

PZB.I01 Instruction on safe organization of repair, modernization, construction and investment works on the premises

▼ 1. PURPOSE OF INSTRUCTIONS

To ensure proper organization of repair, modernization, construction and investment works and to regulate the conduct of employees organizing, conducting and supervising the above mentioned works.

▼ 2. SCOPE OF THE INSTRUCTIONS

This instruction 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., 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., AQUA Łososiewice Sp. z o.o., PCC Intermodal SA - zlokalizowany na terenie Brzegu Dolnego oraz LogoPort Sp. z o.o., PCC BD Sp. z o.o. - on the territory of Brzeg Dolny.

▼ 3. BEST PRACTICES

3.1 DEFINITIONS AND ABBREVIATIONS

No.	Name	Definition of the name
1.	Work coordinator	A person who supervises the occupational safety of all employees working in the same area, who has adequate knowledge of the site, area, installation (on which work will be performed), and who has at least completed the periodic training for supervisors and the required training for coordinators.
2.	Host of the facility	The person representing the employer who is responsible for the operation of the plant, department, site, installation, the manager of the organizational unit in which the work is to be performed, or that manager's designee.
3.	Industry supervision	Supervision performed by individuals who are certified as team leaders, have current training for work coordinators, and have the necessary industry knowledge in their area of expertise. Supervision to be carried out by persons from various Departments/Divisions of the company as indicated in the Handover Protocol in Clause 15.
4.	Repair work	Replacement work intended to remove damage or defect, replace worn out materials and equipment, and intended only to restore the original condition of a structure or process plant.
5.	Modernization works	Work that makes significant changes to the construction or operation of a production facility, transmission network, or other technological infrastructure. Modernization work should be preceded by an analysis in accordance with the Technology Change Implementation Procedure (PZB.PR.08 Technical and Technology Change Management).
6.	Construction work	All work described in the Construction Law, and in particular work requiring a notification or a building permit.
7.	Investment works	Activities to create new fixed assets or increase the value of existing fixed assets.
8.	Hazardous fire work	Repair, construction, and renovation work involving the use of open flames, cutting, and grinding with the generation of mechanical sparks and welding, conducted at locations other than welding shops and welding stations, registered with the Bureau of Safety and Prevention.

		The term "fire hazardous work" in the PCC Group Companies is also understood as any renovation, construction and modernization work performed in hazardous areas. WARNING! Work with power tools such as drills and screwdrivers are NOT fire hazardous unless they are carried out in an EX area.
9.	External companies	Any entities that are not part of the PCC Group.
10.	Substantive supervision	Supervision exercised on an ongoing basis in a systemic manner that allows for real support of supervised entities conducting work. Substantive supervision is carried out by a person staying on the premises of the plant. In special cases it is allowed to conduct substantive supervision in the form of home duty. The home duty supervisor should be available by phone at all times. The designated person shall be entered in the Work Log/Reconstruction Log/Written Permit to Perform Particularly Hazardous Work, Fire Hazardous Work and shall acknowledge receipt of the foregoing by signature. At a minimum, the substantive supervisor has received training for work coordinators.
11.	Works Log	The Work Log is for the specific task/work that is the subject of the contract, notification (as specified in the handover record). It is a document of the course of execution of works and events and circumstances occurring during the execution of the scope of works, in the period from handing over the site of the works to the Contractor until their completion and protocol acceptance of the works. Records in the Work Log should be made on an ongoing basis, legibly maintained, in chronological order and should concern the progress of the works and the safety condition of persons involved in the task, such as e.g.: dates of commencement and completion of individual works, progress of the works, difficulties in conducting the works, periods and reasons for interruptions in works, comments and instructions of the coordinator, the Site Manager (or his representative), explanations/remarks and proposals of the Contractor, etc.
12.	Analysis of Work Safety (ABP)	A tool for evaluating hazards before starting a job and determining, for each step of the job, the actions to eliminate or reduce the identified hazards, both during the preparation and during the execution of the job.
13.	Compendium of information	In terms of security for external companies performing work on the premises of PCC Group Companies - a summary of regulations and procedures for the safe conduct of work on the premises of PCC Group Companies. Compendium available at the PCC Rokita Safety and Prevention Office and on the website: https://pcc.rokita.pl/zasady-bezpieczenstwa/bhp/kompendium-w-zakresie-bezpieczenstwa/.
14.	Mechanical start-up	Performing final tests and trials (applying voltage to machinery and equipment, circulating safe media, performing pressure tests).
15.	Technological start-up	Provide technology utilities, start production.
16.	Failure	The occurrence of an unforeseen sudden disturbance (damage) in a set of equipment used to carry out a technological process, which causes a loss of functionality and consequently stops production. Does not apply to failures on water and sewer mains that do not result in a shutdown of production.
17.	Industrial failure	An unexpected (unplanned), sudden event that causes or may cause a threat to human life or health, damage to property of significant value, environmental damage, or financial losses related to production downtime. When removing an industrial accident under the direction of the Rescue Operation Commander, the provisions of this manual do not apply. Does not apply to failures on water and sewer mains that do not result in a shutdown of production.
18.	Critical fault	The occurrence of an unforeseen sudden disturbance (damage) in a set of equipment used to carry out a technological process, which causes a

		loss of functionality and consequently may lead or has led to a reduction in production.
19.	Active installation	The process system and all other production and auxiliary equipment that runs on process media. Work on an active installation is considered to be work directly on a node that is in operation
20.	Disabled installation	A drained and decontaminated node is considered to be a shutdown, regardless of whether there are other active process media production nodes in the vicinity. Work on a decontaminated node is work on a decommissioned plant.
21.	Installation deactivated not decontaminated	A disconnected node where residual process substances are or may be present is considered to be a deactivated not decontaminated installation.
22.	Repair, troubleshooting	A set of actions aimed at restoring the basic apparatus, production and auxiliary equipment or other elements of the installation (technological sequence) to a condition that ensures the proper conduct of the technological (production) process.
23.	Troubleshooting and repairing damage to an active process plant	Activities leading to the removal of defects performed during the course of the technological process, performing all repair and replacement of damaged elements of the technological installation, removing disturbances in the operation of the installation, necessary for the continuation of the process.

3.2 GENERAL PRINCIPLES

3.2.1 Types of particularly hazardous work, grounds for conducting such work

1) Particularly hazardous work in PCC Group Companies includes:

- a) work involving fire hazards (3.3.1 of this procedure),
- b) works inside enclosed spaces (tanks, apparatus, manholes, cisterns, etc.) (3.3.2),
- c) works related to troubleshooting and damage repair on active or deactivated, not decontaminated technological installations (3.3.3),
- d) construction, demolition, repair and assembly works carried out without stopping the operation of the plant or its part (3.3.5),
- e) work with hazardous materials and work performed in electromagnetic field protection zones,
- f) work at height (3.3.4).

2) The basis for authorization to perform the work listed in subsection 1(a) is a written "Permit to Perform Fire Hazardous Work" - found in Section 5. List of Forms of this manual. Issued permits must be archived for 1 month from the date of issuance.

3) The basis for authorization to perform the work listed in sub. 1(b) and (c), shall be a written "Permit to Perform Particularly Hazardous Work" - found in Section 5. List of Forms of this manual. Copies of issued Permits must be archived for a period of 1 month from the date of issuance.

4) The basis for authorization to perform the work listed in sub. 1 at equipment, installations and energy networks (within the meaning of the Energy Law) is a written "Work Order" - form PBT.02.F01 to the Procedure "PBT.PR.02 Basic rules for safe organization of work on equipment, installations and networks". Work Orders should be issued separately from other permits, i.e., Fire Hazardous Work Permits and Particularly Hazardous Work Permits. Fire Hazardous Work Permits and Extra-Hazardous Work Permits are attachments to the "Work Order".

(5) For work involving the scope of subsection (1)(a) (fire hazardous) and subsections (b) and (c), it is necessary to have both permits in accordance with sub. 2 and 3. If the work is carried out on power equipment, installations and networks, a "Work Order" from subsection A. is also required independently. 4.

