

**BASIC PRINCIPLES OF SAFE ORGANIZATION OF WORK ON
DEVICES, INSTALLATIONS AND NETWORKS**

▼ 1. PURPOSE OF THE PROCEDURE

The purpose of the procedure is to define the basic principles of safe organization of work, applicable to equipment, installations and networks, and to present principles to be followed in emergency situations.

As devices (see 3.1 DEFINITIONS AND ABBREVIATIONS) are to be understood:

- a) electric power facilities,
- b) power equipment, including:
 - process steam,
 - heating water,
 - compressed air,
 - gaseous nitrogen,
 - natural gas,
- c) Other equipment, including:
 - water in particular:
 - * DEMI water,
 - * industrial water (and cooling water),
 - * drinking water,
 - sewers:
 - * sanitary sewage system,
 - * storm water drainage system,
 - * industrial sewage system

▼ 2. SCOPE OF THE PROCEDURE

This procedure applies to employees of PCC Group Companies: PCC Rokita SA, PCC Apakor Sp. z o.o., PCC Autochem Sp. z o.o., ChemiPark Technologiczny Sp. z o.o., PCC PU Sp. z o.o., Chemia-Serwis Sp. z o.o., CWB Partner Sp. z o.o., Ekologistyka Sp. z o.o., LabAnalityka Sp. z o.o., Zakład Usługowo - Serwisowy „LabMatic” Sp. z o.o., PCC PRODEX Sp. z o.o., PCC Therm Sp. z o.o., Distripark.com Sp. z o.o., Chemia-Profex Sp. z o.o., LocoChem Sp. z o.o., PCC Consumer Products Kosmet Sp. z o.o., PCC IT SA, PCC EXOL SA, PCC MCAA Sp. z o.o., PCC Intermodal SA - zlokalizowany na terenie Brzegu Dolnego, AQUA Łososiowice Sp. z o.o. oraz LogoPort Sp. z o.o. - on the territory of Brzeg Dolny.

2.1 PERSONS RESPONSIBLE FOR THE ORGANIZATION AND SAFE EXECUTION OF THE WORK

2.1.1. Employer

1) Employer - a legal person or an economic entity which deals with the operation and/or traffic of its own or entrusted equipment, installations or energy networks under the terms of relevant contracts or agreements, employing employees with appropriate qualifications, confirmed by a qualification certificate for the position of supervisor and/or operator, who perform activities related to the maintenance of equipment, installations or networks in technical condition.

2) Employer:

- a) authorizes in writing an employee, in the case of power and electric power equipment holding a valid qualification certificate in a supervisory position, to give orders for the execution of work,
- b) in the case of orders for work on electric power equipment, the scope of the authorization referred to above should, in particular, specify:
 - voltage altitude of the power equipment for which the Supervisor can give instructions – up to 1kV or above 1kV,
 - equipment, building or area with power equipment for which the Supervisor can give instructions.
- c) authorizes persons to perform certain operations or maintenance work on its behalf, (d) maintains a list of authorized persons containing:
 - the name of the person,
 - the scope of the authorization
 - the period for which the authorization was granted,

- e) allows persons who are not authorized persons to perform maintenance work on power equipment, f) develops a list of auxiliary work on power equipment, g) develops, approves and updates operating instructions,
- h) determines the method of recording, issuing, transmitting, circulating and storing written orders,
- i) determines the method of recording and inspection and storage of electrical insulating protective equipment and voltage indicating equipment.

2.1.2. Supervisor

- 1) A Supervisor is an employee (manager, maintenance supervisor, chief engineer, specialist, master, process operator, and other qualified employees), authorized in writing by the employer to give orders for the performance of work, who holds a valid certificate of qualification in a supervisory position.
- 2) A detailed list of persons authorized to conduct one-person inspections and issue orders for work on power equipment and installations is available in the Safety and Prevention Office.
- 3) The Supervisor's Certificate of Qualification is not required for work involving the operation of water systems including DEMI water, industrial water (including cooling water), potable water and sewer systems.
- 4) The Supervisor shall:
 - a) make a decision on the necessity to perform the work, b) determine the type of order (written),
 - c) determine the scope, type, work zone and the deadline for its performance,
 - d) determine the means and conditions for the safe performance of the work - both in the work zone and in the immediate vicinity,
 - e) determine whether and what other permits / approvals are necessary to perform the work,
 - f) determine the number of teams of workers and the number of workers in each team directed to work,
 - g) determine the workers (responsible for the organization and safe performance of the work), performing the functions:
 - TEAM LEADER(S) - by name,
 - CONTROLLER - by name, - WORK DIRECTOR - by name,
 - COORDINATOR - by name or position,
 - APPROVER - by name or position.
 - h) identify scheduled work breaks,
 - i) record the order in the maintained record of issued (written) orders,
 - j) discuss with the order recipient:
 - the scope of the task,
 - how to prepare the work area, conditions and technologies for safe performance of work.
- 5) A Supervisor shall appoint a Controller:
 - a) the work will be performed by a team of workers who are not a team of qualified workers, or the team leader does not have a qualification certificate, and the work will take place on or near power or electrical equipment,
 - b) he deems it necessary because of the special nature and conditions of the work.
- 6) Supervisor if deemed necessary:
 - designates the Works Manager when more than one team of workers is working on the same site at the same time,
 - designates the Approver for any work performed under instruction, - designates the Team Leader for a specific task.

2.1.3 Team Leader

- 1) A team leader of employees is an authorized person, designated by the Supervisor to lead the team, who has professional skills for the work to be performed and a valid certificate of qualification in an operating position.
- 2) The Team Leader's Certificate of Qualification is not required for work involving the operation of water systems including DEMI water, industrial water (including cooling water), potable water, and sewer systems.
- 3) In every workplace where a team of employees performs work, there shall be a leader for that team.
- 4) The team leader may act as:
 - (a) Leading a team of qualified employees,
 - (b) Leading a team of non-qualified employees.

(5) The function of leading a team of qualified workers shall be performed by an employee with a valid qualification certificate, appropriate to the scope of work specified in the order and the type of equipment, installations and power networks at which the work will be performed.

6) Specifically, the responsibilities of the Qualified Employee Team Leader include:

- a) select employees with professional skills appropriate for the performance of the assigned work,
- b) check the preparation of the work area and take it over if it has been prepared properly,
- c) making each team member familiar in a documented manner with the existing hazards in the work area and in its immediate vicinity, as well as with the conditions and methods for the safe performance of work,
- d) ensuring that the work is performed in a safe manner,
- e) enforcing the use of appropriate personal protective equipment, work clothing and footwear as well as appropriate tools and equipment by team members,
- f) supervising the compliance of subordinate employees with health and safety regulations while performing work,
- g) notifying the permitting or coordinating officer when the work is completed,

(7) A person who does not have a qualification certificate, but who has professional skills for the work to be performed and who is trained in occupational safety and health, may act as a leader in the case of a non-qualified team of workers.

8) The responsibilities of the team leader for a team of non-qualified employees include:

- a) selection of employees with professional skills appropriate to the performance of the assigned work,
- b) ensuring that the work is performed in a safe manner,
- c) enforcing the use of appropriate personal protective equipment, work clothing and footwear as well as appropriate tools and equipment by team members,
- d) supervising the compliance of subordinate employees with health and safety regulations while performing work.

