EHS AND FIRE PROTECTION REGULATIONS FOR CONTRACTORS ON THE SITE OF PRATT & WHITNEY KALISZ OPERATIONS

1. EMERGENCY PHONE NUMBERS

	MOBILE	LANDLINE
EMERGENCY MEDICAL SERVICE	112	999
FIRE SERVICE	112	998
SITE EHS TEAM	885 512 210	-
FRONT DESK	62-766-93-00	62-766-93-00
Panattoni Front Desk, ul. Rozwojowa	+48 510 011 302	+48 510 011 302

1.1. Each contractor shall read and understand the latest revision of this Policy. The Policy can be found here: http://www.pwk.com.pl/ehs/

1.2. All Contractors shall absolutely respect the regulations and practice of EHS and fire protection as imposed by Polish acts of law and these EHS & FIRE PROTECTION REGULATIONS FOR CONTRACTORS ON THE SITE OF PRATT & WHITNEY KALISZ OPERATIONS.

- The Contractor shall ensure that all employees, including subcontractors personnel on the job, understand occupational risk assessments for the job, as well as the following for the entire duration of work at PW:
    - have valid medical examination certificates which enable approval for work;
    - have valid health and safety training;
    - have all additional qualifications which are required for the work in question.
    - The latest general induction applicable to the EHS and fire protection requirements at PW shall be passed online, prior to arrival to the PW site, using LimeBook; once passed, the general induction shall be valid for one (1) year.

1.3. The Contractor shall inspect all of its work areas daily to ensure compliance with the requirements referred to above. The Contractor shall analyse non-compliance and develop remedial measures in cooperation with the Contract/Project Coordinator.

1.4. The Contractor shall have its **Contractor ESH Qualification Form** approved; the Form is provided on LimeAccess or by e-mail communication.

1.5. All high-risk work requires a **Contractor Work Risk Assessment** to be done.

All appendices required can be downloaded from the online service.

2. SITE EHS POLICY

RTX will not rest until its workplaces are hazard-free, its employees are protected from injury, its products and services are safe, and its commitment and environmental performance are second to none. RTX fulfils its commitment by continuous excellence in our comprehensive programs and management systems for environmental protection, health and safety. We ensures the leadership and resources that enable continuous improvement through innovative initiatives and proactive safety culture. We comply with all applicable laws and regulations as a minimum, while often set corporate standards that go above and beyond the locally applicable requirements. We consider EHS in all aspects of its business.

Objectives

Ensuring a hazard-free workplace.

We want to eliminate occupational injury and illness by providing a safe workplace, free from hazardous conditions and activities. RTX believes this is essential for a sustainable business.

Protection of the environment and natural resources.

As stewards of our environment, we are committed to reducing pollution as much as possible in our production processes and to conserving natural resources in the design, production, operation and disposal of products and the provision of services. We want to minimise greenhouse gas emissions, while reducing energy and water consumption and waste generation.

Continuous improvement of processes and programs.

We strive to continuously improve our environmental, health and safety programs. We set standards and targets, while measuring our performance. We manage our sites to maximise efficiency and reduce environmental, health and safety hazards. We strive to design EHS principles into our processes and products. We proactively assess and comply with global environmental requirements for chemicals and products so that our businesses can grow and innovate in desirable markets.

Promotion of employee engagement, communication and partnership.

We engage employees in the EHS program and provide them with opportunities to engage both at work and in the community. All employees have a key role to play in identifying opportunities for improvement. We openly communicate our findings and encourage collaboration with local organisations, universities, government and other interested stakeholders. We will work with governments and business associations to develop laws and regulations that support our principles.

Demonstrating leadership and accountability.

Our leaders own EHS programs and hold operational managers accountable for safety and environmental performance and for providing the leadership and resources required. We routinely report our performance to the Management, our employees and other stakeholders. We are committed to upholding these principles because it is the right thing to do, inspires pride in our employees, investors and other stakeholders, allows us to meet the needs and expectations of our customers and helps drive our global competitiveness.

3. CARDINAL RULES

<u>Cardinal Rule</u>: Any rule a breach in which will result in a grave life, health or environmental hazard.

CONFINED SPACES: Employees must follow written procedures for entry into confined spaces.

CONTROL OF HAZARDOUS ENERGY: Employees must follow machine/equipment specific energy control procedures to bring all forms of hazardous energy to a Zero Energy State and secure them prior to performing work on machines or equipment.

FALL PROTECTION: Employees must use fall protection when exposed to a fall hazard (working at an elevated level of 1 meters or more).

HOIST AND CRANE: Employees must use appropriately rated devices and safe lifting techniques for all rigging, hoist, and crane lifted loads.

MACHINE GUARDING: Employees must use and not tamper with or disable machine/ equipment guarding while operating under normal conditions.

ELECTRICAL SAFETY: Employees must be qualified and follow documented electrical safe work practices when working with or when exposed to energized electrical circuits 50 volts or more AC/DC.

POWERED INDUSTRIAL VEHICLES: Employees must not operate a powered industrial vehicle unless trained and must not use personal electronic devices while operating any powered industrial vehicle.