6) The work listed in sub. 1. (d) is performed on the basis of a handover protocol for renovation/modernization/construction site or on the basis of arrangements determined by the head of the organizational unit where the work is to be performed (Facility Host). If the planned work is to be carried out in the vicinity of areas of particular hazard due to the nature of the plant/department or part thereof in operation, the work must be carried out on the basis of a written "Authorisation to carry out particularly hazardous work".

7) Hazardous materials within the meaning of the Regulation are, in particular, chemical substances and preparations classified as hazardous, in accordance with the provisions on chemical substances and preparations, and materials containing harmful biological agents classified into hazard group 3 or 4, in accordance with the provisions on harmful biological agents in the work environment and health protection of employees professionally exposed to such agents, electromagnetic field created by the coexisting electric field and magnetic field, characterizing the electromagnetic energy accumulated in the work environment. 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.

8) The work listed in sub. 1. letter f) shall be performed in accordance with the provisions of instruction PZB.I07 Instruction for safe performance of work at height, work on ladders and scaffolding. In all other cases (e.g., rock climbing), a written Permit to Perform Particularly Hazardous Work" found in Section 5 must be issued. List of Forms of this manual. Copies of issued Permits must be archived for a period of 1 month from the date of issuance.

3.2.2. General requirements

1) Machines and other technical devices, used during repair, modernization or construction works should meet the requirements of safety and hygiene at work and ergonomics, specified in Polish Standards and relevant regulations, throughout the entire period of their use. It is the responsibility of the Contractor of the work to meet these standards, which will be confirmed in the handover record.

2) Electrical machines and equipment of all kinds used on the premises of PCC Group Companies must comply with the regulations on the construction of electrical equipment (PBUE) and the general and specific regulations on the operation of power equipment applicable to a given piece of equipment and place of work. It is the responsibility of the Contractor of the work to meet these standards, which will be confirmed in the handover record.

3) Special repair works, e.g. on power and electrical equipment, should be conducted on the basis of separate industry regulations, orders, procedures and instructions, taking into account the specific nature of the company and the provisions of these instructions. The procedure "Basic principles for the safe organization of work on electrical and energy equipment, systems and networks" and the instructions "Organization of safe work on electrical equipment, systems and networks" and "Organization of safe work on electrical equipment, systems and networks" as well as "Organization of safe work on electrical equipment, systems and networks" are the basis for the principles of safe organization of work on water and sewage systems.

4) It is unacceptable to power electrical equipment from any electrical sockets installed in the **renovated** organisational units of the PCC Group Companies; powering the above-mentioned equipment is possible only from previously selected power supply points (e.g. portable switchboards) indicated in the handover protocol or a written permission to carry out particularly hazardous work.

5) The place of conducting particularly hazardous work shall be marked in such a way that the place of performing the work is easily identified and clearly visible (e.g., ATTENTION work at height, ATTENTION work inside the tank, warning tapes).

6) Whenever work is completed, all electrical and pneumatic machinery and equipment used in the work shall be turned off and secured against unauthorized use.

7) When carrying out repair, modernization or construction works, all employees are obliged to use the personal protective equipment in force at the place of works, such as: protective clothes and shoes, protective helmets, protective glasses, protective gloves and, if necessary, other assortments of personal and collective protective equipment.

Note: All employees of external companies performing work on the premises of PCC Group Companies must be equipped with gas masks or half-masks with ABEK type absorbers. Meeting this requirement is one of the conditions to be met before allowing employees of external companies to perform work on the premises of PCC Group Companies. The arrangements in this regard should be included in the Handover Protocol.

8) The work coordinator - designated by name in the Handover Protocol - or the leader/supervisor of a group of maintenance workers shall exercise comprehensive health and safety supervision of all workers employed at the worksite.

9) The work coordinator must establish rules of interaction, including how to act in the event of threats to the life or health of workers.

10) The Work Coordinator is required to provide a Work Log for the work in progress, the location of which shall be specified in the Record of Transfer for Renovation/Modernization/Site.

11) The appointment of a coordinator of works on the part of the PCC Group Company, does not exempt individual employers from the obligation to provide health and safety for their employees.

12) Direct supervision of the works performed at the place where they are performed shall be exercised - in accordance with Section 12 of the Permit to Perform Particularly Hazardous Work or Section 5 Permits for Fire Hazardous Work - Contractor's supervisor.

13) A work coordinator, facility manager (manager, technologist, master, foreman), PGR specialist, chief engineer, maintenance manager, PCC Rokita technical specialist or project manager are obliged to prevent the PCC Group company's and/or external companies' employees from working if they do not observe occupational health and safety regulations, exposing themselves and others to an accident by their actions. Failure to work must be reported to appropriate supervisory personnel. This fact shall be promptly noted in the Fault Book or in the Work Log. In the event that work is carried out with disregard for health and safety regulations, exposing themselves and those around them to accidents by their actions, the work should be stopped immediately and this fact reported to the appropriate supervisory personnel.

14) In the case of amendments to the "Instruction on the safe organisation of renovation, modernisation, construction and investment works in PCC Group Companies", the works coordinator is obliged to immediately (documented in the works log) inform the subcontractors of the amendments to the instruction.

15) The work coordinator is required to check that external employees have received general training at PCC Group Companies before allowing them to perform work. Training is valid for a period of 12 months from the date taken. Third-party employees must be informed of the safety and health hazards of the work site before starting work. Confirmation of hazard awareness shall be made on the "Health

and Safety Training Sheet for Third Party Employees". The work coordinator shall maintain employee training sheets until the assigned work is completed.

16) Utilities and energy factors of the PCC Group Companies may only be used if written consent has been obtained from the Manager of the relevant organisational unit / Facility Manager or the Administrator of the relevant network. This information should be noted in the handover record, work log, or written authorization for particularly hazardous or fire hazardous work.

17) When working with mechanized construction equipment at a distance of less than 2 m from a structure or technical infrastructure (flyovers, plant-wide facilities), there shall be constant supervision designated by the coordinator of the work in consultation with the site/area manager. An outside company employee may not be designated for supervision.

18) The provision of subsection 17 does not include works directly related to the given building or technical infrastructure element, in particular:

- works with the use of machines used in a given organizational unit in standard maintenance and service activities performed by the employees of a given organizational unit (service employees), - works performed by the maintenance services, i.e. Repairs Team (WU), Maintenance Team (WTR), LabMatic, PCC Apakor and by the Company Rescue Service of PCC Rokita SA.

3.3 DESCRIPTION OF PROCEEDINGS

3.3.1 Fire Hazardous Work

1) The term "fire hazardous work" in the PCC Group Companies is understood as repair, construction and modernization work connected with the use of open fire, cutting and grinding with generation of mechanical sparks and welding, carried out in places other than welding rooms and welding points, registered in the Office of Safety and Prevention. The term "fire hazardous work" in the PCC Group Companies is also understood as renovation, construction and modernization work performed in hazardous areas.

2) Carrying out fire hazardous work on the premises of PCC Group Companies is possible only on the basis of a written "Permit to carry out fire hazardous work", hereinafter referred to as the "Permit" in point 3.3.1. A template of the authorization referred to in point 5. List of Forms of this manual. An exception to this rule: work carried out in hazardous areas on the basis of written instructions valid for the area where the work is to be carried out (e.g. operating instructions, instructions for use, maintenance of the equipment, etc.). It is not necessary to issue a Permit for work carried out in hazardous areas based on the instructions listed above.

3) Permits for fire hazardous work may be issued by the Work Coordinator or by individuals identified on the Renovation/Modernization/Site Handover Protocols. In the case of work carried out on production plants, the Permit may also be issued by Plant Managers, their deputies, Senior Masters, Junior Masters, Masters and Foremen.

4) When conducting fire hazardous work within a production facility, it is necessary to notify the facility manager or his representative in writing of the work being conducted, obtaining signatures in Section 3. Permits (not applicable to Permits issued by employees of the production department where the work is performed). If the site host does not approve, the site host shall notify the Permit writer that the work will not be permitted.

5) The issuer of the permit is responsible for indicating the persons who should be informed about the works being conducted before the commencement of the works.

