



ORDER NO. 03/2021
OF THE GENERAL DIRECTOR OF PCC Rokita SA

of March 30, 2021.

on the
implementation of the basic requirements of the
security system in force
on the premises of PCC CG in Brzeg Dolny.

In order to ensure an appropriate level of security on the premises of PCC CG in Brzeg Dolny during production activities on the basis of the Act of 26 April 2007 on crisis management (Journal of Laws of 2019, item 1398, as amended) I order as follows:

1. I introduce the "Basic security system requirements applicable at the premises of PCC Rokita SA" - constituting Attachment No. 1 to this Order.
2. Managers of organizational units are required to:
 - a) familiarize subordinate employees with the content of this Order, with simultaneous entry in the Declaration of Knowledge of Instructions and Orders in the case of employees who do not confirm that they are familiar with the document in PCT Process for PCC Rokita SA,
 - b) discuss the findings contained in this Order with all newly hired employees and with all employees during periodic on-the-job training,
 - c) familiarize employees of third-party companies to whom they commission work (repair, service, maintenance, etc.) with the content of this Order before they start work,
 - d) and to enforce compliance with the rules contained in this Order by all aforementioned persons.
3. The provisions of "Basic requirements of security system binding on the premises of PCC CG in Brzeg Dolny" shall apply respectively to all employees employed on the basis of an employment contract, persons employed on the premises of PCC CG in Brzeg Dolny on the basis other than employment relationship, and contractors, suppliers, recipients, service providers, guests.
4. Requires the Director of the Office of Safety and Prevention (GB) to include this order in the initial and periodic health and safety training programs for employees.
5. Managers of organizational units are obliged to incorporate the provisions of this order into the training programs of position instructions in the field of occupational safety and health for employees.
6. The Director of the Safety and Prevention Office (GB) under the "Agreement on Cooperation in Technical Safety, Fire Safety, Occupational Safety and Health, and Environmental Protection," I am required to transmit the contents of this order for implementation to the parties to the agreement.
7. The Director of the Management Board Office (GZ) is obliged to immediately publish this regulation in the PCT Process database for PCC Rokita SA, simultaneously notifying heads of organizational units and the IMS Officer who informs Process Owners of its issuance.
8. Order No. 09/2020 of the General Director of PCC Rokita SA of 24 March 2020 on introducing basic requirements for the security system applicable at the premises of PCC Rokita SA, expires.
9. Supervision and control of compliance with the provisions of this Order shall be exercised by the officers of the corporation, each within the scope of his or her action.
10. The Director of the Office of Safety and Prevention (GB) is responsible for the ongoing updating of this Order.
11. The Order shall take effect on the date of signature.

Separator:

GZ a/a (original) PCT Database Process for PCC Rokita SA / normative acts / regulations - electronic version.

General Manager
Wiesław Klimkowski

Table of Contents

PODSTAWOWE WYMAGANIA SYSTEMU BEZPIECZEŃSTWA OBOWIĄZUJĄCE NA TERENIE GK PCC W BRZEGU DOLNYM	4
OBJAŚNIENIA.....	4
1. OGÓLNE ZASADY BEZPIECZEŃSTWA.....	5
1.1. ZAKAZ PALENIA.....	5
1.2. ZASADY UŻYWANIA TELEFONÓW KOMÓRKOWYCH.....	5
1.3. NAKAZ ZACHOWANIA TRZEŻWOŚCI	6
1.4. DZIAŁANIA PRZECIWKO MIENIU	6
1.5. ZASADY BEZPIECZEŃSTWA I HIGIENY PRACY ZWIĄZANE Z ZAGROŻENIEM COVID-19.....	6
2. BEZPIECZEŃSTWO NA STANOWISKU PRACY.....	7
2.1. PODSTAWOWE OBOWIĄZKI PRACOWNIKA.....	7
2.2. ZASADY PRZEKAZYWANIA ZMIANY.....	7
3. ZASADY PORUSZANIA SIĘ PO DROGACH WEWNĘTRZNYCH NA TERENIE GK PCC W BRZEGU DOLNYM.....	8
4. WIZUALIZACJA ZAGROŻEŃ WYSTĘPUJĄCYCH NA INSTALACJACH TECHNOLOGICZNYCH GK PCC W BRZEGU DOLNYM	9
5. WYPOSAŻENIE PRACOWNIKÓW I OSÓB ODWIEDZAJĄCYCH INSTALACJE TECHNOLOGICZNE I INNE OBIEKTY GK PCC W BRZEGU DOLNYM	10
6. ZASADY PRZEBYWANIA NA TERENIE INSTALACJI TECHNOLOGICZNYCH GK PCC W BRZEGU DOLNYM.....	13
6.1. PRZED WEJŚCIEM NA INSTALACJĘ	13
6.2. OBOWIĄZEK WYPOSAŻENIA PRACOWNIKÓW W ODZIEŻ ROBOCZĄ LUB OCHRONNĄ	15
6.3. SZKOLENIA WSTĘPNE DLA PRACOWNIKÓW FIRM ZEWNĘTRZNYCH	15
6.4. KAMIZELKI ODBŁASKOWE.....	16
7. ZASADY DOPUSZCZANIA DO PRAC SZCZEGÓLNIE NIEBEZPIECZNYCH NA TERENIE NALEŻĄCYM DO GK PCC W BRZEGU DOLNYM.....	16
7.1. PRACE SZCZEGÓLNIE NIEBEZPIECZNE – ZEZWOLENIE	16
7.2. ZMIANA WARUNKÓW PROWADZENIA PRAC SZCZEGÓLNIE NIEBEZPIECZNYCH	17
8. PROWADZENIE PRAC SZCZEGÓLNIE NIEBEZPIECZNYCH NA TERENIE NALEŻĄCYM DO GK PCC W BRZEGU DOLNYM	17
8.1. NADZÓR NAD PRACAMI SZCZEGÓLNIE NIEBEZPIECZNYMI	17
8.2. WSTRZYMANIE PRAC SZCZEGÓLNIE NIEBEZPIECZNYCH	18
8.3. PRACE OGNIOWE.....	18
9. ZASADY PROWADZENIA ROBÓT ZIEMNYCH NA TERENIE GK PCC W BRZEGU DOLNYM	18
Załącznik nr 1 do Podstawowych wymagań systemu Bezpieczeństwa obowiązujących na terenie GK PCC w Brzegu Dolnym.....	19
Załącznik nr 2 do Podstawowych wymagań systemu Bezpieczeństwa obowiązujących na terenie GK PCC w Brzegu Dolnym.....	20