4. EHS REQUIREMENTS FOR CONTRACTORS

4.1 All Contractors shall be liable for compliance of their employees and subcontractors with PWK's EHS (environmental, health and safety) guidelines.

4.2 PWK shall have the right to verify that the Contractors and all their employees (working on all forms of employment) comply with the contractual requirements, including those applicable to training and occupational hygiene (medical examination). If positively verified, the compliance is recorded in the applicable Contractor EHS Qualification Form.

4.3 Each Project involving Contractors has a designated PWK Coordinator/Project Manager. The PWK Coordinator is a liaison of PWK and the primary contact point for everything related to contracted work.

4.4 Prior to the launch of contracted work on any site owned by PWK, Contractors shall have all their employees read and understand this Instruction.

4.5 The requirements of this Procedure complement the terms and conditions of each Contract and/or Purchase Order concluded between PWK and the Contractor.

4.6 The Contractor shall:

- Know the requirements of this Instruction.
- Report every physical injury, environmental release of chemicals or near-miss incident to PWK EHS or the PWK Coordinator/Project Manager.
- Inspect their work sites to verify that the contracted work follows this Procedure. All inspection results and any corrective action they may require shall be discussed with the PWK Coordinator/Project Manager.

5. GENERAL REQUIREMENTS

5.1. All Contractors shall maintain proper sanitation and order at their work sites.

5.2. No Contractor shall operate any machine, equipment or tools owned by PWK without prior approval of the PWK Coordinator/Project Manager and a suitable training in operation.

5.3. Hazardous site access restriction and safeguarding methods:

- All work sites shall be visually identifiable as such to third parties using signs.
- Work site safeguarding shall be adequate to all hazards, work methods and environmental conditions.
- If work is carried out by more than one Contractor at a site, the work site safeguarding shall be coordinated with and approved by the PWK Coordinator/Project Manager.
- All work-at-height (WAH) sites shall be permanently secured against unauthorized access (with marker tapes, warning trestles, partitions/fencing, etc.). The safeguarding method shall be adequate to the areas in direct vicinity of (and below, if the work is done at different levels) the work-at-height site.
- All safeguarding measures shall be selected for the work tasks according to applicable laws and standards, complete with legible identification of the manufacturers (e.g.

nameplates), safety warnings and other required identification and certificates, and operated according to the intended use and manufacturer's instructions.

- Do not operate any PPE or equipment which is damaged, past its due safety inspection, has missing parts or not suitable for the task at hand.

6. EMERGENCY RESPONSE AND REPORTING

6.1. Each Contractor shall immediately report each work accident, fire, near-miss event or environmental release of chemicals to proper PWK services (Security/EHS).

Specify the following in each report:

- **WHAT** has happened?
- **WHERE** has it happened (the work site, the building, the room, the address, etc.)?
- **WHAT** are the consequences?
- **WHO** calls the emergency (full name and phone number)?

DO NOT end your call before the Site Emergency Dispatch confirms it has taken your emergency alert!

6.2. In the case of a fire, trip the nearest manual call point or call the emergency phone number. Attempt to suppress the fire with the available portable fire-fighting equipment. Do not continue to suppress the fire when it becomes hazardous to your health or life.

Mandatory emergency evacuation is called with an emergency evacuation sound or ordered by the Department Emergency Service.

6.3. Chemical release.

Do not dispose of any chemicals by releasing them to the ground, sewage systems or storm drains. Consult your PWK Coordinator/Project Manager/EHS for chemical disposal procedures.

All chemical releases (also those which occur outdoor) shall be immediately reported to the PWK Coordinator/Project Manager.

- The Contractor shall be fully liable for all chemical releases that occur as an effect of performance of their contracted work. The Contractor shall immediately remove the released chemicals: wipe away or collect the spill with compatible sorbents and secure the collected/absorbed material, move

the spent sorbent material to suitable containers, and release in the containers for proper disposal.

- In either case, the Contractor shall be charged with the full cost of chemical spill removal. This may also include removal of all materials contaminated by the released chemical spill and decontamination of the chemical spill site.
- Once the released chemical spill has been contained and removed, the Contractor shall sample the site and prove, by testing the samples at an accredited laboratory, that the chemical spill has been completely removed. The samples shall be taken in witness of the PWK Coordinator/Project Manager. Until the sample results are available, all work at the site of the emergency shall be suspended.
- PWK requires reporting of every work accident and near-miss to PWK EHS or the PWK Coordinator/Project Manager.
- The Contractor is required to organise the following in the event of each work accident, near-miss, environmental hazard or fire hazard: within one week after the emergency, a safety talk with the Contractor's employees to discuss the emergency and the corrective measures. Each safety talk shall be held in witness of the PWK Coordinator/Project Manager.
- If the Contractor or their Subcontractor(s) become aware of any hazardous conditions or hazardous incidents, they shall report them immediately to the PWK Coordinator/Project Manager and immediately take action to eliminate these hazard factors.