- 6)** It shall be the responsibility of the Contractor's Supervisor to notify persons to be notified of the work prior to the commencement of the work.
- 7)** Permits authorize fire hazardous work for the period of time indicated therein. The maximum duration of the permit is no more than 16 hours. Provided that the Permit shall not be issued for a period longer than the Permit Issuer's stay on the premises on any given day (need for supervision).
- 8)** The Permit Issuer is responsible for the correct completion of the Permit. No fields marked in red on the form may be left blank on the Permit.
- 9)** The Permit Issuer shall specify the required fire protection and how the work site will be secured. In case of doubts related to the determination of the requirements mentioned above, it is possible to obtain an opinion on the manner of securing the works and determining the required fire protection from the staff of the Safety and Prevention Office (GBR Manager, Deputy GBR Manager, GBR Shift Managers, BRP Specialists, GBP/GBH Specialists).
- 10)** In contentious situations, the required fire protection and the method of securing the work site will be decided by the Safety and Prevention Office staff (GBR Manager, Deputy GBR Manager, GBR Shift Managers, BRP Specialists, GBP/GBH Specialists).
- 11)** The Permit Issuer shall decide whether it is necessary to measure the explosive atmosphere by making a notation in the appropriate sections of the Permit (section 5 of the Permit).
- 12)** In case of the necessity to measure explosive atmosphere, the Permit Issuer is obliged to notify LabAnalitika Sp. z o. o. about the necessity to perform an analysis, including information on substances that may be present in the air (e.g. benzene, hydrogen).
- 13)** In the case of the necessity to measure explosive atmosphere, the commencement of work is possible after issuing by LabAnalitika Sp. z o.o. a relevant document confirming the absence of risk in the planned place of work and attaching it to the Permit.
- 14)** In work areas where explosive atmospheres are possible, it is necessary for workers to carry portable detectors indicating the VOC and oxygen content in the air. Stop work immediately when the oxygen concentration in the air reaches below 18% or when the concentration of flammable substances in the air exceeds 1% of the lower explosive limit.
- 15)** While work is being performed, detectors shall be continuously on and located where they can be properly detected (e.g., attached to outer clothing). Persons performing the work should have detectors on their own or borrow from the Company Emergency Service. At least one detector shall be provided for each fire hazardous work station.
- 16)** The Permit Issuer (PCC CG employee) is required to make a notification in the Nuxeo system ("nuxeo.rokita.com.pl") prior to commencing work.
- 17)** The Permit Issuer, if it is necessary to lock out fire detection detectors for the duration of the work, shall notify the Plant Dispatcher prior to the start of the work.
- 18)** The work area must be designated, fenced off, clearly marked, and secured against unauthorised access. In hazardous areas, signs indicating the type of hazard must be displayed, and additional safety measures must be implemented to mitigate the risks (e.g. nets, barriers, etc.). The Supervisor on the part of the Work Contractor shall be responsible for securing and preparing the work site (including providing required fire protection), the progress of the work, and securing the work site upon completion of the work. If it is necessary to provide supervision of the Company's Emergency Services, it is the responsibility of the Permit Issuer to arrange for their supervision.

19) The permit writer shall supervise the site while the work is in progress. The frequency of inspections should be based on the hazards and risks generated by the work being performed.

20) The Supervisor on the part of the Work Contractor shall be responsible for performing the work in a safe manner and for supervising the work in progress.

21) Safety and Prevention Bureau personnel (GBR Manager, Deputy GBR Manager, GBR Shift Managers, BRP Specialists, GBP/GBH Specialists) inspect fire hazardous work sites as part of their job duties (e.g., during ZSR patrols).

22) Additional inspections of fire hazardous work by other authorized persons may be permitted. Work coordinators, the facility manager, persons designated by the facility manager (including those designated only verbally), persons designated in the renovation/upgrade/construction site handover protocols, and Safety and Prevention Bureau staff (GBP/GBH Specialists, GBR staff, BRP Specialists) are authorized to inspect fire hazardous work.

23) The work contractor shall report the completion of the work (immediately upon completion) to the person responsible for monitoring the site.

24) The Plant Master in charge of the shift shall be responsible for monitoring the work site for Permits issued by employees of the department where the work is being performed.

25) The person responsible for monitoring the work site in cases other than those specified in item 23 is the Shift Manager of the Company's Emergency Services.

26) The work contractor shall report the completion of the work to the person responsible for monitoring the site by sending a text message (SMS) with the following content "completed fire hazardous work, permit number [xx/xx]" (item 23). In the case described in item 24 be texted to the Department Master in whose area the work is being performed. In contrast, in the case described in item 25 send a text message to the ZSR Shift Manager's number: 885 965 351.

27) The contractor of the work, after notification of completion of the work, shall continuously supervise the site of the work until the Permit Issuer has turned over the Permit to the monitoring person, provided that this period shall not be less than one hour (if the Permit is turned over earlier, the contractor's supervision of the site of the earlier work must continue until a full hour has elapsed).

28) The contractor of the work while conducting continuous surveillance of the work site after completion of the work shall not leave the site where the work was conducted. The purpose of surveillance is to ensure that work previously performed does not contribute to a fire. During the course of supervision, it is permissible for the work contractor to perform work other than fire-hazardous work, e.g., cleanup work.

29) The Work Contractor shall, upon completion of continuous supervision, transfer the Permit to the person responsible for monitoring the work site.

30) The person responsible for monitoring the work site shall, after receiving the SMS from the work contractor within a period not exceeding one hour, proceed to the work site to collect the Permit from the work contractor and to commence monitoring of the work site.

31) The person responsible for monitoring the work site to collect the Permit from the work contractor and to monitor the work site may delegate a subordinate employee.

32) Monitoring of the work site shall be performed in accordance with Form No. 12 of this manual "Guidelines for Fire Hazardous Work"

33) If it is found during the inspection that the rules generally recognized as safe are being violated, and if the work is being conducted in a manner other than that specified in the Permit or in a manner inconsistent with the provisions of the Permit, the work shall be stopped immediately until the irregularities found are corrected. Work may be resumed only if written confirmation that the person who stopped the work can continue the work is obtained. The person stopping the work may specify another basis for resuming the work.

34) All notations of stopping/resuming fire hazardous work, comments, or irregularities occurring shall be made on the back of the permit.

(35) A person stopping fire hazardous work shall specify the reason for stopping the work by writing it on the back of the permit and shall notify the permit writer of the stoppage.

36) Issued permits shall be archived for a period of 1 month from the date of issuance. The persons responsible for monitoring the worksite (Plant Master in charge of the shift or Plant Rescue Service Shift Supervisors) are responsible for archiving.

37) Conducting fire hazardous work without a Permit or conducting work under a Permit in which the boxes marked in red have not been completed shall be considered a gross violation of safety regulations.

38) Failure to comply with the requirements of the Permit shall be treated as a flagrant safety violation.

39) The Fire Hazardous Work Permit shall be located at the site of the work and shall be available for inspection by GK PCC personnel.

40) Violation of safety regulations shall result in the award of a yellow or red card or other disciplinary penalties as defined by the Labor Code.

3.3.2 Work inside confined spaces (in tanks, apparatus, cisterns, canals, manholes, etc.)

1) The provisions of this section apply to work in tanks, canals, manholes, inside technical equipment and other confined spaces where entry is through hatches or openings of small dimensions or is otherwise obstructed. Enrollment also applies to open pools.

2) Work may be undertaken and carried out in the above confined spaces only on the basis of a written "Permit to carry out especially hazardous work".

3) When preparing the permit, refer to the provisions of this section and use the document "Principles for Safe Work in Confined Spaces" - attached as Appendix 12 to this manual.

(4) Permission to work in tanks, in sewers, in manholes, inside technical equipment and in other confined spaces may be issued by the head of the organizational unit or his deputy. In the absence of the Manager and Assistant Manager by a person authorized by the Director of Production/plant/office (having a provision in the job card for replacing the Manager). In the case of investment works, the person responsible for issuing permits is the Site Manager (for investments without a Site Manager, the permit may be issued by the person in charge of the investment works, e.g. the project manager or works coordinator). In the case of PCC Autochem Company, a Foreman may issue a permit in place of the Manager.