BASIC SAFETY SYSTEM REQUIREMENTS

BINDING ON THE PREMISES OF PCC CG IN BRZEG DOLNY

Descriptions:

The following signs have been entered into the security system:



PROHI



MANDATOR



PERMI



INFO

Contact person

Specialist in charge of GBH team

Tadeusz Gilewicz









e-mail: tadeusz.gilewicz@pcc.eu

Phone: 71 794 3404






1. GENERAL SAFETY RULES

1.1. NO SMOKING

On the premises of the Brzeg Dolny PCC it is **prohibited** to:

	smoke tobacco (pipes, cigarettes, cigars)	
	use e-cigarettes (electronic cigarettes)	
	use naked flame	
	<p>Smoking tobacco (pipes, cigarettes, cigars) and the use of e-cigarettes is only permitted in designated areas (smoking rooms) - marked with a smoking room registration card that reads</p> <p>"Smoking is allowed in this area."</p> 	





1.2. CELL PHONE USAGE RULES

	<p>In the area of technological installations and control rooms of PCC CG, the following is forbidden</p> <p>private use of:</p> <ul style="list-style-type: none"> cell phones or portable electronic devices that allow you to process, receive, and send data (mobile devices). 	 
	Private cell phones and mobile devices must be placed in cell phone deposit lockers located in the control rooms.	
	In urgent and emergency situations, the employee has the option of contacting the family by using a personal telephone or by using the business telephone located in the control room.	


1.3. OBLIGATION TO REMAIN SOBER

On the premises of PCC CG in Brzeg Dolny, it is obligatory **to stay sober**.


The duty of sobriety is expressed by:

	<ul style="list-style-type: none">• prohibition on carrying/importing alcohol onto the premises of the PCC CG,• prohibition of alcohol consumption on PCC CG premises,• prohibition on bringing to/entering the premises of the PCC CG while under the influence of alcohol or intoxicated, and prohibition on remaining on the premises of the PCC CG while under the influence of alcohol or intoxicated.	
	The above shall apply mutatis mutandis to drugs or other narcotic or psychoactive substances.	


In the event that any person entering/entering the PCC premises or staying on the PCC premises is found to be under the influence of alcohol or intoxicated or under the influence of drugs, or is found to have brought alcohol and/or drugs onto the PCC premises, that person, depending on the circumstances under which it is found, shall not be allowed on the PCC premises or will be ordered to leave the PCC premises immediately.

	Every person staying on the premises of the PCC CG plant in Brzeg Dolny is obliged to inform the security service about any noticed infringement of the obligation to remain sober.	
--	---	--

1.4. ACTIONS AGAINST PROPERTY

	In the event that any person entering/entering or staying on the premises of the PCC CG commits or attempts to commit a crime/offence against property, including but not limited to theft, misappropriation or destruction of property of the PCC CG or any other entity conducting its business on the premises of the PCC CG, such person, depending on the circumstances under which it is determined, shall either not be allowed to enter the premises of the PCC CG or shall be ordered to leave the premises immediately and shall be prosecuted.	
---	---	--






1.5. HEALTH AND SAFETY RULES RELATED TO THE COVID-19 HAZARD

	<p>Given the dangers of an epidemic condition, all employees are required to comply with the following health and safety rules:</p> <ul style="list-style-type: none">- undergo a body temperature measurement at the entrance/entry to the PCC CG premises,- use masks to cover mouth and nose,- keep distance between workers,- frequently disinfect hands. <p>If the employee is alone either indoors or in a vehicle, the employee may not wear a respirator.</p>	
---	--	--



<p>For jobs where the use of a respirator may have a significant impact on the safety of the job and, consequently, the safety of the worker, the worker may not use a respirator.</p> <p>In this situation, the employee's immediate supervisor is required to coordinate with the Director of Safety and Prevention or the Specialist in Charge of the GBH Team the circumstances under which masks will not be used.</p> <p>Lack of or improper use of a respirator is a gross violation of health and safety rules, which may result in the imposition of a disciplinary penalty on the employee.</p>