7. **WORK AT HEIGHT (WAH)**

- Work at height is classified as extremely hazardous work done in teams of 2 or more workers, and requires direct supervision by dedicated personnel.
- Each work at height task, which includes any work carried out at 1 m or higher above the ground or a permanent floor, shall be secured with collective and/or personal protective equipment.
- All materials and tools used for work at height shall be secured against falling.
- The work site shall be fenced out and marked with warning signs.

7.1 Personal protective equipment:

- Personal protective equipment intended for fall protection shall be chosen according to the work task types, the work environment, the local conditions and the potential risks evaluated by an authorized professional.

- All work in the vicinity of chemical processes, high temperature hazard zones, electrical equipment or ventilation systems may cause other risks.
- Every Contractor employer shall always inspect their PPE before use. Any PPE component found unfit for use shall never be used for work.
- All personnel working at height and the personnel within the work at height hazardous areas shall wear hard hats with chin straps.
- Whenever a worker needs to operate untethered from a fall protection anchor/fixture, they shall wear a dedicated fall arrest harness, attached to two fall shock absorber cables (lifelines), attached to the harness with snap hooks. The second fall shock absorber cable shall be attached to a proper anchor before untethering from the original fall protection fixture.
- The fall protection fixture shall be at least at the height of the worker's waist or higher.
- No waist belts shall be used as fall protection or arrest equipment during work at height — unless the worker is positioned against a pole, a tree or a mast).
- Do not use any snap hooks without self-locking closures.

7.2 Roof work

Roof work access shall always be approved in prior with the PWK Coordinator/Project Manager.

The Contractors working on roofs less than 3.0m from the roof edge, where the roof has no fall protection systems or an edge barrier, shall analyse the fall protection requirements jointly with the PW coordinator to specify and select fall protection solutions which may consist of one of the following:
- Erection of temporary, approved safety barriers;
- Use of personal fall protection equipment (fall arrest gear)

NOTE: Do not enter any roof in inclement weather if no explicit permission to enter is issued by the PW Coordinator.

7.3 Scaffolding:

- Scaffoldings shall be deployed and struck down only by properly authorized and competent personnel.
- Before operation of a scaffolding unit, it must pass a commissioning inspection by authorised personnel, recorded on the Scaffolding Technical Acceptance Report.
- The Scaffolding Technical Acceptance Report shall be at the scaffolding it applies to at all times.
- Each scaffolding deployment and striking down operation shall have a hazardous perimeter designated and secured against unauthorized access. The scaffolding

hazardous perimeter radius from any outer edge of the scaffolding footprint shall be 6 m or 1/10 of the scaffolding height, whichever is more.

- Each scaffolding shall be deployed and struck down with proper PPE and fall protection, according to the work task safety program.
- A competent employee of the Contractor shall re-inspect proper set-up of the scaffolding before each work shift.
- Suitable PPE to be used include WAH hard hats with chin straps and safety harness with fall arrest gear.
- A competent employee of the Contractor shall re-inspect proper set-up of the scaffolding at the start of each work day.
- In difficult weather conditions, such as wind, rain, ice or snow, the person supervising the works can exclude the scaffolding from service until further notice. Ladders or stairs are used to enter a higher scaffolding level. Do not climb scaffolding if it is not intended for this purpose.

NEVER use full-frame scaffolding (the so-called Warsaw scaffolding system)!

7.4 Ladders

- Portable ladders up to 6 m in length shall only be used to work from as a last resort when other and safer work platform is not feasible or unjustified due to low risks or the work takes very little time.
- All work from ladders shall be done by two or more people. The worker who scales, descends and works from a ladder shall always maintain three points of hold/support (with both hands and one foot or one hand and both feet always on the ladder); the helper shall hold the portable ladder with their hands throughout the work from the ladder to secure stability.
- PPE shall be used as required by the height at which the worker works from a ladder:
  ➢ **Up to 2 m:** work-at-height hard hat with a chin strap.
  ➢ **2 m to 6 m:** work-at-height hard hat with a chin strap and a full safety harness with a lanyard tethered to an anchor or fixed structural parts.
- Ladders shall not be used for purposes other than intended.
- The ladders shall be placed on a smooth and stable surface at an angle of 65 to 75 degrees. In case of doubt, the ladder should be fixed to prevent its accidental movement.
- The ladders shall not be loaded in excess of their permissible load. The value of the permissible load should be shown on the ladder.
- Ladders made of electrically conductive materials must not be used for works with live components.
- All ladders purchased after 01.05.2004 must have a “CE Declaration of Conformity” and all other ladders purchased prior to this date must have at least the national “B” safety mark. All ladders without the required markings shall be removed from service.

Note!

NEVER use any wooden ladders for work at height.

7.5 Elevating platforms:

- Elevating platform operators shall hold valid UDT (Polish Office of Technical Inspection) licenses required for the handling and lifting equipment they operate and medically certified as fit for operation of equipment with elevated psychophysical demands.
- Each operator shall always inspect their elevating platform before work for damage, defects and safety of operation using a checklist issued by the PWK Coordinator/Project Manager.
- Every elevating platform that is damaged, has failed, or otherwise is hazardous to operate, shall be immediately removed from service.
- All personnel riding the elevating platform shall use personal fall protection tethered to the anchors inside the elevating platform and hard hats with chin straps.