Note: The permit cannot be renewed. The permit should be issued for a specific group of employees and may cover a maximum duration of one work shift.

If it is necessary to conduct work on a subsequent shift, a separate Permit must be obtained to do so. A permit may be issued for a period longer than the end of a shift when repair work is being performed

during a plant shutdown by the same repair group provided that the work is supervised by the same supervisor.

5) The person issuing the Permit (PCC CG employee) is obliged to report this fact to the register in the Nuxeo system (nuxeo.rokita.com.pl) before commencing work. Go to the Department that the employee has access to and then go to the "Hazardous Work Book" tab. Then enter the "New" field and there enter the details of the job i.e. Permit number, location of work, scope of work, name of company doing the work, number of workers involved in the work, start time of work and expected end time. The person issuing the permit should also complete their profile in the Nuxeo system with a phone number. To do this, go to the "MAIN PAGE" tab, then to the "Profile" tab and there to the "Action" tab. Then go to the "Edit" field and enter the phone number there. A sample application form can be found in Section. 8.

6) When working in confined spaces, constant supervision shall be provided. Supervision shall be provided by the person in charge of employees on the part of the Work Contractor. The Permit Issuer for such work should verify that the organizational and technical arrangements ensure the safety of workers during the work.

7) As stated in sub. 5, the employee issuing the Permit is required to designate, in consultation with the contractor, an employee of the contractor to directly supervise the work in progress on a continuing basis, in accordance with item 12 Permits.

8) When working in a confined space, provide a means for an employee to receive immediate first aid in the event of an emergency or accident. Use a harness with a safety line for evacuation. When working through an overhead manhole, use a tripod or other specialized technical device to quickly remove workers from the affected area.

(9) Work in a confined space may be undertaken and carried out, subject to sub. 10 and 11, after meeting the following requirements:

a) The equipment shall be decontaminated, i.e. emptied of all chemical substances contained therein and initially cleaned by flushing, purging with steam or inert gas and purging with air,

Note: Blowing oxygen into the unit is not permitted.

(b) if work inside the equipment may be associated with a fire hazard, the necessary fire protection measures shall be used and a fire hazard work permit issued,

c) disconnect the flow of materials and chemical substances from other equipment, apparatus, tanks, pipelines, etc. to the equipment being **overhauled** by means of disassembly or blinding. All piping supplying and discharging media to confined spaces, including venting and breathing piping, if they do not lead directly and spontaneously to the atmosphere, should be disconnected or blanked off with blanking plugs.

Use appropriate interflange plugs (called "lollipops") or other dedicated pipe plugs (e.g. mechanical seal plugs, pneumatic seal plugs, etc.) to plug the piping. Plugs shall be of adequate diameter, thickness and material to withstand pressure, temperature and corrosive media on the active side. Flange plugs, so called lollipops, should have a "handle" ("tongue") marked with a bright color, extending above the joint. The number of plugs installed shall be recorded on the Permit (item 4),

(d) Disconnect equipment, heaters, moving equipment, and other potentially hazardous equipment inside from power sources,

e) causing permanent disconnection of the supply of electricity, in a manner that makes it impossible to put into motion motors and driving mechanisms, heating and cooling devices, installed at the **repaired** device, and electric shock, i.e. by: switching off the device, removing

or switching off overcurrent protections, displaying a "Do not switch on" sign in the electrical switchboard, disconnecting electrical wires from motors, removing them from electrical boxes, short-circuiting them "briefly" and insulating their ends; in the case of power cables with a large diameter, it is permissible to short-circuit the wires "briefly" in the motor box without pulling them out. Follow the same procedure for explosion-proof motors,

f) immediately before starting work inside the device, perform an analysis of the air in the device for the content of oxygen, toxic substances and substances forming flammable and explosive mixtures.

Note: Conditions for proceeding with work inside the unit are as follows:

(a) The content of flammable and explosive substances shall not exceed 1 % of the DGW (Lower Explosive Limit),

b) The content of harmful substances shall not exceed the NDS (Maximum Permissible Concentration) - not applicable to work performed in a distance apparatus,

(c) The oxygen content of the air shall not be less than 18% by volume,

(d) The air temperature in the tank should not differ from the ambient temperature by more than 5°C,

(e) Operational work in boilers and in chambers, ducts and pipelines of thermal networks shall not be carried out at temperatures above 40°C,

(f) Provide necessary collective and/or individual protective equipment,

(g) Designate, to supervise the work and cooperate with the overhaul group, a supervisory employee of the manufacturing plant where the overhaul is being performed.

The aforementioned analyses (a, b, c) may be performed only by appropriate laboratories authorized by the Regional Sanitary Inspector or accredited for performing analyses and measurements of the work environment. In PCC Apakor and PCC Autochem companies, the above analyses may be performed by employees authorized by the employer, who have appropriate, calibrated equipment and confirmed in writing skills to perform measurements and analyses of the work environment. The above deviation for PCC Apakor and PCC Autochem concerns tanks and reservoirs located on their premises and for OW department concerns the area of sewage treatment plant and areas outside PCC - area of water network AQUA Łososiowice. For PCC Group companies the above mentioned analyses are performed by LabAnalitika.

10) The requirements set forth in sub. 9. Letter (a) does not apply to the preparation of the canal for work in it, and subpar. 9.(c) - sewer and manhole. Prior to performing work in a sewer or manhole, ventilate the sewer section in question, leaving manholes open, and turn off that sewer section, or if that is not possible, limit the sewage flow as much as possible.

11) If it is necessary to enter the interior of the equipment to clean it, the operations listed in sub. 9 (with the exception of decontamination) must be strictly performed, and production workers performing cleanup work may only begin such work after receiving a Permit and under the direct supervision of a supervisor (who has periodic health and safety training for supervisors and with special precautions and the use of appropriate personal protective equipment - as specified in Section No. 8 of the Permit - to protect workers performing the work from poisoning, burns and other injuries.

Note: In the event that employees of groups of other contractors are also involved in the aforementioned work, they may only commence the work under a separate Permit issued for that group of employees only.

12) Prior to commencing work inside confined spaces, the person supervising the work is required to check the preparation of the work site in accordance with the checklist in Appendix 13 of this manual. Does not apply to work in sewers and manholes.

13) Immediately before workers begin work inside the equipment, the person in charge of the aforementioned workers shall inform them of:

- the scope of the work they are expected to do,
- the type of hazards that may occur,
- the necessary personal and collective protective equipment and how to use it,
- the method of signaling between those working inside the equipment and the workers assisting them outside,
- named division of labor,
- sequence of tasks performed,
- the health and safety requirements for the various activities,
- how to proceed in the event of an emergency.

14) A worker or workers performing work inside the equipment shall be belayed by at least one person on the outside. The belayer should be in constant contact with personnel inside the equipment and be able to immediately notify others who can provide immediate assistance if necessary. Before starting work, establish a method of communication between the person working inside and the belayer(s). The worker(s) performing work inside the equipment (e.g., inside the tank) should be changed every 30 minutes or so.

If the conditions require that several workers are working simultaneously inside the machine, provide them with conditions for rapid evacuation.

When working inside the equipment, where access to the equipment is through the top hatch, a maximum of 1 person can work in the tank, and when entering through the side hatches, located at the height of the bottom of the tank, a maximum of 3 workers can work.

15) An employee entering the equipment shall be equipped with:

- a safety harness with a safety line, the other end of which is attached to a fixed part of the structure outside the confined space,
- protective helmet with attachment for multi-point chin strap,
- appropriate protective clothing, selected for the type of work performed (protecting against the effects of hazardous substances that may be present in the confined space - single-use protective suits of category 3, type 4, 5, 6; when there is a risk of flammable and explosive substances, the clothing must be of anti-electrostatic type),
- eye protection (tight safety goggles, full protective helmet with hood),

- isolating and filtering equipment protective respiratory system mask with fresh air distance hose,
- other personal protective equipment as specified in the Permit.