2. SAFETY AT WORK – GENERAL PROVISIONS


2.1. BASIC OBLIGATIONS OF THE EMPLOYEE

	Each employee is obliged to report to the work place punctually, dressed in working or protective clothes and shoes required for a given work place and carrying personal protective equipment required for a given work place.	
	<p>Whenever referred to in this document:</p> <ul style="list-style-type: none"> a) working or protective clothing and footwear – it should be understood as clothing and footwear used at work that meets the requirements for conformity assessment – they should have a declaration of conformity assessment and be marked with the CE mark. b) personal protective equipment – shall be understood as any means worn or received by an employee for the purpose of protecting them against one or more risks related to the presence of hazardous or damaging factors in the working environment, including any accessories and attachments intended for this purpose (gas masks, protective helmets, protective goggles, etc.). 	
	Any deviations from the established parameters of the production process and defects/irregularities found in this respect shall be immediately reported by the employee to their superior and further proceed in accordance with their instructions.	
	The employee handling the workstation is responsible for the order and tidiness of the workstation.	
	It is forbidden to leave work stations arbitrarily. Leaving the workplace is possible only with the prior approval of the supervisor or upon the supervisor's order.	

2.2. RULES FOR COMMUNICATING THE CHANGE



	<p>Proper handover of the change takes place:</p> <ul style="list-style-type: none"> • at the workplace, • in the presence of the employee taking the shift, • shall be evidenced by the signatures of said employees on the report. 	
	<p>The employee taking the shift is required to:</p> <ul style="list-style-type: none"> • check the workstation for technical and technological aspects, safety, and order and cleanliness, • report all observations to your supervisor and make a note in your report. 	
	<p>All deviations, defects and irregularities - not entered in the report and/or not reported to the supervisor - are the responsibility of the employee taking the shift.</p>	
	<p>In the absence of the employee taking the shift, the employee giving up the shift shall not leave the workstation without permission from the master taking the shift.</p>	








ALLOWING THE EMPLOYEE TO WORK

	<p>A supervisor may only allow an employee to work who has:</p> <ul style="list-style-type: none"> • a valid positive medical certificate of fitness to perform the job, • valid work authorization if required by law or company regulation. 	
	<p>If a supervisor suspects that an employee is no longer mentally and physically fit to continue working in their position, the supervisor must refer the employee for a preventive examination outside of the period set by the occupational physician.</p>	


In this case, the employee may only be re-employed after obtaining a positive certificate from an occupational physician stating that he or she is fit to work in the position held.










3. RULES OF DRIVING ON THE INTERNAL ROADS ON THE PREMISES OF PCC CG IN SHORE DOLNY

	<p>On the internal roads on the premises of PCC CG in Brzeg Dolny the following are in force traffic laws.</p> <p>Pedestrian traffic shall travel on sidewalks, if there are none, it shall travel on the left side of the road.</p> <p>The rider of a bicycle is obliged to use lights - being the obligatory equipment of a bicycle (lamps: white at the front, red at the back) - while riding from dusk to dawn.</p> <p>In addition, the use of warning vests is required. If someone does not have a warning vest, they can report to the mask checkpoint.</p>	
---	---	---


	The maximum permissible speed of motor vehicles on the premises of PCC CG in Brzeg Dolny is 30 km/h.	
	A bicycle rider is prohibited from riding without keeping at least one hand on the handlebars and feet on the pedals.	
	Drivers of motor vehicles should be properly licensed to drive.	
	Every motor vehicle (including special vehicle, farm tractor, and trailer) shall: <ul style="list-style-type: none"> • have valid registration certificates or temporary permits and required liability insurance; • be in good working condition. 	
	Drivers of vehicles while driving their vehicles on internal roads are required to pay special attention to: <ul style="list-style-type: none"> • pedestrian traffic, • cyclist traffic, • road signs, • other motor vehicles, • flyovers over roads, • railroad crossings, which are unguarded in PCC CG in Brzeg Dolny; before crossing a railroad crossing the driver should stop the vehicle and make sure - in both directions - that no railroad vehicle is approaching. 	
	It is forbidden to use scooters and in-line skates on the premises of PCC CG in Brzeg Dolny.	 

4. VISUALIZATION OF HAZARDS OCCURRING ON PCC CG TECHNOLOGICAL INSTALLATIONS IN SHORE DOLNY










	Areas of the PCC Group in Brzeg Dolny, where devices, facilities or technological installations are located, which may cause a threat to the health or life of employees in connection with the dangerous and harmful factors present in the work process, should be marked as "ZONES FOR THE USE OF INDIVIDUAL PROTECTION" .	
---	--	--