8 LIFTING EQUIPMENT

- Lifting equipment operators shall hold valid UDT (Polish Office of Technical Inspection) licenses required for the lifting equipment they operate and a valid medical certificate of fitness for operation of equipment with elevated psychophysical demands.
- Each operator shall always inspect their lifting equipment and its lifting accessories (e.g. slings) before work for damage, defects, safety of operation and the validity of the safety inspection.
- All machinery shall be maintained and inspected according to national regulations.
- All types of lifting equipment and lifting accessories shall be manufactured to applicable regulations and standards and bear legible identification of the manufacturer (e.g. nameplates), load capacity, safety warnings and other required identification and certificates.
- Never operate any lifting equipment or lifting accessory if it is damaged, incomplete or not for its intended use.
- All personnel operating lifting equipment and the personnel within the lifting equipment hazardous areas shall wear regular hard hats with chin straps.
- All operating sites of lifting equipment shall be clean and permanently secured against unauthorized access (with marker tapes, warning trestles, partitions/fencing, etc.). The security method shall be adequate to the areas in direct vicinity of the lifting equipment, the route of lifting and handling the overhead loads, the dimensions of the overhead loads, and the range of falling of a load from height.
- Do not handle any loads above personnel or machines.

9 LOCKOUT / TAGOUT

- The details of the LOTO system are specified in the relevant PWK procedure which the PWK Coordinator/Project Manager will provide to the Contractor whenever required.

- The Contractor shall restrict access to their work site where all energy sources have been deenergised, and properly mark the work site.
- The PWK BU Managers who outsource specific work at the PW site shall verify that the outsourced contractors apply LOTO procedures in their work safety
- BU managers; The PWK Coordinator / Project Manager, concluding contracts with external companies for the performance of specific works on the PWK site, are responsible for checking whether the external company uses the LOCKOUT/TAGOUT procedure in its security systems.
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- If the Contractor has a work safety system with LOTO, they shall contact the PWK Coordinator/Project Manager to have the system verified.
- If the Contractor does not have a work safety system with LOTO, the PWK BU Manager/ PWK Coordinator/Project Manager who outsources work that requires LOTO compliance from the Contractor shall provide a copy of PWK LOTO Program for all Contractor workers, and have them read and understand the document.
- For the duration of all LOTO work on the PWK site, the PWK Coordinator/Project Manager will assign an Authorized LOTO Inspector to the Contractor. The Authorized LOTO Inspector will handle the LOTO of on-site energy sources with the LOTO locks per the PWK LOTO Instruction.
- If any LOTO requires a confined space entry, the entry shall follow the procedure established in Section 11 hereof.
- Before attempting work which requires a LOTO, each worker on site shall secure every energy source with their personal locks or the Contractor's locks and apply a LOTO tag on the energy source located directly before the work object.
- Following completion of the work that required LOTO, the LOTO locks and tags shall only be removed by the personnel assigned to these by name.
- If LOTO-eligible work is done by more than one work team, a single person shall be assigned to coordinate the work and inspect the continuity of LOTO application.

10 ELECTRICAL SAFETY

- All work near live electric parts shall follow specific electrical safety regulations. They include the required PPE, protective clothing, insulated tools, and verbal and written live voltage work permits.
- Workers shall be qualified and follow documented safety practices for electrical work or any work in contact with electrical circuits at 50 V AC/DC or more.
- All light sources shall be protected against accidental damage. All metal parts shall be bonded to ground (earthed).
- DO NOT suspend any temporary lamp by its power cord, unless its design allows this mounting method.

- Do not use any extension cord in a way which creates a hazard of damage to the extension cord insulation or tripping over the extension cord. Do not fasten extension cords with staples, nails or wire loops.
- All portable power tools, electrical equipment and extension cords shall be fully fit for use. These assests require periodic inspection and approval for use by an authorised employee.
- All temporary electrical power supply systems that are not in use shall be deenergised.
- DO NOT repair broken or worn out electrical insulation with isolating tape.

10.1. GFCI functional tests:

- All electrical power outlets that are not permanent electrical systems at the construction site shall be protected with ground fault circuit interrupters (GFCI).
- All power tools shall be protected with GFCI installed at the power supply.
- Due to safety considerations, always test each GFCI with its T (TEST) button before each use of the equipment supplied via the GFCI. If properly installed and connected to a power supply, the GFCI will immediately isolate voltage from the downstream circuits when the T (TEST) button is operated. Otherwise the GFCI is defective and must be immediately replaced.

11 **CONFINED SPACE**

- All Contractors shall follow the PWK procedures for confined space entry, whenever it is required to access any area designated by PWK as a confined space that requires a Confined Space Entry Permit. Each entry into such area will require a prior written Confined Space Entry Permit from an authorized PW Maintenance professional and a training session (related to confined space entry and work, LOTO, and WAH). The Contractor shall provide the necessary confined space PPEs.
- Before accessing a confined space (ducts, sewers, pits, tanks, vaults, etc.), the Contractor shall have the procedure of confined space entry and work approved by the PWK Coordinator/Project Management.