NOTE:

Under no circumstances should filtering equipment, gas masks with canisters (including SCOTT PROFLOW type filtering devices) be used in confined spaces, which only stop dangerous (toxic) substances, but cannot increase the oxygen content, which may be lacking in a confined space!

16) The personal protective equipment of the belayer shall be exactly the same as that of the workers entering the equipment.

The employee(s) belaying at the equipment manhole shall not leave his/her station at all times while working in the confined space.

17) Non-use of respiratory protection is only permitted in situations:

(a) While performing work inside new equipment/tanks or equipment/tanks that contained non-hazardous substances (water tanks),

b) in conditions when the oxygen content in the air inside the device is at least 18% vol. and there is no danger of the oxygen content dropping below 18% vol. During work in the interior of the device and when in this air there are no substances harmful to health in concentrations exceeding the maximum permissible concentrations (PAC) of factors harmful to health in the working environment, and there is no danger of their occurrence while the employee is inside the device and performing work.

Caution! If there are changes in the air composition (indicated by the detector), stop operation inside the confined space and reanalyze the air.

When working inside equipment/tanks, continuous air monitoring should be carried out using detectors that should be located in the work area. To retrieve an air detector, report to the Company Emergency Services. After use, the detector should be returned to Company Emergency Services for charging and calibration.

18) The decision for workers - performing work inside the equipment - not to use respiratory protection in connection with meeting the conditions referred to above (item 15), can only be made by the person in charge of the aforementioned workers, provided that it has not been specified otherwise in item. 8 Permits. An appropriate entry about the decision made should be made in item 16 Permits.

Note: Completion of item 16 Permits - by the person in charge of the employees carrying out work inside the unit - is absolutely necessary under penalty of invalidity Permission to carry out work!

19) When workers are inside the unit, all hatches shall be open and a constant air supply shall be used during this time to maintain the required air parameters in the unit. Does not apply to sewer manholes, which shall have two manholes open.

20) The interior of the unit shall be illuminated using an electrical light source of safe voltage (e.g. 24V).

21) Transportation of tools, other objects and materials inside the unit shall be done in a manner that does not create hazards or inconvenience to employees working there.

22) If there is a possibility of explosive concentrations inside the equipment, appropriate explosion prevention measures shall be taken.

(23) If work is to be performed inside a piece of equipment containing liquid or loose materials in which there is a possibility of a worker drowning or being buried, then, regardless of being protected by appropriate personal protective equipment, the worker shall be lowered into the interior on a platform or other device that allows the work to be performed safely.

24) Upon completion of the work site preparation activities, the Permit writer shall complete and sign two identical copies of the Permit and then give one copy to the employee in charge of the repair group who shall acknowledge receipt of the Permit with their signature. The second copy of the Permit shall remain with the issuer of the Permit.

25) The Permit Issuer is obliged to give a detailed instruction to the repair group on the existing hazards, which he shall confirm with his signature in Item 6. Permits

26) The employee in charge of a group of contractors is required to:

- discuss with the repair group the scope of work they are to perform,
- make a named division of labor,
- determine the order in which tasks are to be performed,
- discuss safe working methods for individual activities, the use of necessary personal and collective protective equipment and necessary auxiliary equipment,
- assess the fire risk in the area of work,
- determine the types of measures to prevent the start and spread of a fire or explosion,
- ensure that the work site and its progress are properly secured, and that the work site is properly secured after the work is completed,
- ensure that only authorized and properly instructed persons have access to the areas where particularly hazardous work is carried out,
- order the protection (fencing, covering) of openings, delineation of accesses and passages to the **repaired** equipment,
- store scrap metal, materials, and support equipment in designated areas,
- acknowledge, with his/her handwritten signature, receipt of the Permit (item 16) and have them at the work site,
- provide employees performing work with an appropriate amount of personal protective equipment.

27) An employee who manages the work of a group of contractors is obliged to organize and carry out the commissioned work - specified in the Permit - in a manner that takes into account the protection of

employees against accidents at work, occupational diseases and other diseases related to working environment conditions.

Note:

(a) Under no circumstances shall any employee commence work if it is discovered that adequate safeguards are not in place or are not properly provided, and such employee shall immediately report such fact to his supervisor or work coordinator.

b) An employee who manages the work of a group of the contractor's employees - in order to ensure proper and safe organization of the work - should provide subordinate employees with an appropriate amount of personal protective equipment and equipment used to secure the work place (e.g. screens, partitions, shields), as well as ensure appropriate conditions for its storage and the use of the above mentioned means and equipment in accordance with their intended use.

(c) The work area must be designated, fenced off, clearly marked, and secured against unauthorised access. Signs indicating the type of hazard and other means of protection from the effects of hazards (nets, barriers, etc.) shall be placed in hazardous areas.

(d) The completed Permit shall be carried by the work group leader of the work contractor's employees or posted at the work site during the period of particularly hazardous work.

28) Upon completion of the work, the contractor's employee group is required to:

- removing the plugs (if the pluggers were contractor employees),

Note: In justified cases, agreed with the work coordinator, the removal of plugs can be done by production workers under the supervision of the master or production coordinator.

- remove scrap metal and clean up the work area,

- notification that the equipment is ready for the required tests and examinations,

- carry out the required tests on the equipment (mechanical commissioning, leakage tests, etc.).

29) The supervisor of the Contractor's group of employees must report the completion of the work in progress to the work coordinator. The aforesaid employee shall record the completion of the work in the Fault Book, Work Log or Permit.

Note: The provisions of this chapter shall also apply in cases where renovation work is being conducted by employees of a business unit.

30) Quality acceptance of completed work shall be performed by the Permit Issuer or other designated employee. Acceptance of completed work shall be documented in the Fault Book, Work Log or SAD system. Does not apply to work performed by the Maintenance Team (WTR) and the Repair Team (WU).

3.3.3 Troubleshooting and damage repair work on active or undecontaminated process plants.

1) An active plant is a process system and all other production and auxiliary equipment that runs on process media and is supplied with energy factors (does not include water systems).

2) Installation shut down, not decontaminated - a node of the installation shut down (production equipment and pipelines shut down and emptied, but not washed, not blown - may contain process media (hazardous substances).

3) Work on an active or undecontaminated installation is considered to be work involving direct interference with elements or equipment of the installation (e.g. disassembly/assembly of equipment, disconnecting connections, opening filters, etc.).

4) Installations, equipment not decontaminated immediately prior to work shall:

- prevent the supply of a hazardous medium (at least by closing the valves);

- empty the dangerous medium (by unscrewing at the lowest point of the system) and equalize the pressure (by unscrewing at the highest possible point of the system) with special care (does not apply to sewage systems).

5) The work area must be designated, fenced off, clearly marked, and secured against unauthorised access. In hazardous areas, signs indicating the type of hazard must be displayed, and additional safety measures must be implemented to mitigate the risks (e.g. nets, barriers, etc.).

6) Undertaking and carrying out work on active or not decontaminated technological installations may take place only on the basis of a Permit to perform especially hazardous work.

7) The person issuing the Permit (PCC CG employee) is obliged to report this fact to the register in the Nuxeo system (nuxeo.rokita.com.pl) before commencing work. Go to the Department that the employee has access to and then go to the "Hazardous Work Book" tab. Then enter the "New" field and there enter the details of the job i.e. Permit number, location of work, scope of work, name of company doing the work, number of workers involved in the work, start time of work and expected end time. The person issuing the permit should also complete their profile in the Nuxeo system with a phone number. To do this, go to the "MAIN PAGE" tab, then to the "Profile" tab and there to the "Action" tab. Then go to the "Edit" field and enter the phone number there. A sample application form can be found in Section. 8. This shall not apply to emergency situations related to saving human life and health or property, which shall be reported to the PCC Rokita Site Dispatcher and supervised by Rescue Services.

8) When working on active or not decontaminated technological installations, it is necessary to ensure constant supervision by the work contractor - pt. 13 Permits. The Permit Issuer for such work should verify that the organizational and technical arrangements ensure the safety of workers during the work.