	<p>Within the designated and marked "ZONES FOR THE USE OF INDIVIDUAL PROTECTION", all persons present are obliged to have working gas masks with absorbers and to use</p> <ul style="list-style-type: none"> • work or protective clothing appropriate to the hazards involved, • safety footwear with a toe cap, • safety helmets, • safety glasses. 	
	<p>Access roads and sidewalks leading to work areas as well as all office, administrative, and social areas are excluded from designated "ZONES FOR INDIVIDUAL PROTECTION".</p> <p>This is shown graphically in the "Map of the use of personal protective equipment" attached as Appendix 1.</p>	
	<p>Appropriate signs (pictograms) should be placed in front of the entrance to each technological installation, ordering the possession or use - by all persons while staying at this technological installation - of the specified personal protective equipment (e.g. protective helmet, protective goggles, gas mask, etc.) and working or protective clothes and shoes.</p>	
	<p>Before entering each process plant, there should be pictures showing the basic equipment of the workers who operate that process plant: operators, masters, supervisory workers and visitors.</p>	
	<p>Pictograms mandating the use of specific personal protective equipment should be posted at workstations where the use of that equipment is required.</p>	
	<p>Areas where there are hazards to workers should be marked with safety colors (yellow and black diagonal stripes) or safety signs (pictograms indicating the type of hazard).</p>	







5. EQUIPMENT FOR EMPLOYEES AND VISITORS TO TECHNOLOGICAL INSTALLATIONS AND OTHER PCC CG FACILITIES IN BRZEG DOLNY














	<p>Each employee staying on the technological installation of PCC CG in Brzeg Dolny and persons visiting (contractors, suppliers, receivers, guests, auditors) technological installations should have appropriate working and/or protective clothes.</p>	
---	---	--





These individuals should have:

	<ul style="list-style-type: none"> appropriate work and/or protective clothing (anti-static and chemo-protective) with long sleeves and legs, 	
	<ul style="list-style-type: none"> full face mask (employees working on technological installations) or half mask with ABEK absorber (employees whose duties do not require entering technological installations) or in places marked with mask or half mask with ABEKHg absorber, 	
	<ul style="list-style-type: none"> wear safety goggles or, in marked areas, tight-fitting goggles, 	 
	<ul style="list-style-type: none"> full, flat safety shoes (for visitors and auditors, anti-static straps). 	

The obligation to equip visitors to the installation with appropriate clothing and personal protective equipment rests with the invitees.

	<p>In the J-5 building for temporary rental to guests, auditors are located:</p> <ul style="list-style-type: none"> protective aprons, Protective suits, safety helmets, safety glasses, ABEK masks with absorbers, anti-static shoe straps. <p>Contact Phone: +48 71 794 2423 (wypożyczalniaSprzetubhp@pcc.eu)</p>	
	<p>If you need to outfit visitors, auditors with other clothing and personal protective equipment, please contact in advance:</p> <ul style="list-style-type: none"> clothing warehouse - tel. 71 794 2439 health and safety equipment warehouse - tel. 71 794 2196 <p>Contact the foregoing persons at least <u>one day</u> in advance for clothing and health and safety supplies.</p>	
	Respiratory protection (gas masks or respirators) must be carried by both employees and visitors.	
	<p>Each employee staying on the technological installation, technological area, building site of PCC CG in Brzeg Dolny and visitors (contractors, suppliers, recipients, guests, auditors) are obliged to wear eye protection, and in places where there is a risk of contact with liquids, vapors or dusts of hazardous (caustic) substances, use tight safety goggles.</p>	 

	<p>All persons staying on the technological installations of PCC CG in Brzeg Dolny (employees, contractors, suppliers, recipients, visitors, auditors) are obliged to wear protective helmets.</p> <p>The color scheme of protective helmets - adopted in PCC Rokita SA - is as follows:</p>	
	<ul style="list-style-type: none"> supervisory staff and visitors - white helmets, 	
	<ul style="list-style-type: none"> masters, technical inspectors - green helmets, 	
	<ul style="list-style-type: none"> operators - blue helmets, 	
	<ul style="list-style-type: none"> members of Chemical Rescue Groups - operators - orange helmets, 	
	<ul style="list-style-type: none"> - maintenance workers - yellow helmets. 	
	<p>Employees of the PCC Group companies in Brzeg Dolny use on the premises of PCC Rokita SA the colors of protective helmets adopted in their companies.</p>	
	<p>Employees of external companies performing work on the premises of the PCC CG in Brzeg Dolny should have stickers with the validity date of the initial training applied to their helmets, which they receive after completing the initial training carried out by employees of the PCC Rokita SA Safety and Prevention Office.</p>	
	<p>Personal protective equipment used by employees should meet the requirements for conformity assessment - it should have a declaration of conformity and be CE marked. The Declaration of Conformity Assessment shall be kept in the Safety and Prevention Office of PCC Rokita SA.</p>	
	<p>Each manager of an organizational unit - in which employees are equipped with personal protective equipment that has a specific expiration date (e.g. protective helmets, gas masks and canisters) - is obliged to ensure that the personal protective equipment used is in working order and has current expiration dates (expiration date).</p>	

	At least 1 month before the expiration of the useful life of certain types of personal protective equipment, the head of the organizational unit shall determine and purchase the necessary quantity of the above mentioned equipment.	
	In a situation when an employee does not use protective clothing or work clothes and shoes assigned to him/her and required at their workplace, or uses improper protective clothing, in particular when their behaviour or the way he/she performs their work poses a direct threat to their own or other people's life or health, the supervisory staff shall have the right to immediately remove such an employee from work.	
	Protective clothing and personal protective equipment for guests must be provided by the employees inviting them. Employees directly responsible for visitor safety (heads of organizational units, masters, coordinators) are obliged to instruct the above mentioned on the principles of use of personal protective equipment and additionally indicate the place of storing additional respiratory protective equipment in case of a chemical hazard, as well as inform about the principles of its use and application.	 
	Drivers delivering or picking up goods from PCC CG in Brzeg Dolny should use working clothes and shoes, and in case of delivering or picking up hazardous chemical products they should use protective clothing and shoes and other means of individual protection appropriate to the threat posed by the transported goods.	