2.1.4 Controller 1) A Controller shall be appointed by the Supervisor if:

- a) the work will be performed by a team of workers that is not a team of qualified workers or the team leader does not have a qualification certificate,
- b) the Supervisor deems it necessary because of the special nature and conditions of the work.

2) The Controller's responsibilities include:

- a) checking the preparation of the work zone and taking it over from the Approver, if it has been prepared properly,
- b) acquainting supervised workers with the conditions for safe performance of work,
- c) exercising continuous supervision over workers so that they do not cross the boundary of the designated work zone, so that they use proper and safe methods of work and use appropriate tools for work, reacting to non-compliance with safety rules and regulations.
- d) notifying the Approver or Coordinator when work has been completed.

4) The Controller shall hold a valid qualification certificate in a supervisory or operating position. The Controller's Certificate of Qualification is not required for work involving the operation of water systems including DEMI water, industrial water (including cooling water), drinking water and sewer systems.

5) The Controller shall be assigned to supervise only one team of employees.

6) **The Controller should not perform any other work other than supervisory activities.**

2.1.5 Work Manager

1) When more than one team of workers is working on a single energy facility at the same time, the Supervisor shall designate a work manager.

2) The Works Manager shall hold a valid certificate of qualification in a supervisory position, and to coordinate the work.

3) A Works Manager's Certificate of Qualification is not required for work involving the operation of water systems including DEMI water, industrial water (including cooling water), potable water and sewer systems.

4) It is the responsibility of the work supervisor to coordinate the work of various teams of workers to eliminate hazards resulting from their simultaneous work on a single site.

2.1.6 Coordinator

1) Coordinator - a person who supervises the health and safety of all employees working in the same

workplace and who has valid periodic training for persons in charge of employees.

- 2) Sets the work schedule taking into account the tasks of all teams performing the work, if safety or technology of the work requires it.
- 3) Ensures that team leaders and supervisors work together.
- 4) Determines the method of communication and method of alerting in the event of an emergency or disaster.

2.1.7 Coordinator

- 1) A coordinator is an authorized person designated by the Supervisor to coordinate the work specified in the order, related to the operation of power equipment, who holds a valid certificate of qualification in a supervisory position.
- 2) The coordinator should be an employee of the organizational unit supervising the movement of power equipment and installations at which the work will be performed.
- 3) The Coordinator's Certificate of Qualification is not required for work involving the operation of water systems including DEMI water, industrial water (including cooling water), potable water and sewer systems.
- 4) When the supervision of the operation of power equipment or installations at which the work will be performed is carried out by different organizational units of the plant, the coordinator should be a person from the management of one of these units.
- 5) The coordinator's responsibilities specifically include:
 - a) coordination of the execution of the works specified in the order with the movement of the power equipment and installations,
 - b) determination of the scope and sequence of the switching operations connected with the preparation and elimination of the work area, if it is required by the safety or technology of the work execution,
 - c) issuing of the permission for the preparation, transfer and elimination of the work area,
 - d) determination of the sequence of the works, interruption, resumption and termination of the works,
 - e) issuing a permit for starting the power equipment and installations at which the work was performed, if in connection with the performance of the work these devices were out of service,
 - f) ensuring cooperation of persons in charge of the work of teams and persons supervising these works,
 - g) determining the method of communication and the method of alarming in the event of a hazard or failure,
 - h) recording in the operating documentation the arrangements arising from pt. 2.1.7(5a -g)
- 6) The Operations Log is used for the operation documentation referred to in item 2.1.7(5)(h).
- 7) A sample of the Operations Log is included in Section 5 List of Forms.

2.1.8 Approver 1) An Approver is an authorized person, designated by the Supervisor and authorized by the employer, to perform the activities of admitting work in the preparation, transfer, and decommissioning of the work area and the completion of the work, and who holds a valid certificate of qualification in an operating position.

An Approver's Certificate of Qualification is not required for work involving the operation of water systems, including DEMI water, industrial water (including cooling water), drinking water and sewage systems.

- (2) An Approver may be a person who has been authorized in writing, in the form of a list, by the employer.
- 3) The authorization referred to in item. 2 should include:
 - a) the name and surname of the authorised person,
 - b) the official position of the authorised person,
 - c) the symbol or name of the organisational unit,
 - d) the scope of the authorisation granted,
 - e) the period of validity of the authorisation granted.
- 4) The authorization is valid at the moment of holding by the Approver a valid qualification certificate stating the required qualifications for the position of exploitation in the scope of operating devices, installations and power networks.
- 5) A list of authorized individuals is located in the Office of Safety and Prevention.
- 6) The approver's responsibilities include:

- (a) requesting permission from the coordinator to prepare the work area and allow the work to be performed,
 - (b) preparing and transferring the work area by:
 - obtaining permission to perform switching operations,
 - taking equipment out of service if required by technology or safety of the work being performed and securing this equipment against accidental start-up or supply of factors posing a hazard,
 - isolating/ cutting off/ disconnecting from hazardous sources of danger/energy and the supply of medium preventing accidental start-up of the switched-off equipment or the supply of medium,
 - applying the required protections on the switched-off equipment (if required) and checking whether the factors posing a hazard, such as: voltage, pressure, water, gas, temperature,
 - marking the work zone with safety signs,
 - familiarizing the team leader in a documented manner with the hazards present in the work zone and its immediate vicinity,
 - (c) Work release, including:
 - checking that the work area has been prepared correctly,
 - indicating the work area to the team or team leader,
 - instruction on hazards in the work area or in the vicinity,
 - written confirmation of release to work,
 - notification to the coordinator of release of the team to work.
 - (d) Work termination and work zone liquidation involving:
 - checking whether the work has been completed and equipment and tools, as well as unnecessary materials and waste generated during the execution of the work have been removed from the work area,
 - leaving the work area by the team,
 - removing protective equipment used to prepare the work area and its protection or used in the execution of the work,
 - informing about the completion of the work and readiness of equipment or installations for operation.
- (7) For work performed on electrical power equipment, the Approver shall keep:
- a) An Operations Log in which necessary records should be made:
 - the arrangements with the coordinator,
 - the switching operations performed and the reports on them,
 - the places where the switching operations were performed,
 - the fact of releasing the work and the end of work,
 - the places of earthing and the numbers of portable earthing switches installed - **if there is no Grounding Book.**
 - (b) maintain a grounding book in which records should be made:
 - grounding number,
 - location of grounding,
 - dates and times of grounding and removal,
 - comments, if any.
- 8) For work performed on power equipment, the Approver:
- a) Takes equipment out of service to the extent specified in the order,
 - b) Isolates/isolates/disconnects from hazardous sources of hazards/energy and medium supply allowing accidental activation of shut down equipment or medium supply,
 - c) Applies required safeguards on shut down equipment,
 - d) Maintains an Operations Log in which necessary entries should be made:
 - agreements with the coordinator,
 - switching operations performed and reports on them,
 - places where switching operations are performed,
 - the fact of releasing to work and termination of work.
- (9) For work performed on other equipment, the Approver shall maintain an Operations Log in which necessary entries shall be made:
- a) arrangements with the coordinator,
 - b) the switching operations performed and reports on them,
 - c) the locations where the switching operations were performed,
 - d) the fact that the work was released and completed.

