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Health, Safety, and Environmental Regulations for External Companies

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XXIII. HSE REGULATIONS FOR EXTERNAL COMPANIES

23.1. GENERAL REQUIREMENTS

- 23.1.1. External companies (contractors and subcontractors) performing work in the MM Kwidzyn sp. z o.o. shall:
- Provide safe and sanitary working conditions as well as supervision over their employees during the performance of work and over the employees of the hired subcontractors.
 - Follow safe working practices and the rules in force in MM Kwidzyn sp. z o.o.
 - Provide enough safety supervision over the performed work. Detailed information regarding the number of Safety Officers depending on the number of Contractor employees shall be found 23.4.1.
 - External companies and their subcontractors shall have a safety service employee (if required), who is not providing safety supervision services for other companies on the premises of MM Kwidzyn sp. z o.o. at the same time.
 - The lack of safety service (if required) will result in stopping the work by fault of the contractor.
 - Follow the guidelines on occupational health and safety issued by the MM Kwidzyn sp. z o.o. safety service employees, Safety Contract Coordinators, and employees.
- 23.1.2. If employees of an external company fail to follow HSE rules and regulations, the MM Kwidzyn sp. z o.o. safety service employees, Safety Contract Coordinators, and supervisors shall be authorised to stop the work until the deficiencies are corrected and impose a contractual penalty on the company appropriately to the type and severity of the offence. The penalty shall decrease the payment for the service provided by the company whose employee or subcontractor has committed the offence. The penalties for each type of offence shall apply as per the Table – Enclosure no. 1. The table shall also indicate the types of offences for which an employee of a company may be removed from the workplace for at least a day. Comments on the results of inspections shall be included in Company Inspection Reports, copies of which shall be handed to the concerned companies and to the MM Kwidzyn sp. z o.o. Safety Coordinator appropriate to the plant/department. The inspection report shall be also handed to employees settling the work of external companies for the purpose of issuing *debit notes*. Each MM Kwidzyn sp. z o.o. employee shall be entitled to inform an MM Kwidzyn sp. z o.o. safety service employee about a breach of occupational safety rules by giving the name of the company, the name of the employee who committed the breach, and the type of the breach. On such grounds, MM Kwidzyn sp. z o.o. safety service employees shall issue an inspection report which shall constitute the basis for issuing a *debit note*.
- 23.1.3. When deciding about entering into another contract with a given company, MM Kwidzyn sp. z o.o. shall consider its attitude towards following HSE rules based on the results of the safety inspection. If a “0” grade is given for occupational safety, the company shall be excluded from the tendering process for at least a definite period with regard to other work to be performed on the premises of MM Kwidzyn sp. z o.o. An adequate recommendation shall be put in a PS-12 no.6 form, by MM Kwidzyn sp. z o.o. Safety Department employee.
- 23.1.4. MM Kwidzyn sp. z o.o. shall require to report near misses which took place in MM Kwidzyn to the Contract Coordinator assigned to the given Contractor (including incident which resulted in only a very minor injury or no injury, nevertheless a situation occurred and might have resulted in an injury in less fortunate circumstances) whenever the Contractor’s employee was involved.
- 23.1.5. The Contractor shall immediately inform both the Contract Coordinator assigned to them and the MM Kwidzyn sp. z o.o. Safety Department of any incidents which occur on the premises of the Mill and are related to the Contractor.
Moreover, the Contractor is obliged to provide incident investigation results and developed corrective actions.

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Transparency in submitting information about incidents shall have a serious impact on the assessment of a given company.

- 23.1.6. A copy of “*Health, Safety, and Environmental Regulations for External Companies*” is available for downloading at www.kwidzyn-download.com /FOR SUPPLIERS /
- 23.1.7. Safety training for external companies contracted directly by MM Kwidzyn sp. z o.o. and subcontractors of external companies.
- The trainings are organised by the MM Kwidzyn sp. z o.o. Safety Department in the form of stationary meetings on the premises of MM Kwidzyn sp. z o.o. Detailed information on the organisation of the training is available in the Safety Department and the Maintenance Supervision and Technical Services Department.
 - Trainings:
 - a. Are free of charge.
 - b. The employee of an external company receives the full thematic scope of the training, which means that the employee is allowed to move around all facilities of the mill.
 - c. Stationary trainings conducted by the MM Kwidzyn sp. z o.o. Safety Department, as a rule, take place on three selected days each week. It is possible to organise the training outside the specified dates after prior agreement with the MM Kwidzyn sp. z o.o. Safety Department.
 - d. If the contractor is unable to participate in the training session organized by the Safety Department, it is possible to conduct a training at a different time by other employees of MM Kwidzyn sp. z o.o. coordinating the contract with the external company. MM Kwidzyn contract coordinator reports to Safety Department an additional training session dedicated for the contractor.
 - e. If the number of contractor employees submitted for stationary safety training exceeds 25 people, after prior agreement with the MM Kwidzyn sp. z o.o. Safety Department, it is possible to organise training outside the MM Kwidzyn sp. z o.o. mill.
 - The training ends with a test verifying the knowledge of the person undergoing training. Successful completion of the test is required to obtain a pass authorizing to enter the premises of MM Kwidzyn sp.z o.o.
 - The validity period of each training shall be 12 months. The validity period of the entry pass shall not exceed the validity period of the training.
 - In order to obtain the entry pass, the external company shall request for a pass as well as a date for a safety training for all contractor’s employees via internet platform as pointed in the purchase order.
 - Together with the entry pass, each contractor employee shall receive a personal sticker.
- 23.1.8. External companies with long-term contracts, executing fixes orders on the premises of MM Kwidzyn sp. z o.o. and their subcontractors are required to participate safety training organized by MM Kwidzyn sp. z o.o. the Safety Department on the same terms as other contractors of MM Kwidzyn sp. z o.o. This also applies to newly hired employees of these companies. In order to sign up for training, these companies use the dedicated platform, the link to which is available on our website - www.kwidzyn-download.com in the /For suppliers/ tab. Due to the character of the cooperation, the employees of the KBR company is an exception, who can be trained by the OHS Service of this company outside the dates of Safety training organized by MM Kwidzyn sp. z o.o. They are trained on the basis of materials provided by MM Kwidzyn sp. z o.o.
- 23.1.9. Workwear and helmets of external company employees shall be marked with the name of their company.
- 23.1.10. External companies shall provide their employees with personal protective equipment required to perform the work.

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23.2. WORK SUPERVISION AND COORDINATION

- 23.2.1. When employees of other employers perform work in MM Kwidzyn sp. z o.o., MM Kwidzyn employee shall be appointed as a Contract Coordinator to coordinate the work in terms of occupational health and safety.
- [...]
- 23.2.3. The appointment of Coordinators shall not release any company from the obligation to provide their employees with safe working conditions and supervision over the observance of occupational safety rules and regulations.
- 23.2.4. The Safety and Health Protection Plan shall be developed if the planned work is expected to last more than 30 working days, involve at least 20 employees or exceed the labour-intensity of 500 man-days, or if one of works mentioned under Construction Law act is to be performed (the act of 7 July 1994, Construction Law).

23.3. RESPONSIBILITIES PRIOR TO AND AFTER COMPLETING WORK

- 23.3.3. In the course of work, each day, the work supervisor of the Contractor shall inform the person authorised by the Facility Manager of the commencement and completion of work. This rule may not be applicable to the employees of companies permanently assigned to a given area and providing daily service in this area.
- 23.3.4. In order to better identify the hazards by the external company employees, prior to starting each task, the immediate superior in the crew/team of external company employees shall conduct a task briefing, resulting in the completion of the Pre-Job Safety Assessment form (PJSA – Enclosure no. 2). An assigned MM Kwidzyn sp. z o.o. employee may participate in the briefing.
- 23.3.5. The PJSA form shall not be required from employees of companies providing internal transport services in the Mill eg. carrying waste, chemical substances, or other materials within MM Kwidzyn sp. z o.o.
- 23.3.6. The PJSA forms may be collected from the Contractor Coordinator or a place specified by them.
- 23.3.7. The PJSA form shall be completed by the direct supervisor of the crew/team of external company employees based on the information provided in the EHS Work Plan (if developed). However, the hazards identified in the HSE Work Plan shall not be considered a complete list of hazards, as they refer only to the conditions existing in the given area and do not include hazards resulting directly from the method of completing the task. For this reason, the PJSA form shall be completed with consideration given also to the experience of the person completing it, job risk assessments for given employees, and other conditions which may apply.
- 23.3.8. While completing the PJSA form, tick YES or NO in the appropriate boxes regarding all the hazards, required permits and PPE listed in items 3, 4 and 5.
- 23.3.9. By signing the PJSA form for a given task, the immediate superior in the crew/team of external company employees confirm that they have familiarised their subordinate employees and the employees confirm that they have been familiarised with the hazards related to the task and the means necessary to be taken in order to minimise the risk arising out of these hazards.
- 23.3.10. The completed PJSA form shall be valid for the duration of the task and not longer than the duration of a single shift (12 hours). If the crew/team of external company employees is performing a number of unrelated tasks within the same shift, the PJSA form shall be completed for each task separately.
- 23.3.11. The complete PJSA form shall be available in the place of work throughout its whole duration of the task and shall be shown by request of MM Kwidzyn sp. z o.o. employees. The lack of the PJSA form shall form the basis for stopping the work. The employees of MM Kwidzyn sp. z o.o. shall be also authorised to verify the content of the PJSA form and request the inclusion of additional hazards if necessary. Any update of the PJSA form requires to re-inform all the persons assigned to the task.
- 23.3.12. As per the provisions of the PJSA form, the employees of an external company shall be entitled to stop the work they are doing in every case specified in item 6 of the PJSA form and, if required by the circumstances, stop the work being done by other employees.

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- 23.3.13. During the performance of work, MM Kwidzyn sp. z o.o. employees shall be obliged to inspect the PJSA forms of contractors working in their areas.
- 23.3.14. External companies having their own process similar to MM Kwidzyn PJSA may use it, including their own risk assessment forms, upon agreeing it with the MM Kwidzyn sp. z o.o. Safety Department.
- 23.3.15. External companies performing routine tasks in MM Kwidzyn sp. z o.o. based on the developed procedures and manuals, e.g. providing daily services of process lines, maintenance, etc., shall not be required to complete PJSA forms.
- 23.3.16. External companies shall complete PJSA forms even if they are bound by long-term contracts with MM Kwidzyn sp. z o.o. but their work is infrequent, rarely repeated, or irregular (e.g. service technicians).

23.4. [CONTRACTOR SAFETY MANUAL, extract]

23.4.1 Contractor's HSE Officer

Contractor must ensure at all times its own HSE-related supervision by:

- **a part-time HSE Officer** when the number of the Contractor's employees on all tasks that he/she performs at a given time, calculated together with employees of his/her subcontractors, is less than 20;
- **a full-time HSE Officer** when the number of the Contractor's employees on all tasks that he/she performs at a given time, calculated together with employees of his/her subcontractors, is equal to or more than 20.

The contractor must provide up to 3 employees of the HSE Officers as follows:

Number of employees of the contractor together with subcontractors on all tasks performed at a given time on the premises of MM K	Number of required full-time HSE Officers
≥ 20	1
≥ 50	2
≥ 100	3

IMPORTANT:

Both full-time and part-time HSE Officer must stay on the premises of MM Kwidzyn at all times when works are performed by the company for which they provide services.

At a given time a full-time HSE Officer may perform work only for one Contractor (including its subcontractors assigned to the task).

If safety supervision of a given contractor covers two or more full-time HSE Officers, at least one of them must stay at the work site at all times.

In addition, if multiple violations of work safety principles are identified, MMK may expect an intensified participation of the Contractor's supervision in safety briefings and inspections.

23.4.2 Contractor's HSE Officer tasks

The main duties of the Contractor's HSE Officer include:

- carry out a walk with the Contract Coordinator through the work site order to familiarize themselves with the hazards and specific aspects of the area before the date of commencement of the works. The HSE Officer fills in the HSE Work Plan (Enclosure no. 3) together with the Contract Coordinator. If, due to the number of employees of the Contractor, he/she must provide several HSE Officers, only one of them is required to complete the HSE Work Plan;
- familiarize the Contractor's employees with the HSE Work Plan, which they certify with their signatures on this document;

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- supervise of the conducted works in an on-going manner, verify whether safety requirements are observed, respond upon finding hazardous behaviour of employees;
- verify proper filling of PJSA (Pre-job Safety Assessment) forms by employees on a daily basis;
- report any accidents and near misses to the Contract Coordinator or a person indicated by the Contract Coordinator, or the Mill Dispatcher. The essential telephone numbers should be provided on PJSA forms;
- inform the Contract Coordinator about any changes in work method or other changes that were not known at the stage of filling in the HSE Work Plan and affect safety. Such changes mean the need to stop works, discuss with the Contract Coordinator the scope of changes and the development of a new HSE Work Plan. After its redevelopment it should be reviewed again by the Contractor's employees;

23.5. [WORKPLACE SAFETY MANUAL (IOBP) - MILLWIDE, extract]

23.5.1 General rules when approaching to work:

- 1) All external companies' employees, carrying out exploitation work on energy devices must have appropriate qualification certificate, in accordance with Regulation on Health and Safety while Working with Power Equipment according to current state Polish law.
- 2) All external companies performing high-risk work (particularly hazardous work) or other work but in high-risk manufacturing areas shall complete the HSE Work Plan with the MM Contract Coordinator prior to starting such work.
- 3) It shall be prohibited for external companies to perform any work near power equipment and systems without approval of the scope of such work with Contract Coordinator.
- 4) All external companies shall report the start of their work in the control room of the MM Kwidzyn sp. z o.o. given department.
- 5) Contractors may work simultaneously on two levels provided that:
 - their workplaces are shifted with regard to each other by at least 5 m or
 - the lower workplace has been completely secured on top against falling objects.

23.5.2 Work permits for Contractors – general conditions:

- 1) External company employees shall perform particularly hazardous work only upon receiving a specific written permit, with the exception of work that has been approved through separate contracts (e.g. certain maintenance work).
- 2) Issuing written permits and approving Contractors for work shall be the responsibility of the MM Kwidzyn sp. z o.o.
- 3) During start-up work, issuing written permits and approve employees for work shall be responsibility of Contractor handling the start-up or the future user if they have been covered by an appropriate written contract.
- 4) For the duration of renovation or modernisation work concerning inactive power equipment and systems, the responsibility for issuing written permits and approving employees for work may be transferred to Contractor performing such work if agreed so in a written contract.
- 5) If a contract has been made with Contractor for continuous operation of the power equipment and systems handed over, the responsibility specified in item 2 may be transferred to that company.
- 6) The Team Leader shall acknowledge adequate power equipment certification by entering its type and category in the permit.

23.5.3 Auxiliary works performed near power equipment:

- civil work (including scaffolds erecting and dismantling),
- insulating,
- painting,
- housekeeping,
- transport,

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- surveying workplace environment,
- eliminating process disruptions,
- mechanical work that requires the CES or LES states but does not require permits for particularly hazardous work,
- process activities on the machine or equipment which do not affect its performance parameters. Performing auxiliary work does not require the employees to have professional qualifications (power equipment certification).

II. PROCEDURE FOR OCCUPATIONAL ACCIDENTS

[...]

2.2. ALARMING AND REPORTING

2.2.1. Each employee who has observed an accident shall:

- Give first aid to the injured person while considering their own safety first.
- Immediately call Mill Rescue Team – ph. (55 610) 8999

[...]

2.2.4. The immediate superior of the injured person must be immediately informed.

2.2.7. If there is suspicion that the injured person or the perpetrator was under the influence of alcohol or intoxicants, an appropriate testing procedure can be applied.

[...]