12 **WASTE MANAGEMENT**

- All backfill materials (e.g. soil, sand, etc.) brought to the PWK site shall be free of pollutants and other contamination.
- The Contractor's waste management policy shall guarantee the waste generated by their work and operations on site will have no impact on the health and safety of Contractor's personnel, PW's personnel, and the local community, and no environmental impact whatsoever.

- Each Contractor shall apply to PWK EHS for a preliminary permission for processes that may generate waste of any type, discharge waste water, or emit any substance to the air.
- The Contractor shall be tasked with the removal and disposal of all waste they generate during their contracted work, unless specified otherwise in their contract with PW. Each waste disposal method shall be approved in prior by PWK EHS.
- All waste generated by the Contractor shall be contained in properly labelled and approved waste bins that are provided throughout the PWK site. The location of the waste bins/containers must be agreed with the PWK Coordinator/Project Manager. The Contractor shall provide waste containers made from materials impervious and resistant to the waste.
- Each waste type generated by the Contractor shall be qualified as hazardous or non–hazardous in witness of the PWK EHS personnel, and segregated between waste bins of appropriate categories.
- Expired paint coats, spray paint cans (including spent ones), varnishes, thinners, solvents, oils, kerosene, etc. and all materials contaminated with these products are hazardous waste.
- Chemically incompatible waste shall be kept separately to avoid mixing and potential reactions.
- All spent or expired chemicals shall be released for disposal by a properly licensed waste collector.
- Do not dispose of any liquid waste or waste water from cleaning of tools and PPE by discharge into drains, washbasins or toilets. DO NOT remove or release any waste to the environment.
- All outdoor waste bins shall always be closed and sheltered to protect the contents from weather.
- The Contractor shall be solely liable for environmental protection applicable to the waste bins they use. Once the work (or its stage) is completed, or whenever Contractor's workers leave their work site, this liability shall be assumed by the PWK Coordinator/Project Manager until the waste bin is removed from the work site or Contractor’s workers resume their work.
- Each outbound shipment of waste must be approved in prior by PWK Coordinator/Project Manager.
- Whenever the Contractor releases waste to an authorized waste management provider, compliance with the Polish Waste Act is mandatory.

13 **WASTE BINS**

- All waste bins and containers shall be closed with waterproof (water-impermeable) tarpaulin to prevent flooding their contents.

- Liquid waste bins and containers shall be placed away from storm drains to prevent release and discharge of the liquid waste into the drains in the event of a leak during filling or handling.
- Each waste bin shall be labelled with the EWC code and designation of the waste authorized for storage, and the identification (the logo) and contact phone number of the Contractor the waste bin belongs to.
- Immediately replace the waste bin/container closure when damaged.
- All liquid waste bins fitted with drain plugs shall have the drain plug secured.
- All wet waste bins shall be kept on containment trays, with sorbent on stock at the waste bin storage.
- Each waste bin that has been breached (carries evidence of cracks, pierces, or major structural deformation etc.) shall not be used.

14 ASBESTOS CONTAINING MATERIALS (ACM)

- Certain legacy construction materials may have been made with ACM.
- Always assume that thermal insulation materials (including tubes, elbows, splices, fittings, etc.), ceiling coffers, terracotta units, window seals, wall cladding, and roofing materials MAY CONTAIN ASBESTOS, unless marked as non-ACM.
- Before attempting any construction or demolition work at a site where ACM is or might be present/, the operations shall be approved in prior by the PWK Coordinator/Project Manager and PWK EHS.
- If an actual or suspected ACM is found during construction or demolition work, the Contractor shall immediately stop the work and notify their PWK Coordinator/Project Manager.
- No Contractor's personnel shall attempt to remove or repair suspected ACM without prior authorization, unless properly authorized, qualified and trained in asbestos disposal and authorized by PWK to dispose of ACM.
- No brand-new products with ACM or similar substances (e.g. chrysotile, amosite, riebeckite, anthophyllite or actinolite) shall be used on the PWK site. Note: This is a non-exhaustive list of all possible names of asbestos types used by vendors in different products.

15 DEVICES CONTAINING GREENHOUSE GASES AND OZONE LAYER DEPLETING SUBSTANCES

- The supplier/installer of equipment charged with GHG or ODS shall provide the CRO Program Administrator and the PWK Coordinator/Project Manager with this information:
- Does the unit or plant concerned is charged with a GWP or F-gas or not?
- Type of the gas charge (specify the commercial designation, e.g. R4010A).

- The charge quantity (specify the GWP gas quantity in kilograms or the F-gas quantity in CO2 equivalent tons).