2.1.9 Worker Team Members

- 1) Worker team members shall be trained in health and safety and possess professional skills and licenses appropriate to the work to be performed with a valid certificate of qualification in an operating position. A certificate of qualification is required for work on or near power and electrical equipment as defined in Section. 1.(a) and (b).
- 2) Worker team members are required to:
 - a) perform work in compliance with work safety rules and regulations and in accordance with the instructions and guidelines of the team leader or Controller,
 - b) use protective and working clothes as well as individual protection equipment required for a given type of work,
 - c) react to non-compliance with work safety rules and regulations by other employees and inform the team leader or Controller about it,
 - d) not leave the workplace without the consent of the team leader or controller.
- (3) A team member may participate in work zone preparation activities if he or she is an authorized employee and under the supervision of an approving person.

2.2 QUALIFICATION REQUIREMENTS

2.2.1 The operation of power and electrical equipment as defined in 1(a) and 1(b) may be performed by persons who meet the qualification requirements for the following types of work and jobs:

- 1) operation - which includes positions of persons executing works in the scope of operation, maintenance, overhaul, assembly and control and measurement,
- 2) supervision - which includes positions of persons supervising activities of persons executing works in the scope defined in item 1) above. 2.2.1(-1) and the positions of technical staff who supervise the operation of the equipment.

2.2. 2 The work referred to in 2.2.1 is concerned with the performance of:

- 1) those affecting the changes of operating parameters of the serviced equipment while maintaining safety rules and environmental protection requirements - within the scope of service,
- 2) those related to securing and maintaining the required technical condition of the equipment - within the scope of maintenance,
- 3) those related to removing defects, damages and repairs of equipment, installations and networks in order to bring them to the required technical condition - within the scope of repairs,
- 4) those necessary to install and connect equipment - within the scope of installation,
- 5) those necessary to assess the technical condition, operating parameters, regulation quality and energy efficiency of the equipment - within the scope of control and measurement.

2.2.3 Types of equipment, which require qualifications to operate, are set out in the Ordinance of the General Director of PCC Rokita on qualification requirements for persons involved in the operation of devices, installations and power networks and a list of persons authorized to conduct one-man inspections and issue work orders.

2.2.4 Persons performing appropriate functions, when organizing work by written order, when working on or near power and electrical equipment as defined in paragraph 1. the persons referred to in points a) and b) must be duly qualified by a certificate of competence.

2.2.5. A list of the functions performed and the required qualification certificates when organizing work on command is given in Table 1.

Table No 1. Required qualification certificates when organising work on instruction

Function performed	Required qualification certificate
Supervisor	D
Team leader	E
Controller	D or E
Works manager	D
Coordinator	D
Approver	E

2.3 COMBINATION OFFUNCTIONS IN ORGANIZING WORKS ON COMMAND

- 1) Combinations of functions are permissible provided the appropriate authorizations and licenses

required for the respective functions are held.

2) The person who assumes the combined functions shall be required to perform all the tasks belonging to each function.

3) You may not combine more than two functions on one job order. The functions of permitting and team leader shall not be combined except for live work technology.

4) The ability to combine functions is shown in Table 2:

Table No 2. Ability to combine functions when organizing work on command

Filed under function	Supervisor	Team leader	Controller	Works manager	Coordinator	Approver	Team Member
Supervisor					yes		
Team leader				yes			
Controller							
Works manager		yes					
Coordinator	yes						
Approver							yes
Team Member						yes	

(5) If the supervision of the movement of the equipment at which the work will be performed is provided by the principal, the coordinator shall be the supervisor themselves.

(6) The team leader, if holding a supervisory qualification certificate (if required), may additionally serve as the works manager for two or three teams, including the team led by them.

7) The Approver shall not be a team leader, controller, or works manager.

8) A detailed list of jobs for which additional qualifications are required for persons operating power equipment is available in the Office of Safety and Prevention.

3. BEST PRACTICES

3.1 DEFINITIONS AND ABBREVIATIONS

No.	Name	Definition of the name
1.	Device	Device, installation, or network.
2.	Workplace	A designated and adequately prepared workstation or specified work area as necessary to safely perform work on equipment.
3.	Workplace	The work space, including furnishings and work equipment, in which an employee or team of employees performs work.
4.	Work zone	Adequately prepare site or work area as necessary to safely perform maintenance work.
5.	Qualification Certificate D and/or E	Certificate stating that a person meets the appropriate qualification requirements to perform work in a supervisory or operational position in the following areas: operation, maintenance, repair, control and measurement, assembly for specific types of equipment, installations and networks, obtained in accordance with the procedure and rules laid down in separate regulations.
6.	Authorized person	A person holding qualifications confirmed under the provisions of the Act of 10 April 1997. - Energy Law (Journal of Laws 2019, item 755, as amended).
7.	Authorized person	An authorized person designated in writing by the employer to perform operations or maintenance work specified by the employer.
8.	Employer	A legal person or an economic entity engaged in the operation and/or traffic of its own or entrusted equipment under appropriate contracts or

		agreements, employing staff with appropriate qualifications, in the case of power and electricity equipment as defined in item 1. a) and b) confirmed by a certificate of qualification in the position of supervision and/or operation, performing activities related to the maintenance of equipment.
9.	Team of employees	A group of workers that includes at least two people performing work.
10.	Team of qualified employees	A group of employees, performing work on power and electrical equipment as defined in 1. a) and b), in which at least half, but not less than two persons, have a valid qualification certificate.
11.	Supervisor	A person authorized in writing by the employer to give orders for the performance of work and who has, in the case of power and electrical equipment as defined in sec. 1. a) and b) - a valid qualification certificate in a supervisory position. A detailed list of persons authorized to conduct one-person inspections and issue orders for work on power and electrical equipment is located in the Safety and Prevention Office.
12.	Coordinator	An authorized person designated by the supervisor to coordinate the work specified in the written order related to the movement of power equipment, an employee of the organizational unit that supervises the movement of the equipment at which the work will be performed, in the case of power and electric power equipment as defined in item 1. a) and b) holding a valid qualification certificate in a supervisory position. If the supervision of the movement of the equipment at which the work will be performed is carried out by different organizational units of the plant, the coordinator should be a person from the management of one of these units.
13.	Approver	An authorized person, designated by the Supervisor to perform activities related to the admission to operation work in the preparation, handover and decommissioning of the work area, holding a valid qualification certificate for the position of operation.
14.	Controller	An employee designated by the supervisor, in the case of power and electric power equipment as defined in item 1. a) and b) holding a valid qualification certificate in a supervisory or operational position and performing surveillance activities only.
15.	Team leader	An authorized person, designated by the Supervisor to lead the team, who possesses professional skills for the work to be performed and a valid certificate of qualification in an operating position.
16.	Works manager	An employee designated by the supervisor, when more than one team of employees is working at the same facility at the same time, in the case of power and electric power equipment as defined in Section. 1. (a) and (b) holding a valid supervisory qualification certificate, to coordinate the work.
17.	Coordinator	A person who supervises the health and safety of all employees working in the same workplace.
18.	Dangerous zone	A place in the work area where there are hazards to human health or life.
19.	Staff team members	Employees trained in health and safety and possess professional skills and licenses appropriate to their work.
20.	Extra low voltage ELV	(ELV is an abbreviation for Extra Low Voltage) - a voltage not exceeding 50V AC or 120V DC without pulsation, both inter-wire and ground, including SELV, PELV, and FELV systems.
21.	Energy equipment	Devices, installations and networks within the meaning of the Energy Law used in the technical processes of generation, processing, transmission, distribution, storage and use of fuels or energy.
22.	Electrical equipment	A technical device used to generate, process, transmit, distribute, store, and use electricity.
23.	Electrical installation	Electrical power equipment with interconnection systems between them.

