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EHS and fire protection rules for suppliers of goods and services cooperating with Pratt & Whitney Tubes Sp. z o.o. in Niepołomice

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Date (YYYY-MM-DD)	2023-10-18	2023-10-17	2023-10-17

1. Purpose Making contractors familiar with detailed rules regarding occupational health and safety, environmental protection and fire protection implemented on the premises of the Pratt & Whitney Tubes Sp. z o.o. company based in Niepołomice, hereafter referred to as PWT.

Please note! Each Contractor performing task-based work on the PWT premises must, at least once a year, undergo a refresher training on the rules described in this instruction.

2. Scope Requirements for occupational health and safety, environmental protection and fire protection on the PWT premises.

3. Users Contractors providing services on the PWT premises, Contractor Liaison Coordinator (PWT), all PWT.

4. Responsibility The Contractor Liaison Coordinator is responsible for supervising Contractors, which includes training them on rules of occupational health and safety, environmental protection and fire protection enforced on the company's premises.

5. Terms and definitions

Cardinal rule - a rule whose infringement constitutes a considerable hazard to life, health or the environment.

Contractor - a legal or natural person not being a PWT's employee who provides a service or performs work (under a concluded agreement) for PWT in a form of material or equipment delivery or in a form of any kind of service provision.

Contractor Liaison Coordinator (PWT) - a PWT's employee named in the agreement who exercises direct supervision over work performed by a contractor; this person is appointed by the head of an organisational unit which concludes the agreement in cooperation with the head of organisational unit which orders works performance.

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5. Terms and definitions cd.

Serious breach - any breach of health and safety or environmental protection or fire protection requirements that poses a risk to human life, health or the environment.

Site/area of works performance - an area where the contractor performs necessary works.

Hazardous material - a material which, due to its chemical, physical or biological properties, may, if handled incorrectly during transport or storage, cause death, health disorders, injuries or property damage or destruction.

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7. Procedure

General

The requirements specified in this instruction supplement the conditions and arrangements stipulated in all agreements or purchase/service provision orders concluded between contractors and PWT, and constitute their integral part.

Each contractor is obliged to:

- adhere to the full scope of the requirements specified in this instruction;
- have constant access to this instructions for reference purposes;
- immediately inform PWT's EHS Representatives or the Contractor Liaison Coordinator about all incidents resulting in injuries, releasing substances to the environment or situations in which accidents may occur;
- conduct daily works performance site inspections to ensure that all works are performed in a manner complying with the requirements specified in the instruction. Inspection results and possible corrective actions must be discussed with the Coordinator.

PWT reserves the right to:

- ask a contractor to submit a risk control programme, personnel's training certificates, current personnel's medical check-up results, accident records or other documents related to the EHS policy to check whether the contractor observes all applicable regulations;
- appoint the Contractor Liaison Coordinator as a contact person in relation to activities performed;
- inspect and assess actions and work results of the contractor and their personnel in terms of EHS and fire protection.

7.1 Basic Contractors obligations

Before commencing work on PWT's premises, contractors are obliged to conduct an OHS working meeting with their personnel to discuss the issues presented in this instruction.

Contractors must instruct each of their employees and subcontractors on methods of recognising and avoiding hazardous conditions, as well as on the regulations applicable to the work environment, which will enable them to control and/or eliminate any hazards or exposure to illnesses/injuries.

Contractors must keep personnel training records.

7.1 Basic Contractors obligations cd.

On request, the Contractor Liaison Coordinator and an OHS representative are authorised to request contractor's personnel documentation and certificates, including information on occupational risks in the workplace.

Contractors must ensure compliance of their employees and subcontractors with the EHS and fire protection guidelines provided by PWT, as well as conformance to all applicable Polish regulations and make all required OHS instructions available during the works performance period. Additionally, they are obliged to maintain order and tidiness at all times while performing their work.

All contractor's personnel must hold:

- valid health examination certificate enabling them to perform given work;
- up-to-date OHS training certificate;
- additional qualifications required to operate given equipment and perform a given type of work.

Contractors must provide a works performance location with equipment and personal protective measures complying with the requirements set out in applicable regulations, and ensure that their personnel and their subcontractor's personnel use them if necessary.

7.2 Minimum personal protection equipment requirements

It is forbidden to modify personal protective equipment or use it contrary to its intended use.

Protective glasses are absolutely required in the PWT's production area (exception - areas where glasses are not required if labelled as such) as well as during construction and renovation works and activities performed outdoors.

Protective glasses must also be worn underneath a welding hood and underneath goggles protecting against chemicals, unless they are fitted with splash protection lenses.

Protective boots with a toecap are absolutely required in the PWT's production area and during construction works or maintenance activities.

Hearing protectors must **be used** in areas high noise emission areas (designated as such) or when performing activities during which noise emissions occur.

Respiratory protection - contractors must provide their personnel with respiratory protection against dust, mist, vapours, gases or steam in case the current technical and administrative supervision measures prove insufficient.

Gloves - contractors must ensure that their personnel wear gloves protecting against mechanical injuries, chemicals, high or low temperatures, etc.

Gloves must not be worn when standing near moving machine parts such as belts, pulleys or gears.

Safety helmets with a valid date of use and necessary approval must be worn on all construction sites and while working at height. Helmets must be used in line with their design.

Foreign contractors are bound by the same requirements as Polish contractors. See **Appendix B** for rules and obligations applicable to foreign contractors.

7.3 OHS requirements

7.3.1 Cardinal rules and their elaboration

7.3.1.1 Protection against falls from height

While performing works at height contractors must use necessary fall protection equipment. Work at height is defined as work performed more than 1 m above the ground level.

For their personnel working more than 1 m above the working surface, contractors are required to provide basic fall protection, where possible, and additional fall protection if the basic protection measures prove inadequate.

a) Basic fall protection

Basic fall protection measures include, but are not limited to, permanently installed barriers, scaffoldings, assembly hoists and other approved lifting equipment.
Such systems provide fall protection for employees working at height in areas with no walls and with uncovered floor openings.

b) Additional fall protection

Additional fall protection measures include safety harnesses, lanyards with shock absorbers and safety nets.

The Contractor must implement the above-mentioned solutions whenever the basic fall protection is insufficient, it is impossible to use it or the contractor does not use it.

Employing additional fall protection measures entails prior elaboration of a rescue plan to take an immediate rescue action in the event of a fall from height of an employee using the protection system.