9) Notwithstanding the provisions of the foregoing section, the Permit Issuer shall be required to designate an employee on the part of the bargaining unit to provide substantive oversight in accordance with Section. 12 Permits.

10) When working on an active or unsanitized process plant, ensure that immediate first aid is available to the employee in the event of an emergency or accident.

11) No Permit is required for minor repair work and minor troubleshooting on decontaminated process plant except for fire hazardous work.

12) The term "minor overhaul works and removal of minor defects" shall be understood as any works related to the removal of defects on a permanently shut down and decontaminated technological installation, separated from such equipment as: tank, reactor, column, evaporator, etc. by at least one container - conducted by a maximum of two persons in one shift.

13) Construction, demolition, renovation, assembly and investment works carried out without stopping the operation of the workplace or its part in places where employees working on other works are present or where machines and other technical equipment operate should be organized in a way that does not expose employees to dangers and arduousness resulting from the works carried out, while taking special precautions.

14) To perform the work specified in subsection 12, may be required to issue a Permit to Perform Particularly Hazardous Work, which will establish detailed health and safety conditions, with division of responsibilities in this regard.

15) The classification of the work - into a category requiring a Permit or not requiring a Permit - shall be made by the Site Host. The fact that a Permit has been issued or not issued must be recorded in the "Fault Book".

NOTE: If the planned work is to be carried out in the vicinity of areas of particular hazard due to the nature of the plant/department or part thereof in operation, the work must be carried out on the basis of a written "Authorisation to carry out particularly hazardous work".

16) Prior to handing over a work place (part of a technological installation, apparatus, tank, device) to the employees of the overhaul group, the Site Manager is obliged to perform the necessary actions:

(a) record the scope of work in the Fault Book or SAD system,

(b) preparing the work site for the repair group, namely:

- emptying the workplace part of the system (equipment) of the chemicals it contains (if it is not possible to empty, a hazardous work permit must be issued),

- disconnect the supply of chemicals to the work site by removing or capping them (if the system is not decontaminated, a permit is required for particularly hazardous work),

- decontamination of the **overhauled** part of the installation (equipment),

- cause analyses to be performed for the presence of flammable and explosive substances, harmful substances, and oxygen content, in accordance with current needs,

- causing permanent disconnection of the supply of electricity in such a way that motors and driving mechanisms cannot be put into motion and electrocution can occur, in particular by: switching off the device, unscrewing the fuses, displaying a "Do not switch on" sign in the electrical switchboard, disconnecting the electrical cables from the motors, removing them from the electrical boxes, short-circuiting them "briefly" and insulating their ends; in the case of large diameter power cables, it is permissible to short-circuit the cables "briefly" in the motor box without pulling them out. Follow the same procedure for explosion-proof motors.

c) discuss, in cooperation with the employee managing the work of the overhaul group, safe methods of work with the employees appointed to remove the defect; the instruction received shall be confirmed by the employee managing the work of the overhaul group with a signature in the Book of Defects,

d) irrespective of the above actions, mentioned in letters a), b), c), the manager of the organizational unit or a person substituting him is obliged to appoint an appropriately qualified employee (Master or Production Coordinator) - coordinator of the repair works in progress - to supervise the course of the works and cooperate with the repair group.

17) Upon completion of the work site preparation activities, the Permit writer shall complete and sign

two identical copies of the Permit and then give one copy to the employee in charge of the repair group who shall acknowledge receipt of the Permit with their signature. The second copy of the Permit shall remain with the issuer of the Permit.

18) The work leader of the repair group must report the completion of the work in progress to the work coordinator. This fact shall be recorded in the Fault Book and, if the above work was performed under a "Permit", on a copy of the Permit on file with the Permit Issuer.

Note: The provisions of this section shall also apply in cases where repair or minor defect work is being performed by employees of the business unit.

19) Quality acceptance of completed work shall be performed by the permit writer or other designated employee. Acceptance of completed work shall be documented in the Fault Book.

3.3.4

Work at height

1) Work at height within the meaning of the Ordinance is work performed on a surface that is at least 1.0 m above floor or ground level. Work at height does not include work on a surface, regardless of the height at which it is located, if the surface:

- is enclosed on all sides to a height of at least 1.5 m by solid walls or walls with glazed windows,
- is equipped with other permanent structures or devices to protect the worker from falls.

2) Work at height shall be carried out in accordance with the provisions of the Instruction on Safe Work at Height, Work on Ladders and on Scaffolding ([PZB.I07 Instructions for safe high-altitude work, work on ladders and scaffolding](#)).

3) The work area must be designated, fenced off, clearly marked, and secured against unauthorised access. In hazardous areas, signs indicating the type of hazard must be displayed, and additional safety measures must be implemented to mitigate the risks (e.g. nets, barriers, etc.).

4) As a condition of approval to work at height, work must be carried out in accordance with the guidelines set out in the aforementioned manual. In the case of mountaineering work and in any other case not described in the instructions, it is necessary to issue a written "Permit to Perform Particularly Hazardous Work" - found in Section 5. List of Forms of this manual. Issued Permits must be archived for a period of 1 month from the date of issuance.

5) The person issuing the Permit (PCC CG employee) is obliged to report this fact to the register in the Nuxeo system (nuxeo.rokita.com.pl) before commencing work. Go to the Department that the employee has access to and then go to the "Hazardous Work Book" tab. Then enter the "New" field and there enter the details of the job i.e. Permit number, location of work, scope of work, name of company doing the work, number of workers involved in the work, start time of work and expected end time. The person issuing the permit should also complete their profile in the Nuxeo system with a phone number. To do this, go to the "MAIN PAGE" tab, then to the "Profile" tab and there to the "Action" tab. Then go to the "Edit" field and enter the phone number there. A sample application form can be found in Section. 8.

6) Before using the scaffolding, the technical acceptance of the scaffolding must be carried out in accordance with the procedure specified in separate regulations. The acceptance inspection is performed by the site manager or an authorized person (a person with building qualifications in the field of construction and construction specialization, referred to in article 14 section 1 item 2 of the act of July 7, 1994 Construction Law).

7) After technical acceptance, each scaffold must be reported to the Plant Dispatcher by the Work Coordinator (landline 2441, mobile 667650252).

8) Upon completion of use and dismantling of the scaffold, the Coordinator shall report this to the Plant Dispatcher.

9) The Plant Dispatcher shall maintain a record of currently erected scaffolding.

10) A template for the register of reported scaffolding is provided in item 5. List of Forms of this manual.

3.3.5 Principles of preparation and commissioning of installations for overhauls (shutdown overhauls, overhauls on active production installations), modernization or investment works

1) The principles of preparation for: overhauls, modernization, construction or investment works are identical to the rules given in 3.2.1 to 3.3.3, i.e. that all apparatus and equipment comprising the entire installation are decontaminated and, if necessary, the quality of the decontamination performed is analytically checked.

2) The work area must be designated, fenced off, clearly marked, and secured against unauthorised access. In hazardous areas, signs indicating the type of hazard must be displayed. Work may commence only once the Chairperson of the Commission has received. If raw materials, products, or other substances are left in containers or apparatus during repair, modernization, construction, or investment works, these devices must be effectively protected (disconnected, plugged) against the escape of vapors, gases, or liquids and marked with appropriate signs and warning labels.

3) The inlet of steam, nitrogen, fuel gas and other substances from the plant network is to be closed on flyovers or in switching stations. In cases of blinding at switchboards, the conditions for working on these devices and the conditions for use of these utilities must be stated in the Work Log.

4) Establish in writing the terms and conditions for the use of electricity during repair, modernization and construction work (e.g. by setting up portable switchboards).

5) Training of contractor's brigades shall be conducted, prior to the commencement of work, by the facility manager or his designee, in the presence of employees in charge of employees on the contractor's part who will supervise the work being performed.

6) Documents authorizing the commencement of renovation, improvement or construction work shall be:

- The Handover Protocol for renovation/upgrading/construction site, can be found in item 5. List of Forms of this manual,

- Work Log, located in Section 5. A list of the forms of this instruction with an entry made - by the manager of the organizational unit where the work is to be conducted - about decontaminating the installation and preparing it to carry out repair work safely, accompanied by certificates of performed analyses. Acknowledgement of the provisions of the protocol and the entry made by the manager shall be confirmed by their signatures in the Work Log by all supervisory personnel of individual contractors.

