

DETAILED GUIDELINES FOR PEOPLE CARRYING OUT SERVICE, MAINTENANCE AND CONSTRUCTION WORKS

Agreements on work performed by an external company on site of STEICO Sp. z o. o.

.....
(NAME AND ADDRESS OF ENTITY – CONTRACTOR)

.....
(PLACE, SCOPE AND TYPE OF WORK TO BE PERFORMED)

.....
(DURATION)

I. Main risks and hazards which may occur on site:

- Noise, light intensity and pulsation.
- Exposure to high temperature – burn hazard.
- Exposure to cold and hot microclimate.
- Risk of being hit by a moving machine or object.
- Risk of hitting against immobile objects or sharp edges.
- Hazards related to the movement of people.
- Risk of being hit by means of transport in motion.
- Falling objects, splinters of solid materials and spills and/or splashes of liquids.
- Danger of being crushed by an object.
- Uneven and slippery surface.
- Risk of electrocution.
- Risk of fire in the ware of performing works.
- Risk of explosion of pressure equipment and installations.
- Work at heights.
- Work in manholes, channels, tanks and pits.
- Risk of being drawn by machines and equipment or their moving parts.
- Exposure to chemicals released in emergency situations from tanks and installations.

II. Recommended safety rules:

1. On site of STEICO Sp. z o. o. premises traffic along transportation roads takes place according to traffic regulations.
2. All transportation road users should be particularly alert in the vicinity of storage shelters and yards, and at traffic intersections, since fork-lift trucks and loaders could be making shuttle trips in such places.
3. Due to the risk of occurrence of the aforementioned hazards the maximum vehicle speed on internal roads is **15 km/h**.
4. On site of STEICO Sp. z o. o. premises it is strictly prohibited to drive while intoxicated, under the influence of alcohol or other drugs which have a similar effect.
5. On site of STEICO Sp. z o. o. premises one should use proper protective clothing and footwear, high-visibility vests, as well as personal protective equipment, if required.
6. On site of STEICO Sp. z o. o. it is strictly prohibited to use machines, machinery, or equipment for temporary work at heights which do not meet health and safety requirements, fire protection requirements or Polish norms.
7. People supervising external company employees performing works on site of STEICO Sp. z o. o. premises shall organize, prepare, and carry out works in line with health and safety, and fire protection regulations.
8. On site of STEICO Sp. z o. o. premises external company employees shall not stay in production halls, or other facilities and sites on which they do not perform works ordered under a contract.
External company employees shall not:
 - start or operate machines and equipment on their own, or perform any repairs of machines and equipment,
 - stay or operate in dangerous zones with risk of falling, being caught, or crushed,
 - approach and operate next to rotating parts of machines being in motion,
 - remove existing covers and protection from machines or equipment.
9. Performing work at heights, in tanks, excavations, manholes, or other work that is deemed dangerous work by STEICO Sp. z o. o.'s management requires special protection and written **"INSTRUCTIONS TO PERFORM PARTICULARLY DANGEROUS WORK"**.
10. On site of STEICO Sp. z o.o. premises smoking of tobacco and use of open fire is strictly prohibited.
11. Fire access routes, access to fire hydrants, and manual fire-fighting equipment must not be obstructed.
12. Hot works may be carried out only after obtaining a written **PERMIT** and following proper protection of such works.
13. External companies performing hot works on site of STEICO Sp. z o. o. shall protect such works using their own fire-fighting equipment.
14. The use of the fittings of internal fire hydrants or emergency fire-fighting equipment owned by STEICO Sp. z o. o. in order to protect hot works is strictly prohibited.
15. On site of STEICO Sp. z o. o. premises there is a fire warning system with buttons marked **"FIRE"**. Any unjustified use of the fire warning system shall be penalized with a fee of PLN 2,000 due to disruption of the plant's work.

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