IV. WORKWEAR, WORK FOOTWEAR, AND PERSONAL PROTECTIVE EQUIPMENT

4.4. USE OF WORK FOOTWEAR AND PERSONAL PROTECTIVE EQUIPMENT [...]

4.4.3. Employees and other persons present on the premises of MM Kwidzyn sp. z o.o., including the employees of external companies, who perform work on the premises of MM Kwidzyn sp. z o.o. shall:

- Use the personal protective equipment, work footwear, and workwear assigned to them as per its intended use.
- External contractors shall wear hi-vis vest or reflective clothing on whole mill area.
- Use specialist workwear and equipment, such as metallised flame retardant coveralls, hoods, gloves, foot coverings, safety footwear, and cooling waistcoats for work exposed to a hot flue gas, fly ash, hot cinder, sand, sodium sulphate, or lime hazard.
- Use appropriate equipment and flame retardant or antielectrostatic workwear, when working on systems exposed to an explosion hazard which require the use of such equipment.
- Use workwear, gloves, helmets, and face shields resistant to electric arc when working in electrical switching stations; the resistance shall be appropriate to the hazard.
- Use chemical resistant workwear, footwear, gloves, and face shields as well as respiratory protection when working on systems exposed to a caustic or asphyxiant substance hazard.
- Use dustproof workwear and respiratory protection when the work involves a dust hazard.
- Use non-absorbent workwear and gloves as well as half-face masks protecting the respiratory tract when exposed to a biological hazard (work in sewage systems).

Any employee who is not equipped with appropriate personal protective equipment shall not be allowed to work.

[...]

4.4.5. It shall be prohibited to:

- Wear damaged or loose workwear and work footwear as well as floaty items of clothing.
- Wear shorts and to roll up trousers legs in production areas.
- Wear personal clothing and footwear by persons legible for workwear and work footwear.

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- Wear jewellery (wedding rings, signet rings, rings, chains) while operating and repairing machines and equipment.

[...]

V. HEAD PROTECTION

- 5.1.1. Employees shall wear helmets in manufacturing and auxiliary plants while operating lifting equipment, overhead cranes, aerial lifts, forklifts, and when unloading and loading materials. Specifically everywhere where pictograms request the need. [...]
- 5.1.2. Working with chemical substances, non-ventilated helmets shall be used while working (without air holes at the top of the helmet).
- 5.1.3. While operating machines and equipment, long let-down hair and long facial hair (beard, moustache) shall be prohibited. Hair shall be tied up and facial hair shall be secured in a manner preventing it from being caught by rotating machine and equipment parts. [...]

VI. EYE AND FACE PROTECTION

- 6.1. In manufacturing, storage, and technological system plants and within their area, safety glasses shall be mandatory. Employees who wear prescription glasses shall have them made as safety glasses or use safety glasses attached on top of prescription glasses. When performing hazardous activities, face shields, goggles, masks, and welding glasses shall be used.
The use of safety glasses is applicable specifically where pictograms request the need.
- 6.2. On the premises of MM Kwidzyn sp. z o.o., it shall be prohibited to:
 - Wear contact lenses in chemical hazard areas.
 - Wear glasses with dark lenses in production areas, auxiliary, and technological system areas with the exception of: coater operators when working on radiators, overhead crane drivers during the unloading of wood, Waste Paper Storage store-keepers, drivers of industrial trucks and cars while driving, locomotive drivers while driving on sunny days, and boiler operators removing overhang in oil burner areas of coal boilers. (...)
- 6.4. The list of hazardous activities which shall require the use of face shields:
 - Operation of systems containing caustic and hot substances.
 - Welding (helmet integrated with welding face shield).
 - Grinding.
 - Cutting with an angle grinder.
 - Work on power equipment in switching stations (shields resistant to arc flash).
 - Other situations where specific work permits point the need for use of face shield.

VII. RESPIRATORY PROTECTION

7.1. GENERAL REQUIREMENTS

- 7.1.1. Respiratory protection shall be used in areas where contamination or pollution of the atmosphere may occur. The protection must be suitable to specific hazard eg. concentration of particulate matters and/or gaseous contamination, half vs full-face masks.
- 7.1.2. In such areas, stationary detectors are available to inform about local chemical alarms. However, when performing work in such areas, personal 4-gas detectors shall be used additionally (O₂, CO, H₂S, Ex) or single-gas detectors (H₂S) depending on the existing hazard.
- 7.1.3. Prior to each use of the detector on a given day, the sensors installed in the detector shall be checked by the employee for correct functioning by performing a Bump Test. A correctly done Bump Test shall be valid for one day (24 h).
- 7.1.4. If a local or personal alarm sounds during the work (irrespective of the alarm threshold), the employee shall stop the work and leave the area immediately while informing the facility/area operating personnel thereof. The initial alarm threshold for hydrogen sulphide may already indicate the exceedance of the primary alarm threshold value for mercaptan.

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7.1.5. The area may be re-entered only after the local alarm system stops alarming.

7.1.6. In case the operating personnel must enter the area while the alarm is still on (emergency), in order to eliminate the existing hazard, they shall use appropriate masks specified in item 7.8. and personal multigas detectors or single-gas detectors (H₂S) depending on the existing hazard.

The masks/respiratory protection incl. compressed air supplied shall be used as per the user's manual. [...]

7.5. REQUIREMENTS FOR EXTERNAL COMPANIES

7.5.1. Employees of external companies shall be bound by the same rules concerning respiratory protection as the employees of MM Kwidzyn sp. z o.o. The companies shall provide respiratory protection equipment by themselves appropriate for the scope and specific of their work to be conducted.

7.6. INSPECTION AND MAINTENANCE OF SELF-CONTAINED BREATHING APPARATUS AND FILTERING EQUIPMENT I FILTRUJĄCEGO [...]

7.6.4. The user shall replace the filter with a new one after it reaches its expiry date.

VIII. HEARING PROTECTION

8.1.1. Areas and locations where the highest acceptable noise level is exceeded (85 dB) are marked with pictograms. In such locations, wearing hearing protection shall be mandatory. [...]

X. PARTICULARLY HAZARDOUS WORKS

10.1. DEFINITION

10.1.1. Particularly hazardous works shall denote the following types of work:

- Construction, demolition, overhaul, and installation work performed without shutting down the Mill or its part.
- Work in tanks, sewers, inside process equipment, and in other hazardous confined spaces – Confined Space Work Permit required.
- Work involving systems containing hazardous media shall require an entry in the Work Record for Hazardous Media Systems. Line breaking shall additionally require a Line Breaking Permit.
- Work at height – shall not require a permit except for working on unprotected building roofs, chimneys, masts, lighting towers and on suspended ceiling voids (Roof entry & suspended ceiling voids permit)
- Hot works outside of dedicated workshops – a Hot Work Permit shall apply.
- Hot work in areas exposed to an explosion hazard. A Hot Work Permit shall be required.
- Maintenance work involving electrical power equipment which potentially poses an exceptional hazard to the health and lives of people shall require a Work Permit.
- Non-routine work – untypical work which does not adhere to the current permit and instructions/procedure system, is performed sporadically, and poses a potential accident hazard – shall require a Non-routine Work Permit.
- Work involving opening hatches in systems posing a potential hot flue gas, fly ash, cinder, sand, sodium sulphate, or lime hazard shall require a permit to start work. A written Permit shall be required.
- Work involving water intake or discharge from piers, boats, or barges. Shall require an agreement on safe working conditions.
- Maintenance, overhaul, or installation work involving equipment and systems for unloading liquid and gaseous fuel. Shall require an agreement on safe working conditions.

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- Work in excavations as well as maintenance, overhaul, or control and measurement work involving gas pipelines, other gas appliances, or heating network pipelines. Shall require an agreement on safe working conditions.

10.2. GENERAL REQUIREMENTS

10.2.1. Performance of particularly hazardous works shall require:

- Provision of supervision over the work.
- Provision of appropriate safety measures.
- Training employees prior to starting work, in particular on the following:
 - a. Assignment of tasks to individual employees.
 - b. Order of performing tasks.
 - c. Working safety rules concerning individual tasks.
 - d. If necessary, measurement of the concentration of harmful factors, temperature, oxygen concentration, or explosion concentration.
- The work shall be performed by at least 2 persons.
- Develop HSE Work Plan - applies to external contractors working on MM Kwidzyn sp. z o.o. and based on the work order. [...]

XI. WORK IN CONFINED SPACES

11.1. DEFINITION

11.1.1. Work in confined spaces shall denote work in tanks, sewers, wells, sewer manholes, inside of technical equipment (hereinafter referred to as tanks) which may be entered through small hatches or openings or are hard to enter due to other reasons. When working inside tanks, hazards may occur, such as toxic or flammable or combustible gases, low oxygen content, caustic chemical substances, falling objects, or being cut off by collapsed material.

11.2. GENERAL REQUIREMENTS

- 11.2.1. Organization, preparation, and performance of work in tanks shall ensure safe and hygienic working conditions which prevent accidents from occurring.
- 11.2.2. Tanks may be entered only with a written Permit. The list of confined spaces shall be updated on a regular basis.
- 11.2.3. If, as a result of work in progress or as a result of preparations for carrying out work, the initial configuration or characteristic of the confined space has changed significantly, so as it's no longer meets the criteria of the confined space, it is allowed to temporarily reclassify the space. Such a decision may be taken by the Health and Safety Manager and documented by MMK personnel.

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11.2.4. Entrances to confined spaces shall be marked with the following sign: [...]



- 11.2.7. All the open hatches located at the top of a confined space shall be secured and marked to prevent accidental falling in.
- 11.2.8. Work in tanks shall be performed by employees having a valid medical certificate and trained on safe working practices. Training shall be given prior to entering a tank.
- 11.2.9. If working conditions change or the employees are replaced, the training shall be given again.
- 11.2.10. Employees working in a tank shall be safeguarded by at least one person outside the tank. The safeguarding person shall maintain continuous contact with the employees in the tank and shall be able to immediately contact other employees capable of immediately providing first aid if necessary.
- 11.2.11. If during the work in a confined space, hot works are performed it is allowed to have one person in a role of a hole watch and hot work safeguarding person when following criteria are met:
- Works are performed by the same company,
 - Hot work is performed on the same level where the manhole is located and hole watch is present,
 - Confined space is small enough and adequately illuminated to allow a hole watch to control visually the work area during hot works inside the tank. (...)

11.3. PREPARATION OF A TANK PRIOR TO WORKING INSIDE [...]

- 11.3.7. When employees are in a tank, all the hatches shall be open; if it proves insufficient to maintain the required air parameters in the tank, mechanical ventilation shall be used in the tank (provided by party conducting the work). Open tank hatches on roofs and platforms shall be marked and secured against accidental falling in by people.
- 11.3.8. The inside of a tank shall be lit with Protection Class 3 or Protection Class 2 equipment working under safety voltage (12 V or 24 V) or under the voltage of 230 V with the use of transformers or separation converters.
- 11.3.9. Power tools used inside tanks shall be of Protection Class 2 and powered through transformers or separation converters from a switching station equipped with high-sensitivity residual current devices.
- 11.3.10. Requirements for equipment powered through transformers or separation converters.
- Each transformer or separation converter shall power only one piece of equipment. An exception to this rule shall be transformers or converters with more than one separated secondary circuit, in which case each separated circuit may power one piece of equipment.
 - The transformer or separation converter, preferably of Protection Class 2, shall be placed in front of the conducting space with restricted movement (e.g. the inside of a tank).
 - No secondary circuits of transformers or separation converters and no parts of electrical equipment located in a tank shall be earthed.

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- Only original, unrepaired equipment should be used: 450/750V rubber insulated cables or other heavy-duty electric cables with reinforced or double insulation with flexible conductors, sockets and plugs.
- The length of cables shall be appropriate to the voltage and load, as to meet the requirement of the allowable voltage drop; for a voltage of 230 V, up to 60 m for cable dia. 1.5 mm², up to 100 m for 2.5 mm², and up to 165 m for 4 mm².
- The maximum value of the secondary voltage of a separation transformer shall not exceed 500 V, the maximum length of cables shall not exceed 500 m, and the product of the voltage and the length of the cables of the separated circuit shall meet the condition of $U \cdot L \leq 100\,000$.
- Each piece of equipment shall have a valid periodic inspection certificate confirmed with an appropriate marking on the equipment.

11.4. ATMOSPHERE INSPECTION INSIDE A TANK

- 11.4.1. Working in a tank without the use of respiratory protection (self-contained breathing apparatus, fresh air hose breathing apparatus) shall be permitted when:
- Concentration of toxic substances is below 0.5 MAC.
 - Concentration of oxygen in the air is over 18% vol. and below 22.5% vol.
 - If harmful factors are likely to occur while employees are in the tank, they shall be equipped with appropriate respiratory protection equipment.
 - The decision on the selection and use of equipment shall be made by the work supervisor who shall give the employees a relevant training.
- 11.4.2. The temperature in boilers, heat chambers and ducts, and paper and draining machine drying cylinders shall not exceed 40°C. Under special circumstances and in emergencies, work may be performed in the aforementioned equipment at a temperature exceeding 40°C after providing the following:
- cooling drinks and agents lowering the air temperature around the employee,
 - personal protective equipment,
 - breaks and rest periods outside the confined space scheduled individually depending on the working conditions and the nature of the work,
 - hole watch assured,
 - if work is to be performed at a temperature exceeding 40°C, the requirement and method of implementing the aforementioned means of protection shall be specified in the Permit.
- 11.4.3. *If the temperature is an important factor determining the entrance to the confined space and it is required to be lowered by forced air movement, then after the cooling is completed, the temperature measurement can be carried out not earlier than after 10 minutes.*
- 11.4.4. Inspection of the atmosphere shall be ordered by the person issuing the Permit. (...)The measurements shall be taken right before starting the work.(...)
- 11.4.6. *The atmosphere measurements made by MM Kwidzyn employees are valid at the time of starting work in a confined space, and then the measurements are continued with the use of individual multigas detectors used by entrants. If works in the confined space are continued, then after 12 hours a re-test of the atmosphere made by MM Kwidzyn employee is required.*
- 11.4.7. If work in a given confined space is carried out by many companies, the results of atmospheric measurements are entered in the Register of atmosphere control for a confined space (enclosure no. 17).
- 11.4.8. Before starting work, the Contractor Team Leader is obliged to check in the Register, when the atmosphere measurements expires. If during the work the measurements results expires, the Team Leader stops the work until atmosphere re-measurement is made.

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- 11.4.9. During the main outage, in the case of continuous work performed in a given confined space, the tests may be performed once every 24 hours. The condition is to prepare a list of confined spaces in which work will be carried out continuously. This list should be developed before outage, based on the work schedule.
- 11.4.10. While performing work **the Contractor Team Leader** (irrespective of the measurements taken before entering), **is responsible to ensure continuous** atmosphere measurement in a confined space during the work by equipping at least one entrant from a work group with a personal multigas detector (H₂S, CO, O₂, and explosiveness). Multigas detectors shall not be used while sandblasting or pressure washing inside confined spaces. Should there be a change in the concentration of the measured factors, the work shall be stopped and the confined space shall be left immediately, irrespective of the A1 or A2 alarm being triggered by the detector. Moreover, action shall be taken to improve the effectiveness of the ventilation. The work may be resumed upon reaching the acceptable air parameters specified in the Permit (MAC). (...)
- 11.4.11. Prior to each use of the detector on a given day, the sensors installed in the detector shall be checked for correct functioning by performing a Bump Test. A correctly done Bump Test shall be valid for one day (24 h).
- 11.4.12. If chemical resistant work is to be performed inside tanks, the type and frequency of measurements as well as the means of protection of the employees (ventilation method, type of specialist masks and absorbers) shall be determined by the work supervisor of the Contractor in cooperation with the person issuing the Permit.
- 11.4.13. When welding works are carried out inside a confined space, permanent mechanical ventilation of adequate efficiency should be used (exchange ratio 7-20 volumes/h or local exhausts); it is forbidden to place technical gas cylinders in the tank.
- 11.4.14. Should work be performed in a confined space with the use of self-contained breathing apparatus or long-range breathing apparatus, the use of multigas detectors shall not be required. However, continuous monitoring for an explosion hazard shall be required.