24.	Power grid	Electrical power installations connected and cooperating with each other for the transmission or distribution of electrical energy,
25.	Electricity traffic room or area	A suitably segregated room or area or part of a room or area or space within or outside buildings in which electrical power equipment is installed accessible only to authorized persons.
26.	Live electrical equipment and installations	Equipment and installations where there is a potential difference between the parts of that equipment or between the parts of that equipment and the earth, or where any part thereof has an electrical charge.
27.	De-energized electrical equipment and installations	Power equipment and installations in which there is no potential difference between the parts or parts thereof and the earth, have no electrical charge, and are protected by an insulating break.
28.	Qualified Person	A person who has adequate training and experience to identify hazards and avoid hazards.
29.	Instructed person	A person sufficiently instructed or supervised by qualified persons, which enables the person to identify hazards and avoid dangers.
30.	Bystander	A person who is neither a qualified person nor an instructed person.
31.	Portable equipment for grounding or grounding and short-circuiting	Equipment applied and manually connected to components of electrical installations for the purpose of grounding or grounding and short-circuiting them, equipped with insulating parts. It consists of grounding elements, shorting elements and one or more insulating elements. An example, such equipment, is a portable earthing device.
32.	Live working area	The space around live parts in which, when crossed without protective measures, the insulation level does not ensure safety. The distance defining the outer boundary of the live work zone is contained in Section 2.10, Table 3.
33.	Work zone near voltage	The space surrounding a live work zone. The distance defining the outer boundary of the zone near voltage is contained in Section 2.10, Table 3.
34.	Operational work	Works on power equipment with safety and environmental protection requirements in mind: <ul style="list-style-type: none"> - operation, affecting changes in the operating parameters of the power equipment operated, - maintenance connected with securing and maintaining the required technical condition of the power equipment - overhauls of power equipment associated with the removal of defects and failures in order to bring it to the required technical condition, - assembly, necessary for the installation and connection of power equipment, - control and measurement, necessary for assessing the technical condition, operating parameters, quality of regulation and energy efficiency of power equipment.
35.	Supporting work on power equipment	Non-operational work, which includes, but is not limited to: construction, painting, cleaning, maintenance, transportation, and operation of mechanized equipment.
36.	Ergonomic spacing	Airborne spacing allowing for limited movement errors and distance judgment errors when working at a minimum approach distance, taking into account the type of activities performed by the person as well as the tools used.

3.2 GENERAL PRINCIPLES

- 1) Each piece of equipment and installation, prior to being put into operation, should have a certificate for safety mark, required by separate regulations, if such an obligation exists, or should have a declaration of conformity with Harmonized Standards introduced for mandatory use and with the requirements specified by separate regulations.
- 2) Objects with installed power equipment and installations and power equipment and installations

should be marked in accordance with separate regulations in a manner allowing for their unambiguous identification.

3) The premises or area for the operation of power equipment shall be accessible only to authorized persons.

4) Power equipment and installations that pose a threat to human health and life shall be protected against unauthorized access.

5) Power equipment and installations shall be operated only by authorized personnel in accordance with the provisions specified in the operating manuals.

(6) Maintenance work shall be carried out in accordance with the operating manual for power equipment or groups of power equipment, hereinafter referred to as the "operating manual", prepared by the employer, including in particular:

- a) the characteristics of the power equipment or group of power equipment,
- b) the description of the necessary systems, automation, measurements, signaling, protection and control,
- c) a set of drawings, diagrams and charts with descriptions, consistent with the current nomenclature in Polish,
- d) a description of the activities associated with the start-up, operation during the work and stoppage of the power equipment under operating conditions of this equipment,
- e) rules of conduct in the event of failure and disruptions in the operation of the equipment or groups of equipment,
- f) the requirements for the operation of power equipment and the dates for carrying out reviews, tests and measurements.
- g) requirements for occupational health and safety and fire prevention regulations for a given power equipment or group of power equipment,
- h) identification of hazards to human health and life and to the environment associated with the operation of a given power equipment or group of power equipment and rules of conduct to eliminate these hazards,
- i) organization of maintenance work,
- j) requirements for collective or individual protection measures, assurance of safety, communications, and other technical or organizational protection measures used to reduce occupational risk, hereinafter referred to as "protective measures", set out in separate rules,
- k) qualification requirements for persons involved in the operation of a given piece of equipment or group of power equipment, set out in separate rules.

7) The employer shall ensure that the operations manual is kept up to date.

8) The employer shall permit persons other than authorized persons to perform maintenance work on equipment:

- a) for the purpose of apprenticeship, taking into account the provisions on the employment of young people,
- b) representing supervisory authorities,
- c) carrying out specialised maintenance work

- only under the supervision of an authorized person.

9) An employer shall establish a list of ancillary work on equipment or groups of equipment that may be performed by persons other than authorized persons. For a list of support work, see Table 2 under 3.2.10.

10) Persons performing auxiliary work on equipment or groups of equipment may be part of a team performing maintenance work on that equipment or groups of equipment.

11) The employer shall determine how to organize and supervise the work referred to in item 3.2 (8-10).

12) Start-up works, technical tests of the equipment should be carried out in accordance with the requirements of Polish Standards, separate regulations, operating instructions, the manufacturer's operation and maintenance manual (Polish: Dokumentacja Techniczno-Ruchowa – DTR) and agreed with their user.

13) The work area shall be properly prepared, marked and secured as specified in the general health and safety regulations.

14) Equipment, power installations or parts thereof, on which maintenance, repair or modernization work will be carried out, should be out of service, free of hazardous factors and effectively protected against accidental activation and marked.

15) If the movement of equipment in the vicinity of the site of the work referred to in item 3.2 (14), or in the vicinity of the place of installation of devices, installations and networks endanger the safety of

workers, then these devices should be shut down for the duration of these works.

16) The requirements referred to in 3.2(14) do not apply to work for which the technology used does not provide for equipment shutdowns.

17) In case the working conditions do not comply with the regulations of safety and hygiene at work and pose a direct threat to health or life of an employee or when the work performed by him/her poses such a threat to other people, an employee has the right to refrain from performing their work, immediately notifying their superior.

18) If refraining from work does not remove the hazard referred to in item 3.2(2)-17), the employee has the right to move away from the area of danger, notifying the superior immediately.