Note: Conducting any work within the railroad track gauge requires the work coordinator to obtain written permission to occupy the track/railroad gauge from an authorized employee of the Railroad Division of the GKK and an employee of the Plant Emergency Service.

7) The Work Coordinator - designated by name in the Handover Protocol - shall provide comprehensive health and safety oversight of all workers employed at the work site. In the case of written permits for particularly hazardous work, the person designated to directly supervise the group of workers performing the work is considered.

8) The work coordinator must establish rules of interaction, including how to act in the event of threats to the life or health of workers.

9) The Work Coordinator is required to provide a Work Log for the work in progress, the location of which shall be specified in the Record of Transfer for Renovation/Modernization/Site.

10) The appointment of a coordinator of works on the part of the PCC Group Company, does not exempt individual employers from the obligation to provide health and safety for their employees.

11) In order to obtain the aforementioned written permission to work within the track gauge, the work coordinator shall report the need for the aforementioned work to the Railroad Dispatcher at least one day in advance. This term does not apply to emergency situations.

12) The committee handing over the installation for renovation, modernization, construction or investment work shall prepare a Handover Protocol for renovation/upgrading/construction site, found in Section 5. List of Forms of this Instruction The Chairman of the transfer committee is the Head (department) of the organizational unit or other authorized person. The composition of the Commission transferring the installation for renovation, modernization, construction and investment works should be as follows:

- Organizational Unit Manager (or substitute),
- Construction Manager - Chair,
- Project Manager or Chief Engineer, Maintenance Manager - Member,
- representatives of renovation contractors - members,
- GB Office Representative,
- representatives of other departments (if their presence is required) - members.

The Chairman of the Commission has the right to invite representatives of other services to consult, in particular those responsible for

- environment protection,
- infrastructure elements,
- and others.

13) The Handover Protocol should accurately state:

- (a) Scope of work,
- (b) Determining the decontamination of the installation and performing the required analyses,

- (c) establishing conditions for the safe conduct of the work by the work contractor,
- (d) Determining the specific fire precautions required to be used during the work,
- e) to determine the conditions for carrying out the work in accordance with environmental regulations (emissions, sewage, waste and the place of their storage),
- f) obtaining a written agreement for documentation of modernization, repair, installation of equipment subject to UDT or TDT,
- g) notification to UDT or TDT of modernization, repair, installation of equipment subject to UDT or TDT,
- (h) the terms of cooperation between the individual work contractors and the production,
- (i) Designation of a work coordinator,
- (j) supervision by production, supervision by individual work contractors, by the Health and Safety Team, the Prevention Team, the Environmental Team and other necessary services,
- k) a statement of the fact that the Work Log has been established,
- (l) Arrangements for wastewater discharges that may react with each other and obtaining approval from the Plant Dispatcher and GO Office,
- m) submission of the Characteristics of the Contractor's Work Area (applies to areas where there is exposure to chemical agents for which there are specified OEL levels, physical: noise, vibration, electromagnetic field, microclimate),
- (n) Other findings of the commission including the need for mechanical/technological commissioning.

In the case of a site handover, the H&S plan must be available for inspection by the members of the Commission.

Work may commence only once the Chairperson of the Commission has received and approved the full set of required documents, duly signed by the relevant parties.

- 14)** The minutes of the work and findings of the Committee shall be approved by a member of management from the PCC Group Company (Director or person who replaces him) to whom the organizational unit where the work will be carried out reports.
- 15)** Supervision of the health and safety of all employees working at the site shall be exercised by a work coordinator, designated in the protocol.
- 16)** The Work Coordinator is required to provide a Work Log for the work in progress, the location of which shall be specified in the Record of Transfer for Renovation/Modernization/Site.
- 17)** The coordinator of works is obliged to establish principles of cooperation - between individual contractors of works (companies) - including methods of proceeding in case of occurrence of threats to life or health of employees performing the works.
- 18)** Appointment of a coordinator of works on the part of the PCC Group Companies does not release individual contractors from their obligation to ensure health and safety at work for their employees.
- 19)** Work coordinator, facility manager or persons designated for supervision are obliged not to allow to work, employees who do not observe the regulations of occupational safety and health, exposing by

their actions themselves and people around them to an accident. Failure to permit work must be reported to the appropriate supervisory personnel and entered in the repair/construction log.

20) Notwithstanding the safeguards provided, the work coordinator shall designate, in consultation with the facility/area manager, scrap metal storage areas. These locations must be marked by placards with appropriate signs.

21) Employees from the Facility Host and from all contractors shall be designated to supervise the work delegated.

22) The Protocol also appoints representatives of necessary services of PCC Rokita CG to supervise the works carried out.

23) Temporary welding points designated for the duration of the work - for which written "Permits" are not required - shall be designated by the BRP Fire Prevention Team specialist, in conjunction with the organizational unit manager, the renovation coordinator or construction manager, and the occupational health and safety officer. Welding points shall be marked with "Welding Here" signs and equipped with appropriate firefighting equipment to ensure fire safety.

24) Management of waste from construction and renovation is described in procedure PZŚ.PR.04 Waste management.

25) The Work Coordinator of the PCC Group Companies is required to estimate the types and quantities of waste that will be generated during the works.

26) After estimating the amount and types of waste, the waste generator is obliged to agree with the Ecologistics Company on the issue of waste collection. In case a given waste is not accepted by the Ecologistics Company, the waste generator is obliged to transfer the waste to an external entity that holds a permit for processing the given waste.

27) The coordinator of works on the part of the PCC Group Companies is obliged to determine waste storage places, in agreement with the host of the object/area, on an area paved with an impermeable material in conditions preventing their negative impact on the environment.

28) Keep order while working on the installation. The Contractor shall provide containers or receptacles for waste generated during the work.

29) Where the waste generator transfers waste to an external entity, it is required to obtain a permit from the Director of Environmental Protection to transport the waste outside the PCC Group Companies.

30) In the case of rinsing or washing the installation during the works, the coordinator of the works on the part of the PCC Group Companies is obliged to agree with the plant manager and the contractor on the manner of handling washings.

31) Where capital work is being carried out within the production department, the site supervisor will inform the plant supervisor of the fact that outside company workers have started work in the department. If not informed of the above, the department master will not allow employees to work in the department.

3.3.6 Rules for the acceptance of installations after standstill repairs, modernizations, construction or investment works and handing over the installation for mechanical start-up (tests and specialized studies) and technological start-up

1) The basis for the acceptance of repair, construction, assembly and investment works performed under contracts or orders is the Technical Acceptance Protocol, which is in accordance with the specimen included in the form "Technical/asset acceptance protocol" to procedure PZM.PR.01 -

"Implementation of technical purchases and services". Acceptance of the work shall be made by a committee composed as specified in Section 3.3.5, subsection A. 12.

2) The prerequisite for commencement of commissioning works is providing the commissioning manager with equipment operating instructions, technical and commissioning documentation:

a) in terms of mechanical start-up

- Technical documentation of machines and devices (for newly installed machines and devices),
- Design documentation (for newly installed machines and devices),
- Protocols of tests and checks with positive results,
- Confirmation in the Work Log by individual Contractor supervision employees of the completion of work in the installation nodes that we are handing over for start-up,
- Training of persons participating in mechanical start-up by the Start-up Manager (instruction card),
- Start-up schedule broken down into nodes and stages,
- Start-up instructions (applies only to investment activities),
- List of energy media and raw materials necessary to carry out the start-up,
- Specification of human resources necessary to carry out the start-up,
- Prepared checklists (start-up) to be completed during mechanical start-up (each time, the start-up checklists should be adapted to the scope of the task),
- Other documents referred to in the start-up handover protocol,

b) in terms of technological start-up:

- Documentation referred to in the basis for transfer to mechanical start-up,
- Submitted application for registration of equipment with UDT / TDT (if applicable),
- Completed checklists (start-up) from the stage of transfer for mechanical start-up,
- Training of personnel by the Start-up Manager (instruction card),
- Start-up schedule divided into nodes and stages,
- Start-up instructions (applies only to investment activities),
- List of energy media and raw materials necessary to carry out the start-up,
- Specification of the human resources necessary to carry out the start-up.