11.5. CONFINED SPACE PERMIT

- 11.5.1. In order to start work, a written permit signed by the Ordering Person and Approving Person shall be obtained. In exceptional cases resulting from the unusual nature of the work or previous incidents or near misses, the Area Manager, in consultation with the Ordering Person, may decide to add additional requirements/information to the Permit to improve employee safety. The changes introduced shall include only the addition of new requirements/information and shall by no means change or delete the existing content. (...)
- 11.5.3. The permit shall be valid for the period specified in the Permit, but no longer than for 12 hours.
- 11.5.4. In case of shift change during the performance of the task, it is allowed to transfer the obligations of the Approving Person, who is listed on the permit, to the new Approving Person, who starts the working shift and is from the same area of the branch/department and who is authorized by the employer.
- 11.5.5. One copy of the permit shall be kept in the control room in the plant/department that issued it and the second copy of the permit shall be displayed at the entrance to the confined space over the full course of the work.
- 11.5.6. The completion of work in a confined space shall be confirmed with the signatures of the work supervisors of the Contractor [...].

11.7. RESPONSIBILITIES OF A HOLEWATCH

- 11.7.1. A hole watch shall remain in continuous visual and/or verbal contact with the employees inside the tank. A hole watch shall be capable to immediately call for help if needed.
- 11.7.2. A hole watch shall be responsible for allowing only the persons specified in the Permit to enter the tank. Safety service personnel and MM Kwidzyn sp. z o.o., supervisors shall be allowed into the confined space only if they are equipped with multigas detectors and after they have locked their padlocks with IDs to the ZES box assigned to the confined space.

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- 11.7.3. A hole watch shall order and manage evacuation if hazardous conditions in the tank occur. If needed, a hole watch shall administer first aid. During work breaks (e.g. a meal breaks), a hole watch shall remain in the work area to make sure that the conditions specified in the Permit are maintained, in particular with regard to media being cut off and to the atmosphere parameters in the confined space. If forced ventilation is required in the tank, it shall not be disabled during the breaks.

11.8. RESPONSIBILITIES OF EMPLOYEES WORKING IN A TANK

- 11.8.1. A safety line should be used to enable evacuation in emergency situations, and must not be used as fall protection during work at heights. An exception to using the safety line shall be allowed when its use may pose an additional hazard, e.g. if the work in a confined space is performed on multiple levels, by many people, or work requires moving inside a large space where there are many devices or protruding structural elements, which can capture the safety line.
- An exception to using safety harnesses with a safety line includes work during which the use of safety harnesses with safety lines may impede evacuation due to the size of the entrances to the confined spaces, e.g. in paper machine and draining machine drying cylinders.
 - Safety harnesses with retractable fall arresters shall be used when working on scaffolds in confined spaces.
 - The requirement to use a safety tripod combined with a safety harness and a safety line shall apply to confined spaces with entrances located on top. (...)
- 11.8.3. Employees shall follow the safety instructions given by the safeguarding person.

11.9. REQUIREMENTS FOR PERSONAL PROTECTIVE EQUIPMENT

- 11.9.1. The required PPE shall be specified in the Permit.(...)

11.10. PROCEDURE FOR STOPPING WORK IN A TANK

- 11.10.1. If Team Leader leave work area or the method of performing work, the means of protection of the employees, or the working conditions differ from the provisions of the Permit and thus pose a hazard to employees performing work in a confined space, the team members shall stop the work until the sources of the hazards are eliminated.
- 11.10.2. Additionally, the criteria for stopping work are specified in the PJSA form. [...]

XII. WORK AT HEIGHT [...]

- 12.1.1. Work at height shall be understood as work performed on a surface located at least 1.0 m above the floor or ground level and in conditions posing a risk of falling from height. (...)

12.2. GENERAL REQUIREMENTS [...]

- 12.2.4. Work at height shall be organised and performed in a manner which does not force employees to lean over the handrail of a railing or outside the limits of the equipment on which they are standing. Otherwise, the employee shall use fall protection equipment.
- 12.2.5. When working on ladders, fixed rungs, scaffolds, and other elevations not intended for permanent stay, at a height of up to 2 m over the floor or ground level and without employees having to lean outside the limits of the equipment on which they are standing or assuming a different, forced body position posing a hazard of falling from height, the following requirements shall be met:
- ladders, fixed rungs, scaffolds, working platforms, and other equipment shall be stable, secured against unintended change of position, and characterised by strength appropriate to the intended load;
 - working platforms shall meet the following requirements:
 - a. the platform area shall be large enough to accommodate employees, tools, and necessary materials,

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- b. the surface shall be horizontal, even, and permanently fixed to the structural parts of the platform,
 - c. clear information about the maximum permitted load shall be displayed in a visible place on the platform.
- 12.2.6. When working on masts, tower structures, stacks, and construction structures without floors, when erecting or dismantling scaffolds, and when working on ladders and fixed rungs at a height over 2 m over the outside ground or floor level, the following requirements shall be met in particular:
- prior to starting work, the technical condition, stability, strength, and protection against an unintended change of position shall be verified, including the technical condition of the fixed parts for fastening safety lanyards;
 - employees shall use fall protection equipment appropriate to the type of the performed work;
 - employees shall use safety helmets with harness straps.(...)
- 12.2.7. When working on scaffolds at a height exceeding 2 m from the surrounding floor or external ground level and on suspended platforms, prior to using such scaffolds and platforms their technical condition shall be verified.

12.3. SCAFFOLDS – REQUIREMENTS

- 12.3.1. Scaffolds and mobile working platforms shall be constructed, erected, operated, and dismantled as per the manufacturer’s documentation and manual in the case of modular scaffolds and as per individual designs for non-modular scaffolds.
- 12.3.2. Persons erecting and dismantling scaffolds as well as persons assembling mobile working platforms shall have appropriate qualifications.
- 12.3.3. Scaffolding assembly and disassembly shall be registered in the site register (template is provided by MM Kwidzyn). Person responsible for erecting/dismantling the scaffolding is also responsible for filling in the record.
- 12.3.4. The use of a scaffold shall be permitted upon its commissioning by the Construction Site Manager or an authorised person. A person authorised for scaffolding commissioning is the person with a certificate of the course issued by the Institute of Construction and Rock Mining Mechanisation in Warsaw, having at least 5 years of experience in the construction of scaffolding and at least 1 year of experience as a person supervising the assembly/disassembly of scaffolding.
- 12.3.5. The commissioning of a scaffold shall be acknowledged with a signature in the Construction Logbook or a Technical Acceptance Report. The template of the Scaffold Commissioning Report is provided by MM Kwidzyn.
- 12.3.6. Each scaffolds made of metal parts shall be grounded.
- 12.3.7. The placement of scaffolds within passageways shall require:
- securing and marking the work area and pointing to safe passageways if necessary;
 - protection against objects falling down from the scaffold;
 - securing pedestrians against injuries and damage to their clothing caused by structural parts of the scaffold.
 - scaffold cannot obstruct the access to safety showers, fire-fighting equipment and internal communication paths.
- 12.3.8. Prior to erecting or dismantling a scaffold, the danger zone shall be determined and barricaded.
- 12.3.9. Scaffolds and mobile working platforms shall be inspected by the Construction Site Manager or an authorised person after every occurrence of strong wind, atmospheric precipitation, or other factors posing a hazard to the safe performance of work and after each work break exceeding 10 days. Scaffolds shall also be inspected:
- visually each day by the user prior to each use,
 - every ten days by a person authorised to commission scaffolds.
- The performance of a visual inspection and the every-ten-days inspection shall be acknowledged with a signature in the *Scaffold Commissioning Report*, which shall be displayed on the scaffold

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in a visible manner. The scope of inspection activities shall follow the manufacturer's manual or the individual design.

- 12.3.10. People entering the scaffolding in order to perform physical work must wear a safety harness together with a fall arrest device (SRL) or a rope with a shock absorber. When they perform work requiring leaning beyond the outline of the scaffolding, they must be secured against falling by attaching the fall arrest device / rope with a shock absorber to a fixed anchoring point.
- 12.3.11. Supervisors who do not perform physical work and do not lean beyond the scaffolding outline, do not need to wear a safety harness when moving around the complete scaffolding.
- 12.3.12. In the event that the scaffolding is incomplete (but has been approved for use), each person must use PPE to protect against falls from a height.

12.4. LADDERS

- 12.4.1. General requirements. In MM Kwidzyn sp. z o. o., the use of wooden and self-made ladders shall be prohibited. The ladders to be used in electrical rooms and during works where there may be a risk of an electric shock shall be made of fibreglass. It shall be allowed to use ladders which have fibreglass stringers and metal rungs. Ladders shall be technically operational and equipped with a tag certifying the technical inspection. [...]
- 12.4.3. Safe work guidelines for portable ladders:
 - Prior to starting work, the technical condition of ladders shall be inspected.
 - Non-self-supporting ladders shall be positioned at an angle of ca. 65° to 75°.
 - Ladders higher than 3.5 m shall be fastened at the top or held by another employee at the bottom.
 - Self-supporting ladders shall not be used as non-self-supporting ladders.
 - Walking up and down a ladder shall be performed while facing the ladder.
 - Ladders shall reach over the surface to which they lead by at least 0.75 m.
 - Positioning ladders in the immediate vicinity of hatches or openings which pose a hazard of falling below the level on which the ladder is positioned shall be avoided. If such positioning proves necessary, safeguarding equipment shall be used.
- 12.4.4. It shall be prohibited to:
 - Use ladders as regular traffic routes or to carry loads exceeding 10 kg.
 - Positioning ladders in front of closed doors and on slippery surfaces.
 - Positioning ladders in the immediate vicinity of machines and equipment and in front of closed doors in a manner posing a hazard to the employees using the ladder.[...]
- 12.4.6. Each mobile platform, from the height of 1m of the working platform, must be equipped with a complete railing 110 cm high, consisting of a top railing, an intermediate railing and a toe board, as well as handrails along the access ladder.
- 12.4.7. Prior the work visual inspection of technical condition of the platform shall be made and verification of its stability.

12.5. WORK ON ROOFS, CHIMNEYS, MASTS, LIGHT TOWERS AND IN SPACES BETWEEN SUSPENDED CEILING VOIDS.

- 12.5.1. Working on roofs protected with railings does not require the employees of MM Kwidzyn and the employees of external companies to enter their personal details to the Log of entrances to roofs, chimneys, masts, light towers and suspended ceilings (later in the text "Log of Entrances") and to have a written permit to perform work.
- 12.5.2. Work on unprotected flat roofs (including routine service walkthroughs by the operating personnel), requires: (...)
 - b) from the employees of external companies:
 - regardless of the work performed and whether it is performed within or outside the safety zone, it shall be required that the employees make an entry the Log of Entrances

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and have a work permit with them, as well as that they use the necessary equipment preventing falling from height and perform this work with a safety watchperson.

- 12.5.3. Work on chimneys, masts, light towers and work in spaces over suspended ceilings shall require the employees of MM Kwidzyn and the employees of external companies to make an entry in the Log of Entrances, obtain a work permit and use the necessary equipment preventing falling from height and perform the work with a safety watchperson.
- 12.5.4. The permit for work on roofs, chimneys, masts, light towers and in spaces over suspended ceilings shall be valid only for the duration of a single shift and no longer than for 12 hours.(...)
- 12.5.7. Performing work on roofs, stacks, masts, and light towers as well as in the spaces over suspended ceilings during the night and when air transparency is reduced shall be allowed on the condition that adequate lighting which ensures safe work is provided.
- 12.5.8. Entering a roof, stack, mast, and light tower shall be prohibited in the following cases: a storm, strong wind (39 km/h or 10m/s), or routine or emergency exhaust of NCG or other hazardous gases, when entering a roof shall require a gas detector and respiratory protection equipment. Information about the weather shall be obtained from the Mill Fire Brigade by calling +48 55 610 8231.

12.6. WORKING IN BOOMLIFT BASKETS

- 12.6.1. An employee performing work at height in a boom lift basket shall use fall protection equipment.
- 12.6.2. The work area underneath the basket shall be barricaded with a warning tape and marked with a warning sign “Uwaga prace na wysokości” (“Caution. Work at height.”).

12.7. SAFETY RULES CONCERNING DEMOLITION AND DISMANTLING WORK

- 12.7.1. The work area on level 0.0 m shall be barricaded with a warning tape and marked with a warning sign “Uwaga prace na wysokości” (“Caution. Work at height.”). When lowering dismantled parts in the area, a watchperson must be present.
- 12.7.2. Construction debris shall be dropped down through a debris chute.
- 12.7.3. Parts of structures, plates, and equipment shall be lowered instead of dropped.
- 12.7.4. Employees participating in the lowering of dismantled parts shall be fall protected. [...]

12.9. FALL PROTECTION EQUIPMENT [...]

- 12.9.2. In the case of the employees of external companies, the Contractor’s manager shall be responsible for selecting appropriate PPE during work at height. Recommended are Self-Retracting Lanyards.
- 12.9.3. It is forbidden to use work positioning belt as a fall protection measure. Work positioning belt can be used as an additional equipment when working at height.
- 12.9.4. Equipment for working at height shall be used as per the user’s manual issued by the manufacturer. Prior to each use, the technical condition and operational ability of protective equipment shall be verified. [...]

XIII. SAFE WORKING PRACTICE WHEN MAINTAINING POWER EQUIPMENT [...]

13.1. MAINTENANCE OF POWER EQUIPMENT [...]

- 13.1.3. All the employees of external contractors shall use workwear resistant to electric arc selected appropriately to the existing hazard while working on electrical power equipment.
- 13.1.4. External Contractors shall perform work exclusively on the basis of a written work order/permit issued by an authorised person managing the maintenance.
- 13.1.5. Performing a work on a piece of equipment based on its installation, construction, or maintenance manual shall be permitted if such a provision has been made in the agreement, contract, or order.
- 13.1.6. Detailed arrangements concerning safety requirements, scope of responsibilities, and work area shall be included in agreements, contracts, or orders.

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- 13.1.7. Maintenance work on power equipment shall be performed by qualified persons (...).
- 13.1.9. Foreign external Contractors who are working on the basis of fixed orders and who visit the Mill regularly to perform work on power equipment shall have valid power equipment qualifications recognised by the Polish Ministry of Energy, Department of Electric Power and Heating for the appropriate group and speciality as per the Polish and European law in force.
- 13.1.10. Conducting of any work involving power equipment without the consent of an MM Kwidzyn authorised and qualified person managing the maintenance shall be prohibited. (...)