19) It is prohibited to perform operating work inside power equipment on two or more levels simultaneously if the work zone has been located one above the other without the required protection.

20) Exploitation works, posing the possibility of a special danger to human health or life, shall be performed on the basis of a written order.

21) If liquid vapors or gases hazardous to health or life may accumulate or exist in tanks, ducts, technical equipment interiors, and other hazardous confined spaces of the power equipment as defined in the General Occupational Safety and Health Regulations, immediately prior to any entry into that space of the power equipment:

(a) ventilate the space;

(b) measure the liquid or gas vapor concentration in the space;

(c) verify that the liquid or gas vapor concentration does not exceed:

- values specified in regulations on maximum permissible concentrations and intensities of factors harmful to health in the working environment;

- values specified in regulations on fire protection of buildings, other buildings and areas;

d) in case of exceeding permissible concentrations of vapours of liquids or gases, it is brought to lowering it at least to permissible values.

22) If it is not possible to reduce the concentration of liquid or gas vapors below the values referred to in 3.2 paragraph 21 c), the commencement and conduct of the work shall be permitted after ensuring appropriate additional protective measures as specified in the operating instructions.

23) The results of measurements referred to in point 3.2 (21) shall be recorded and stored in accordance with the principles laid down in the regulations on tests and measurements of factors harmful to health in the working environment.

24) It is forbidden to operate power equipment without the protective devices provided for it within the meaning of the regulations on general health and safety at work.

25) Before starting earthworks related to works on equipment, in the area of future works, it is necessary to identify and mark underground utilities, in particular power, energy, telecommunication, heat, gas, water and other networks.

26) The detailed method of handling earthworks is specified in the instruction PBT.I02 Instruction for conducting earthworks contained in item 6 List of Related Documents.

27) All hazardous work that is not covered by this manual shall be carried out in accordance with instruction PZB.I01 Instruction for the safe organization of repair, modernization, construction and investment work contained in item 6 List of Related Documents.

28) Detailed rules for safe organization of work at electrical power equipment, installations and networks and at water equipment, installations and networks and sewage networks are contained in instructions: **PBT.PR .02.I01 Organization of safe work on electrical power equipment, installations, and networks and**

PBT.PR .02.I02 Organization of safe work on power equipment, installations, and networks and on water systems and sewage systems contained in item 6 List of Documents.

29) The maintenance work carried out on the propulsion equipment shall be carried out in accordance with the instruction **PBT.PR.02.I03** Propulsion equipment operation manual included in item 6 List of Documents.

3.2.1 FORMS OF WORK ORDERS

1) Work on active power equipment, installations and networks may be performed with or without written instruction.

2) The following shall be executed by written order:

a) works in conditions of particular risk to human health and life, with application of appropriate measures protecting human health and life,

b) works performed by persons, who are not employees of PCC CG, with the exception of

works for which the actions related to permission to perform the works were established separately in writing.

3) The following is allowed without a written order:

- a) performance of activities related to saving human health and life or the environment,
- b) protection by authorized persons of property from damage,
- c) performance by authorized persons and authorized persons of maintenance work specified in the operating instructions established by the employer containing a detailed description of methods and means for their safe performance.

4) The orders referred to above shall be issued by the supervisor.

5) Operational work on power equipment, posing the possibility of a special danger to human health or life, includes, in particular, work:

- inside tanks, ducts, technical devices and other dangerous confined spaces of the energy device specified in the regulations on general health and safety at work, including in particular
- in boiler combustion chambers, flue gas ducts, electrostatic precipitator air ducts, absorbers, boiler shells, chute channels and hoppers, thermal network pipelines and liquid and gaseous fuel tanks;

- inside coal or biomass bunkers and coal or biomass dust bins;

dangerous by fire, carried out in explosion hazard zones;

- in the water circuits of power plants and CHPs, requiring entry into canals, pipelines, suction pipelines and reservoirs as well as work on intakes and water discharges performed from piers, boats or barges and carried out below the water surface;

- maintenance, repair, assembly, inspection and measurement work near exposed live electrical power equipment or parts thereof;

- maintenance, repair, assembly, inspection and measurement work on de-energised but earthed electrical equipment in such a way that none of the earthing points is visible from the workplace

- in excavations or at height;

- maintenance, repair, inspection and measurement work on live electrical equipment, excluding work performed on a permanent basis by authorised persons in established workplaces on the basis of operating instructions;

- maintenance, repair, inspection and measurement work in excavations or trenches on gas and other gas facilities or heat pipelines;

- on de-energized or under construction overhead power lines which cross in the area bounded by protective earths with lines which are or may become energized, including overhead catenary wires;

- maintenance, repair or assembly work on liquid and gaseous fuel unloading equipment and facilities;

- identification and cutting of power cables;

- on pipelines of water, steam, compressed gases, liquids with an operating overpressure of 50 kPa or more, requiring the disassembly of a fitting or a section of a pipeline or the disturbance of supports and slings of pipelines.

3.2.2 PRINCIPLES FOR ISSUING AND ISSUING ORDERS

1) It is the responsibility of the employer or the person authorized by the employer in the PCC CG to give instructions and allow employees to perform their work.

2) During the investment process, it shall be the responsibility of the employer or a person authorized by the employer to give instructions and allow employees to perform modernization work, related to

the investment in question, on the equipment, installations or networks in operation.

3) In cases other than the one specified in item 3.2.2(2) it shall be the responsibility of the project leader to issue work orders and to permit work to take place, provided that he has the appropriate authority and power to issue work orders.

(4) The written work order shall specifically state:

- a) the number of the order, b) the scope of work to be performed and the work zone, type, place and date, c) protective measures and conditions necessary to ensure the safe preparation and execution of the ordered work resulting from the hazards present in the work zone and its immediate vicinity,
- d) the number of employees assigned to the work,
- e) employees responsible for the organization and execution of the work, performing the function:
 - the coordinator or approver, either by official position or by name,
 - the works manager, controller or team leader, – by name,
- f) Designation of the date of commencement and completion of the work and planned interruptions during the work, together with the conditions for resumption of the work after the interruption.

5) A template of the Written Work Order form and How to Complete the Written Work Order form is provided in Section. 5. List of Forms.

6) If necessary, submit as attachments to the work order additional conditions for the performance of the work, such as:

- (a) authorisation to carry out particularly hazardous work,
- (b) authorisation to carry out particularly hazardous work
- (c) one-day authorisation for earthworks,
- (d) local excavation permits,
- (e) sketches or diagrams
- f) description of the work site,
- (g) measures and conditions for the safe performance of the work which do not fall within the Work Order form (item 15 of the 1.15 How to Complete a Written Work Order Form), (h) Work completion programs,
- (i) or any other deemed necessary by the Supervisor.

then those conditions must be specified in the Attachment to the written work order, with the number(s) of the Attachment(s) to be entered under the appropriate heading on the work order form (Item 16, Section 1.16 How to Complete a Written Work Order Form).

7) A model attachment supplementing the additional work conditions to the written order is provided in item 5. List of Forms.