Lanyards - selection and use criteria

- A vertical lanyard system must ensure necessary fall protection, which also applies to the lanyards themselves.
- Lanyards can be installed vertically or horizontally, but always in a manner allowing workers working at height to move about.
- Horizontal lanyards must be tensioned as required to avoid deflections.
- They must provide an anchorage point at or above the waist level.
- Vertical lanyards used to secure personnel moving vertically must be equipped with sliding rope grips or consist of a self-retracting lifeline attached directly to the harness.
- Sliding rope grips designed for a given lanyard are the only way to securely attach a lifeline to a vertical rope. Lifelines must not be attached to vertical ropes via knots or loops.
- Works requiring periodical detachment from a fixing point must be performed using special belts with buckles and harnesses and two shock-absorbing lifelines with snap hooks. Before an employee detaches their equipment from the original fixing point, the second lifeline must be attached to a suitable fixing point. Attachment points must be located at or above the height of a worker's belt.
- Before its commissioning (and once a year thereafter), a competent person, together with the equipment user, must inspect all fall protection equipment.
- Any damaged equipment must be labelled as “Out of order” and decommissioned.
- All contractor’s personnel working at height must undergo full training on operational procedures and protection equipment use.
- Safety nets can be used only if permitted by the Contractor Liaison Coordinator.
- Access for performing works on a roof must be first approved by the PWT's Coordinator.

c) Works on roofs / distance from roof edge

On a roof located more than 1,83 m over the ground, in case the roof is not fitted with a fall protection system or its edge is unsecured, contractors working at a distance smaller than 3.0 m from the roof edge must, prior to commencing any work, analyse (together with the Contractor Liaison Coordinator) all fall protection requirements in order to select one of the following methods:

- creating a temporary, approved protective barrier system;
- using personal fall protection equipment.

NOTE: In harsh weather conditions, personnel must not access a roof without Contractor Liaison Coordinator's consent.

d) Scaffolding - rules

Prior to work commencement, all scaffoldings must be inspected by a competent contractor's employee and provided with a signed label indicating that they are fit for operation.

- The competent contractor's employee must check scaffolding installation correctness on a daily basis.
- Scaffoldings must be erected as per applicable rules, regulations and technical documentation.
- Scaffolding components in poor technical condition must be decommissioned until they have been repaired or replaced.
- The floor on which scaffolding platforms are placed must be undamaged, rigid and capable of withstanding the maximum permissible loads.
- Working platforms made of planks or logs must withstand the permissible loads, tight and secured against repositioning.
- Scaffoldings must be erected horizontally *(level after level)* and checked periodically for correct levelling.
- When erecting scaffoldings, suitable fall protection equipment must be used.
- In harsh weather conditions, e.g. wind, rain, ice or snow, the work supervisor may take a given scaffolding out of service until further notice.
- Higher scaffolding levels must be accessed via ladders or stairs.
- People must not climb scaffoldings unless they have been designed for this purpose.

e) Ladders - rules of use

- Ladders made from conductive materials must not be used when handling live electric elements.
- Ladders must come with necessary manufacturer's labelling, i.e. a name plate (all ladders manufactured after 01.05.2004 must come with the "CE Declaration of Conformity", and other ladders purchased before this date must at least come with the Polish safety mark, i.e. "B". Ladders without the required labelling must be decommissioned).
- Personnel working with ladders must be trained on their maintenance, handling and inspections.
- Damaged ladders must not be used.
- Ladders must not be used for purposes contrary to their intended use.

e) Ladders - rules of use cd.

- Every effort must be made to avoid using a ladder as a working surface for prolonged periods of time. Wherever possible, lifts (manlifts) must be used.
- The following protective measures must be employed in case it is necessary to use a ladder as a working surface:
  a) personal fall arresting equipment (if possible);
  b) ladder stabilising equipment;
  c) fixing points *(to a floor or wall);*
  d) constant presence of another person safeguarding the employee performing given work.
- If a ladder is used to access an elevated working surface, its side longitudinal members must protrude at least 0.91 m above this surface. If this is not possible, other safety measures such as a lift (manlift) must be implemented.
- Ladders must only be rested on a level and stable ground, at an angle of 65 - 75 degrees. If in doubt, a ladder must be fixed to prevent its accidental shifting.
- Ladders must not be loaded beyond their permissible load. This value must be indicated on each ladder.
- Multi-section linked or extension ladders must be used in a manner preventing their various elements from moving in relation to one another. Extension ladder segments must be fastened together with a chain or joint limiting its span.

f) Assembly lifts

Assembly lifts (manlifts with outriggers, scissor lifts, etc.) and other mechanically suspended working platforms must be operated in line with applicable regulations and industry standards, and meet all PWT's requirements for industrial trucks.

Each day before work is commenced, mobile/lifting equipment must be inspected with a check-list applicable to all industrial trucks operating on PWT's premises.

All personnel operating assembly lifts must undergo necessary training on operation of the equipment concerned.

Personnel operating a lift must be equipped with a safety harness, lanyard with a shock absorber attached to a fixing point and a safety helmet.
It is forbidden to climb handrails, rails and supports or to lean out of a lift.

Areas below the location where work at height is performed must be clearly marked with posts, tape and warning signs to protect people working on the ground level.

The main construction sites must be fenced off and warning signs must be placed in a manner preventing unauthorised access.

The Contractor must not use overhead cranes, hoists or industrial trucks without obtaining prior Contractor Liaison Coordinator's approval.

Mobile cranes, including mobile derricks, single-bucket excavators and similar equipment must not be used within a distance smaller than 35 m from overhead high-voltage lines.

Each lift that is damaged or causes any other hazard must be immediately decommissioned.

The operator must check lift operation safety before each work shift.

g) Cranes and hoisting equipment

Cranes and hoisting equipment must be operated a contractor in line with its manufacturer's recommendations and limitations specified.

Crane operators must be suitably qualified to operate this type of equipment.

All equipment must be maintained and inspected as per requirements resulting from relevant Acts.

OHS Representatives must be notified by the Contractor Liaison Coordinator, as early as possible, when works are to be performed using cranes.

It is forbidden to transport people on crane hooks or demolition balls.

If the crane height exceeds the height of the tallest object on the site, the equipment must be labelled or fitted with a warning light.

The rigging systems installed on the site must:

- have a safety coefficient of 2.5;
- be approved by a construction engineer in case they are to be fixed to building structures;
- account for the possibility of an accidental load deviation of up to 60 degrees from the vertical, even if the equipment is designed only for vertical lifting operations.

While lifting loads with cranes:

One person supervises the lifting height.

Another person, proficient in hand signalling systems, uses these systems for communication purposes.

A crane operator and signaller must maintain constant eye contact during lifting operations.

The working site must be tidy, cordoned off with ropes or fenced off.

It is forbidden to stay or pass under suspended loads.

h) Slings

- Slings must not be overloaded beyond their rated load capacity. Slings must be provided with tags indicating that they have passed an annual inspection.
- Slings must be labelled with their rated load capacity.
- Slings must be insulated or protected from damage caused by sharp edges of loads.
- Each day, before commencing work, slings, rope fixing points and connections must be checked for possible damage or destruction. Operational safety locks must be installed on sling hooks.
- Any destroyed or damaged equipment must be immediately decommissioned and labelled as “Out of order”.
- In case wire rope slings and belt slings are damaged, worn or their rated load capacity is illegible, they must be immediately decommissioned and disposed of.
- Slings must only be used by a person holding necessary qualifications.
- Slings must be stored in a room that can be locked with a key.

i) Chain winches and capstans

- Operational safety latches must be installed on suspended and cargo hooks.
- Chains, cables and hooks must be in sound technical condition. Suspended hooks must be able to rotate while lifting or pulling loads.
    - Cargo chains and cables must not be used as slings.
    - The hoisting capacity of chain winches and capstans must be adjusted to the weight of loads lifted or pulled.

j) Suspended load protection

- Do not suspend loads over people or places where people are present.
- Contractors must secure the area with safety cones or warning tape and place suitable signs to warn passers-by and area users about the fact that works involving suspended loads are performed in the vicinity. When erecting fences around the working site, consider the length of materials used and the possibility of them being placed in a horizontal position or bouncing off the ground surface in case they fall from height. The distances set must take into account this type of hazard and assume its occurrence within the fenced off area.
- If the work is limited to visual assessment without using any tools, safety cones or the warning tape may be used at a distance of at least 60 cm from the working site (in the absence of hazards caused by falling objects).

