.

1. When starting the machine, the operator must ensure that the safety of other employees is not compromised.
2. It is forbidden to use machinery without a working audible alarm.
3. The presence of bystanders in the machine cab is prohibited.
4. It is forbidden to use a mobile phone while operating the machine.
5. It is prohibited to smoke in the machine cabs.
6. It is forbidden to keep cleaning cloths soaked in flammable materials in the machine cabs.
7. It is forbidden to place objects under the operator's seat or near the brake pedal in the machine cabs.
8. All moving parts of machinery should be guarded.
9. It is forbidden to exceed the nominal load capacity of weightlifting machines.
10. It is forbidden to place machines in the wedge of natural debris when excavating.
11. When reversing a mobile machine, the operator must turn his head to ensure that the safety of other employees is not endangered.
12. It is forbidden to approach the crane while the footing is being lowered and the crane is rotating.

Other.

1. Impact hammers, regardless of handle design, require the use of anti-vibration gloves.
2. Class I electrically powered hand-held tools require Class I extension cords.
3. Rooms and cabins that are not illuminated during renovation require the use of hand-held lighting equipment.
4. Parts of machinery and equipment that may fall during dismantling must be secured to prevent them from falling (e.g. transfer table chains, etc.).
5. If you hear the hiss of escaping gas or smell natural gas or acetylene, locate the leak on the acetylene cylinder and close the cylinder valve. Before using the torch again, check that the cylinders are full of gas and that the cylinders and regulators are open. Inform the immediate supervisor of the incident.
6. When working with equipment that uses laser radiation, operate it in such a way that the laser radiation beam is not directed into your own eyes or into the eyes of other employees.
7. It is forbidden to stand in front of the bleed taps of hydraulic systems while the nominal pressure is being restored.
8. Steam pipes must be drained and care must be taken at the gasketed flange joints before operating the gate valves.
9. The rinsing of paint spray units with solvents must be carried out in the open air, outside halls and rooms.

TITLE: Appendix 5 "Type R Work Notice"

10. In winter, personnel must wear insulated clothing to protect against the cold.

Roofs.

1. It is forbidden to work on roofs during storms, snowstorms and winds of more than 10 m/s.
2. When working on roofs, an access route to the work area must be established.
3. During this work, it is necessary to protect yourself from falling with a fall arrest system.
4. It is forbidden to leave structural elements, tools and materials on roofs.
5. It is forbidden to drop objects from a height, and if the roof slopes are exposed, the area inside the hall must be enclosed to prevent unauthorised access and marked with warning signs.
6. It is forbidden to heat cold pitches with naked flames.
7. The two chimneys on roofs marked Ex may have an explosive atmosphere at their outlet, which is marked as explosion zone 2 and which is 1 m around the chimney. Naked flames (e.g. smoking, etc.) and the generation of mechanical sparks are not permitted in this area.

F. Evaluation of the Contractor.

No.	Evaluation criteria	Yes	No	Comments / entry
1	2	3	4	5
1	Was the work carried out according to the order?			
2	Was the work completed on time?			
3	Did an incident (e.g. accident, fire, explosion or environmental damage, dangerous behaviour, near miss, other incident) occur during the execution of the work?			
4	Has the Contractor restored the conditions for the normal functioning of the construction site (removal of waste, restoration of what has been damaged during the execution of the work in the potentially explosive area and needs to be restored) after the completion of the works?			
5	Has the workplace audit been carried out? Enter the result in column 5			

Criteria for evaluating the Contractor:

The person commissioning the work evaluates the commissioned work based on the criteria listed in the table above by ticking the boxes in columns 3 or 4, respectively, and only if the critical criterion (marked in red) is answered with YES, he or she sends the information to the ZZ Department for action in accordance with the Purchasing Management procedure Q 06.03 PO1.

The person commissioning the work sends the result of the workplace audit to the Purchasing Department.

G. Telephone numbers to be used in case of danger:

- 1) In case of fire - call extension (82 29); mobile +48 33 853 8229.
- 2) In case of an accident at work - call extension (82 29); mobile +48 33 853 8229.

TITLE: Appendix 5 "Type R Work Notice"

3) In case of minor injuries, you can use bandages in the TEKSID's first aid kits.

4) The employees designated to provide first aid have been identified in a separate information attached to this notice, while the employees designated to perform fire-fighting activities and evacuate employees are TEKSID IRON Poland's supervisors working on the shift where the fire broke out.