8) A written work order should be issued:

- a) to the team leader or controller and forwarded to the approver, b) for work performed by a single team of workers at a single work site.

9) When more than one team of workers is working on one site at the same time, a work manager shall be designated.

10) The written order shall be issued by the Supervisor by name, in duplicate (original and copy).

(11) The original and a copy of the written order shall be given to the person to whom the order was issued.

12) When printing a command, it is **absolutely required** that both sides of the written command form be on one and the same sheet of paper (double-sided printing).

13) It is permissible to issue one written order for the same work performed by one team of employees consecutively at other work sites when the team is working at only one site at a time and the conditions for safe work performance are the same at all sites.

14) The work area for work performed in buildings shall be limited to one room or area designated in the order.

15) The supervisor may allow work to be performed by one or more team members in different rooms by making an appropriate provision in the order. Those performing work in different rooms, for power and electrical equipment as defined in Section. 1. (a) and (b), should hold a valid qualification

certificate.

16) The work order shall be valid for the period of time specified by the Supervisor.

17) If necessary, the Supervisor may revise previously stated dates of work and change the number of employees on the team in the order.

18) In the written work order, changes in the dates and number of employees referred to in item 3.2.2(17) , should be noted under the appropriate heading.

19) Other than those listed under 3.2.2(17), 3.2.2(18) changes or amendments are prohibited.

20) Written work orders shall be retained for a period of not less than 90 days from the date the work is completed:

- the original written order shall be retained by the Supervisor,
- a copy of the written order shall be retained by the Approver.

3.2.3 RECORDING AND REGISTERING WORK ORDERS

1) Work orders should be recorded by the Supervisor in the work order register.

(2) The form of records of orders shall be determined by the employer.

3) The record of written orders should include:

- a) date (day, month, year) of issuance of the order,
- b) number of the written order,
- c) name and surname of the Supervisor,
- d) name and surname of the person to whom the order was issued,
- e) identification of the object, place and type of work to be performed,
- f) changes in the order,
- g) signature of the person accepting the order.

4) A template of the register of written orders can be found in item 5. List of Forms.

5) Records of written orders shall be retained in the business unit for 1 year.

3.2.4 WORKPLACE PREPARATION

(1) Site preparation and release shall be performed by the person acting as the approver.

(2) If a coordinator is designated by the Supervisor, the Approver shall communicate the contents of the order directly to the Coordinator.

3) Any comments or objections to the content of the order on the part of the coordinator should be brought to the attention of and clarified with the Supervisor.

4) Workplace preparation consists of:

- a) obtaining permission to prepare the workplace from the coordinator, if they have been appointed,
- b) obtaining confirmation from the coordinator that the necessary switching operations have been performed and permission to perform the switching operations and to attach the appropriate protective devices, provided for by the approver,
- c) taking the equipment out of service within the scope specified in the order and agreed with the coordinator,
- d) disarming and locking the drives of switches, valves, gates, etc., in a manner preventing the accidental activation of the disabled equipment or the
- e) checking that the hazard - voltage, pressure, temperature, spring tension, etc. - has been removed at the place of work of the shut down devices,
- f) use of required safety devices on deactivated devices (earthing, plugs, etc.),
- g) installing fences and guards at the workplace according to the needs,
- h) marking the workplace and displaying safety signs and boards - also in places of remote control of motors of deactivated devices,
- i) checking whether the workplace is equipped with the required efficient fire-fighting equipment, in case of performing work that is dangerous to fire

5) Other employees under the supervision of the Approver, designated by the Supervisor, who are authorized persons, may also be involved in the preparation of the work area. Individuals who will be preparing the work area should be noted in the Written Order.

6) Work site pay, must clearly identify the area in which workers and equipment necessary to perform the work may be located.

7) The scope and method of compensation shall be determined and implemented by the Approver.

3.2.5 ADMISSION TO WORK

- 1) Admission to work shall be made when work is performed under written direction.
- 2) Admission to work shall take place after preparation of the work area and shall consist of:
 - a) checking the preparation of the work place by the admitting and leading the team of workers or Controller,
 - b) indicating to the team or leading the team of workers the work zone,
 - c) conducting an instruction to the team of workers about the dangers in the work zone or its vicinity The statement about familiarizing the team with the dangers in the work zone is included in the item 5 List of forms,
 - d) proving that there is no danger at the workplace,
 - e) confirming the release for work by signing the written order by the release officer,
 - f) notifying the coordinator of the team's release for work
- 3) After the work has been released, the original written order shall be given to the work supervisor or supervisor in charge of the work team, or to the Controller, and a copy of the order shall remain with the approver.

3.2.6 STARTING WORK

- 1) Work shall be permitted to commence after the work area has been prepared and work is permitted to commence.
- 2) While performing work, it is specifically prohibited to:
 - (a) extending work beyond the scope and zone of work specified in the written order,
 - (b) making changes in the safeguards used, except as provided in the written order for specific work.
- 3) The rules for safe work on electrical equipment, installations and networks are described in item 3.2.2
PBT.PR.02.I01 Organization of safe work on electrical equipment, installations and networks.
- 4) Principles of safe work on power equipment, installations and networks are described in item 3.3.4
PBT.PR.02.I02
Organization of safe work on power equipment, systems and networks and on water systems and sewage systems.

3.2.7 BREAKS IN WORK

- 1) Breaks in work may occur while work is being performed:
 - a) planned if so stipulated by the Supervisor, b) unplanned.
- 2) When scheduling a work stoppage, the Supervisor shall specify the type of stoppage, i.e., "**with work site liquidation**" or "**without work site liquidation.**"
- (3) When work performed under written orders has been interrupted, it may be resumed when work is again authorized. You are not required to return to work after an interruption if, during the interruption, it has not been determined that the security of the work area and the conditions for safe work performance have deteriorated.
- 4) If it is necessary for the leader of the team of workers or the Controller to leave the work site, further work should be stopped, the team of workers should be taken out of the work site to a safe place, and the work site should be adequately secured against access by the public.
- 5) In the case referred to in item 3.2.7(4), no changes shall be made to the provisions of the written work order.
- 6) If it is necessary for a team member to leave the work area, based on instructions from the team leader or Controller, the provisions of item 3.2.7(4) and (5) shall not apply.
- (7) A team of employees shall not be required to return to work after a break if the team of employees has not left the work area during the break or the work area has been secured from public access for the time the team of employees leaves.
- (8) The team leader or controller, before resuming work after a break not requiring readmission, shall make a thorough inspection of the security of the work area.
- 9) If during the check referred to in item 3.2.7(8), a change in that security is found, resumption of work is not permitted. Work may be resumed after conditions are brought to the required safety level.
- 10) The worker leader or Controller shall immediately notify the Approver or coordinator of the decision to stop work and **record the interruption in the written work order.**
- (11) The employee team leader or controller in charge shall notify the Approver or Coordinator of any interruption of work requiring readmission prior to resumption of work and, if work is performed under a

written order, provide the written order to the Approver or Coordinator upon signature.

12) If it is anticipated that a work site will be decommissioned during a work stoppage, the employee team leader shall remove materials, tools, and equipment from the work site before the employee team leaves the work site and notify the approver or coordinator.