16 HANDLING AND STORAGE OF CHEMICALS / HAZARD REPORTING

- All hazardous substances used by Contractors shall be labelled, used and stored according to the requirements in relevant MSDS (Material Safety Data Sheets). The MSDS shall always be available at the work sites where hazardous substances are used.
- Contractors must provide chemical safety data sheets upon request. The Department of Health and Safety and Environmental Protection agrees to carry out the use of the substance depending on the degree of hazard and risk assessment
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- If storage of hazardous substances at PWK is required, the Contractor shall seek approval for this with the PWK Coordinator/Project Manager.
- The PWK Coordinator/Project Manager shall notify Contractors about all hazards at the work site (potential and present), and facilitate access to the MSDS of the chemicals used on site.
- Once the contracted project work is completed, all unused chemicals shall be removed from the work site.
- There are safety showers and emergency eye wash stations located throughout the PW site. The PWK Coordinator/Project Manager shall specify their locations.

17 HVAC DUCTWORK AND SEWAGE / DRAIN PIPING

- The HVAC systems at the PWK site shall not be altered or modified without prior consent from the PWK Coordinator/Project Manager.
- DO NOT paint, install, move, or otherwise modify HVAC ductwork or sewage / drain piping without consent from the PWK Coordinator/Project Manager.

18 COMPRESSED GAS CYLINDERS

All compressed gas cylinders in use shall always be without defects, properly labelled, and secured standing upright to prevent falling to the side.

Keep all compressed gas cylinders away from fusion welding and cutting operations so as not to expose them to sparks, hot welding slag/spatter, or fire. If this is not feasible, keep the compressed gas cylinders in fire-proof enclosures. Never leave any compressed gas cylinder where it may contact a live electrical circuit.

In the case of a compressed gas cylinder leak, follow the emergency response procedure. Immediately alert the PWK Coordinator/ Project Manager.

• Each storage location of compressed gas cylinders and flammable gas cylinders (containing acetylene or hydrogen, for example) shall be at least 6.1 m from oxidizing gases, e.g. oxygen or nitrous oxide, or separated from the latter with fire-proof partitions.
DO NOT keep compressed gas cylinders indoors without sufficient ventilation.

If approved by the PWK Coordinator to manage this storage method, the compressed gas cylinders in storage shall be separated from all fuel/gas cylinders and other flammables (esp. oils and lubricants) with a distance of 6.1 m minimum or with a fire-proof partition at least 150 cm tall and with a minimum fire resistance rating of 1.5 h.

Liquefied gas cylinders can be stored on hard-paved outdoor yards, under canopy roofs or in indoor locations specifically adapted for such storage, whereas the cylinders in storage shall be at least 2 m away from the nearest doors and windows in the exterior wall. The gas cylinders shall be at least 3 m away from the nearest manholes, other pits and entryways to rooms with a floor level below the adjacent land, and at least 5 m from the nearest fire lane.

For gas cylinders stored in container units or loose, the Polish regulations apply.

Do not store flammables or attempt any open flame hot work less than 10 m from flammable material stores and less than 20 m from sheltered flammable gas storage areas.

Industrial gas cylinders shall be handled on site using dedicated dollies with rubber tires and cylinder lashing to prevent falling of cylinders in movement. Lay all cylinders on the side and in parallel to the centreline of the transport vehicle.

Whenever in doubt concerning the storage conditions for any gas cylinders, contact the Fire Protection Officer at PW.

19 FIRE PROTECTION AND PREVENTION / HOT WORK PERMITS

- DO NOT obstruct any emergency exits, if not otherwise agreed upon with the PWK Coordinator/ Project Manager.
- Secure unobstructed access to all fire suppression equipment and fire protection equipment the clear space from which shall be 1 m or more.
- The Contractor shall instruct their personnel about PW's fire reporting procedures, the locations of fire alarm devices, and the fire alarm response procedures.
- The Contractor shall provide their own fire suppression equipment (with a valid proof of technical inspection) that is compatible with and adequate to the hazards at their work site.
- Flammable and combustible liquids shall:
    1. be transferred between containers and handled with full application of protective earthing, ESD protection and equipotential bonding;
    2. be transferred between containers or distributed at locations approved by the PWK Coordinator;

3. be kept and handled/shipped in safe and designated containers. All work sites involving flammable/combustible liquids shall be monitored for proper ventilation performance which will prevent concentration of liquid vapours/fumes in excess of 10% of LEL.
    - All unused flammable liquids shall be stored in designated rooms/cabinets; if flammable liquid containers (vessels) are outdoor, they shall be located at least 20 m from every building.

- In the case of an alarm, the Contractor shall evacuate their personnel from the hazardous site via the evacuation ways and emergency exits specified on the Site Evacuation Plan.
- All flammable and combustible gases and liquids shall be kept away from ignition sources (at 15 m minimum).

- Before attempting any hot work in indoor rooms (or inside of equipment) where explosion hazards are present or where other work tasks have been completed with flammable liquids or gases, verify that the flammable liquid vapour or gas concentration in the air at the work site does not exceed 10% of LEL.
  Smoking is STRICTLY PROHIBITED in all PWK buildings and on the PWK site.