13.2. MAINTENANCE OF ELECTRICAL POWER EQUIPMENT [...]

- 13.2.3 Work shall be performed as per the maintenance manuals for MM Kwidzyn sp. z o.o. electrical power equipment. **In MM Kwidzyn sp. z o.o., there is an absolute ban on working under voltage.** On running equipment, diagnostic work specified in standard EN 50110-1 in the field of:
 - checking for voltage,
 - measuring voltage and current,
 - other work as per the maintenance manuals for electrical power equipment in MM Kwidzyn and the job risk assessments.
- 13.2.4 Work under voltage or near voltage shall always require the written form of the Work Order issued by MM Kwidzyn authorized person. Prior to starting work under voltage or near voltage, instructions specifying the technology and requirements for tools and means of protection required for this work shall be developed and made available to the persons assigned to this work. [...]
- 13.2.6 While working on or near electrical equipment (in the arc flash zone), it shall be prohibited to wear jewellery, glasses in metal frames, and other conductive objects.
While working on or near electrical equipment, it shall be prohibited to wear conductive, fusible, or synthetic workwear (e.g. acetate, nylon, polyester, rayon, spandex, and polypropylene), including flammable reflective vests.
Upon entering an electrical operations room, there shall be worn:
 - Safety glasses. If used, prescription glasses shall be made as safety glasses. Glasses shall have plastic frames.
 - Infusible workwear.
 Employees who are not equipped with personal protective equipment against electric arc shall remain outside the electric arc impact zone.
While undertaking activities related to the operation of running electrical equipment or while working in the electric arc impact zone, it shall be required to use personal protective equipment against electric arc appropriate to the category of the equipment and electric hazard protection helmet with a face shield or arc protection hood for cat. 3 or 4. Information about the electric arc hazard category may be found on the sticker (label) on the door or the casing of the equipment. [...]
- 13.2.12 Prior to starting work on electrical equipment and systems disconnected from voltage, the following requirements shall be met:
 - use appropriate lockout devices to prevent unintended application of voltage as per the Zero Energy State procedure (not applicable to functional tests and diagnostic measurements) – provided by MM Kwidzyn authorized person,
 - mark the disconnection point by installing an identifier,
 - verify if there is no voltage in the disconnected electrical equipment and systems,
 - earth the disconnected electrical equipment and systems,
 - mark the work area with safety signs and boards.
 It shall be preferable to use tags with magnetic holders or tags hanging on insulated wires with complete insulation, including insulated wire ends. [...]

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XIV. HOT WORKS

14.1 SCOPE OF APPLICATION

The guidelines specified in the instructions shall not apply to work performed in locations which are technologically suitable to perform hot works. The guidelines shall apply to all MM Kwidzyn sp. z o.o. units and external companies performing work on the premises of MM Kwidzyn sp. z o.o.

The hereby rules shall apply:

- Work with the use of open fire,
- Electrical and gas welding and cutting,
- Cutting with a grinder, work involving electrical heat guns,
- Lighting bonfires,
- Other works creating a fire ignition hazard.

Hot work shall hereinafter comprise all the aforementioned work types and other hot activities.

Note: While using a tool considered non-sparking (e.g. a reciprocating or circular saw) for cutting metal items, the use of standard parts for machining may cause sparks. Unless non-sparking parts for machining are used (e.g. the blade), such job shall be considered hot work.

14.2 CONDITIONS FOR PERFORMING HOT WORKS

14.2.1 Permit

Hot work on the premises of MM Kwidzyn sp. z o.o. shall be performed on the basis of a written *Permit*. The Permit shall be issued to each person for the performance of each work within a single area and working level. When performing work, each person shall have the *Permit* with them or display it in a visible location. The *Permit* to work in all the rooms within a facility shall be issued by the Ordering Person. If work is performed in electrical switching stations, transformer rooms, or cable cellars, the person responsible for preparing the place of welding shall be the Facility Electrician on duty. The person giving the permission to start work shall be the immediate superior of the Facility Electrician on duty during the shift, who shall be authorised by the Facility Manager.

14.2.2 Permit shall be issued for a period of no more than 12 hours.

14.2.3 **Permits shall not be issued for facilities with out of order or broken sprinkler systems or other firefighting equipment.** The regulation shall not apply to work of which conditions have been agreed with the Mill Fire Service. [...]

14.2.5 Permits for unplanned hot work (in relation to failures) performed in facilities where the Facility Manager is not available during the 2nd and 3rd shift and on days free from work shall be issued by an employee of the Dispatch Office, who has energy supervision qualifications. In justified situations, when the person issuing the Permit is not able to prepare the workplace and inspect it upon the completion of the work (applies to the aforementioned facilities), the Contractor shall be ordered to perform the preparation work and inspect it upon completion. [...]

14.2.9 Any hot works require a presence of a fire watch who shall observe the hot work area and the adjacent areas (lower levels or adjacent rooms) and take immediate action if an actual or potential fire hazard occurs. (...) The Team Leader, a fire watch and all other personnel performing hot works shall be entered in the Permit and shall put signatures in the Permit.

In case hot works are performed inside a confined space, after meeting the criteria described in point 11.2.11 it is allowed that a fire watch of a hot work and a hole watch is the same person.

14.2.10 If hot works are carried out in a confined space, after meeting the conditions described in point 11.2.11, it is permissible for the same person to be a fire watch and a hole watch at the same time.

14.2.11 It is also permissible to combine the function of a fire watch with the performance of minor auxiliary work, provided that you remain in the area of work at all times and provided that these minor works do not affect the effectiveness of fire watch role. The fire watch may not perform minor auxiliary work at the same time:

- If monitored works are carried out in a zone exposed to explosion hazard

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- due to the inability to fully secure the workplace, sparks can be transferred to adjacent levels.

14.3 PREPARATION OF THE WORKPLACE AND THE PERFORMANCE OF WORK

- 14.3.1 The performance of hot work in rooms and at equipment exposed to an explosion hazard shall be preceded with a measurement of gas and flammable or combustible liquid vapour concentration. Due to the potential hydrogen hazard, the measurement of explosion concentrations shall be additionally performed in all the storage tanks and upper system sections (where gas cushions may form) with pulp stock in an alkaline environment in Paper Mill 1 and 2, Deinking Plant, Draining Machine Plant, and Pulp Mill.
- 14.3.2 Hot works performed on the systems (e.g. pipelines, tanks) containing sodium hydroxide (NaOH) shall be preceded by flushing the system as per the plant/department documents (e.g. instructions, procedures, or Safety Requirement Reports) and measuring the explosiveness concentration. The explosiveness shall be measured continuously while the work is being performed.
- 14.3.3 Hot works performed in confined spaces in Wood Preparation Department generates SO₂ gases of various concentrations, therefore, during these works it is required to use devices measuring this gas in addition to standard measurements (O₂, H₂S, CO, EX).
- 14.3.4 Work shall be performed if the gas and vapour concentration does not exceed 10% of their lower explosive limit. If the explosion hazard results from flammable or combustible dusts (starch, coal, paper, or wood dust), work shall be performed after preparing the workplace properly first. The preparation shall involve refraining from performing activities which cause dust emission, cleaning surfaces and equipment of dust, and possibly sprinkling the work area with water. Should hot work be carried out near running air supply/exhaust equipment, such equipment shall be turned off if possible.
- 14.3.5 The Contractor shall secure the hot workplace with firefighting equipment (fire extinguishers) and be equipped with the necessary protective equipment (fire blankets, screens, etc.). The Contractor shall properly secure all the flammable or combustible materials/elements within a radius of at least 10 m from the performed work if they proved impossible to be removed (among others, it applies also to cable routes, plastic containers with substances, and empty plastic containers). The Contractor shall also effectively secure the equipment and openings through which spatter may reach other levels and adjacent rooms, including also the intakes of air supply/exhaust equipment. During the work, if there is a possibility that the fire hazard may be transferred to adjacent areas through heated elements (walls, covers, or barriers), the Contractor shall secure such areas. If necessary, screens protecting against being blinded by the electric arc or flames shall be used additionally.
- 14.3.6 Cables shall be operational and shall not have damaged insulation or lie in passageways. Laying gas hoses and welding cables next to each other shall be prohibited. Gas hoses shall not be connected to each other (taped) to avoid the risk of burning both hoses through with melted metal spatter. [...]
- 14.3.8 Cylinders with technical gas for welding shall be positioned vertically and secured against falling. [...]
- 14.3.9 Full and empty cylinders shall have protective caps on during storage and transport.
- 14.3.10 The distance from the torch to the cylinder shall not fall below 1 m. The minimum hose length shall be 5 m.
- 14.3.11 Gas hoses shall be equipped with safety devices preventing the flame from back flashing from the torch to the pressure regulator.
- 14.3.12 Cylinders shall not be emptied completely. [...]
- 14.3.14 The workplace shall be adequately lit. Only lights working under the safety voltage of 24 V shall be used as portable lights.
- 14.3.15 During hot works clothing made of cotton or flame-resistant fabrics shall be worn, and when performing welding works helmet integrated with a welding face shield shall be used. Exceptionally helmet might be omitted (e.g. work requiring vertical position). Long-sleeved shirt is a must to protect forearm.

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14.4 RESPONSIBILITIES UPON THE COMPLETION OF HOT WORK

- 14.4.1 Contractor shall inspect the area and hand the Permit over to the Approving Person to terminate the Permit in the computer system. The fire watch of the Contractor shall continue to observe the work area for 60 minutes after the completion of work and react immediately if a fire hazard occurs.

14.5 FIRE SAFETY RULES IN FACILITIES PARTICULARLY EXPOSED TO A FIRE HAZARD

- 14.5.1 General requirements.
- Facilities/areas particularly exposed to a fire hazard shall be marked with information boards **OBIEKT O SZCZEGÓLNYM ZAGROŻENIU POŻAROWYM (FACILITY PARTICULARLY EXPOSED TO A FIRE HAZARD)**. [...]
 - Prior to deciding on the performance of hot work in areas particularly exposed to a fire hazard, the possibility of dismantling the repaired element and welding it outside the fire-hazard area shall be considered. When repairing sprinkler systems, welded connections shall be replaced with threaded connections. Wherever physically possible, repairs of sprinkler systems shall be performed without welding [...].
 - If the fire safety conditions specified in the Permit have deteriorated during the performance of hot work, the work shall not be continued. [...]
 - Welding work shall not be performed in dusted spaces inside storage silos or near working bark ejectors in the storage area.
 - Hot work in cooling towers shall require an agreement on the means of protection with the Mill Fire Brigade. [...]
 - Welding in the area of cable trays shall require screening the cables with fire blankets.
 - Flammable or combustible materials shall be removed from the hot work area. If impossible, the workplace shall be secured with fire blankets. [...]
- 14.5.3 Requirements for the preparation of the hot workplace when working on systems exposed to a hazard of gas and flammable or combustible liquid vapour explosion.
- When performing hot work involving: turpentine recovery and storage systems, unloading of diesel oil, and sewage systems, all the catch basin grates and hatches to sewer manholes where the remains of turpentine, oil, or methane may accumulate, shall be additionally and effectively isolated (covered, buried in sand, or covered with a layer of fire foam).
 - Prior to commencing work, explosion concentrations shall be measured. When conducting measurements, the properties of explosive mixtures shall be considered. Gases and vapours which are heavier than air (e.g. methanol or turpentine) accumulate in the bottom parts of systems and tanks. Gases and vapours which are lighter than air (e.g. hydrogen) accumulate in the top parts of systems, tanks, and rooms.
 - Hot work shall be permitted if the explosive concentration is below 10% of LEL (lower explosive limit). [...]
 - When loading turpentine and unloading methanol, an absolute ban on hot work within a distance of 25 m away from the explosive zone limit shall be in force.
- 14.5.4 [...] Hot work involving systems exposed to a coal, starch, and paper dust explosion hazard shall be shut down, cleaned of flammable or combustible dusts, and sprinkled with water if necessary. [...]
- 14.5.7 Requirements for the preparation of the hot work area on roofs and at height.
- The workplace shall be cleaned of flammable or combustible materials and the roofing paper shall be moistened with water or screened with fire blankets. In any case, securing the areas and systems adjacent to the workplace shall be considered, in particular those situated below, which may be reached by sparks from grinding, cutting, or welding.

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- When heat-bonding roofing paper with gas torches, only the gas cylinders which are necessary to perform the work shall be placed on the roof. Gas cylinders and empty cylinders shall not be left on the roof unattended.
- 14.5.8 [...] Performing work in the immediate vicinity of work involving resin and flammable or combustible paints shall be prohibited. Open flame sources shall be moved to a distance of 25m from the explosion hazard zone. [...]

XV. HSE REGULATIONS ON OVERHAUL WORK

15.1 GENERAL REQUIREMENTS

- 15.1.1 Prior to starting demolition work, the external Contractor shall present demolition documentation with the relevant risk assessment, which shall be approved by the Facility Manager and the team they have assembled.
- 15.1.2 Work area shall be barricaded using a warning tape with a name of a company on it or additionally with boards containing following information: company name working in the area, phone number to the person managing the work, and type of hazard. When marking the work area with tape, the following marking shall be used:
- white and red stripes – no entry without the consent of the person supervising the work,
 - yellow and black stripes – means the area in which special care should be taken, but consent to the entrance is not required. It is used for relatively small hazards, e.g. as a fencing for the place of storage of materials.

Barricading tapes example:



Additionally, passageways and traffic routes leading to the hazardous work area shall be closed. The responsibility shall lie with the work Contractor upon reaching an agreement with the Facility Manager.

- 15.1.3 When working in open sewers, manholes, and floor openings, hazardous areas shall be permanently secured (barricaded or covered) and marked.
- 15.1.4 If work is performed over internal traffic routes and during vertical transport operations in lifting openings using overhead cranes, all the passageways in the area shall be closed and marked.
- 15.1.5 Power cords of power tools shall be operational and in line with fire safety requirements.
- 15.1.6 The workplace shall be adequately lit. Only lights working under the safety voltage of 12V or 24V shall be used as portable lights.
- 15.1.7 In manufacturing, storage, and auxiliary facilities, the use of petrol and diesel engines shall be prohibited.

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- 15.1.8 Within the Mill, it shall be prohibited to use compressed air to blow on employees, e.g. to clean workwear. [...]

15.2 WORK TOOLS AND EQUIPMENT

- 15.2.1 Each time prior to commencing work, work tools and equipment shall be inspected in terms of technical condition and marking (tags, labels, and inscriptions) approving them for use. If a tool or equipment is found non-operational, it shall be withdrawn from use.
- 15.2.2 Flat wrenches and adjustable spanners shall not have deformed or worn out ends, box spanners and socket wrenches shall not have damaged teeth.
- 15.2.3 When using wrenches and spanners, extending their handles shall be prohibited.
- 15.2.4 Hammer heads shall be secured with a wedge in the handle. Smashed hammer faces and cold chisel cutting edges shall be ground. When working with cold chisels, protective glasses shall be used at all times.
- 15.2.5 Angle grinders shall have guards and holders (grips) properly mounted. Face shields shall be used while grinding and it is recommended to use in addition a safety glasses under the face shield. When working within facilities, switches for continuous running of grinders shall not be used. Long-sleeve tops shall be worn at all times to secure the forearm against grinding spatter.
- 15.2.6 Welders shall use safety glasses while welding.
- 15.2.7 When drilling, the processed item shall be fixed. When working with electric hand drilling machines, the possible jamming of the drill shall be taken into consideration. A drilling machine shall be held with both hands and the operator shall be prepared to switch it off swiftly. In such cases, using switches for continuous running of drilling machines shall be prohibited.
- 15.2.8 Manually driven wire rope and chain hoists shall be used as per their lifting capacity. Prior to each use, the equipment shall be inspected in terms of technical condition (wear of chain links, wire rope wear and deformation, and hook cracks or bending) as per the O&M Manual guidelines. [...]
- 15.2.9 For pulling and lifting elements and machine parts, only operational slings with known lifting capacity shall be used.
- 15.2.10 For installation work involving steel structures, prefabricated items, and large-size elements, the Contractor shall develop an installation plan and a Safety and Health Protection Plan. Arrangements concerning safety during the installation of elements heavier than 1 ton with cranes, overhead cranes, etc. shall be specified in the Lifting Plan.
- 15.2.11 The signal for starting the lifting of an element shall be given after warning other employees and having them move out of the danger zone.
- 15.2.12 Suspended loads shall not be left on hoists unattended. [...]

15.4 OVERHAUL WORK IN AREAS EXPOSED TO A POTENTIAL EXPLOSIVE ATMOSPHERE HAZARD

- 15.4.1 Overhauls and maintenance of equipment in explosion hazard areas shall be performed while considering the safety rules resulting from this hazard. A list of facilities categorised as exposed to a potential explosive atmosphere hazard shall be found at MM Kwidzyn.
- 15.4.2 [...] Entrances to explosion hazard areas shall be marked with warning signs. [...]
- 15.4.5 To ensure safe work when working in an explosion hazard area, the following actions shall be taken:
- ensure efficient ventilation (vapour concentration below 10% LEL, the fan shall be located outside the explosion hazard zone),
 - use safe explosion-proof lighting equipment inside tanks,
 - move open flame sources to a distance of at least 25 m from the danger zone limit,
 - use non-sparking tools in explosion hazard zones,
 - monitor the explosion hazard level,
 - barricade and mark the work area with warning boards,
 - provide continuous supervision.