3.2.8 WORK COMPLETION AND WORKSITE LIQUIDATION

(1) Work is completed by order if the entire scope of work provided for by the order has been fully completed or the continuation of the work requires a change in the conditions for safe performance.

2) Upon completion of work, the employee team leader or controller shall:

- a) check that the work has been completed and ensure that materials, tools, equipment and waste generated by the work are removed from the work area,
- b) move the team of workers out of the work area,
- c) sign the order when the work has been completed,
- d) notify the Approver or Coordinator that the work has been completed.

3) The team leader is obliged to make an entry in the Inspection and Repair Book (in case of works on electrical power equipment) on the scope of completed works and technical readiness of the equipment to operate.

4) Upon being informed that the work has been completed, the Approver shall:

- a) check the completion of the work in accordance with the scope specified in the order with an entry in the Inspection and Repair Book (in the case of work on electrical power equipment) and confirm the completion of the work in a written order,
- b) obtain permission from the coordinator to decommission the work site and prepare the equipment for operation,
- c) decommission the work site by removing the technical protection measures used in its preparation,
- d) prepare the equipment for operation and notify the coordinator thereof.

5) The activities set forth in item 3.2.8(4)(c) and (d) shall be recorded in the Operations Log.

(6) Work site decommissioning activities may involve, under the supervision of the Approver, the employee team leader and qualified members of that team.

(7) The coordinator shall authorize the startup of the equipment on which work has been performed upon receipt of information from the Approver that the equipment is ready for operation.

8) If work was performed by several teams of workers, the decision to start the equipment may be made by the coordinator after receiving information that the equipment is ready for operation from all Approvers.

3.2.9 RULES FOR THE ORGANIZATION OF WORK PERFORMED BY FOREIGN CONTRACTORS

1) Third-party contractors are defined as teams of employees who are not part of an employer in the PCC CG.

2) Third-party contractors performing work on equipment shall make all of their employees familiar with and comply with the provisions contained in this manual.

3) Employees of the foreign contractor shall confirm the knowledge of this procedure with their signature in the Declaration of knowledge of the procedure "PBT.PR.02 Basic principles of safe organization of work on devices, installations and networks" included in item 5 List of Forms.

4) Work performed on equipment by third-party contractors, shall only be performed upon written work order.

5) A written work order may be issued after the equipment for repair, modernization or transfer of the construction site has been handed over in writing.

6) It shall be the responsibility of the employer or persons authorized by the employer at which the work will be performed to give instructions and to permit work to be performed by foreign teams.

7) For the duration of repair or improvement work **on idle equipment**, the duty of giving instructions and authorizing work may be delegated to the contractor for such work if specified in a written agreement with the contractor.

8) During the period of commissioning work, the duty of giving instructions and admitting to work shall rest with the commissioning contractor or future employers in the PCC CG, if there is a written agreement between them.

9) When a third party contractor's team of employees is working near active equipment, the Supervisor shall designate a controller or work manager.

10) If there are no contraindications then the controller or works manager referred to in item 3.2.9(9),

should be an employee of the foreign company.

11) In the event that a team of employees of a third-party contractor intends to carry out particularly hazardous or fire hazardous work or earthmoving work, then in such case the coordinator shall be required to provide to the Supervisor the appropriate documents for such work:

- (a) authorisation to carry out particularly hazardous work,
- (b) authorisation to carry out particularly hazardous work
- (c) one-day authorisation for earthworks,
- (d) local authorisation for earthworks.

12) In the cases referred to in item 3.2.9(9) and 3.2.9(11), does not relieve the foreign contractor of its obligation to provide health and safety for the workers it employs.

13) When admitting to work, the Approver shall acquaint the team of workers with the working conditions and indicate the hazards present in the work area or its vicinity.

14) It is forbidden for third party contractors to carry out any activity or work on the equipment without consultation with the employer or the person authorized by the employer in the PCC CG.

15) Upon completion of work, the contractor is obliged to issue protocols on the measurement of parameters of the equipment in accordance with current Polish Standards and a written statement on the possibility of putting them into operation.

3.2.10 PRINCIPLES OF ORGANIZATION AND SUPERVISION OF AUXILIARY WORKS

Ancillary work performed on power equipment or groups of power equipment is not maintenance work.

- 1) Ancillary work on power equipment or groups of power equipment may be performed by unauthorized persons instructed under the supervision of an authorized person.
- 2) Persons performing auxiliary work on power equipment or groups of power equipment may be part of a team performing maintenance work on that equipment or groups of power equipment.
- 3) See Table 2 for a list of supporting work.

Table No 2. List of auxiliary works

No.	Type of work	Scope of work
1	Work in the construction, maintenance and repair of buildings	- roofing and sheet-metal work, reinforcing, concrete work, bricklaying, welding, locksmithing, painting
2	Work in the construction, maintenance and repair of building equipment	- in installations: water, sewage, heating, - gates, fences, - internal roads, parking lots and garbage garbage cans
3	Work on teletechnical infrastructure equipment	- in teletechnical and communication infrastructure networks not connected to electrical power equipment, alarm systems, fire protection equipment
4	Maintenance and renovation of support structures and foundations	- painting of structures, foundations, - replacement/installation of safety and information signs, - demolition, new foundation heads, damp-proofing, - demolition and dismantling, loading and removal of foundations, - reinforcement, repair
5	Cutting works	- pruning/trimming of branches, trees, bushes and undergrowth, - maintenance pruning of trees and bushes

		(surgery) - grubbing, milling of trunk remains, - sorting, stacking and removal of logs, trunks and branches obtained during felling and pruning operations - chipping, - disposal of waste and levelling of the site, - securing protected trees and bushes during felling operations
6	Earthworks	- work related to the execution of various types of excavations, embankments and land leveling
7	Work with self-propelled mechanized equipment (e.g., aerial work platforms, cranes, excavators, etc.) with variable locations	- assembly/disassembly, loading/unloading, transport of substructures, foundations, equipment; - concreting of foundations; - excavation, flatwork and pilot drilling
8	Cleaning work	- maintenance of green areas, weeding, - cleaning of premises and land, - removal of molehills, gullies, - snow clearance, - refuse, rubbish and liquid waste disposal, - use of mechanical and chemical means for protection against animals
9	Work related to the provision of electric power facilities	- geodetic surveys - geological surveys, - local inspections, - maintenance of fire-fighting equipment and systems, - training and information, - inspections (visual inspections), inventories, technical condition assessments, - access and passage of means of transport

(4) Ancillary work may be carried out in the vicinity of energised power equipment provided that adequate minimum clearances in the air are maintained from the nearest conductors or exposed live parts, taking into account, at all times during the work, the movement of persons, equipment, tools and hand-held objects and the movement of overhead power line conductors:

a) in the case of work performed by authorised or unauthorised persons under supervision, the minimum air distances specified in column 2 of Table 3,

b) in the case of work by unauthorised persons, the minimum air distances set out in column 3 of Table 3.