Contractors shall comply as follows with all requirements applicable to hot work:

19.1 Each operation that generates source(s) of ignition shall require a Hot Work Permit from the PWK Department identified by the PWK Coordinator. These operations include (the list is indicative and not exhaustive):

• Gas welding and torch cutting

• Arc welding

• Heating with torches/burners or other open flame sources

• Pitch heating

• Other operations that generate sparks.

Specific operations require containment of and security from

other hazards for safe hot working. These other hazards include:

• Live electrical equipment

• Pressurized or contaminated systems

• Confined space entry

19.2 Each Hot Work Permit is granted for a specific operation to be carried out in a specific time frame, and its copy shall be posted in a visible location at the hot work site.

19.3 The Contractor shall provide suitable fire suppression equipment (e.g. fire blankets, fire-proof heat shields, fire curtains, and fire extinguishers) and assure unobstructed and ready access to this equipment wherever fusion welding, cutting and brazing operations are carried out.

19.4 Prior to attempting any hot work, follow these fire protection precautions:

• Move all flammable materials and chemicals at least 11 m away from the hot work site.

• If unable to do so, secure them with fire-proof shields, enclosures or curtains.

• Remove all flammable liquids from the hot work site, or, if unable to do so, isolate them completely from hot work operations. If any fire suppression system or equipment must be shut down temporarily, notify PWK Security first.

• All tarpaulin sheets intended as covers during any hot work shall be fire-retardant or with a higher fire rating.

• All pipelines that transfer flammable or ignitable liquids shall be thoroughly cleaned, shielded with inert gas, and verified that they will not be exposed to ignition sources during hot work.

• All wall / floor openings / penetrations, including drains shall be blinded or closed.

• All flammable dust (particulates) shall be removed from the vicinity of hot work stations.

• If the floor(ing) around a hot work station is made of combustible or flammable materials, it shall be lined with a non-flammable cover.

• It is enough to sweep the floor(ing) clean and wipe it wet with water, if no electrical equipment is to be used.

• All Contractor's personnel shall know the locations of nearest Manual Call Points.

• The Fire Watch and fire suppression operators shall have passed documented training in use of portable fire extinguishers.

• Whenever a fire extinguisher is discharged to suppress fire caused by hot work, the PW Coordinator shall be immediately notified.

If required so by the PWK Coordinator, the Fire Watch shall be in place for the duration of hot work or whenever an operation generates significant amount of heat. The Fire Watch shall continuously monitor the hot work site for 1 h after the hot work, followed by 4 hours of periodic inspections. The Contractor shall designate the Fire Watch team members.

20 **MOTOR VEHICLE SAFETY**

The PWK site is subject to all Polish traffic code regulations, including the duty of the Contractor to hold the required vehicle and machine driving licenses.

• The Contractor's personnel may park their private vehicles on designated parking lots and stands only. PW shall not be liable for any vehicles or items (including personal ones) left unattended on the premises.

• The speed limit at the entire site of PWK is 30 kmh.

• Do not park any vehicle or machine in the way of exits, passageways, traffic lanes, loading areas, fire extinguishers, fire hydrants / standpipes or emergency response kits.

• Do not operate gasoline, Diesel or LPG / LNG fuelled motor vehicles indoor, unless authorized by the PWK Coordinator/ Project Manager and EHS.

• Whenever work is carried out in indoor rooms with stationary internal combustion powered vehicles or machines, the exhaust gases shall be contained and discharged outdoors. If not feasible to do so, atmospheric gas monitors shall be used at the work site.

• The speed limit in indoor rooms of PW is 5 kmh.

• The Contractor shall not attempt any complex repairs or maintenance on any vehicle located on the PW site.

• All road accidents shall be immediately reported by dialling the Emergency Phone Number.

• All transport vehicles and machinery carriers shall be loaded and secured as required by best work safety practices. DO NOT exceed the maximum load capacity of any vehicle.

• DO NOT leave any vehicle with the engine running when unattended.

21 **POWERED INDUSTRIAL VEHICLES**

• The Contractor shall operate their own power-driven industrial vehicles that shall be fit for service per applicable regulations.

• Handling truck operators shall follow all regulations in force on the PWK site (including speed limits and restricted entry areas, etc.) and the operating instructions of the handling trucks.

• The Contractor shall daily inspect the vehicles they operate and keep vehicle inspection records available for inspection. Each operator shall check out their vehicle before the work shift to verify that all parts, accessories and equipment are fit for safe work. All defects shall be removed before the vehicle is approved for operation.

• These requirements shall apply to all powered industrial vehicles owned, leased or rented by the Contractor.

• Vehicle operators shall hold valid relevant licenses

• Only the necessary work vehicles may enter buildings, as authorized.

• Powered industrial vehicles include fork lift trucks, mobile elevating work platforms, mobile lifts and other self-propelled equipment.

• All liquefied gas tanks shall be stored at outdoor locations designated by the PW Coordinator.

• DO NOT use any fork extensions or clamps not approved by the manufacturer of the industrial vehicle.

• When parked, the forklift truck implement shall rest on the ground.

• DO NOT leave any vehicle with the engine running when unattended.

• All personnel transport vehicles shall be equipped with passenger seats in the number not exceeding the maximum occupancy limit stated in the vehicle records.