7.3.1.2 LOCKOUT/ TAGOUT procedures

Prior to commencing any work connected with machinery or other related equipment overhauls, repairs or maintenance, personnel of the company performing such activities are required to use a LOCKOUT/TAGOUT system to protect power sources from unauthorised activation, in accordance with the instructions for disconnecting machinery power sources displayed near machines and place warning tags when performing electric, mechanical, pneumatic, chemical or thermal work for each power source.

For detailed information on the LOCKOUT/TAGOUT system, see the **EHS15** procedure, i.e. “LOCKOUT/TAGOUT - hazardous energy source control”, which, if necessary, the Contractor Liaison Coordinator must make available to a given Contractor.

Contractors must limit access to the work site where energy sources are de-energised and label this area as required.

Contractor Liaison Coordinators handling Contractors performing work on PWT’s premises must check whether external companies have incorporated the LOCKOUT/TAGOUT procedure in their safety systems.

In case such a system is used, a company providing a service must contact the Contractor Liaison Coordinator to verify the systems used.

In case a company has not implemented such a system, Managers of organisational units of the company concluding agreements with external companies to perform work requiring locking and tagging out energy sources on premises are required to make the LOCKOUT/TAGOUT instruction available and make each Contractor’s employee familiar with its content.

7.3.1.2 LOCKOUT/ TAGOUT procedures cd.

While works are performed within the LOCKOUT/TAGOUT system on company's premises, the Contractor Liaison Coordinator will appoint an authorised employee for each Contractor. This employee will lock out and tag out all power sources using safety measures described in **EHS15** "LOCKOUT/TAGOUT - hazardous energy source control".

This authorised employee must make an applicable entry in the ***Register of machinery and equipment lock-outs for external companies' purposes*** kept by the Maintenance Department to confirm that given energy sources have been locked out.

When given work is completed, each employee removes only their locking devices and tags.

Requirements for longer periods of hazardous energy source disconnection should be agreed with the Coordinator.

If more than one team is involved in work requiring implementing LOCKOUT/TAGOUT procedures, one employee must be designated to coordinate the works and oversee protection continuity.

7.3.1.3 Machine guards and safety devices

Contractors using machines equipped with guards or different safety devices must not tamper with or damage machine/equipment guards in standard operation conditions.

7.3.1.4 Electric safety

Contractors should connect all portable electric tools and equipment used during production, construction, servicing/maintenance and installation activities to sockets protected by residual current circuit breakers (max. 30 mA).

Unprotected live parts must be de-energised and protected from access by unauthorised persons.

Contractor Liaison Coordinator acknowledges that de-energising unprotected live parts may introduce additional hazards or it is not feasible due to given equipment design or operational constraints, the Contractor's qualified personnel and the Contractor Liaison Coordinator must develop specific safety procedures for work performed on live equipment. Such procedures will help to avoid direct or indirect (e.g. through tools or material) contact with live components and will be selected according to actual working conditions and voltage.

When working on live equipment, applicable electric safety rules must be followed. They concern personal protective equipment, protective clothes, tool isolation, verbal and written permits for working on live equipment, as well as determining the impact radius.

a) Residual current circuit breakers - rules

Electric sockets installed on the construction site, not being fixed elements of building and other structure system, must come with 30 mA residual current circuit breakers.

All power tools must be connected to power supply sources protected by residual current circuit breakers. The activation threshold such circuit breakers must not exceed 30 mA. In order to ensure compliance with all work safety requirements, circuit breakers must be inspected using their T ("TEST") control buttons.

After pressing this button, a correctly installed circuit breaker connected to a power supply source must immediately de-energise the protected circuit. If the breaker fails to de-energise the circuit, it must be immediately replaced.

Portable residual current circuit breakers must be checked each time before they are used, and the circuit breakers incorporated into permanent electric systems must be checked once a month.

Contractors and their Coordinators must arrange access to correct electric energy supply sources. It is forbidden to power equipment by connecting it to test stations or production machinery.

b) Illumination - rules

Temporary illumination of the construction site, ramps, corridors, office spaces and storage areas should meet applicable minimum lighting intensity requirements. All main light sources must be protected from accidental contact or damage. Metal components must be earthed.

Lamps operating within a temporary illumination system must not be suspended by wires, unless their design permits such a solution. Temporary illumination circuits must only be used for space lighting purposes.

c) Portable electric equipment - rules

Extension cords must not be used in a manner posing a risk of damaging their insulation or tripping over a cable.

It is forbidden to route electric cables in heavy-traffic areas or in passageways.

If it is necessary to route a cable in a heavy-traffic area, it must be fully protected by a structure preventing its damage. Extension cords must never be routed through window or door openings.

Portable electric equipment and extension cords must be in sound technical condition.

The Contractor Liaison Coordinator will designate an exclusion zone around unsecured voltage sources.

All temporary electrical installations (currently not in use) must be disconnected from the power supply source.

Extension cords must not be fixed with staples or suspended on nails or wires.

It is forbidden to use an insulating tape to temporarily repair damaged cabling insulation.

7.3.1.5 Confined spaces

Only personnel trained and made familiar (by the Contractor Liaison Coordinator, i.e. a trained PWT's employee) with the instruction concerning access and staying in confined spaces are allowed to perform work in confined spaces (e.g. sewerage inspection chambers, underground tanks, underground separators).

Each time, prior to commencing work in a confined space, Contractor's personnel are obliged to obtain the enclosed space entry permit from the Coordinator, if it is labelled as a "Confined space requiring an access permit".

Each enclosed space and its surroundings must be tested with specialist measuring instruments for possible presence of atmosphere pollution.

The personnel must use all necessary personal protective equipment.

Prior to and during performance of work in enclosed spaces, Contractors must use special inspection and safety equipment.

Each "confined space requiring an access permit" is strictly designated and labelled.

Prior to entering a "confined space requiring an access permit", an employee must undergo training authorising them to access an area defined as a "confined space" and also a suitable training on Lockout/Tagout procedures.

In order to enter a confined space requiring an access permit, Contractors must provide all necessary equipment.

The Contractor Liaison Coordinator coordinates the process of issuing permits for confined space access and also provides all necessary information on hazards present on the site and applicable rules of conduct.

The PWT's personnel reserves the right to deny access to a confined space.

7.3.1.6 Motorised industrial vehicles

A motorised industrial vehicle is any vehicle designed for special tasks, such as material or person transport. It can be operated by people holding necessary licences and complying with applicable requirements.