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Employees shall be equipped with:

- dielectric and arc flash resistant workwear,
 - if needed, a respiratory protection equipment (a mask with an organic vapour absorber / a multigas absorber) or apparatus supplying clean air from outside.
- 15.4.6 In explosion hazard areas, non-sparking tools shall be used, including non-sparking parts for machining in the properly selected explosion-proof category suitable for the designated area.

15.5 WORK IN EXCAVATIONS

- 15.5.1 Earthwork or replacement of ground surface shall be preceded by preparation work involving an investigation into the underground utilities, traffic routes, greenery arrangement and, in the case of new investments, determination of the soil class and groundwater level. [...]
- 15.5.4 If earthwork produces a change in the underground utilities, the person managing the work shall notify the Technical Service Department [...].
- 15.5.5 For excavations deeper than 1 m, a document entitled "AGREEMENT FOR PERFORMING EARTH WORKS" must be obtained" – **enclosure no. 38.**
- 15.5.6 When digging excavations near roads, squares, and other places accessible to people, they shall be secured with 1.1 m high safety railings placed at a distance of 1 m from the brink of the excavation and marked with warning signs. In the evenings, a red light shall be used as an additional warning.
- 15.5.7 Excavations with vertical walls without bracing shall be dug up to a depth of 1 m in dry and unencumbered soil in 1m wide strips. Otherwise, vertical walls shall be braced or excavations with sloped walls shall be dug.
- 15.5.8 In excavations located inside of manufacturing halls, it is required to test the atmosphere.
- 15.5.9 In in excavations deeper than 1 m shall be made safety descent/ entry (ladders).
- 15.5.10 When digging excavations with mechanical equipment, the following actions shall be taken:
- determine and mark the danger zone related to the machine operation;
 - digging around scarps shall be prohibited, employees shall not come into the range of the excavator bucket;
 - ban of storing winning and materials within a distance less than 1 m from the brink of an excavation if its walls are not braced;

15.6 HSE RULES CONCERNING HIGH-PRESSURE HYDRAULIC EQUIPMENT

- 15.6.1 When operating and performing overhauls of high-pressure hydraulic equipment (e.g. hydraulic drives, controls, systems, pumps, motors, cylinders, or jacks), request "Technical Maintenance Record for Hydraulic Equipment" to follow safe work standards.

15.7 USE OF SLINGS

- 15.7.1 General requirements:
- Slings shall be marked in a clear manner as per the technical documentation. [...]
 - The use of slings with tied knots shall be prohibited.
 - Only items of known weight which does not exceed the maximum lifting capacity of a sling shall be lifted. [...]
- 15.7.2 The maximum lifting capacity of single-, double- and multi-string slings shall follow a manufacturer manual. [...]

15.8 OVERHAUL WORK INVOLVING SYSTEMS CONTAINING HAZARDOUS MEDIA

- 15.8.1 Systems containing hazardous media shall be understood as systems containing caustic, toxic, flammable or combustible, and explosive substances, media at a pressure exceeding 6.9 bar (e.g. compressed air) and hot media at a temperature of at least 49°C, such as steam, water, or condensate. Any system after chemical washing shall be considered a system containing hazardous media even if it does not contain a hazardous medium under normal operating

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conditions and out-of-operation installations which were used previously for [hazardous chemical substances](#).

- 15.8.2 Opening systems containing hazardous media (line breaking) shall be understood as any activity in which normally closed systems containing hazardous substances, temperature extremes, high pressure, or other stored energy are opened to atmospheric pressure by unbolting, physically disconnecting, or cutting. Work on lines without emptying should be performed according to a non-routine works permit. Each case of disconnecting a section of a line which interrupts its continuity shall be considered line breaking. [...]
- 15.8.4 Work involving line breaking shall begin only on the basis of a written Permit issued by an authorized MM Kwidzyn employee. [...] The Permit shall be issued for the performance of the work on a one-time basis and shall be valid for the duration of a single shift but no longer than for 12 hours. If the work is continued on the next shift by a new group of people, a new Permit shall be issued. [...]. Line breaking shall be considered also when we open installations on other levels or in another part of the building, even though the installation has already been opened before.
- 15.8.5 Roles and responsibilities of the persons involved in the line breaking procedure: [...]
- Supervisor of the Contractor (Team Leader):
 - a. Obtain the Permit and locate the workplace based on the line breaking tag.
 - b. Acknowledge the conditions specified in the Permit.
 - c. Familiarize the employees with the scope of work and requirements (conducts a Toolbox Meeting, conduct PJSa for the task and agree on Emergency Response Plan including access to safety showers).
 - d. Complete the list of persons performing the task in the Permit.
 - e. Together with the employees verify conditions specified on the Checklist for Contractor in the Permit.
 - f. Ensure the requirements specified in Checklist are fulfilled, in particular with regard to the use of PPE appropriate to the hazards by the persons performing the task.
 - g. Notify the Process Owner about the potential hazards and all the deficiencies which may result in stopping the work.
 - h. Decide if less stringent PPE can be used upon verifying that the initial line breaking was successful.
 - i. Inspect the work area in order to confirm if it is in line with the conditions specified in the Permit.
 - Contractor (the person performing work on the system):
 - a. Familiarize themselves with the hazards, conditions specified in the Permit, the Emergency Response Plan, and the PJSa form for the task, follows safe work practices and requirements, and be aware of the consequences of exposure to hazardous substances/materials.
 - b. Secures the work area with tapes.
 - c. Inspect the workplace with regard to emergency routes, availability of an emergency shower, and other requirements specified in the Permit and/or Emergency Response Plan.
 - d. Uses the required PPE specified in the Permit and work tools properly.
 - e. Recognize STOP-WORK criteria (all dangerous situations and changes in working conditions which may affect safety) and report them to supervisor. [...]
- 15.8.6 If, after opening the system, it is not certain whether it is unobstructed, and thus it is not certain whether it still does not contain residues of hazardous substances, the Contractor Team Leader should not downgrade the PPE specified in the permit.
[...]
- 15.8.10 Line breaking requires the presence of at least two people.

Line breaking tag - template

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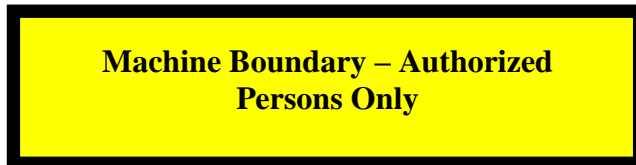
- 15.8.11 The requirement for the second person to remain present for the entire work may be omitted after the initial line breaking and after all the hazards have been eliminated.
- 15.8.12 All persons inside the barricaded or marked area shall wear the personal protective equipment required for line breaking specified in the Permit. [...]
- 15.8.13 Flanges shall be opened by loosening the bolt nuts located on the side farthest away from the employee. The nuts shall not be removed completely until unsealing. [...]
- 15.8.15 In the case of toxic substances and/or flammable or combustible gases or liquids, there is a possibility that a toxic or explosive atmosphere may occur in the workplace. In such cases, continuous atmosphere measurement shall be used.
- 15.8.16 If an explosive atmosphere occurs, non-sparking and/or hand (non-electrical) tools and explosion-proof (EX) lighting shall be used. [...]

15.9 HIGH-PRESSURE WASHING \geq 250 BAR

- 15.9.1 The workplace shall be barricaded with a warning tape and marked.
- 15.9.2 Depending on the risk assessment results and washing parameters, personal protection equipment shall be used as recommended by the washing equipment manufacturer to protect the employee against the effects of the high-pressure water jet.
- 15.9.3 Prior to starting work, the technical condition of the equipment shall be inspected, including the pressure hoses and their connections. Whip checks and traffic hose protectors shall be used.
- 15.9.4 Pressure washing shall require continuous supervision over the performed work and a watchperson is to be assured when particularly difficult conditions. [...]

15.11. MACHINES AND EQUIPMENT SAFETY

- 15.11.1. Machine boundary around machines and equipment:
 - Around moving equipment and machines which are not secured with guards, machine boundary is established in the form of physical barricades, fences, entry gates, or painted lines with adequate warning inscriptions at each zone entrance.



- Only authorized employees are permitted inside the machine boundary. Ask MM Kwidzyn Contract Coordinator to verify if you are authorized for given area and what conditions must be met.
- During shutdowns of process lines, machines, and equipment, the machine boundary shall not apply if the process lines, machines, and equipment have been locked with the Zero Energy State system. [...]
- 15.11.4. Dismantling guards while the machine or equipment is running [...] should be limited to a minimum and before starting such work, consideration shall be given to completing the work in the zero energy state. If it proves impossible, the work shall be carried out according to a non-routine work procedure initiated by authorized MM Kwidzyn employee.

XVI. ENERGY SOURCE LOCKOUT AND CONTROL

16.1 GENERAL REQUIREMENTS

- 16.1.1 In general prior to starting overhaul work on equipment and systems, the Zero Energy State procedure is applied to eliminate all energy (mostly electrical, mechanical, chemical, thermal) which could be harmful to employees conducting the work.

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16.2 [ZERO ENERGY STATE PROCEDURE, extract]

- 16.2.1 For each employee engaged in performing works at MM Kwidzyn provide individual padlocks with the only one individual key. Padlocks must be any colour but red.
- 16.2.2 Initiating the work:
 - a) Contractor team leader confirms readiness to start the specific work signing ZES Sheet dedicated for the work;
 - b) based on ZES Sheet Contractor team leader checks the number of ZES box assigned to the work and point the number to involved employees;
 - c) MM Kwidzyn Contract Coordinator provides information on location of ZES Sheet.
- 16.2.3 All employees involved in the work must attach their individual padlocks to appropriate ZES box assigned to their work.
- 16.2.4 Each individual padlock must be labelled with name and surname of employee, name of the Contractor's company, employee's individual company phone number (foreman/supervisor phone number is acceptable if no employee's individual company phone number). Alternatively – instead of a label on a padlock – a Mill pass can be attached to a padlock as an employee identification (dedicated hole in the pass is provided).
- 16.2.5 Leaving the workplace requires to remove the padlock from ZES box and come back to the workplace requires to attach the padlock back.
- 16.2.6 After completion the whole scope of the work Contractor team leader confirms in ZES Sheet termination of works. [...]

XIX. CHEMICAL HAZARD MANAGEMENT

- 19.8 [...] Safety Data Sheet extract shall be displayed in a visible location accessible to employees and external companies in the areas where chemical substances are stored or dosed. [...]
- 19.19 Chemical substances and mixtures shall not be stored in unmarked containers/packages. It shall be also prohibited to store chemical substances and mixtures in containers/packages different than specified by the label. [...]
- 19.23 Prior to starting work with hazardous substances and mixtures, external companies shall present the MM Kwidzyn sp. z o.o. work supervisor with a list of such chemical substances and mixtures and the Safety Data Sheets for these substances and mixtures and shall inform them about the means of protection used during the work.
- 19.24 External companies shall not dispose of residual substances and mixtures into the Mill effluent network. Not complying with above make Contractor liable for malfunction of the Mill WWTP resulting in a violation of compliance with environmental standards. Empty chemicals containers provided by Contractor cannot be left on the Mill premises and must be managed by Contractor.

XX. SAFETY REGULATIONS FOR FACILITIES EXPOSED TO A POTENTIAL CHEMICAL HAZARD OR A POTENTIAL MECHANICAL EXPLOSION HAZARD

20.1 LIST OF FACILITIES EXPOSED TO A POTENTIAL CHLORINE DIOXIDE HAZARD

- 20.1.1 Chlorine Dioxide systems
- 20.1.2 Bleaching Department
- 20.1.3 Water Treatment Plant W1
- 20.1.4 Supply pipeline on the pipe bridge from the Pulp Mill to the Water and Wastewater Treatment Plant.

20.2 LIST OF FACILITIES EXPOSED TO A POTENTIAL HYDROGEN SULFIDE HAZARD

- 20.2.1 Digester House
- 20.2.2 Tall Oil Plant

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- 20.2.3 Causticizing Plant
- 20.2.4 Evaporator Area
- 20.2.5 Malodorous Gas Burning Plant
- 20.2.6 Recovery Boiler
- 20.2.7 Water and Wastewater Treatment Plant facilities
 - Sludge Dewatering Plant (R4)
 - Sewage and sludge pumping stations buildings
- 20.2.8 Sewer system and sewer dwells in the Mill (working inside only with a written permit)

20.3 LIST OF FACILITIES EXPOSED TO A POTENTIAL AMMONIA SOLUTION HAZARD

- 20.3.1 Ammonia Solution Storage and Unloading Station
- 20.3.2 Bark boiler
- 20.3.3 Coal boilers 1, 2, 3

20.4 LIST OF FACILITIES EXPOSED TO A POTENTIAL HYDROGEN PEROXIDE DECOMPOSITION IN EMERGENCY

- 20.4.1 Bleaching Department – H₂O₂ intermediate tank area
- 20.4.2 Chemicals Area – H₂O₂ Storage
- 20.4.3 Stock Preparation Department – H₂O₂ Storage

20.5 LIST OF FACILITIES EXPOSED TO A POTENTIAL MECHANICAL EXPLOSION HAZARD IN EMERGENCY SITUATIONS

- 20.5.1 Recovery Boiler Area
- 20.5.2 Water and Wastewater Treatment Plant – Oxygen Generation Plant

20.6 RULES CONCERNING ENTERING FACILITIES EXPOSED TO A POTENTIAL CHEMICAL HAZARD OR A POTENTIAL MECHANICAL EXPLOSION HAZARD

- 20.6.1 Entering potentially hazardous areas shall be prohibited by signs “*Rejon o potencjalnym zagrożeniu chemicznym - wstęp wzbroniony*” (Area exposed to a potential chemical hazard – no entry) and in the case of mechanical explosion hazard areas, additional warning signs “*niebezpieczeństwo wybuchu*” (explosion hazard) and in justified cases “*niebezpieczeństwo pożaru*” (fire hazard) shall be displayed.
- 20.6.2 All people except for the operating personnel of the potentially exposed area going to the exposed area shall report to the employee authorised by the Plant Manager in the main control room to record the act of entering the exposed area.
- 20.6.3 Entering the area shall be recorded in the Logbook for chemical hazard facilities, stating the destination, time of entering and leaving the area, and the number of persons. Each employee shall receive an ID-mark and shall be notified on chemical emergencies.
- 20.6.4 Companies performing work on the premises of MM Kwidzyn sp. z o.o. shall be equipped with personal single-gas detectors (H₂S) or multigas detectors (H₂S, CO, O₂, and explosiveness) or ammonia detectors (NH₃).
- 20.6.5 Under special circumstances, MM Kwidzyn sp. z o.o. may make the detectors available to the employees of external companies upon agreeing it first with the Facility Manager. Each employee entering an area potentially exposed to hydrogen sulphide (e.g. Digester House, Tall Oil Plant, Recovery Boiler, Evaporator Area, Causticizing Plant, Malodorous Gas Burning Plant, and Sludge Dewatering Plant) shall be equipped with a personal single-gas or multigas detector measuring the concentration of hydrogen sulphide. In the case of a group of employees working in the same area (e.g. the same equipment, the same level in a confined space), at least one of the employees shall be equipped with a personal single-gas or multigas detector depending on the existing hazard.