• DO NOT tow or pull any loads with forklift truck attachments.

• All industrial handling truck operators shall wear their safety restraint belts when driving and operating.

• The truck operators shall always have both hands free during operation of the vehicle and shall not use mobile phones, portable radios *(including hands-free sets)* and similar devices; no headphones shall be worn and no drinks and food consumed while operating a vehicle. Hearing protection is allowed to be worn only in areas of excessive noise levels.

• The Contractor shall not use any PW-owned vehicle without consent of the respective owner.

• All electric battery vehicles shall be charged only at designated stations and upon approval from the PW Coordinator.

Always mind your environment and yield to pedestrians when operating a powered industrial vehicle.

22 PERSONAL PROTECTIVE EQUIPMENT

The Contractor shall provide the work site with proper PPE and require their personnel and their Subcontractor(s) personnel to use it as required.

- All PPE shall be available in a sufficient quantity, bear CE Certificates and be fit for the intended use.
- Use all PPE according to the mandatory site signs, regulatory requirements and the occupational risk assessments for the work tasks at hand.

23 TOOLS

Keep all work tools in good repair. All defective tools shall be removed from service. Use each work tool as approved by its manufacturer.

• Do not leave tools or other objects on ladders, scaffolding, roofs or whenever they may slide and fall down from.

• If a hand-held power tool design requires a safety guard, the safety guard shall be in place fully functional and in good repair when operated.

• Protect all power cables and hoses from damage. Route the cables and hoses to prevent their damage and/or tripping hazards.

24 TRENCHES AND EXCAVATION WORK

Before attempting any earth work (excavation), the Contractor shall seek approval from the PWK Coordinator/ Project Manager for the scope and method of work site security and, jointly with the PWR Coordinator, identify and mark out all buried utilities (pipelines, cables, sewers, ducts, etc.).

• All walls and surfaces of earth cuts over 1 m deep shall be shored / secured according to the soil characteristics.

• A work supervisor shall be assigned to daily inspect for collapse / caving hazards, proper performance of applicable work safety systems, and any (new) work risk factors.

• All personnel shall be protected against the excavated material and other equipment and material that may cause a hazard by falling or rolling down into the earth cut. • Around or over each trench and cut, solid perimeter barriers shall be installed that shall also be visible at night**.**

• No personnel shall be inside any cut, trench or pit being excavated by power machines.

25 GOODS / SERVICE SUPPLIER QUALIFICATION PROCESS

A corporate entity eligible for bidding for a work contract from PWK shall have all required official permits, industry licenses, and EHS permits and know-how required.

25.1 The Contractors are classified by PWK as "Low-Risk Contractors" and "High-Risk Contractors" by the work type sourced from them:

Low-Risk Contractors:

Service providers, e.g. consultants, process engineers, design engineers, technical service professionals, and personnel who deliver machines and materials. This class also includes professionals who repair office machines, employee diner staff, officers, third-party auditors, and office and production material vendors, and regularly contracted cleaning and sanitation contractors. If any work with a risk higher than low is required to be done, the Low-Risk Contractor automatically escalates to a High-Risk Contractor.

High-Risk Contractors:

Contractors who are sourced for extremely hazardous work to which the Cardinal Rules apply: work at height, confined space work, live voltage work, construction work, etc.

Level II Contractors shall carry out a risk assessment of the work prior to its start. Corporate entities operating under permanent contracts with PWK for repetitive work are allowed to do a one-off risk assessment before starting the repetitive job for the first time. The one-off risk assessment shall be repeated each year and whenever the scope of assessed work changes.

Note : *All Contractors ordered to do emergency work, including emergency rescue operations to save people or property, and thus their qualifications cannot be verified beforehand, are exempt from the obligation to provide a completed Contractor ESH Qualification Form.*

25.2 Selection and approval of goods & service suppliers

The Contractor ESH Qualification Form is provided via LimeAccess to those Contractors who will be hired on contract, or communicated by e-mail.

No contract shall be concluded with the goods / service supplier before a completed Contractor ESH Qualification Form is served to PW and approved by PWK.

The approved supplier shall be capable of delivery in compliance with legal and ESH requirements.

26 CONTRACTUAL DAMAGES

The Contractor shall pay contractual damages to PWK whenever the following applies (this is also relevant to contracted work):

The Contractor's employees or subcontractors hired by the Contractor violate the effective EHS and/or fire protection regulations or the PW internal regulations, with the contractual damages payable at the following amounts, as may be the case:

- **PLN 10,000** for each violation of any Cardinal Rule defined above, with mandatory initiation of disciplinary action towards the violator, up to its removal from the PWK site;
- **up to PLN 5,000** for each violation of EHS of fire protection requirements by failure to provide proper engineering safeguards/equipment or failure of the Contractor to organise work which leads to a hazard to life or limb or the environment;
- **up to PLN 500** for each violation in worker discipline (e.g. by failure to use PPE or poor work site organisation).

PWK also has the right to claim compensation under the general principles of the Civil Code if the damage suffered exceeds the amount of the stipulated contractual penalties