Contractors must have their own fully operational industrial trucks that comply with applicable safety standards.

Industrial trucks include, but are not limited to: forklift trucks, electric trucks, assembly lifts, mechanised equipment, overhead cranes and lifting equipment.

Only vehicles necessary for performance of given work can enter buildings.

a) Periodical inspection

Contractors must retain a copy of an annual technical inspection for each industrial truck entering the PWT's premises, and the inspection must be conducted by a suitably trained person. A copy of this inspection document must always be available on the truck.

b) Daily inspection

Contractors are responsible for conducting daily inspections of their industrial trucks and an inspection report must always be available on the truck.

An operator must inspect a forklift before starting a shift to ensure that all parts, accessories and pieces of equipment ensuring safe operation are in sound technical condition and operational.

Any faults must be repaired before a truck is operated.

Any damaged truck must be removed from a working site. It may be operated again once all faults have been repaired and an inspection conducted.

Such requirements apply to all Contractor's industrial vehicles, i.e. owned, rented or leased vehicles.

c) Training

Industrial truck operators must undergo a training related to their safe operation, and hold, to present if necessary, a document confirming that they have completed this training (permit, information sheet, copy of training certificate, etc.).

d) Vehicle operation rules

Contractors must not use motor vehicles, mechanised equipment or garbage trucks when they cannot see the area behind their vehicle, unless it is equipped with a reversing sensor whose sound signal is still audible in noisy work environments.

It is forbidden to use vehicle with combustion, diesel or gas-powered engines indoors, without obtaining a necessary permit issued by the Contractor Liaison Coordinator and building administrator,

In case any means of transport and equipment with combustion engines must be used indoors, exhaust fumes must be discharged outside rooms. If it is impossible, devices to monitor the atmosphere in the working area must be used.

A hazard assessment for the truck traffic area must be conducted. Only trucks designed for operation in specific hazardous conditions can be used.

Vehicles used to transport personnel must come with correctly secured seats, the number of which is compatible with the number of people being transported.

It is forbidden to use vehicles or equipment leaking any fluids.

The Contractor must repair all leaks in vehicles or equipment before leaving the premises.

d) Vehicle operation rules cd.

In case an emergency situation is signalled inside the premises, a vehicle must be driven outside. In case it is not possible to leave a building, the vehicle must be driven outside a walkway perimeter and the engine must be turned off.

Contractor's personnel can park their personal vehicles only in designated spaces. PWT is not responsible for vehicles or objects left in vehicles parked on the company's premises.

The maximum permissible vehicle speed on PWT's premises is 30 km/h outdoors and 5 km/h indoors.

Do not obstruct exits, walkways, loading areas, fire hydrants and emergency equipment with vehicles or equipment.

Contractors must not conduct any complex vehicle repair or maintenance activities on PWT's premises.

Drivers must observe all traffic signs and regulations and always carry a current driving licence authorising them to drive a given vehicle type.

Vehicles brought to the working site and used to transport equipment must be inspected daily.

All transport vehicles and vehicles carrying equipment must be correctly loaded and secured. Do not overload vehicles.

e) Forklift trucks

Industrial truck operators must wear seat belts when performing any work.
Contractors must not use PWT's vehicles without obtaining the site manager's permission.

Forks of parked forklifts must be lowered to the ground.

It is forbidden to use fork extensions and clamps.

It is forbidden to tow or drag loads using forklift forks.

Forklifts must not be left unattended with the engine running.

Forklift truck operators must comply with the rules in force on the PWT's premises (e.g. speed limits, "no entry" signs, etc.).

Liquid gas cylinders must be stored outdoors, in a location specified by the Coordinator.

7.3.2 Handling chemicals

The Contractor Liaison Coordinator will provide a Contractor with information on hazards occurring on the working site and ensure access to Material Safety Data Sheets for materials used in the works performance area.

All new chemicals (including fuels, paints, coating materials, coolants, cleaning agents, flooring materials, etc.) used by the Contractor's personnel are subject to the approval process run by the local Contractor Liaison Coordinator who issues a necessary consent.

Chemicals must be labelled and segregated in a manner ensuring that potential hazards resulting from their mixing are avoided.

All containers should come with labels compliant with applicable Polish regulations concerning chemical substance labelling.

7.3.2.1 Substance release

It is forbidden to dispose of chemicals into the ground, sewer system or storm sewer drains. Information of disposal of given chemicals can be obtained from the Coordinator.

A release is understood as accidental spread/spillage of any product outside the container in which it is stored. It does not apply to planned situations related to the product use.

Any release of substances, including those occurring outdoors, must be reported immediately to the Contractor Liaison Coordinator.

Contractors are responsible for any release of substances resulting from the work they perform. A Contractor must clean up the contamination immediately, i.e. the spread/spilled material using sorbing agents or mats and place the spilled substance/contaminated sorbing agents or mats in correct containers, and then hand them over for disposal.

If the Contractor Liaison Coordinator is of the opinion that released substance removal is beyond the Contractor's capabilities or if the Contractor fails to remove it in a correct manner, the Coordinator will order a professional entity to handle the situation.

In any case, the cost of released substance removal will be charged to the Contractor. It may also include contaminated material removal as well as site restoration to its previous condition. After the released substance has been removed, the Contractor is obliged to take necessary samples and have an accredited laboratory conduct an analysis to prove that the contamination has been removed. Samples must be taken in the Contractor Liaison Coordinator's participation.

All works performed on the incident site must be discontinued and the site must be fenced off to prevent unauthorised access, until sample analysis results are obtained. The analysis results must be presented to the OHS Representative, who decides whether all contamination has been removed.

If the incident results in environment contamination, the Contractor is obliged to remove it in order to restore the site to its previous condition. Successful contamination removal must be documented with results of a repeated sample analysis.

After cleaning up the site, the Contractor must fill the substance release location with clean materials.

7.3.2.2 Compressed gas cylinders

- Compressed gas cylinders should always be correctly secured against tipping over.
- Cylinders should be kept away from any welding or cutting operations to avoid contact with sparks, hot welding slag or fire. If this solution proves infeasible, non-flammable shielding should be used.
- Cylinders must not be placed in locations where contact with electric circuits is possible.
- While compressed gas cylinders are transported, handled, stored or not in use, their valves must be closed and valve covers installed as specified.
- If a cylinder leak occurs, emergency response procedures must be observed. The Contractor Liaison Coordinator must be notified immediately.
- Gas cylinders that are destroyed, rusted or covered with a layer of scale, which may compromise their integrity, must not be used and should be removed from the site as soon as possible.

7.3.2.2 Compressed gas cylinders cd.

- Cylinders must always labelled in a manner facilitating identification of their contents (gas). Cylinders must be positioned and stored in such a way that the label indicating their contents is visible.
- Periodic checks of gas lines must be performed to detect any leaks.
- The storage area for compressed gas cylinders and flammable gases such as acetylene and hydrogen must be situated 6.1 m away from oxidising gases, such as oxygen and dinitrogen oxide, or separated with a special fire protection barrier.
- In order to move cylinders, they must be rolled by leaning them against the bottom edge or use special trolleys. Exercise particular caution during such operations.
- Cylinders must not be transported vertically on forklift forks.
- Compressed gas cylinders must not be stored in closed room without any fresh air supply.
- The oxygen cylinder storage location (subject to Contractor Liaison Coordinator's consent) must be separated from fuel/gas cylinders or flammable materials (oil and grease, in particular) by at least 6.1 m or a non-flammable barrier must be constructed (height at least 1.5 m; fire protection for at least 90 minutes).