6. RULES OF STAYING IN THE AREA OF PCC CG TECHNOLOGICAL INSTALLATIONS IN BRZEG DOLNY

EMPLOYEES OF PCC CG ORGANIZATIONAL UNITS OTHER THAN THE ONE TO WHICH A GIVEN TECHNOLOGICAL INSTALLATION, EMPLOYEES OF OTHER ENTITIES CONDUCTING BUSINESS ACTIVITY ON THE PREMISES OF PCC CG AND EMPLOYEES OF EXTERNAL COMPANIES PROVIDING SERVICES ON THE PREMISES OF PCC CG IN SHORE LOWER

6.1. BEFORE ENTERING THE INSTALLATION



The basis for issuing passes to the employees of external companies performing services on the premises of PCC CG in Brzeg Dolny, authorizing them to enter the premises of PCC CG in Brzeg Dolny, is a contract or order to perform work on the premises of the plant and possession of up-to-date preliminary training completed at the PCC Rokita SA Safety and Prevention Office. Passes are issued in accordance with the Pass System Instruction at PCC Rokita SA.

<p>Employees of organisational units of the PCC Group in Brzeg Dolny other than the one to which the technological installation belongs, employees of other entities conducting business on the premises of the PCC Group in Brzeg Dolny and employees of external companies providing services on the premises of the PCC Group in Brzeg Dolny are entitled to stay on the premises of technological installations of the PCC Brzeg Dolny CG only in cases justified by the need to perform tasks assigned to them on a given installation and only with the consent of the supervising employee in charge of a given installation (head of department, senior master, shift foreman or work coordinator). The time spent by persons in the area of the technological installation should be limited to the minimum necessary to perform the tasks assigned to them.</p>	
---	--

PERFORMING WORK ON THE INSTALLATION



<p>Work on the premises of technological installations of PCC CG in Brzeg Dolny may only be carried out on the basis of a document authorising the work (handover protocol, written authorisation, entry in the defects book, work card or written order) and ensuring proper supervision of the work by the supervisor of the persons carrying out the work and by the work coordinator - appointed in writing.</p>	
--	--

<p>A supervisory employee who permits work to be performed on a process plant shall perform the duties of a supervisor of the work or designate by name, in writing, another employee to perform this function.</p>	
---	--

<p>It is unacceptable to start work on the premises of technological installations of PCC CG in Brzeg Dolny without a previously prepared document, approval for their performance and without the supervision referred to above.</p>	
---	--

<p>Unauthorized commencement of work on the premises of technological installations of PCC CG in Brzeg Dolny, without obtaining the required authorization, will be treated as a gross violation of basic safety rules binding in PCC CG in Brzeg Dolny.</p>	
--	--









<p>Willful - in violation of the conditions described above - presence on the premises of technological installations of PCC CG in Brzeg Dolny will also be treated as a gross violation of the basic safety rules in force in PCC CG in Brzeg Dolny.</p>	
---	--

<p>In the event of any of the above described cases being found by supervisory staff of a given organizational unit or an employee of the PCC Rokita SA Safety and Prevention Office to constitute a gross violation of the basic safety rules in force at PCC CG in Brzeg Dolny, the above mentioned employees are obliged to issue, at their own discretion, respectively: an order to suspend work until the violations found are remedied or an order to suspend work combined with an order to leave the premises of PCC CG in Brzeg Dolny. The foregoing in no way limits the rights of PCC CG in Brzeg Dolny resulting from contracts concluded with the entity whose employees committed the infringement.</p>	
--	--







<p>A supervisory employee of a given company, as well as an employee appointed to supervise the work in progress and a work coordinator, each within the scope of their respective activity, are responsible for the safety of people performing tasks assigned to them on the premises of the technological installation of PCC CG in Brzeg Dolny.</p>	
---	--





6.2. THE OBLIGATION TO PROVIDE EMPLOYEES WITH WORK OR PROTECTIVE CLOTHING

	<p>Persons performing tasks assigned to them on the premises of technological installations of PCC CG in Brzeg Dolny should have working or protective clothing with long sleeves and legs, as well as personal protective equipment enabling them to perform assigned tasks safely, and also basic fire-fighting equipment, i.e. fire extinguishers, fire blankets, hydrant hoses with nozzles - fire-fighting equipment is necessary only when performing works that pose a fire hazard. Without the required work clothing and personal protective equipment and without basic fire safety equipment, the work coordinator or employee supervising the above work may not allow the persons referred to above to perform tasks on the process plant in question. The obligation to equip people performing work on the premises of technological installations of PCC CG in Brzeg Dolny with appropriate clothing, personal protective equipment and basic fire fighting equipment rests with the companies in which the above mentioned people are employed</p>	   
	<p>Employees supervising a technological installation (department manager, senior master, shift master, work coordinator), on which work is performed by employees of external companies, are obliged not to allow the above mentioned employees to perform work if they are not equipped with the required work clothing, personal protective equipment and basic fire fighting equipment and order them to leave the technological installation immediately.</p>	