Table No 3. Minimum clearances in the air from unshielded live electrical equipment or parts thereof, determining the external boundaries of the work zone

Rated voltage of the device	Zone	
	live work	working near voltage
kV	m	m
Up to 1 ²⁾	up to 0.3	More than 0.3 to 0.7
More than 1 to 30	up to 0.6	More than 0.6 to 1.4
110	up to 1.1	More than 0.6 to 1.4

⁽²⁾ The distances specified in Table No. 3, for power equipment and installations, rated up to 1 kV, apply only to overhead lines.

5) When using minimum spacing, ergonomic spacing shall be considered.

6) It is prohibited to work near energized power equipment:

- a) at distances less than the minimum distances specified in Table 3,
- b) when the required minimum distances in the air cannot be properly assessed.

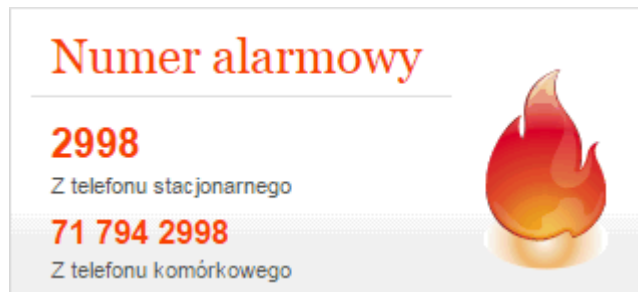
3.2.11 PRINCIPLES OF ORGANIZING WORK WITH THE USE OF MECHANIZED EQUIPMENT

- 1) Work in the vicinity of unshielded live electrical equipment or parts thereof requiring the use of mechanized equipment such as aerial work platforms, cranes, earthmoving machinery and equipment may only take place with minimum air clearances.
- (2) The minimum air clearance is the distance from the nearest conductor or exposed live part of the power equipment to the operating zone of the mechanized equipment.
- 3) When arranging work near voltage, it shall be ensured that the minimum clearances are not exceeded by any part of the body, clothing, tool, or its component.
- 4) Detailed rules for the safe performance of work by mechanized equipment on electrical power equipment are contained in item 3.2.2.4 of the PBT.PR.02.I01 Organization of safe work on electrical equipment, installations and networks attached to this manual.

3.2.13 BASIC PRINCIPLES OF USING WORK TOOLS AND PROTECTIVE EQUIPMENT

- 1) Employees performing work on devices, installations and networks should be equipped by the employer with protective equipment and personal protective equipment necessary to perform the work safely.
- 2) Use work tools and protective equipment in accordance with manufacturer's documentation.
- 3) Store work tools and protective equipment in designated areas under conditions that ensure they are kept in full working order.
- 4) Work tools and protective equipment shall be periodically tested or inspected to the extent specified in the manufacturer's documentation.
- 5) The method of record keeping and inspection and storage of electrical insulating and voltage indicating protective equipment shall be determined by the employer.
- 6) Protective equipment must be permanently marked with its registration number, the date of the next periodic test, and its intended use.
- 7) Tools and equipment that are unmarked are prohibited if they are subject to periodic testing.
- 8) The technical condition of work tools and protective equipment shall be checked each time immediately before use.
- 9) It is forbidden to use damaged or inoperative work tools and protective equipment,
- 10) The employer shall appoint supervisors to periodically check the technical condition, use, storage and records of protective equipment, including personal protective equipment.

3.2.14 EMERGENCY TELEPHONES



No.	Service	Telephone	
		land line	mobile
1.	Facility Dispatcher	2998 71 794 2998	667650252
2.	Electricity Dispatcher	2660, 2454	667650484

3.3 PROCESS PERFORMANCE










Not applicable.

4. LIST OF DOCUMENTED INFORMATION







No.	Type	Scope of communication	Transferring person	Receiving person	Frequency of transmission	Form of information provided	Keeper	Storage period	Archiving period
1.	In.	A written order to do the work	Supervisor	Team Leader and Approver	Not applicable	Paper / Electronic	Supervisor	90 days from the date of termination	-
2.	In.	Operations Log	Not applicable	Not applicable	Not applicable	Paper	Employer	5 years	5 years
3.	In.	Grounding book	Not applicable	Not applicable	Not applicable	Paper	Authorized to prepare the workplace	5 years	5 years
4.	In.	Inspection and repair book	Not applicable	Not applicable	Not applicable	Paper	Employer	5 years	5 years
5.	In.	Register of written orders	Not applicable	Not applicable	Not applicable	Paper	Supervisor	to be filled	year
6.	In.	Declaration of knowledge of the instruction "PBT.PR.02.10 1 Organization of safe work on electrical equipment and installations"	Contractor of works	Work coordinator	One time	Paper	Work Coordinator or Head of Organizational Unit	for the duration of the work	-
7.	In.	Declaration of knowledge of Procedure " PBT.PR.02 Basic principles for safe organization of work on devices, installations and networks	Contractor of works	Work coordinator	One time	Paper	Work Coordinator or Head of Organizational Unit	for the duration of the work	-
8.	In.	Statement of knowledge of the instruction PBT.PR.02.10 2 Organization	Contractor of works	Work coordinator	One time	Paper	Work Coordinator or Head of Organizational Unit	for the duration of the work	-



		of safe work on electrical equipment, installations and networks, and on water installations and sewage networks "							
9.	In.	Statement that the team has been made aware of the hazards in the work area	Contractor of works	Work coordinator or	One time	Paper	Work Coordinator or Head of Organizational Unit	for the duration of the work	-

5. LIST OF FORMS

No.	Link	Form name
1.		PBT.02.F01 Written work order form/ Attachment to work order/ How to complete form
2.		PBT.02.F02 Operations Log
3.		PBT.02.F03 Grounding Book
4.		PBT.02.F04 Inspection and Repair Book
5.		PBT.02.F05 Register of written orders
6.		PBT.02.F06 Declaration of knowledge of the instruction "PBT.PR.02.I01 Organization of safe work on electrical equipment and installations"
7.		PBT.02.F07 Statement of knowledge of Procedure " PBT.PR.02 Basic principles for the safe organization of work on equipment, installations and networks
8.		PBT.02.F08 Statement of knowledge of instructions PBT.PR.02.I02 Organization of safe work on power supply equipment, installations and networks, and on water supply and sewage systems "
9.		PBT.02.F09 Statement that the team has been made aware of the hazards in the work area

6. LIST OF RELATED DOCUMENTS

No.	Link	Document Name
1.	Safety signs and boards.pdf	Safety signs and boards
2.		PZB.I02 Instruction for first aid
3.	Fire safety instructions for welding works in PCC Group Companies.pdf	Fire safety instruction for welding works in PCC Group Companies
4.		PBP.I02 Instructions for conducting earthworks
5.		PZB.I01 Instruction for safe organization of renovation, modernization, construction and investment works
6.		PZB.I07 Instructions for safe work at height, work on ladders and scaffolding.
7.		Resolution No. 432/VII/14 of the Management Board of PCC Rokita S.A. of 3.03.2014 on Instructions for Traffic and Operation of the Distribution Network
8.		PBT.PR.02.I01 Organization of safe work on electrical equipment, installations and networks.

9.		PBT.PR.02.I02 Organization of safe work on power equipment, installations and networks and on water installations and sewage networks.
10.		PBT.PR.02.I03 Operating instructions for drive equipment