7.3.2.3 Flammable liquids

All unused, flammable and combustible liquids and other hazardous materials must be stored in dedicated cabinets, on drip trays, in closed containers or must be removed from the works performance site on a daily basis.

After a project is completed, all unused materials must be removed from the works performance site.

The flammable liquid storage area and means of transport used should be earthed if necessary.

Flammable liquids must be stored in tightly sealed containers.

Flammable and combustible liquids must not be used in the immediate vicinity of open fire or ignition sources.

Safety showers and eye washers have been placed in various areas of the premises. The Contractor Liaison Coordinator will indicate their locations. In case the nearest eye washer is not available, the Contractor may need to use their own portable eye washer.

All Contractor's personnel exposed to hazards must use correct personal protective equipment as recommended in the Material Safety Data Sheet for the product in question.

7.3.2.4 Chemical substance information training

On the works performance site, Material Safety Data Sheets for materials delivered plus evidence showing that Contractor's personnel have familiarised with them should be made available for the Contractor and PWT's Contractor Liaison Coordinator. Both parties must be fully aware of any hazards related to chemicals used.

Contractors must train their personnel on physical, chemical and biological agents present on the works performance site.

7.3.3 Construction works

7.3.3.1 Concrete and supporting structures

All protruding reinforcement elements that pose a risk of a serious injury as a result of falling on them must be secured to avoid such a risk. Rebar end caps must be used.

Personnel must not work under suspended concrete elements.

Personnel working on rebars at height of more than 1 m from any working surface must be provided with necessary fall protection ensured by means of correct protective measures and safety equipment.

Suitable formwork and a support system must be designed, erected, reinforced and continuously maintained to protect all vertical and lateral loads.

Reinforcement of walls, pillars, columns and similar vertical structures must be secured in order to avoid their tilting or toppling.

A special restricted zone must be designated for masonry works performance. The zone must include the height of the wall under construction plus 1.2 m as well as its entire length.

7.3.3.2 Demolition and disassembly work

Before demolishing any civil structure, a suitably trained person must conduct a technical and environmental assessment of such an undertaking.
The assessment should include condition of window and door frames, walls and floors as well as any probability of structural element collapse, and also take into account possible presence of hazardous materials.

7.3.3.3 Trenches and excavations

Before commencement of works, all underground pipelines, electric wiring and equipment must be located and labelled by the Contractor Liaison Coordinator.

A competent person must be appointed by the Contractor to perform works related to digging trenches and excavations.

Contractors must not commence any work without Contractor Liaison Coordinator's consent.

Walls and structures of excavations and trenches deeper than 1.2 m must be shored, levelled or shielded in a manner compatible with the soil present on site.

Prior to starting or continuing digging trenches deeper than 1.2 m, the Contractor Liaison Coordinator's consent must be acquired.

A permit for confined space access is required.

Excavations deeper than 1.2 m must be fitted with a ladder, ladder way, ramp or other equipment facilitating entry and exit, at distances that do not require personnel to walk more than 7.6 m.

A supervisor must run daily inspections to check for any risk of collapse/caving; they must also check if the safety system is operational and no other risk factors are present.

Personnel must not deliver cargo into excavations using diggers or hoists.

Personnel must be protected against excavated materials and other equipment and materials falling or rolling into the excavation.

Physical safety measures, visible even at night, must be placed around or over trenches and excavations.

7.3.3.4 Securing access to trenches/canals/excavations

If personnel is exposed to falls from height exceeding 1,8 m within a fenced off area, additional fall protection measures approved by PWT must be implemented.

If the excavation depth is below 1.2 m, but above 0.3 m, it must be protected by fences and gates not less than 1.1 m high, placed 1.2 m from an excavation edge.

If the excavation depth is below 0.3 m and is left unattended and/or no works are performed in them, a warning tape at a distance of 1.2 m from the excavation edge must be used.

If the protection measures hinder access to the main passages and or completely block the main exit from the area, the minimum distance of 1.2 m from the excavation edge may be changed. However, if such a situation creates a greater risk to personnel present in the fenced off area, other methods of securing access to the site may be used, subject to the Contractor Liaison Coordinator' consent.

7.3.3.5 Pipeline connections

The Contractor Liaison Coordinator analyses individual pipeline opining procedures on the works performance site, including adherence to safety procedures, hazardous energy source control (Lockout/Tagout) as well as Material Safety Data Sheets for hazardous materials present in pipelines (if applicable).

7.3.3.6 Limiting access to hazardous zones - methods, safety measures applied

Railings, spaced gates at least 1.10 cm high - on a new construction site or unsupervised works performance area.

Safety tape - on a site where works are in progress and which is subject to constant supervision, but where there is a risk of a moderate or serious injury (e.g. installation of hoist rails, hot works).

Warning tapes or cones - on a site where works are in progress and which is subject to constant supervision, but where there is a risk of a light injury (e.g. installation of a notice board, hydraulic repairs to a drinking fountain).

Blocking main traffic routes requires prior Contractor Liaison Coordinator's approval and requires posting signs indicating the changes introduced, and directing workers to the nearest escape exits.

Partitions designed in a form of curtains must be made of non-flammable materials and be certified, as evidenced on the product label or its description.

The construction site or works performance location must be fenced off, and warning signs prohibiting unauthorised access must be placed as specified.

7.3.3.7 Wall and floor openings / fences

Floor openings must be secured with covers or handrails and toe boards.

Wall openings through which a person may fall from height exceeding 1.2 m, and whose base is located lower than 0.9 m above a working surface, must be covered.

Any storey or platform with open sides located more than 1.2 m above the level of the adjacent storey or ground must be guarded by handrails and/or using a equivalent solution. Toe boards must be provided at any location where a person may fall into an opening or equipment and/or machinery from which hazardous material falls is in operation.

Protection must be provided for people working in areas without side walls and in the vicinity of openings, when installing roofing paper on low-slope roofs.

7.3.3.7 Wall and floor openings / fences cd.

In potentially hazardous locations where pedestrian or vehicular traffic should be routed differently, Contractors are required to place signs, fences, etc., and make sure they are located as specified.

Separating barriers must be placed as required, in order to draw personnel's attention to hazards (conditions/activities), i.e. in locations where loads are transported by lifts, excavations are dug or openings are present in walls/floors.

7.3.3.8 Ventilation ducts

Ventilation systems must not be modified in a any way, e.g. by painting, installing, moving or otherwise modifying ventilation and sewage piping, without the Contractor Liaison Coordinator's consent.

7.3.3.9 Fire protection systems

Contractors must not install or modify the sprinkler system, fire alarm system, smoke detectors, manual call points and sound signalling devices without necessary documentation acknowledged by the on-site Fire Protection Services. Only authorised/qualified personnel can work on such systems.