6.3. INITIAL TRAINING FOR EMPLOYEES OF EXTERNAL COMPANIES

	<p>Before starting work on the technological installation of PCC CG in Brzeg Dolny, the employees of entities conducting business on the premises of PCC CG in Brzeg Dolny and external companies are obliged to undergo preliminary general training in occupational health and safety and fire protection, become familiar with the regulations and rules of occupational health and safety in force on the premises of PCC CG in Brzeg Dolny and undergo job-specific training on the work site. General initial training is conducted by employees of the PCC Rokita SA Safety and Prevention Office, and job training is conducted at the work site by the work coordinator or another designated supervisory employee of the given organizational unit.</p>	
	<p>In the case of violation, by employees of external companies, of the applicable regulations and rules of health and safety at work, the coordinator of the work in progress and the employees supervising the technological installation are obliged to immediately stop the work in progress. Continuation of interrupted work is possible if the irregularities that caused the suspension of the work in progress are removed.</p>	
	<p>Whenever this section refers to employees, it shall also mean: contractors, contractors, suppliers, customers, service providers, visitors.</p>	


6.4. REFLECTIVE VESTS

	Third-party employees performing work in production and support departments are required to wear reflective vests.	
	In individual business units, it is prohibited for third-party employees to work wearing reflective vests other than those provided for the area and to work without reflective vests.	
	Reflective vests will be issued to outreach workers at the J-3 Building - Mask Maintenance Facility upon request of the work coordinator, site supervisor, or work manager and upon completion of initial training.	
	Upon completion of the work, reflective vests should be returned to the Mask Maintenance Facility in Building J-3.	



7. RULES OF PERMITTING PARTICULARLY HAZARDOUS WORK ON THE PREMISES OF PCC CG IN BRZEG DOLNY

The list of particularly hazardous works is enclosed as Attachment No. 2 to these Basic Safety System Requirements binding on the premises of PCC CG in Brzeg Dolny.



7.1. PARTICULARLY HAZARDOUS WORK - PERMIT

	The following particularly hazardous work on the premises of PCC CG in Brzeg Dolny, regardless of where it is carried out, may only be performed with written permission. Specimens of Permits are attached as Annex 1 and Annex 2 to the "Instruction on the safe organization of renovation, modernization, construction and investment works".	
	Particularly hazardous work in PCC Group companies, performed under a written Permit, includes: <ul style="list-style-type: none">• Fire hazardous work (use of open fire, cutting and grinding with generation of mechanical sparks and welding),• work inside enclosed spaces (tanks, apparatus, ducts, manholes, etc.),• work related to removing defects and repairing damage on active technological installations and on installations that are at a standstill but not decontaminated.	
	A permit to perform work inside confined spaces and troubleshooting and damage repair work on active and unsanitized process plants is valid only for the shift on which it is issued. If the work that is the subject of the Permit must also be performed on a subsequent shift, another Permit must be issued for this work. A fire work permit is valid for a maximum of 1 business day.	


Note! A permit to work inside confined spaces may only be issued by the head of the organizational unit or the person who replaces him or her, or another person designated by the head (e.g., senior master, master). In the case of investment works, the person responsible for issuing permits is the site manager (for investments without a designated site manager, the permit may be issued by the person in charge of the investment works, e.g. the project manager).

	The Permit must specify precisely the scope of work to be performed. The supervisory employee issuing the Permit shall be fully responsible for the working conditions established in the Permit.	
	The Permit Writer is required, prior to giving the Permit to the work contractor, to be at the site of the work covered by the Permit when the work begins. In case of any doubts as to the proper way of carrying out and securing the aforesaid works, the employee shall be obliged to refrain from commencing the works and to immediately consult the relevant services of the PCC Rokita SA Safety and Prevention Office or the PCC Rokita SA Environmental Protection Department directly or via the Plant Dispatcher.	
	When filling in the Permit, do not make generalisations but specify precisely the subject and place of works performed, list specific types of protection required due to the specificity of the dangerous works performed, e.g. fire extinguisher, fire blanket, extended hydrant hose with water or protection of works performed by the PCC Rokita SA Company Rescue Service.	


7.2. CHANGING THE CONDITIONS FOR CARRYING OUT PARTICULARLY HAZARDOUS WORK

	If there is a change in the conditions of the work - with respect to the provisions of the issued Permit - the work carried out under the issued Permit must be stopped (the obligation to order the stoppage of work rests with the Permit issuer or supervisor of the work carried out). Work may continue only under a new Permit reflecting the change in work conditions.	
---	--	---

8. CONDUCTING PARTICULARLY HAZARDOUS WORKS ON THE PREMISES BELONGING TO PCC CG IN BRZEG DOLNY

	The employee issuing the written Permit (manager, senior master, master, coordinator) must designate an employee - from the organizational unit issuing the Permit - to supervise the conduct of the hazardous work.	
---	--	--

8.1. SUPERVISION OF PARTICULARLY HAZARDOUS WORK

	Supervision of particularly hazardous work should be effective, i.e. it should be carried out in such a way as to ensure that the conditions of the Permit are not violated, which would pose a threat to employees and technological installations of PCC CG in Brzeg Dolny.	
	To ensure adequate, effective, supervision, employees with the necessary knowledge, qualifications, and experience to provide effective supervision of the hazardous work being performed should be designated to supervise the hazardous work.	