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- 20.6.6 Prior to using a detector for the first time during the day, a control check shall be conducted with a calibration gas, a so-called Bump Test, to make sure that the sensor is functioning correctly. A correctly done Bump Test shall be valid for one day (24 h). [...]
- 20.6.8 When entering the ClO₂ Generation Plant and ClO₂ Pump House, it shall be required to carry an escape mask.
- 20.6.9 In designated places in the Bleaching Department, Digester House, Liquor Recovery Plant, Causticizing Plant, Sludge Dewatering Plant (R4), and Water Conditioning Plant W1, and Ammonia Solution Storage and Unloading Station escape masks shall be available, which may be used by persons present in the exposed area for safe evacuation if necessary.
- 20.6.10 Passenger/goods lifts and passenger lifts in the Bleaching Department, Chemicals Area building, and Recovery Boiler Area building shall be equipped with escape masks.
- 20.6.11 Upon completing work in a given area, employees shall make an entry in the Logbook and give the ID-marks back. [...]
- 20.6.12 The above mentioned rules shall be suspended in the case of overhaul work performed during a scheduled Mill shutdown. During other shutdowns, the decision about suspending of the rules in relation to the individual areas and systems shall be made by the Plant/Department Manager.

20.7 EMERGENCY ALARMS

- 20.7.2 [...] The following facilities shall be monitored by continuous detectors connected to alarm systems which warn employees of local hazards:
- Digester House, Tall Oil Plant – presence of hydrogen sulphide.
 - Bleaching Department – decomposition of H₂O₂.
 - Bleaching Department – presence of ClO₂.
 - Chemicals Area – decomposition of H₂O₂.
 - Deinking Plant – decomposition of H₂O₂.
 - Recovery Boiler Area, Evaporator Area, Causticizing Plant – presence of hydrogen sulphide.
 - Ammonia Solution System – presence of ammonia NH₃.
 - Malodorous Gas Burning Plant – presence of hydrogen sulphide.
 - Sludge Dewatering Plant (R4) – presence of hydrogen sulphide.
 - Water Conditioning Plant W1 – presence of ClO₂.
 - ClO₂ Generation Plant.
- The alert shall include sound signals, flashing warning lights, and inscriptions AWARIA CHEMICZNA (CHEMICAL EMERGENCY) at all the entrances to the exposed facilities. If an alert sound, entering the facilities shall be prohibited and the persons present in the exposed area shall immediately leave the exposed area through the nearest emergency exit and, if necessary, obtain escape masks and put them on. [...]
- 20.7.4 Sounding a mill-wide alarm:
Mill wide alarm is communicated with sound of siren: a modulated signal lasting 3 minutes. Cancellation of the alarm is communicated by a continuous signal lasting 3 minutes. Once the alarm was activated, the affected person should put an escape mask on and go to the designated assembly point. If you are in affected area you should leave it and proceed perpendicularly to the wind direction.

XXIV. GENERAL SAFETY RULES

24.1 GENERAL SAFETY RULES

- 24.1.1 Throughout the Mill, it shall be prohibited to smoke tobacco products and derived products (cigarettes), including electronic cigarettes. Smoking shall be allowed in designated areas only – the so-called “smoking rooms”.
- 24.1.2 Throughout the Mill, it shall be mandatory to hold the handrail while using stairs.

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- 24.1.3 Due to the potential for distracting a walking pedestrian, it shall be prohibited within the whole Mill to:
- Use a phone (includes the following actions which may distract a walking pedestrian: writing, sending/receiving text and voice messages or e-mails, using the Internet, using mobile applications, choosing or typing phone numbers or passwords, and other similar actions which may draw the pedestrian's attention/sight away from the road they are travelling).
 - Use a phone and have phone calls while using the stairs,
 - Talking over the phone in areas in which motorised equipment is used (including passenger cars), e.g. pedestrian crossings, manoeuvring yards, vehicle traffic areas, parking areas in the Mill.
- 24.1.4 Throughout the Mill, it shall be mandatory to take one step at a time while using stairs, steps, and ladders.
- 24.1.5 Throughout the Mill, it shall be mandatory to use seat belts while travelling in vehicles equipped with seat belts.
- 24.1.6 Throughout the Mill, it shall be prohibited to use phones, speakerphones, and other similar devices while driving.

24.2 SAFETY RULES FOR CYCLISTS

- 24.2.1 The cyclists are obliged to obey road traffic regulations, applicable procedures and instructions, and in particular use designated cycleway close to the right side of the lane. Be careful when changing direction, and clearly signal this intention and in advance.
- 24.2.2 Cyclists are obliged to wear hi-visibility vest [...].
- 24.2.3 While cycling on MM Kwidzyn sp. z o.o., it is prohibited to:
- Cycle next to another cyclist, as well as entering directly in front of a moving vehicle, slowing down or stopping without a reason at a bicycle crossing.
 - Using a mobile phone while cycling and keeping at least one hand on the steering wheel and the legs on the pedals.
 - Cycling on parking lots and manoeuvring yards dedicated for trucks and heavy equipment, as well as on the production areas;
 - Use a bike in a poor technical condition and (cycle after dark and in poor visibility) without lighting.
- 24.2.4 During bad weather conditions (e.g. strong wind, dense fog) or when there is no separate lane for cyclists on the road, the cyclist may use the pavement.
- 24.2.5 The bicycle must be equipped with a warning signal and at least one red rear light permanently installed. After dark, at least one white or yellow front light is required and at least one red rear light. [...]

XXV. NON-ROUTINE WORK

25.1 DEFINITION

- 25.1.1 Non-routine work shall include untypical work which does not adhere to the current permit and instructions/procedure system, is performed sporadically, and is exposed to a potential accident hazard due to its unknown nature. Non-routine works also include disassembly of unused installations with hazardous media.
- 25.1.2 Non-routine work shall also include hot works that needs to be carried out on pipelines, in which potentially explosive atmosphere may occur, and it is not possible to measure the explosion level inside these pipelines at the place of work

25.2 RESPONSIBILITIES

- 25.2.2 [...] Foreman, Coordinator, or the person appointed by the Manager, who orders the work shall:

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- Determine if the work is of a non-routine nature and if so establish a work team to develop a permit. [...]
 - Pass information about the untypical nature of the tasks and the arrangements made in relation to their performance to the Contractor.
- 25.2.3 Employee performing the tasks shall be responsible for:
- Identifying hazards and notifying the Manager/Foreman/Coordinator if any task/work becomes non-routine.
 - Using protection measures and personal protective equipment specified in the Permit.
- 25.2.4 To develop a non-routine work permit, a team must be formed to identify hazards and develop risk assessment. Any employee of technology services, maintenance, or external company employee can be included in the team to support the work of the team. At the request of the manager, a representative of the Safety Department may also be included in the team. [...]

25.3 NON-ROUTINE WORK PERMIT

- 25.3.2 The Permit shall be issued on a one-time basis for the duration of the work and shall be valid for the period of a single shift but no longer than 12 hours. [...]
- 25.3.4 Persons performing other activities in the non-routine work area shall be notified by the supervisor specified in the Permit of the performance of non-routine work in their vicinity and of the potential hazards which may occur during the performance of the non-routine work.
- 25.3.5 An issued Non-routine Work Permit shall not replace any other types of permits if they are required. [...]

XXVI. WORK INVOLVING OPENING HATCHES IN SYSTEMS EXPOSED TO A POTENTIAL HOT FLUE GAS, FLY ASH, SLUG, SAND, SODIUM SULPHATE, OR LIME HAZARD

26.1 DEFINITION

- 26.1.1 The control of access to hatches in systems exposed to a potential hot flue gas, fly ash, slug, sand, sodium sulphate, or lime hazard shall apply to the following equipment:
- Coal boilers
 - a. coal boiler electrostatic precipitator hoppers,
 - b. hopper under the water heaters on level 14 m;
 - Bark boiler
 - a. electrostatic precipitator hopper,
 - b. hopper under the interdrum pipes,
 - c. hopper under the water heater,
 - d. multicyclone,
 - e. cleaning hatch under the bark boiler fluidised bed;
 - Recovery boiler
 - a. hopper under the boiler drum,
 - b. hoppers under the water heaters;
 - Lime kiln
 - a. cleaning hatches in the lime bucket conveyors on level 0.0 m + on the roof of the Causticizing Plant hall,
 - b. electrostatic precipitator hopper chamber of the rotary kiln.

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26.2 MARKING

- 26.2.1 All the hatches in systems exposed to a potential hot flue gas, fly ash, slug, sand, sodium sulphate, or lime hazard shall be marked with the following warning sign.



26.3 HATCH OPENING PERMIT

- 26.3.1 Commencing work involving opening hatches for the purpose of inspecting or cleaning the aforementioned systems from the outside shall be possible exclusively on the basis of a written Permit. Upon opening a hatch, if it proves necessary to enter a confined space (of a boiler or electrostatic precipitator), a Confined Space Work Permit shall be issued additionally. [...]
- 26.3.5 The Permit shall be issued for the performance of the work on a one-time basis and shall be valid for the duration of a single shift but no longer than for 12 hours. If the work is continued on the next shift by a new group of people, a new Permit shall be issued.

XXVII. REQUIREMENTS FOR KEEPING GOOD HYGIENE IN MANUFACTURING AND STORAGE FACILITIES FOR FOOD-PACKAGING CARDBOARD, PACKAGING PAPER AND MOULDED PULP

- 27.1 Due to cardboards, Ipack packaging papers and moulded pulp being intended for food packaging, the Mill procedure PS-36 Product safety system management regulating the requirements for hygiene safety during the manufacturing, processing, storing and transporting the product shall be followed. Aforementioned rules also apply to the employees of repair and maintenance contractors. Employees of external companies are acquainted with the requirements of Good Manufacturing and Hygienic Practices, during facility instruction.
- 27.2 In manufacturing and warehousing areas of Paper Mill, Moulded Pulp, Finishing, Finishing Goods Warehouse, while working directly with the product, the following rules shall be applied in particular:
- proceed to work in general good health (without symptoms of cough, runny nose, fever, sore throat or headache indicating the development of infection);
 - successively dispose of waste generated in the course of the work including: welding electrode remains, worn bolts, washers, filings, greases, sand, dust, etc.;
 - ventilate the premises when conducting welding work, using paints and varnishes, resins, etc.;
 - use clean work wear; without fraying or loose parts that could come off;

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- wash hands after visiting the restroom, according to hand washing instructions;
- tie up hair with a rubber band, if possible.

27.3 In manufacturing and warehousing areas of Paper Mill, Moulded Pulp, Finishing, Finishing Goods Warehouse, while working directly with the product, it is forbidden to:

- consume food and medicines where contact with products is possible (including sweets, chewing gum);
- use knives with broken blades;
- use objects made of glass or hard plastic (e.g. beverages in glass bottles).
- wear jewellery (earrings, chains, bracelets, rings, watches).

27.4 Use brightly coloured finger patches in the areas mentioned above.

ADDITIONAL INFORMATION

A. PEDESTRIAN SAFETY RULES

A.2. PEDESTRIAN SAFETY RULES

- A.2.1. The facilities where the work is performed shall be reached by traffic routes designated by the Facility Manager.
- A.2.2. Crossing the halls of other manufacturing and auxiliary facilities shall be prohibited.
- A.2.3. Inside manufacturing and storage facilities, traffic shall be allowed exclusively within the internal traffic routes while remaining cautious

B. SAFETY REQUIREMENTS FOR TRANSPORT

B.1 SAFETY REQUIREMENTS FOR ROAD TRANSPORT

- B.1.1 Persons operating motorized transport equipment on the premises of MM Kwidzyn sp. z o.o., in particular lift trucks irrespective of the drive type and attachments, elevating and platform trucks, heavy equipment (farm tractors, loaders, excavators, bulldozers and log reloading cranes) and aerial lifts, apart from the respective operating certificates, shall obtain an internal personal Permit. The Permit(s) shall be issued by an employee of the MM Kwidzyn sp. z o.o. Internal Transportation Department upon presenting the operating certificate issued for a period of 12 months in accordance with national law.
- B.1.2 The Permit may be revoked by the issuing person if the operator fails to follow the rules concerning safe operation, in particular when they create a life and health hazard situation. The Permit shall also be revoked if a physician issues a medical opinion according to which a health loss prevents the operation of equipment.
- B.1.3 Each piece of the equipment listed above shall have a CE Declaration of Conformity and the original operating manual available to the operator. For vehicles subject to the Polish Office of Technical Inspection (UDT), it shall be required to have the current certificate issued by the Polish Office of Technical Inspection (UDT) allowing the operation of the equipment.
- B.1.4 All the equipment (except for hand trucks) should be equipped with seatbelts and safeguards protecting the operator against hazards posed by the load. Lifting and transporting attachments shall have the load-carrying capacity displayed.

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- B.1.5 Each piece of transport equipment shall be equipped with a legible nameplate and marking that allows for its identification (e.g. department or company symbol, inventory number).
- B.1.6 All vehicles shall generate warning sound signals that are louder than the ambient noise level and shall be equipped with lighting required in the workplace or road traffic. Vehicles travelling inside halls shall be additionally equipped with a flashing warning light (rotating beacon). All vehicles shall be equipped with a reverse alarm.
- B.1.7 Steering systems in motorized equipment shall be equipped with a safety lock against use by unauthorised persons (ignition switch and key).
- B.1.8 The following shall be in force throughout all the premises of MM Kwidzyn sp. z o.o.:
- ✓ a speed limit of 30 km/h,
 - ✓ mandatory use of seatbelts,
 - ✓ driving with the lights on,
 - ✓ prohibition on the use of mobile phones, speakerphones and headsets while driving,
 - ✓ parking allowed in designated areas only.
- B.1.9 Should it be necessary to close off a section of a road or the whole road, the employees of the Internal Transportation Department shall be notified thereof.
- B.1.10 Prior to starting work, the equipment operator shall inspect the mechanisms responsible for safety and put the results in the Daily Inspection Checklist.
- B.1.11 It shall be unacceptable to operate defective equipment.
- B.1.12 While working, the following rules shall apply:
- ✓ head protection shall be used in lift trucks with an open cab,
 - ✓ seatbelts shall be used in all the industrial trucks that are equipped with them,
 - ✓ it shall be prohibited to carry people in industrial trucks and on trailers if they have not been specifically adapted for it by the manufacturer,
 - ✓ unsecured or unstable loads shall not be lifted or transported,
 - ✓ loosely stacked loads shall not be lifted high if they are reaching over the backrest,
 - ✓ it shall be prohibited to transport loads which exceed the load-carrying capacity of the industrial truck or its attachments,
 - ✓ during transport, particular attention shall be paid to the load-carrying ability of the surface on which the vehicle is travelling, ramps, freight elevators (lifts) and the width and height of gates,
 - ✓ operators shall follow the requirement to travel with a safe speed, i.e. a speed that allows for controlling the vehicle and stopping it safely in any situation that might occur in vehicle and pedestrian traffic,
 - ✓ speed shall be reduced and, if necessary, the vehicle shall be stopped in places where pedestrian and vehicle traffic cross, while driving through gates and where employees are present. Particular caution shall be exercised near designated pedestrian traffic routes; it shall be prohibited to drive through them while pedestrians are using them. While approaching blind intersections, sound signals shall be used,
 - ✓ lifting people with lift trucks shall be prohibited; an exception shall be made if an adequate written certificate changing the purpose of the industrial truck is issued by the Polish Office of Technical Inspection (UDT) or the manufacturer clearly allows it in the operating manual,
 - ✓ lifting a load with two or more industrial trucks shall be prohibited; an exception shall include working in accordance with instructions approved by the Polish Office of Technical Inspection (UDT),
 - ✓ using diesel or gas-powered industrial trucks in enclosed areas shall be allowed on the condition that harmful substances released from the engine do not result in exceeding the highest allowable concentrations of harmful substances in the air,
 - ✓ particular attention shall be paid while crossing railway crossings,
 - ✓ in poor visibility and while driving from behind obstacles, the operator shall employ the help of a person giving signals to move in the directions that are not visible to the operator.