7.4 Fire protection

7.4.1 Hot works permit

Any activity, during performance of which an ignition source is created, can only be performed after obtaining a hot works permit.

Such activities include:

- gas welding and cutting;
- arc welding;
- soldering;
- brazing;
- operating heating torches or other *fire sources;*
- heating up tar;
- using equipment generating sparks or heat;
- other *activities* during which sparks are generated;
- work performed with a stud gun.

The hot works *permit*is issued, for a given operation conducted in a given location, by the Contractor Liaison Coordinator or another authorised person, and it is valid only for 1 day. It must be placed in a *visible* location by a workstation at which given *work* is performed.

In the case of certain *activities,* safe performance of *hot works* requires addressing other hazards. They include:

- *live* equipment;
- pressurised or contaminated *systems*;
- *entering confined space.*

7.4.2 General rules

It is strictly forbidden to smoke on the PWT's premises and site.

It is forbidden to obstruct escape routes, unless it has been agreed with the Contractor Liaison Coordinator . Constant access to extinguishing and fire-fighting equipment, as well as emergency vehicle access to the site, must be ensured.

Contractors are obliges to make their personnel familiar with the methods of alerting others about fire breakout, locations of fire alarm devices and procedures to be followed if an alarm is sounded.

Contractors must be equipped with their own fire-fighting equipment conforming to the types of hazards occurring on their works performance site.

Contractor's fire extinguished must be inspected annually by an authorised person; once a month, they must be visually inspected, and the inspection results must be documented by the Contractor.

The distance from the nearest fire-fighting equipment must not exceed 30 m.

7.4.3 Flammable liquids

Combustible and flammable liquids transferred between containers in quantities exceeding 18.91 litres at a time must: be:

- transferred in a place located at least 7.6 m away from other operating locations or separated by a structure ensuring fire protection for at least 1 hour;
- stored and transported in safe, FM Global-attested containers designed for this purpose;
- checked in order to provide adequate ventilation to avoid reaching liquid vapour concentrations exceeding 10% of their lower explosive limit;
- transferred only between electrically coupled containers;
- secured, during transport, with an earthing system and equipotential bonding.
- Unused flammable liquids must be stored in specially designated rooms, and any containers stored outdoors must be located at least 20 m away from the building.
- In case an alarm is sounded, the Contractor is obliged to evacuate employees from the danger zone using escape routes and exits, in accordance with the emergency escape plan.
- Keep flammable liquids and gases away (at least 15 m) from ignition sources.
- Before commencing any hot works in explosion hazard rooms (equipment) and/or in rooms where other work has previously been performed with flammable liquids or gases, it must be checked if the liquid vapour or gas concentration in the mixture with air in the area where the work is performed **does not exceed 10% of their lower explosive limit.**

7.4.4 Welding, cutting and brazing

In areas where welding, cutting and brazing operations are conducted, it is imperative that the Contractor provides fire protection supervision and immediate access to fire-fighting equipment (e.g. fire-fighting blankets, non-combustible heat shields, fire protection *curtains* and fire extinguishers). This equipment must not be stored more than 30 m away.

Items to be cut, welded or heated must be moved to a designated safe location or, if it is impossible, any objects/materials that pose a fire risk must be removed from their immediate vicinity. If this is not possible for process-related reasons, an assessment should be conducted to establish measures necessary to protect stationary hazard sources from heat, sparks or welding slag.

Personnel working at, above or below a welding, burning off or grinding area must be protected against falling objects.

If, during the pre-work assessment, it becomes apparent that volatile contaminants may build up, adequate mechanical ventilation and respiratory protection must be provided.

If applying special curtains or barriers is not possible, “Do not look at the welding arc without correct eye protection” signs must be placed at a safe distance from the working area to warn people passing nearby of the danger of looking at the welding arc.

Welding waste must be placed in a container, on an ongoing basis.

While working in confined spaces, a mechanical ventilation system must be used continuously, however, if it is not sufficiently effective, the personnel must be provided with respirators to perform welding and cutting operations.

7.4.5 Gas welding and cutting

Before each work shift, inspect hoses and torches containing acetylene, oxygen, gas fuel or other substances that might ignite or exert harmful impact on the personnel.

All damaged hoses and torches must be labelled as “Out of order” and decommissioned.

Acetylene containers must not be stored in a horizontal position.

Torches must be ignited with special ignition devices - do not use matches or flame sources used during hot works.

Hoses must be equipped with special valves eliminating gas outflow or backflow.

Unused torches must be secured and removed from a site.

7.4.6 Electric arc welding and cutting

During electric arc welding and cutting operations, non-flammable or fireproof shields must be used to protect personnel and other people located nearby against direct arc radiation exposure.

The lines of the electric arc welding and cutting equipment must be flexible, fully insulated and adjusted to maximum current-related requirements specified for given work. It is forbidden to use damaged lines.

The equipment power switch must be deactivated when a cutter or welder must leave the workstation or discontinue operations for a certain period of time or when it is necessary to move the equipment.

All electric arc welding and cutting machine return and earthing cables must meet requirements resulting from applicable regulations.

The welding line clamp must be attached directly to the material welded.

7.4.7 Hot works safety measures

Prior to commencing hot works, the following preventive actions must be taken (fire protection):

Flammable materials and substances must be placed at least 11 m *away* from the hot works performance location. If flammable materials and substances cannot be *moved,* they must be secured with fireproof guards or curtains.

Flammable liquids must be removed or totally isolated from the hot works performance location. The Security Services must be informed about the fact that any fire extinguishing equipment has been disconnected temporarily.

Tarpaulin sheets used as guards during hot works performance must be fireproof.

Pipelines previously transporting flammable and combustible liquids must be cleaned thoroughly, shielded wit neutral gas and secured against any ignitions sources.

Openings in walls, floors, etc. must be closed or covered, which also applies to drains.

Flammable dust must be removed from places located near the workstation where hot works are performed.

If the floor surrounding the workstation is made of flammable materials, it must be covered with a non-flammable cover.

In locations where electric equipment is not used, it is sufficient to sweep the floor and wipe it with water.

Contractor’s personnel must know where the nearest manual call point is located.

7.4.7 Hot works safety measures cd.

People responsible for fire protection supervision and fire extinguishing equipment operators must undergo a documented training on portable fire extinguisher operation.

In case a fire extinguisher is used to extinguish fire caused by hot works performance, the Contractor Liaison Coordinator must be informed of this fact.

If the Contractor Liaison Coordinator recommends so, fire protection supervision must be ensured during performance of hot works or operations generating considerable amounts of heat.

The fire protection supervision must be ensured continuously for 1 hour after completion of works, and then for another 3 hours in a periodical manner. The Contractor is obliged to appoint fire protection supervisors.

7.5 Environmental protection

7.5.1 Materials used

All filling materials delivered to the PWT's premises must be uncontaminated. To ensure it, the following methods can be applied:

- obtaining a Contractor's written statement confirming that a filling material is uncontaminated;
- taking certain actions to ensure that a filling material is uncontaminated, e.g. taking samples and analysing the material, specifying its place of origin, etc.;
- visually inspecting a filling material on delivery to the PWT's premises.