<p>An employee assigned to supervise particularly hazardous work should have appropriate technical and</p> <ul style="list-style-type: none"> - organisational arrangements (design of the work to be carried out, technical and execution documentation, precise knowledge of the type and scope of the work to be carried out, time capacity for supervision) enabling him to effectively supervise the work. 	
--	--

8.2. SUSPENSION OF PARTICULARLY HAZARDOUS WORK



<p>An employee appointed to supervise particularly hazardous work, upon discovering deviations in the contractor's conduct of the work in relation to the conditions included in the Permit, is obliged to immediately stop the work. The employee supervising the work must notify the head of the organizational unit concerned of any suspension of work in progress</p>	
---	--

8.3. FIRE WORKS



<p>Fire works - works other than welding works conducted with an open flame, e.g. heating of a sticky and/or tar shall be carried out in a designated place, in agreement with the PCC Rokita SA Company Rescue Service, pursuant to a Permit. The works coordinator is obliged to notify the PCC Rokita SA Site Dispatcher of the works before they commence.</p>	
--	--

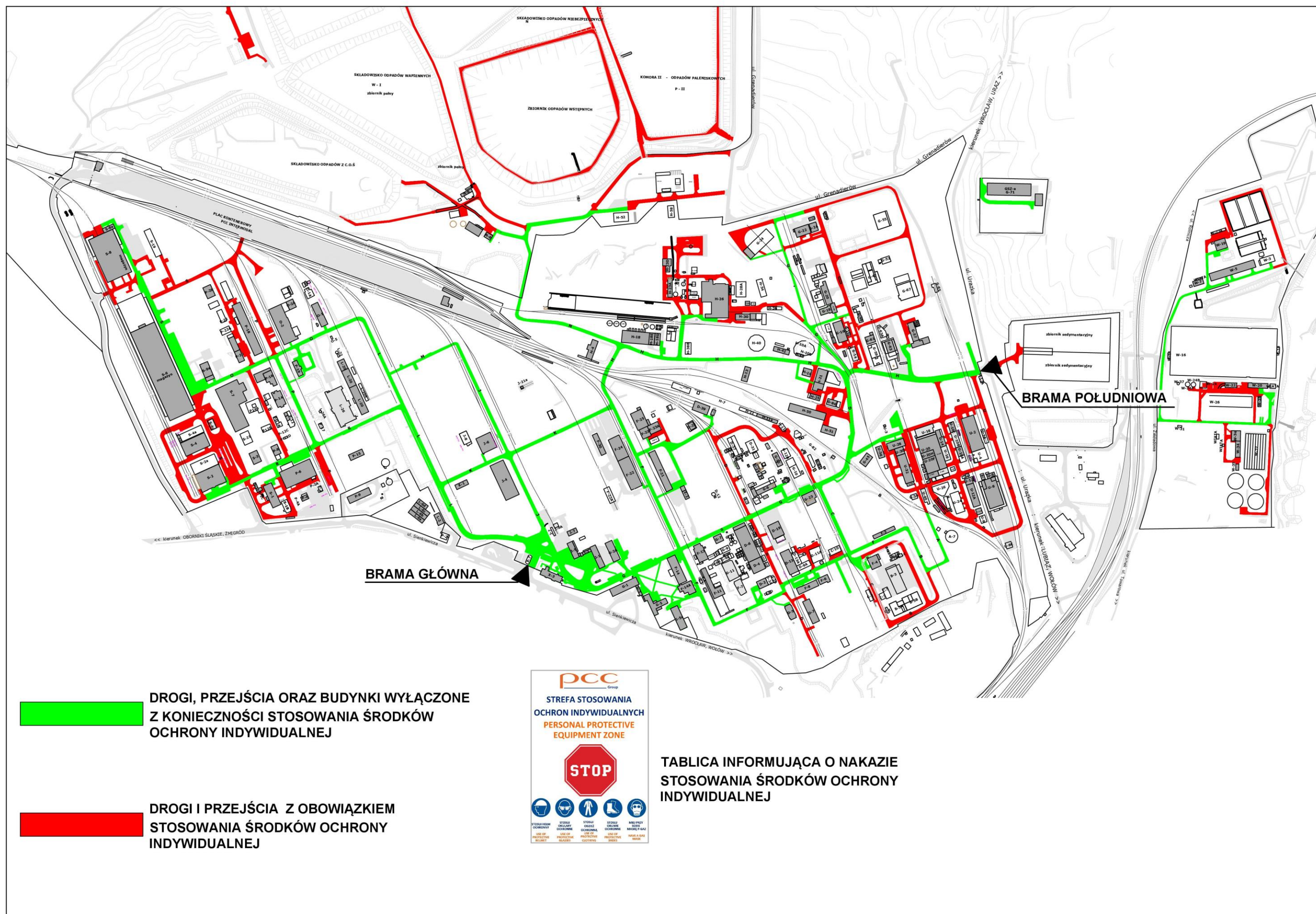
<p>Performing particularly hazardous work outside the premises of production departments should be each time reported to the PCC Rokita SA Site Dispatcher by a person supervising such work on the part of PCC CG in Brzeg Dolny (work coordinator).</p>	
---	--