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B.2. SAFETY REQUIREMENTS FOR RAIL TRANSPORT

- B.2.1 On railway siding tracks, a mandatory requirement to wear high-visibility vests or reflective clothing, safety footwear and safety helmets shall apply to every person.
- B.2.2 Persons who have not been trained on railway track safety may go across only through railway crossings and designated pedestrian crossings. When crossing a railway crossing, check for approaching locomotives, shunting units or other rolling stock. [...]
- B.2.4 Each time there is a need to enter the tracks by external persons or companies, it shall be reported in advance to the Train Dispatcher in the Signalling Control building.
- B.2.5 The company or persons performing work on active tracks shall notify the Train Dispatcher about their intention to start work by calling ext. 8180 to get permission. The person appointing employees to work in the area of active tracks shall assign a whistle-blower whose sole responsibility is to observe and warn other employees about approaching trains or other railway vehicles that may be a threat to them. The whistle-blower shall be equipped with a whistle for giving warning signals. The whistle-blower shall stay in contact with the Train Dispatcher by phone and react to and follow all the instructions given by the Train Dispatcher. The whistle-blower shall report the completion of work to the Train Dispatcher. [...]
- B.2.7 It shall be prohibited to cross tracks right in front of approaching rolling stock and just behind it.
- B.2.8 Before crossing tracks, check for any obstacles on the way and cross the tracks perpendicularly to their centreline. Rail heads shall not be stepped on.
- B.2.9 When crossing tracks occupied by rolling stock, use buffer walkways or gaps between stopped rail cars if the distance between them is at least 20 m or go around the stopped rolling stock and cross the track at a distance of at least 10 m from the last vehicle.
- B.2.10 It shall be prohibited to cross under rolling stock and over railcar buffers or couplers.
- B.2.11 It shall be prohibited to stay in the intertrack space between two tracks on which trains are travelling if the space between the centrelines of these tracks is less than 5 m.
- B.2.13 Walking over turnouts shall be avoided, especially when they operate under a centralised signalling control. If it proves necessary to walk over a turnout, feet shall not be placed on the turnout and other parts of the infrastructure, i.e. rail heads, between the switch blade and the switch-point saver and on other moving parts of the turnout and its electrical drive.
- B.2.14 It shall be prohibited to cross between a railway track on which shunting is in progress and ramps, warehouses, weighing scales and other facilities adjacent to that track.
- B.2.15 It shall be prohibited to stand or step on materials stocked in the intertrack spaces for the purpose of replacing the surface or constructing equipment, on materials and objects left over after completing work and on piles of snow, ice, sand, gravel, stones, etc.
- B.2.16 Particular attention shall be paid in areas where work is being performed due to the potential presence of unsecured excavations.

C. ENVIRONMENTAL PROTECTION

MM Kwidzyn sp. z o.o. has implemented an Environmental Management System based on the regulations stipulated in PN-EN ISO 14001 and an Energy Management System in accordance with PN-EN ISO 50001:2018.

The business activity of MM Kwidzyn sp. z o.o. exerts a diverse impact on the environment, which has been thoroughly analysed and resulted in the development of a list of environmental aspects related to the activity of the Mill. The activity of external companies which are bound by long-term contracts or provide services has also been considered. As a part of energy management, MM Kwidzyn sp. z o.o. is constantly working on improving energy performance. For the designated areas of significant energy use (SEU), objectives and detailed energy targets have been defined along with action plans.

Among others, significant aspects include: air emissions, process water consumption, carrying pollutants with wastewater, generation of waste, potential fire hazards, potential soil contamination, and potential hazards related to the use of hazardous substances.

We expect cooperation from external company employees who perform services based on our orders.

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Moreover, we expect suppliers to consciously use the energy utilities while providing services for our organization. Suppliers should know what determines the energy consumption and how to manage it optimally so that the effects of their operations are as low as possible for the environment. Suppliers should make efforts to ensure that their processes take place with the lowest possible energy demand, including creating a competitive advantage through its optimal consumption. Suppliers should, where possible, promote the procurement of energy-efficient machinery and equipment and improve their energy performance through proper use.

Environmental protection is in our common interest.

Below are the basic rules which have to be considered.

- C.1. Analyse what kind of waste will be generated during the work that you have been ordered to do. Based on the contract conditions determine how generated waste should be handled by your company – clarify under HSE Work Plan when preparing with MM Kwidzyn Contract Coordinator. By the rule all generated waste from resulting from work activity belongs to Contractor. Then all generated waste must be managed by Contractor outside MM Kwidzyn premises and recorded by Contractor in national BDO system. If contract conditions allows Contractor to leave waste at MM Kwidzyn premises then your company is obliged to deliver waste to a designated waste storage area within the Mill.
 - C.2. Segregating waste is mandatory in the Mill.
 - C.3. Remember about fire safety rules. Fire has potential to contaminate the ground and emit a significant amount of gases. If needed, don't hesitate to use MM Kwidzyn portable firefighting and rescue equipment.
 - C.4. Without the clear consent of the Area Manager, never direct any waste substances, waste paint or oils, or even less hazardous but significant amount of effluents into the sewers. Particular attention shall be given to areas near the rainwater drainage system – when works may impact the rainwater system then it must be secured before works start. If something unexpected affect rainwater or effluent system Contractor is obliged to immediately notify Contract Coordinator or Mill Fire Services. Any soil contamination in the area of rainwater systems, e.g. spilled oil, has to be reported accordingly.
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ENCLOSURES

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No.	Type of offence	Amount (PLN)
1	No / inappropriate PPE and risky behaviours	
1.1	Not wearing a safety helmet	300
1.2	Not wearing safety goggles	300
1.3	Not wearing hearing protectors (where noise is present)	200
1.4	Not wearing safety footwear	300
1.5	Not wearing work clothing (long trousers)	300
1.6	Not wearing high visibility vests	300
1.7	Not using harness straps (if required)	500
1.8	Not holding on to the handrail when walking on stairs	100
1.9	Using a mobile phone while walking on stairs	100
1.10	Not using masks/shawls/face shields to cover the nose and mouth in marked places (e.g. elevators)	200
2	Not using personal protective equipment for work posing a direct health or life risk	
2.1	Grinding without a face shield or without long sleeve jacket or wearing a high visibility vest	300
2.2	Work with hazardous substances without protective equipment: - chemical resistant footwear and clothing; - eye and face shields (goggles and face shields for etching); - chemical-resistant gloves; - respiratory protective equipment (if required).	500 700 600 700
2.3*	Entering the area with a potential chemical hazard without registration in the control room (not valid during maintenance shutdowns)	2000
2.4	Commencing work in a production area without registration	1000
2.5*	Work in inspection chambers, ducts, designated areas without an individual hydrogen sulphide meter (if required) or a multi-gas monitor in confined spaces	1000
2.6*	Special clothing and special equipment (e.g. chemically resistant and arc flash protective clothing, covers and gloves, anti-electrostatic helmets and clothing, etc.)	700
3	Not following procedures for carrying out particularly hazardous work	

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3.1*	Carrying out particularly hazardous work without a valid permit (e.g. for hot works, work in confined spaces, work on power equipment carried out if particular hazards are present, work in spaces above suspended ceilings and roofs or for opening of systems).	3000
3.2*	Undertaking work on equipment without safety measures protecting against unintentional starting, leakage of hazardous substances and other types of energy (ZES)	3000
3.3	Failure to clean up the hot works area from combustible materials as stated in the <i>Permit</i>	700
3.4	Carrying out hot works without protection against fire spreading to lower levels or adjacent spaces and to fire endangered areas	700
3.5	Carrying out hot works from leaning ladders	500
3.6	Carrying out hot works without protection of the welding place with a fire extinguisher, fire blanket and water hose (as stated in the	700
3.7	Hazardous storage of welding/industrial gas cylinders	500
3.8	No fencing and marking of the areas of demolition and assembly work, work at heights, including the area of scaffolding	700
3.9	Open inspection chambers or ducts unsecured and unmarked	1000
3.10	Deep excavations unsecured and unmarked	1000
3.11	Hazardous substances inadequately stored	600
3.12	Working on dangerous scaffolding: - incomplete platforms; - no climbing ladders; - no safety railings; - no technical acceptance; and - other scaffolding irregularities.	1500
		500
		1500
		2000
		500
3.13*	No safety measures or not using safety measures against falling from a height	2000
3.14	No safety suspension equipment used during work (if required)	1000
3.15****	Smoking of tobacco, including e-cigarettes, in prohibited areas, including vehicle cabs	1500
3.16****	Using open fire, including gas cylinders and additional radiators	500
3.17	No protection against damage to pressure hoses on roads and	700
3.18	No protection of pressure hose connections against disconnection	500
3.19	No separation and marking of the high-pressure washing area	500
3.20	No barricading work area or not removing the barrier (warning tape) after the completion of work	500
3.21	Failure to follow safety procedures during pressure washing (not using protective equipment, no assistance from another employee or washing from a ladder)	1500
3.22	No Pre-Job Safety Assessment completed	1000
3.23	No OHS officer required to supervise the Company	3000

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3.24	Improper/risky use of tools, e.g. grinding machines with a guard improperly adjusted, one-handed operation of power tools, holding the element in the hand using the grinder etc.	700
3.25	Lack of a team leader while working on power equipment	1000
4	Using defective equipment	
4.1	Makeshift (do-it-yourself) ladders or defective (damaged) ladders	500
4.2	Hazardous wiring: - insulation of supply lines damaged or temporarily repaired; - laying supply lines on wet floors or roads and passageways without any protection; - not using extra low voltage for local lighting in enclosed spaces; or - not using isolation transformers or residual current devices in confined spaces.	700 700 700 700
4.3*	Incomplete tools e.g. power tools (grinders, saws, etc.) without original guards, safety devices, accessories, etc.	1000
4.4*	Slings that are damaged or have an unknown lifting capacity	1500
5	Risky behaviour during transportation	
5.1	Transporting unsecured materials (risk of falling from the vehicle)	600
5.2	Driving vehicles with unsecured doors or other parts of semi-trailers or trailers	300
5.3	Using damaged safety devices and inappropriate securing methods for loads, e.g. transport belts, etc.	300
5.4	Leaving an engine idling unattended (risk of moving automatically)	600
5.5*	Operating trucks without a licence; dangerous operation	1000
5.6	Staying in the cabin during loading/unloading	300
5.7****	Intrusion into a danger zone/Leaving a designated safe zone without permission/Moving and remaining outside designated areas.	2 000
5.8	Hazardous transport of passengers	1000
5.9*	Using a crane without a licence or without warning signals	2000
5.10*	Handling loads over employees' heads	1500
5.11	Not using light-signalling devices in trucks or other vehicles in the building	300
5.12	Parking in prohibited places	400
5.13	Not using safety belts in motor vehicles (fitted with safety belts)	300
5.14	Using mobile phones or headsets/speakerphones while driving/operating trucks	300
6	Infringing road traffic rules	
6.1	Not using two-sided wheel chocking on one axle	200
6.2	Taking more than one lane designated on the roadway	100

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6.3	Driving a vehicle carrying passengers not wearing seat belts	100/passenger
6.4	Infringing regulations by the driver of a vehicle approaching the bus stopping place	200
6.5	Other irregularities not listed in this group	100
6.6	Entering the road directly in front of a moving vehicle	300
6.7	Overspeeding (not applicable to priority vehicles in justified cases)	200
6.8	Reversing if it could endanger or hinder traffic safety	200
6.9	Driving round a vehicle that has driven in the same direction but stopped in order to give way to a pedestrian	500
6.10	Overtaking in a lane with no overtaking allowed	200
6.11	Overtaking at level crossings	300
6.12	Drivers failure to give way to pedestrians at the pedestrian crossing	300
6.13	Drivers failure to give way to a bicycle at the bicycle crossing	300
6.14	Drivers failure to give way to a vehicle driver who turns into a transverse road, to a cyclist riding straight ahead on the road, a cycle lane or a bike path	300
6.15	Infringing the no enter ban at the level crossing if there is no clear exit	300
6.16	Driving along on the pavement or pedestrian crossing	200
6.17	Infringing the no entry ban at the crossroads if there is no clear exit	300
6.18	Wrong-way driving	300
6.19	Failure to switch on the lights when driving in reduced visibility	200
6.20	Driving without the lights required at night-time	200
6.21	Driving without the lights required at daytime	100
6.22	Stopping or parking the vehicle if it causes traffic obstruction, in particular: at level crossings, on cycle lanes or on pavements	200
6.23	Lack of protection of load securing devices against loosening, free hanging or falling during transport	200
6.24	Staying on a semi-trailer during loading/unloading	200
6.25	Carriage of passengers in a vehicle not intended or adapted for that purpose	200
6.26	Carriage of more passengers in the vehicle than permitted by the vehicle approval	200
6.27	Not respecting the signs	200
6.28**	Not stopping before the level crossing	200
6.29	Unauthorised driving	Prohibition of entry to the Plant premises and reporting it to the Police
7	Not complying with environmental protection rules	
7.1	Non-disposal of waste or inadequate disposal (sorting) of waste generated during work	500

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7.2	Improper storage (no marking) of oils, greases, resins, chemicals, etc.	500
7.3	Driving a malfunctioning vehicle resulting in the leakage of fuel or other fluid from the vehicle (need for the company guard to intervene)	200
8	Infringing MM Kwidzyn sp. z o.o. general rules	
8.1	Statement after the use of alcohol or intoxication or the presence of substances acting similarly to alcohol in the body, confirmed by information from the examination of the exhaled air or information from the examination for the presence of substances acting similarly to alcohol, prepared by the Ordering Party's security officer or written information submitted by the Police	10 000
8.2	For causing a fire hazard in the form of ignition on the MM Kwidzyn sp. z o.o. premises, the offender will be charged with the amount indicated.	10 000

Explanations:

* Removal from work for 24 hours;

** Prohibition of entry for 3 months;

*** Prohibition of entry for 1-year minimum.

Zař. Nr 53b do Instrukcji
PO 03/01 (wersja 7)

Pre-Job Safety Assessment sheet for contractors

ASSESSMENT MUST BE COMPLETED PRIOR TO WORK AND KEPT AT THE WORKPLACE

1. Date/time: _____
 MM Kwidzyn Contract Coordinator: _____
 Company name: _____
 Work location (building/area): _____
 Task description: _____
 Number of employees assigned to the task: _____
 Did a contractor team leader review EHS Work Plan? Yes No* N/A**
* - If „No” – contact MM Kwidzyn sp. z o.o. Contract Coordinator ** - Contractor not covered by “Contractor Safety Management Program”

2. A direct contractor team leader is accountable to remind to his subordinates:
- > To Focus on task, not on time – a hurry creates a mistakes!
 - > To comply with the procedures – shortcuts are unacceptable!
 - > To take a regular breaks – minimize fatigue and inattention!
 - > Confirm if doubts – always take an opportunity to ask!
 - > Respond to at risk behaviors and hazardous situations!
 - > Identify hazards – consider what you can hit or what can hit you!

Always consider safety of your teammates and respond if needed!