7.5.2 Waste management

The Contractors' waste management policy must guarantee that the waste generated will not have any negative impact on the environment as well as health and safety of Contractor's personnel, PWT's personnel and the entire society.
The Contractor Liaison Coordinator must provide Contractors with an initial consent to run processes during which waste, wastewater and/or emissions to air will be generated.
Waste must be categorised as "hazardous/non-hazardous" in the Contractor Liaison Coordinator's participation, and this categorisation must later be used to segregate waste to suitable containers.

- No waste can be removed from the plant premises without the Contractor Liaison Coordinator's consent.
- Contractors must provide containers for construction and other waste generated.
- All waste generated on site (including spent and expired chemicals) must be handed over for disposal or recycling to a company holding necessary permits, in line with Contractor Liaison Coordinator's recommendations.
- After the Contractor hands over the waste, the Contractor Liaison Coordinator must be presented with a copy of the Waste Handover Sheet filled in in line with the Act on waste. Specimen of the Waste Handover Sheet compliant with Appendix 1 to the Ordinance of the Minister of Environment of 12 December 2014 (item 1973).
- It is forbidden to dispose of liquid waste (including wastewater generated while washing tools, personal protective equipment, etc.) to sewage drains and sinks. It is forbidden to release waste to the environment.
- No solid or liquid waste generated during works performance can be stored in municipal waste containers.
- The Contractor is responsible for removal and disposal of waste generated by them while providing their services, unless it is stated otherwise in the contract. The Contractor Liaison Coordinator approves the disposal or recycling method.
- Waste resulting from provision of services must be stored in specially labelled containers located on the company's premises. The containers must be tightly sealed and made of a material resistant to a particular kind of waste stored.

7.5.2 Waste management cd.

- Chemically incompatible waste must be stored separately to avoid its mixing.
- Expired waste, such as paints, spray paint containers (also empty ones), spent varnishes, thinners, oils, naphtha or pieces of materials contaminated with these substances, is treated as hazardous waste.
- The Contractor Liaison Coordinator is obliged to check containers (on their delivery) for any damage and non-conformances, and approve them to be used by the Contractor.
- A person filling a container with waste must cover it after completing this activity. If the container cover is flexible (e.g. made of tarpaulin), it must be stretched in a manner minimising rainwater build-up. Any accumulated water must be disposed of before the cover is removed.
- During the works performance period, the Contractor if fully legally liable for safety and environmental protection. After completion of works or when Contractor's personnel are not present on site, this liability is assumed by the Contractor Liaison Coordinator, until a container is removed from the works performance site or until Contractor's personnel commence performance of works. Each removal of waste from the site requires Contractor Liaison Coordinator's consent.

7.5.3 Waste containers

Waste containers and bins located outdoors must be secured with impenetrable covers (e.g. tarpaulin sheets) to protect them against weather conditions.

The container structure must not be damaged (i.e. there can be no punctures or serious dents, etc.). Damaged container covers must be replaced immediately.

Liquid waste containers and bins must be placed away from sewerage drains to avoid possible leaks during their collection or transport.

Containers must be labelled with a waste name and code to indicate the waste that can be stored in them, and also with the logo and phone number of the Contractor they belong to.

Possible drain plugs in liquid waste containers must be secured.

Liquid waste containers must be placed on drip trays and the site must be provided with sorbing agents.

7.6 Additional EHS requirements

7.6.1 Reporting accidents/hazards

The Contractor is obliged to immediately inform the Contractor Liaison Coordinator about any accidents at work, accident-related events, fire hazards or environmental hazards.

Contractors are obliged to cooperate with a PWT's representative to establish incident occurrence reasons and circumstances and to implement related corrective actions.

Additionally, the Contractor must report all potentially hazardous conditions to eliminate them.

7.6.1 Reporting accidents/hazards cd.

PWT requires that the Contractor Liaison Coordinator should be presented with documents regarding injuries sustained by employees during performance of works on the company's premises and accident-related information which will be entered in the accident log by the OHS Representative.

Each time an accident at work, accident-related event, environmental or fire hazard occurs, the Contractor must, within one week from its occurrence, organise a meeting with their subordinate personnel to discuss the incident and inform them about the method of implementing necessary corrective actions The Contractor Liaison Coordinator participates in each such meeting.

a) Fire

In the event of fire, the closest manual call point must be located and activated, and a call must be made to the emergency number specified on the list of emergency numbers provided before the commencement of works. Therefore, the State Fire Service can be informed directly about the fire.

No attempts can be made to extinguish fire by people without necessary authorisations and trainings related to portable fire-fighting equipment operation.

In the event of fire, provided that the Contractor is trained as required, they use the portable fire-fighting equipment and simultaneously inform: a State Fire Service rescue and fire-fighting unit - **phone: 998** and a competent Contractor Liaison Coordinator.

b) Evacuation

The necessity to evacuate the site is announced by the Contractor Liaison Coordinator or a leader of the team performing certain tasks, appointed by the Contractor.

- During evacuation, chaotic behaviour should be avoided, and the hazard zone should be evacuated as fast as possible.

- Prior to commencement of works, the Contractor Liaison Coordinator informs the Contractor about escape routes and closest assembly points.

7.6.2 Local community protection

Each Contractor is obliged to perform works in a manner facilitating noise emission minimisation and control and preventing penetration of dust, exhaust fumes or waste into sites adjacent to the works performance site.
In cooperation with the OHS Representative, the Contractor Liaison Coordinator designates a hazardous waste storage location.

7.6.3 General rules

It is forbidden to block access to safety equipment, electric cabinets, main switches, cabinets for chemicals storage, emergency escape exits, safety showers, eye washers and portable fire-fighting equipment (fire extinguishers, hydrants).

7.6.4 PWT's machines and equipment

A Contractor no allowed access to machines, equipment or devices belonging to PWT and used for production purposes, and they are not authorised to use them to perform any activities without Contractor Liaison Coordinator's written consent.
Prior to commencing work, Contractor's personnel involved in production- and process-related activities must be trained on operation and handling the machinery they use to perform work.

7.6.5 Hand tools

Care must be taken to ensure that hand tools are in sound technical condition, i.e. they must be clean, adequately oiled, have a correct working shape) and cannot be worn out.

Impact tools (chisels, cross drills and sealing chisels) are subject to deformation, so care must be taken to maintain the shape of their working parts in order to avoid debris spread. All deformed tools must be immediately decommissioned.

Tools should not be used beyond their design capacity, e.g. by extending their handles with a piece of pipe or another element. Each tool must be adjusted to the type of work performed.

Tools and other materials must not be left on ladders, scaffoldings, roofs or other places from which they can slip and fall.

Non-sparking tools must be used in areas where flammable solvents are used or where a spark might cause

7.6.5 Hand tools cd.

an explosion.

Wooden tool handles must be free of cracks and splinters and tightly fitted.

The Contractor is responsible for ensuring that all portable mechanically-powered hand tools, electric cables and pneumatic hoses are in sound technical condition and fully operational.