9. RULES FOR CONDUCTING EARTHWORKS ON THE GROUNDS OF PCC CG IN SHORE DOLNY



<p>The basis for conducting earthworks at PCC CG in Brzeg Dolny is a written statement of "Conditions for conducting earthworks" and "One-day permission for earthworks" or "Local permission for earthworks", which are model attachments included in the "Manual for conducting earthworks".</p>	
--	--

Attachment No. 1 to the Basic Requirements for the Security System applicable on the premises of the PCC in Brzeg Dolny



Attachment No. 2 to the Basic Requirements for the Security System applicable on the premises of the PCC in Brzeg Dolny

List of particularly hazardous works in the companies of PCC Group in Brzeg Dolny

PCC Rokita SA, PCC Apakor , PCC PU, Ekologistyka, PCC Autochem, PCC CP Kosmet, PCC Packaging, Distripark, LabAnalityka, PCC Prodex, LogoPort, ChemiPark Technologiczny, CHEMIA-SERWIS, PCC MCAA, PCC Exol, Chemia-Profex, LocoChem, LabMatic

1. Particularly hazardous work in the above companies includes:

- | | |
|-----------|--|
| a) | Fire hazardous work (welding, soldering, welding, using a gas torch, grinding with an angle grinder, burning fires and other fire work). |
| b) | Work inside confined spaces (tanks, apparatus, ducts, manholes, cisterns, etc.). |
| c) | Troubleshoots and repairs damage on active or unsanitized process plants. |
| d) | Construction, demolition, repair and assembly work carried out without stopping the operation of the plant or its part. |
| e) | Work with hazardous materials and work performed in the membrane electrolyzer hall within safety zones. |
| f) | Work at heights. |

2. The work listed in paragraph 1. a) shall be performed under a written Fire Hazardous Work Permit.
3. The work referred to in 1. point b) and c) is performed on the basis of a written Permit to perform work that is particularly hazardous
4. The work listed in item 1. paragraph (d) shall be executed on the basis of the handover protocol for renovation/upgrading/construction site.
5. Work with hazardous materials is carried out in accordance with the operating instructions, operating instructions, safety data sheets for hazardous substances and mixtures, etc. that are in force in the respective organizational units.
6. Work at heights shall be performed in accordance with the provisions of the Order of PCC Rokita SA General Director regarding the Instruction on safe working at heights, on ladders and on scaffolding. In all other cases (e.g., rock climbing), a written Permit to Perform Hazardous Work must be issued.

Work at height is carried out by employees who have the appropriate medical certificates for work at height (up to 3 m or more than 3 m).

Scaffolding, platforms, ladders, etc. must be used when conducting the above mentioned work and employees must be provided with fall protection equipment. Fall protection equipment should include a fall energy absorbing component (shock absorber or self-braking device).

PCC IT

1. Particularly hazardous work at PCC IT includes:

- | | |
|-----------|--|
| a) | Fire hazardous work (e.g. soldering, using a gas torch, cutting with an angle grinder). |
| b) | Work inside of confined spaces (cable manholes, etc.). |
| c) | Troubleshooting and repairing damage on active or non-decontaminated process plants (e.g., repairing telecommunications cable plant) |
| d) | Construction, demolition, repair and assembly works carried out without stopping the operation of the plant or its part - only minor installation works. |
| e) | Work at heights. |

2. The work listed in paragraph 1. a) shall be performed under a written Fire Hazardous Work Permit.

3. The work referred to in 1. point b) and c) is performed on the basis of a written Permit to perform work that is particularly hazardous
4. The work listed in item 1. paragraph (d) shall be executed on the basis of the handover protocol for renovation/upgrading/construction site.
5. Work at heights shall be performed in accordance with the provisions of the Order of PCC Rokita SA General Director regarding the Instruction on safe working at heights, on ladders and on scaffolding. In all other cases (e.g., rock climbing), a written Permit to Perform Hazardous Work must be issued.

Work at height is carried out by employees who have the appropriate medical certificates for work at height (up to 3 m or more than 3 m).

Scaffolding, platforms, ladders, etc. must be used when conducting the above mentioned work and employees must be provided with fall protection equipment. Fall protection equipment should include a fall energy absorbing component (shock absorber or self-braking device).

PCC THERM

1. Particularly hazardous work at PCC Therm Sp z o. o. includes:

- | | |
|--|--|
| <ol style="list-style-type: none"> a) b) c) | <p>Fire hazardous work (welding)</p> <p>Troubleshoots and repairs damage on active or unsanitized process plants,</p> <p>Work with hazardous materials - component B (system).</p> |
|--|--|

2. The work listed in paragraph 1. a) shall be performed under a written Fire Hazardous Work Permit.
3. The work referred to in 1. point b) and c) is performed on the basis of a written Permit to perform work that is particularly hazardous
4. Work with hazardous materials is carried out in accordance with the operating instructions, operating instructions, safety data sheets for hazardous substances and mixtures, etc. that are in force in the respective organizational units.