3. HAZARDS

Yes/No	Yes/No	Yes/No
<input type="checkbox"/> Toxic chemicals*	<input type="checkbox"/> Work in Explosive area	<input type="checkbox"/> Heat stress
<input type="checkbox"/> Corrosive/reactive chemicals**	<input type="checkbox"/> Stored energy	<input type="checkbox"/> Motorized equipment
<input type="checkbox"/> Flammable materials	<input type="checkbox"/> Ionization	<input type="checkbox"/> Tools
<input type="checkbox"/> Asbestos	<input type="checkbox"/> Weather	<input type="checkbox"/> Animals, insects
<input type="checkbox"/> Methanol and ClO ₂ area	<input type="checkbox"/> Falling objects	<input type="checkbox"/> Mechanical energy
<input type="checkbox"/> Turpentine area	<input type="checkbox"/> Moving equipment	<input type="checkbox"/> Hydraulic energy
<input type="checkbox"/> Material/substances flow	<input type="checkbox"/> Ash hoppers (hot ash)	<input type="checkbox"/> Pneumatic energy
<input type="checkbox"/> Fall from height	<input type="checkbox"/> Vehicles	<input type="checkbox"/> Electric energy/arc flash
<input type="checkbox"/> Hot/cold surfaces	<input type="checkbox"/> Waste	<input type="checkbox"/> Combustible dust
<input type="checkbox"/> Fall into opening	<input type="checkbox"/> Noise/vibrations	<input type="checkbox"/> Confined spaces
<input type="checkbox"/> Nip/pinch point**	<input type="checkbox"/> PCB (Polychlorinated biphenyls)	<input checked="" type="checkbox"/> Fall at the same level
<input type="checkbox"/> Possibility of environment pollution		
<input type="checkbox"/> Restricted access areas (WWTP, RB, Pulp mill)		
<input type="checkbox"/> Other hazards: _____		

* inhalation toxicity, e.g. H₂S; ** skin irritation/burn e.g. NaOH, H₂SO₄, HCl; ***consider risk mitigation (e.g. use magnet elements instead of fixed ones, color tagging for hazardous spots, train employees where nip/pinch points exists)

4. PERMITS

Yes/No	Yes/No
<input type="checkbox"/> ZES / LOTO	<input type="checkbox"/> Production department entry
<input type="checkbox"/> Motorized equipment (forklifts, excavators...)	<input type="checkbox"/> Crane activity plan
<input type="checkbox"/> Line breaking	<input type="checkbox"/> Scaffolding
<input type="checkbox"/> Roof entry/Working at height	<input type="checkbox"/> Non-routine tasks
<input type="checkbox"/> Work with energy devices	<input type="checkbox"/> The Safety & Health Protection plan
<input type="checkbox"/> Electric works	<input type="checkbox"/> Firefighting water access
<input type="checkbox"/> Lifts, overhead cranes, elevators...	<input type="checkbox"/> Road block
<input type="checkbox"/> Confined space (e.g. tanks, excavation...)	<input type="checkbox"/> Hot works
<input type="checkbox"/> Restricted access areas entry	
<input type="checkbox"/> Excavation works other than confined space	

Your notification helps others!

 Fire fighters +4855610 8998	 Rescue team +4855610 8999	 Security +4855610 8440	 MM Contract Coordinator +4855
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5. REQUIRED PRECAUTIONS AND PPE (consider those pointed in EHS Work Plan and point others applicable)

Protective gloves	Protective clothing	Other precautions
Yes/No	Yes/No	Yes/No
<input type="checkbox"/> chemical	<input type="checkbox"/> arc flash resistant	<input type="checkbox"/> Hard hat
<input type="checkbox"/> cut resistant	<input type="checkbox"/> chemical resistant	<input type="checkbox"/> Hearing protection
<input type="checkbox"/> electrical	<input type="checkbox"/> high visibility	<input type="checkbox"/> Multi-gas monitor
<input type="checkbox"/> mechanical	<input type="checkbox"/> weather appropriate	<input type="checkbox"/> Area separation
<input type="checkbox"/> temperature resistant	<input type="checkbox"/> welding leathers	<input type="checkbox"/> Venting
<input type="checkbox"/> welding	Respiratory	<input type="checkbox"/> Extinguisher
Eye protection	<input type="checkbox"/> dust mask	<input type="checkbox"/> Fire fighters assist
<input type="checkbox"/> safety eyewear	<input type="checkbox"/> escape mask	<input type="checkbox"/> Min. 2 people job
<input type="checkbox"/> face shield	<input type="checkbox"/> SCBA	<input type="checkbox"/> Safety harness
<input type="checkbox"/> goggles	<input type="checkbox"/> face mask	<input type="checkbox"/> Lifeline (acc. to EHS Procedure for contractors -11.8.1)
<input type="checkbox"/> sealed eyewear	Fall protection	<input type="checkbox"/> Other
Footwear	<input type="checkbox"/> harness with self-retracting lifeline	
<input type="checkbox"/> safety shoes	<input type="checkbox"/> harness with shock absorbing lifeline	
<input type="checkbox"/> metatarsal guards	<input type="checkbox"/> harness with lifeline and tripod	
<input type="checkbox"/> rubber boots		

6. STOP WORK CRITERIA

<ul style="list-style-type: none"> • Unsafe conditions develop • High perceived risk • Significant near-miss occurs • Emergency situation occurs • Alarm sounds • Change in conditions, incl. weather • Work scope change • Work plan/way change • An incident occurs <p style="text-align: center;">If any of above occurred – stop your and/or others work! If needed – evacuate, notify appropriate services and contact MM Kwidzyn sp. z o. o. Contract Coordinator!</p>
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7. Are employees trained on this pre-job safety assessment? Yes No

An employee is permitted to perform the task only if familiar with this PJSA and signed.

A CONTRACTOR TEAM LEADER:

Name: _____ Date: _____ Signature: _____

A CONTRACTOR TEAM MEMBERS:

Name: _____ Date: _____ Signature: _____

Name: _____ Date: _____ Signature: _____

Name: _____ Date: _____ Signature: _____

Name: _____ Date: _____ Signature: _____

Name: _____ Date: _____ Signature: _____

Name: _____ Date: _____ Signature: _____

Above confirms that employees have been trained on the task related hazards and safe work rules, and a contractor team leader is taking accountability for the safety of his team.

REVIEW THE ASSESSMENT IF CONDITIONS CHANGE AND NOTIFY EMPLOYEES ABOUT CHANGES TO THE ASSESSMENT

Got injured – call medical rescue team - tel. +48 55 610 8999

zaf. nr 1 do zaf. nr 62 do PO 03/01 (v. 7)		EHS Work Plan		No.	
I. GENERAL INFORMATION					
Contractor:		Work location:			
Scope of work:		Date drawn:			
		Start date:			
Max no. of employees:	Day:	Night:		End date:	
Subcontractor no. 1:		Subcontractor no. 2:			
II. KEY CONTACT INFORMATION					
Title / Role	Name	Office phone	Mobile phone (work)	Day/night shift	
MM Kwidzyn Contract Coordinator					
MM Kwidzyn additional contact in facility				day/night	
MM Kwidzyn representative (Area rep.)					
MM Kwidzyn Area Manager					
Contractor representative (e.g. supervisor)					
Contractor HSE Officer					
Contractor HSE Officer					
Contractor HSE Officer					
Onsite Rescue Services	55 610 8999	Onsite Security	55 610 8440	Safety Dep.	55 610 8252
III. IDENTIFICATION OF HAZARDS					
ATTENTION: Aside from exceptional situations, work carried out on site always requires the following: safety helmets, safety glasses, protective footwear, high visibility vests					
1. Hazardous substances	1.1. Toxic	<ul style="list-style-type: none"> - Zero Energy State procedure - No open flame in explosion hazard zones - Line breaking permit for systems containing hazardous media, including additional PPE and registering in the Hazardous Media Work Record - Using fixed (area) monitors (H2S, ClO2) - Antistatic clothing in explosion hazard zones - Canister masks/half-face masks - Using a chlorine detector - ClO2 Generation Plant - Using an oxygen detector (Water and Wastewater Treatment Plant - R1 area [Oxygen Generation Plant]) - Using an H2S detector (recovery boiler building, evaporator building, Causticizing Plant, R4 area [Water and Wastewater Treatment Plant]) 			
	[link to additional information]	[quick help]			
	1.2. Caustic or reactive	<ul style="list-style-type: none"> - Zero Energy State procedure - Line breaking permit for systems containing hazardous media, including additional PPE and registering in the Hazardous Media Work Record 			
	[link to additional information]	[quick help] - Providing a decontaminating agent in the workplace			
2. Motion	1.3. Gases, liquids and flammable, extremely flammable and explosive materials	<ul style="list-style-type: none"> - Zero Energy State procedure - No open flame in explosion hazard zones - Line breaking permit for systems containing hazardous media, including additional PPE and registering in the Hazardous Media Work Record - No phones in explosion hazard zones 0 and 20 - Using non-sparking tools - No hot work within 25 m from the explosion hazard zone (turpentine loading and methanol unloading area) - Antistatic clothing - Additional fire truck assistance - Securing sewer grates and manholes (e.g. covering with foam) 			
	[link to additional information]	[quick help]			
	1.4. Asbestos containing materials or presumed asbestos containing materials	<ul style="list-style-type: none"> - Notifying the National Labour Inspectorate about dismantling asbestos containing materials - Developing dismantling documentation as per the national regulations - Dust suits 			
	[link to additional information]	[quick help] - P2 dust masks			
3. Electrical	2.1. Moving parts of machines	<ul style="list-style-type: none"> - Zero Energy State procedure - No loose clothing, jewellery, untied long hair or long facial hair (using a beard/moustache net) - Line shutdown - machine boundaries do not apply 			
	[link to additional information]	[quick help]			
	2.2. Contractor heavy equipment and motorised equipment near the workplace	<ul style="list-style-type: none"> - Barricading the work area - No standing or walking under lifted loads (including under the aerial lift basket and arm) - Inspecting equipment with the Daily Inspection Checklist (separately for each piece of equipment) - Equipment permit issued by the Internal Transportation Department and a personal permit (for the operator) - Work stops if the wind speed is >10 m/s (applies to working at height outdoors) - Using the Elosshield proximity detector system 			
	[link to additional information]	[quick help]			
3.1. Electrical	2.3. Lifting (overhead cranes, cranes, hoists)	<ul style="list-style-type: none"> - Barricading the work area - No standing or walking under lifted loads (including under the aerial lift basket and arm) - Inspecting equipment with the Daily Inspection Checklist (separately for each piece of equipment) - A lifting plan - Work stops if the wind speed is >10 m/s (applies to working at height outdoors) - Equipment permit issued by the Internal Transportation Department and a personal permit (for the operator) - Road closures - Appointing a rigger. Guy ropes required - Man baskets - a written procedure for using man baskets agreed with the Polish Office of Technical Inspection (UDT) 			
	[link to additional information]	[quick help]			
	3.1. Electrical	<ul style="list-style-type: none"> - Zero Energy State procedure - A work order - G1 electrical qualifications - Obeying the specified electric arc hazard zones - Electrical work carried out by at least 2 persons - No jewellery and metal frame glasses - Using fibreglass ladders 			
	[link to additional information]	[quick help] - Cat. 2 specialist arc flash clothing			

3. Energy	<p>3.2. Hydraulic, pneumatic and other pressure systems including systems pressurised over 6.9 bar</p> <p>[link to additional information] [quick help]</p>	<ul style="list-style-type: none"> - Zero Energy State procedure - Securing the work area with screens while working on functioning hydraulic units - Barricading the work area - Using devices securing the hoses against disconnection - Automatic cut-off devices / devices preventing the hose from slipping out - A full-face shield - Oil resistant gloves - Cut resistant clothing - Cut resistant metatarsal guards
	<p>3.3. Mechanical (rotational, stored, e.g. spring, hanging object, etc.)</p> <p>[link to additional information] [quick help]</p>	<ul style="list-style-type: none"> - Zero Energy State procedure - Using specialist tools for dismantling compressed springs - No standing or walking under lifted loads - Installing mechanical lockout devices on rotating parts
	<p>3.4. Thermal</p> <p>[link to additional information] [quick help]</p>	<ul style="list-style-type: none"> - Zero Energy State procedure - Barricading the work area - Line breaking permit for systems containing hazardous media, including additional PPE and registering in the Hazardous Media Work Record - Increased number of breaks at work - Additional room temperature reading - Providing additional ventilation - Providing continuous safeguarding - Using long-sleeved clothing - Thermal gloves
	<p>3.5. Sources of ionising radiation</p> <p>[link to additional information] [quick help]</p>	<ul style="list-style-type: none"> - Working within the radius of less than 2 m from the source - the source is required to be isolated by an authorised person - Unauthorised persons are prohibited from getting closer than 2 m away from the source - Dismantling of the source by authorised persons only
	4. Safety	<p>4.1. Working from scaffolds, ladders, aerial lifts</p> <p>[link to additional information] [quick help]</p>
<p>4.2. Falls or falling in</p> <p>[link to additional information] [quick help]</p>		<ul style="list-style-type: none"> - A working at height permit (applies to work on roofs and over false ceilings) - Barricading the work area - Working on a roof without railings within the danger zone (<2 m from the edge) - Securing openings, trenches with fixed railings - Securing the walls of a trench if more than 1 m deep - Night-time warning lights for openings/trenches close to roads and traffic routes - Chin straps while working at height - Using 2 safety lines with 2 hooks for walking up a ladder - A safety harness with a safety line/retractable type fall arrester while working at height or by the edge of an opening
<p>4.3. A high risk of falling within the same level</p> <p>[link to additional information] [quick help]</p>		<ul style="list-style-type: none"> - Flushing the surface with water - Cleaning the workplace and access routes - Regular housekeeping at the workplace - Protective footwear above the ankle - Protective footwear with anti-slip sole
<p>4.4. Falling objects</p> <p>[link to additional information] [quick help]</p>		<ul style="list-style-type: none"> - No standing/walking under lifted loads - Suspending loads off from infrastructure - to be agreed with the area personnel - Barricading the area under suspended loads - No walking within the range of the vertical lifting opening (marked with yellow and black stripes) - Work on adjacent levels - secured against falling objects or appointing a coordinator - Work gloves
<p>5.1. Confined space</p> <p>[link to additional information] [quick help]</p>		<ul style="list-style-type: none"> - Zero Energy State procedure - Confined space work permit - Prepared to use additional mechanical ventilation - A safeguarding person - Securing hatches against closing - A multigas detector on each level on which work is carried out in a confined space - Intrinsically safe lighting - A safety harness - A safety line attached to the harness and pulled out of the confined space
<p>5.2. Hot work</p> <p>[link to additional information] [quick help]</p>		<ul style="list-style-type: none"> - A hot work permit - Measuring explosivity before starting work - A multigas detector (applies to work involving explosion hazard systems and systems potentially containing NaOH) - Secured against transferring sparks to adjacent levels or rooms - Flame retardant clothing with long sleeves - Tapping into the extinguishing water system without the consent of the Facility Manager is prohibited - A safeguarding person (if necessary - additional safeguarding persons on other levels) - A safety helmet with an integrated welding shield
<p>5.3. Work involving power equipment</p> <p>[link to additional information] [quick help]</p>		<ul style="list-style-type: none"> - A permit to work with power equipment (an additional page in the hazardous work permits) - Maintenance work - the supervisor and the team members are required to be certified in power equipment - Speciality maintenance work (without power equipment certification), a supervisor to be appointed by MMK - The appointed supervisor is present in the work area at all times (applies to maintenance work with a permit) - Auxiliary work (without certification)
<p>5.4. Ash hoppers</p> <p>[link to additional information] [quick help]</p>		<ul style="list-style-type: none"> - Zero Energy State procedure - A permit for opening hatches - Work carried out by 2 persons - Hatch secured with a chain while opening - Heat resistant clothing
<p>5.5. Power tools</p> <p>[link to additional information] [quick help]</p>		<ul style="list-style-type: none"> - Holding the power tool with both hands - using an additional grip (handle) - The tool must not be in continuous operation mode (locked switch) - Technical check of the tool before use (including the cord and the extension cord) - Preparing the workplace for machining small items (e.g. a table with a vice) - Protective screens (work carried out near pedestrian traffic routes) - Hearing protection - Cut resistant gloves - A full-face shield
<p>IV. Other conditions for carrying out work (applicable to everyone)</p>		
<p>Only persons who have completed orientation training are allowed to work on the premises of MM (training is valid for 12 months)</p>		<p>Barricade the workplace with a warning tape with the name of your company</p>