****- with the exception of works subject to the Building Code; works in potentially explosive areas; works carried out by permanent contractors.

.....
Representative of the ZB Department

.....
Representative of the Contractor

*****- ***- originals for the ZB Department, copies for the CONTRACTOR and the person commissioning the work; the ZU Department

ORGANISATIONAL STANDARD No. 7

TITLE: **Appendix 6 “Energy Matrix”**

ENERGY IDENTIFICATION MATRIX WITH THE SWITCH-OFF AND ON SYSTEM IN THE WORK FIELD AND RESPONSIBILITIES.

(Start the identification with the scope of work where: *- means delete if not applicable **- means fill in the content in place of the dots, then go to column 5 of the attached table below and identify the different energies in the work field and the methods for switching them off and on with the responsibilities).

Scope of works:								
..... **								
includes: whole plant * Date of commencement Expected date of completion								
whole department * /**								
whole line * /**								
machine train * /**								
single machine * /**								
HV lines /**								
MW and LV lines /**								
gas*/compressed air* system /**								
other /**								
Responsibilities		Switching off		Energy type	Switching on		Responsibilities	
1	2	3	4	5	6	7	8	9
Responsible Last and first name****	Company name	Method 1***	Method 2 (enter operating instructions)	Electric	Method 1***	Method 2 (enter operating instructions)	Company name	Responsible Last and first name****
				Power lines*				
				Machine*/machinery*/line*/**				
				Transformers*				
				Capacitors*				

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TITLE:

Appendix 6 “Energy Matrix”

				Hydraulic (oil and water)				
				Hydraulic stations				
				Actuators*				
				Hydraulic pipes*				
				Tanks*				
				Pressure accumulators*				
				Water cooling systems*				
				Pneumatic				
				Actuators*				
				Pneumatic lines*				
				Tanks*				
				Pressure accumulators*				
				Mechanical				
				Descending components*				
				Approaching components*				
				Thermal				
				Hot elements (structures/furnaces)*				
				DHW*				
				Steam*				
				Cold elements*				
				Chemical				
				Loramendi core-setting line - core curing resin*				

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TITLE:

Appendix 6 “Energy Matrix”

				Loramendi core-setting line - amine*				
				Amine neutralisers (acid) - former and new core shop*				
				Lines A and B - mould coating agent - iron oxide with ethanol*				
				Lines A and B - DS and GS moulding machines - spraying of model plates with separator*				
				Disa line - spraying of model plates with separator*				
				JUNKER 1-2, 3-4 - cooling systems (water + water treatment chemical)*				
				Natural gas installation (outside the explosion zone)*				
				Nitrogen installation*				
				Other *(.....))**				

* - delete as appropriate *** - mark with a cross Method 1: according to the ZB fault clearance instruction; Method 2: according to the ZB-LOTO instructions **** - only use in Method 1

ORGANISATIONAL STANDARD No. 7

TITLE: **Appendix 6 “Energy Matrix”**

Signing of arrangements on the part of TEKSID:

Energy type:	Last and first name	Position	Date	Signature
electric				
hydraulic				
pneumatic				
mechanical				
thermal				
chemical				
Other:				

Signing of arrangements on the part of Contractors:

Last and first name	Representative of the Company	Date	Signature

TITLE: Appendix 7 "CONTRACTOR Satisfaction Survey"

Dear Sir/Madam,

We would like to ask you to complete the survey aimed at the continuous improvement of our working culture, in the areas of Health & Safety, Environment, Energy, Other.

This survey is anonymous and voluntary. However, if you would like to provide your details, please complete the box at the end of the form.

Please circle the correct answer and/or provide a descriptive answer.

1. Type of cooperation with Teksid:

- a) One-off service
- b) Periodic cooperation
- c) Continuous service
- d) Other (please specify)

2. Was the working environment conducive to the safe performance of the service? (Please include any materials provided by Teksid, training, environment, cooperation, etc.)

- a) Yes
- b) No (describe shortcomings)
.....
- c) Improvements needed on site:

3. Is there a lack of information in the area of communication regarding the conditions of cooperation?

- a) Yes (describe)
- b) No

4. What mark would you give to our company in the course of our cooperation?

- a) Very good
- b) Satisfactory
- c) Unsatisfactory

What can be improved in our cooperation (please suggest):

.....

Thank you for completing the survey ☺

.....

(Signature of the Contractor)