All faulty or damaged tools must be labelled as “Out of order" and immediately decommissioned.

If a mechanically-powered tool design requires using a guard, it must be installed and operational when this tool is used to perform work.

Cables and hoses must be protected against damage and routed on the works performance site in a manner preventing employees from falling over or damaging a cable/hose.

All portable electrically-powered hand tools must be CE marked.

All pneumatically-powered hand tools must be protected against accidental disconnection from a power source.

It is forbidden to lift or lower tools by their cables/hoses.

All impulse nailers or other similar pneumatically-powered equipment with an automatic nail/staple feeder, etc., whose operating pressure exceeds 100 psi (6.9 bar), must have an outlet safety device preventing ejection of fasteners when the tool does not touch a working surface.

Tools and equipment belonging to PWT must not be used without relevant manager's approval.

7.6.6 Handling explosives

Using any explosives, blasting work equipment, overlays, etc. is subject to an analysis and consent granted by the Contractor Liaison Coordinator and OHS Representative. The analysis must take into account site characteristics and impact exerted on adjacent areas.

7.6.7 Rooms requiring particular cleanliness levels

While performing works in such rooms, dust and contaminant emissions must be limited. It is required to wear correct clothes and, in case such requirements are related to hazards, a Contractor must immediately contact their Contractor Liaison Coordinator. Before transferring any construction materials, tools, ladders, etc. into clean rooms, their highest possible cleanliness level must be ensured.

7.6.8 Compressed air

It is forbidden to clean clothes with compressed air.

7.6.9 Computer rooms

In order to avoid accidental actuation of buttons, switches, circuit breakers, etc., tools or materials must not be placed on or near equipment in computer rooms. Computer hardware located near an area where conductive materials may fall down on it (soldering, welding, sawing operations) must be carefully protected against such materials.

7.6.10 Areas exposed to electrostatic discharges

It is required to always wear/use antistatic clothing/equipment and check operation of equipment protecting against electrostatic discharges. Equipment or devices exposed to electrostatic discharges must not be touched.

7.6.11 Lasers

Using laser equipment on the works performance site is subject to obtaining prior Contractor Liaison Coordinator’s consent.

7.6.12 Noise

In order to adhere to PWT’s rules and signs placed on the premises, Contractor’s personnel must use relevant hearing protection measures. Contractors are obliged to inform Contractor Liaison Coordinators about planned works, during performance of which the sound level exceeds 85 dBA. All works, during performance of which the sound level exceeds 85 dBA, require correct fencing off and labelling of the working site, if the Contractor Liaison Coordinator renders it necessary.

7.6.13 **Radiographic equipment**

Using, on the works performance site, any radiation emitting equipment (X-ray equipment, radioactivity sources, etc.) is subject to obtaining prior Contractor Liaison Coordinator's consent. No radiation sources can be left unsupervised or during the night on company's premises.

7.6.14 **Temporary heating equipment**

Using and placing heating equipment is subject to obtaining prior Contractor Liaison Coordinator's consent.

7.6.15 **Weight and dimensions of raw material and goods packaging**

Detailed principles for suppliers regarding weight, size and type of packaging in which raw materials and other goods are delivered to Pratt & Whitney Tubes are described in Appendix C to this instruction.

8. **Contractual penalties**

In case a Contractor breaches any OHS, environmental protection, fire protection or other regulations in force on PWT's premises, they must pay to PWT contractual penalties amounting to (also refers to works commissioned by Contractor):

- up to PLN 500, but not less than PLN 50, in the event of detecting that a Contractor's employee does not use complete personal protection equipment;
- up to PLN 1,000 but not less than PLN 100 in the event of detecting that a Contractor's employee uses power tools in incorrect technical condition;
- up to PLN 10,000, but not less than PLN 500, in the event of breaching any of the cardinal rules set out in the guidelines referred to above, which results in a direct threat to personnel's life and/or health.

8. Contractual penalties cd.

The penalty amount is determined by the EHS Representative in cooperation with given Contractor's OHS Coordinator.

Due to the critical character of EHS regulations, Contractors who fail to observe applicable rules can be subjected to disciplinary actions presented below:

Rule breach		**Disciplinary action**
A Contractor fails to observe applicable EHS rules.	First breach	Misconduct reported on an inspection form; Contractor's responsible person is cautioned; copy of the inspection form is submitted to the Contractor.
	Second breach	Project coordinator addresses letter to a Contractor. The Contractor meets with a plant representative to discuss a performance improvement plan.
	Third breach	Contractor's works performance is stopped until conformity to EHS requirements is ensured. The Purchase Department addresses letter to the Contractor.
Contractor's failure to comply with EHS rules resulting in: - leakages; - serious injuries / illnesses; - serious accident-related events.	First breach	Individual Contractor's employees are banned from work by the EHS Department; the Contractor is presented with a letter outlining the breach and requiring a written response describing corrective actions to be implemented.
	Second breach	A Contractor is banned from performing works for a period of one year. Their reinstatement is only possible upon demonstration of significant EHS programme improvements.
	Third breach	A Contractor is totally banned from performing works on the plant premises.

9. Circulation control

Each document sent or accepted by PWT must be verified for technical data content, as per the process described in Procedure **SK04** (Technical data management). If a document requires mandatory Export Control Classification identification and features none such identification, its must be labelled accordingly as specified in **WI-SK04-02** (Document identification).

10.	**Record control**	All records must be controlled per Procedure **Q02**.
11.	**Work instruction**	**EHS15** LOCKOUT/TAGOUT - hazardous energy source control.
12.	**Appendixes**	**Appendix A:** History of changes **Appendix B:** EHS Guidelines for Contractors **Appendix C:** Packaging requirements for suppliers.

Appendix A

History of changes

Date (YYYY-MM-DD)	Revision	Pages	Who	Description of change(-s)
2023-10-13	F	All	Maciej Przytuła	Created English version this work instruction.

Formularz przeglądu dokumentu

Numer wniosku	*Zdok/2023/10/00035*
Tytuł	**Zasady BHP dla dostawców/EHS Rules for Suppliers**
Dokument	**WI-EHS01-01**

Obecna Rewizja dokumentu	Nowa Rewizja dokumentu
E	F

Data propozycji zmiany	**13.10.2023**
Opis zmian proponowanych modyfikacji i zmian:	
(wersja polska): zgodnie z kartą zmian/ (wersja angielska): Created English version this work instruction.	
Typ dokumentu:	*2. Instrukcja pracy*
Czy zmiana wpływa na inne dokumenty?	*NIE*
Jeśli tak – jakie dokumenty należy przeglądnąć?	
Czy wymagana jest wersja dokumentu w języku ang.?	*NIE*
Czy wymagane jest zatwierdzenie przez klienta?	*NIE*
Czy dokument zawiera dane techniczne?	*NIE*
Wybierz numer kodu klasyfikacyjnego PL	
Wybierz numer kodu klasyfikacyjnego US	
Wybierz numer kodu klasyfikacyjnego OUS	
Stanowisko właściciela procesu	**Starszy Specjalista ds. BHP i Ochrony Środowiska**

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