Commissioning checklists (discipline-specific) must be submitted for approval by the Technical Director/Deputy Technical Director and the Director of the Safety and Prevention Office, at least two days before the handover for commissioning.

3) The commissioning of the installation for mechanical start-up (tests and specialist studies) may be performed on condition that full safety is ensured for this period during the start-up works and on the basis of entries in the Works Log, in which the supervisory staff - directing the work of individual contractors - shall state the completion of the conducted works and readiness for mechanical start-up.

4) The Work Coordinator shall notify the committee chair of the readiness to proceed with mechanical commissioning (for testing and specialized testing) upon completion of the work.

Note: At the time of commencement of mechanical start-up, safety measurements of all electrical equipment, installed on the overhauled/modernized installation or its part, must be carried out with positive results.

5) The installation is handed over for mechanical start-up by the acceptance committee, making an appropriate entry in the Protocol of handing over for start-up - mechanical and/or technological.

6) A Mechanical Commissioning Manager shall be designated to perform the mechanical commissioning, which may be the Coordinator of the completed repair/upgrade work, the Manager, a Technologist, or an Industry Specialist.

7) Start-up work should include:

- preparation for commissioning of equipment and installations,

- conducting comprehensive operational tests of machinery and equipment,
- adjustment of power, production and control-measurement equipment,
- control and recording of technical and technological parameters obtained during the commissioning tests,
- to familiarize the future operating personnel of the user with the operation of the equipment and plant,
- prepare technical reports on the commissioning process and the final results of the commissioning work,
- other activities determined by the Commissioning Manager and the Commissioning Committee.

Note: Commissioning works must be carried out strictly based on checklists prepared by the respective technical discipline specialists (GTP) and the Process Engineer/Technologist participating in the commissioning process

8) Upon completion of mechanical startup, the Mechanical Startup Manager shall make an entry in the Work Log confirming successful completion of the startup.

9) On the basis of the Mechanical Commissioning Manager's entry in the Works Log, the Plant Manager or Technologist shall commence the technological commissioning by entering the relevant instructions in the Instruction Book at the given plant.

10) Upon completion of technological start-up, the plant manager or technologist shall make an appropriate entry in the Work Log.

11) During the technological commissioning, the Commissioning Manager is obliged to verify all high-energy-consuming devices installed as part of repair, upgrade, or investment works, using the form Verification of High-Energy Equipment Power Rating. According to the formulas defined in the form, measurements/verifications are considered passed when the deviation is less than or equal to 10%. In the case of a failed result, the Commissioning Manager, together with the Project Manager, must contact the Process Analysis and Optimisation Department (GTA) to determine further steps.

The Acceptance Protocol and the Commissioning Protocol shall be approved by the Production Director or his designee, who shall be responsible for the organizational unit where the above work was performed.

12) An Acceptance Report approved by a company officer may form the basis for technical acceptance of the work from the contractor.

13) In the cases of acceptance after the shutdown repair, modernization or construction works of the production installations on which - for technological reasons - it is necessary to conduct the mechanical and technological start-up at the same time, it is allowed to simultaneously transfer the installation to the mechanical and technological start-up, making a relevant entry in the Technical Acceptance Report, and drawing up the Commissioning Report. The minutes of the Commission's work and findings shall be approved by the Director of Production or his designee, to whom the organizational unit where the above work was conducted reports.

14) A Mechanical and Technological Commissioning Manager shall be designated to conduct simultaneous mechanical and technological commissioning, which may be the Manager or Technologist of the organizational unit in which the work will be conducted.

Note: The decision on the simultaneous mechanical technological start-up shall be made by the Commission indicated in the Commissioning Protocol.

17) The commissioning protocol can be found in Section 5. List of Forms of this manual.

18) Upon successful completion of the Mechanical and/or Process Commissioning, the Commissioning Manager shall notify the Commissioning Committee members via email. The above is a prerequisite for normal operation of the equipment or installation.

3.3.7 Rules for carrying out construction, demolition, renovation, modernization or investment work without stopping the operation of the plant or part

thereof1) Construction, demolition, renovation, modernization or investment work carried out without stopping the operation of the plant or part thereof includes only a part of the production installation. The remainder of the plant is in production traffic.

2) Construction, repair, modernization or investment works - carried out without stopping the operation of the plant or its part - should be organized and carried out in a way that does not expose the production employees to dangers and nuisances resulting from the works carried out, while applying special precautions.

(3) The rules for transferring parts of a production installation for construction, demolition, overhaul and modernization works carried out without stopping the operation of the plant or its part are identical to those given in 3.2.1. to 3.3.5. Prior to the commencement of the aforementioned work, a Handover Protocol is required, which should establish detailed conditions for the safe conduct of the aforementioned work.

(4) The head of the organizational unit shall inform the production workers who are, or may be, in or adjacent to the work area about the work in progress and the necessary safety measures to be taken during the work.

5) The work area should be separated and clearly marked. Signs indicating the type of hazard and other means of protection from the effects of hazards (nets, barriers, etc.) shall be placed in hazardous areas.

6) The active part of the production system should be permanently separated from the **overhauled** part by disconnecting (dismantling, blinding) all connections between these parts of the system.

7) The part of the production installation where the above mentioned work is performed shall be separated (e.g. barriers, partitions, etc.) from the part of the installation that is in operation. The decision on the method of separation is made by the manager of the organizational unit **being renovated** after consultation with representatives of the Health and Safety Team, the Prevention Team and the Environmental Team. The findings made in this regard shall be recorded in the Work Log.

8) During the aforementioned works carried out without stopping the operation of the plant or its part, increased supervision is required, both over the work of the brigades of the contractors' employees, as well as over the work of the operating personnel servicing the active part of the production installation.

Note: When it is necessary to carry out technological operations and repair, modernization, construction or investment works - which may pose a threat to the life and health of production

workers and/or brigades of employees of work contractors - it is necessary to stop the simultaneous conduct of repair and production works. The order and manner of such work should be agreed upon with the work coordinator. The order in which the work is performed in such a case is determined by the work coordinator.

9) The training of repair crews and workers operating the active part of the production facility is carried out - prior to the commencement of work - by the facility manager, in the presence of supervisory worker(s) (work supervisor) from the work contractor.

10) Supervision of the health and safety of all workers employed at the site of the above work shall be exercised by the designated work coordinator.

11) The supervisory staff of individual contractors - each time, before commencing the works - are obliged to check with the works coordinator whether the conditions for carrying out the works specified in the protocol of handing over a part of the installation for repair, modernisation, construction or investment works have not changed. If these conditions change, the coordinator of the work - in the Work Log - must establish safe conditions for the work.

12) The work coordinator is required to establish rules for the interaction of workers employed by the various contractors, including how to act in the event of threats to the life or health of workers.

13) Appointment of a coordinator of works on the part of the PCC Group Company does not release individual employers from the obligation to provide safe and healthy work conditions to their employees (particular groups of contractors' employees).

14) Work coordinator, facility manager (manager, master, production coordinator), specialist of GTP or project manager of LabMatic and other authorized employees are obliged not to allow to work the employees of third-party companies who do not observe the regulations of occupational safety and health and who by their actions expose themselves and people around them to an accident. Failure to permit work must be reported to the foreign company's supervisor and entered in the Work Log.

15) The rules for acceptance of a part of a production installation - after completion of repair, modernization, construction or investment works, carried out under operating conditions - are identical with the rules given in 3.3.6.

3.3.8 Analysis of Job Security (ABP):

1) ABP consists of two modules:

- Module A - deals with hazards associated with the work environment (prepares the Employer for the work to be performed),
- Module B - deals with the risks associated with the organization of work and the way it is performed (prepared by the work contractor).

(2) An ABP shall be developed for all work for which:

- a permit is required for particularly hazardous work, except for fire hazardous work,
- development of a safety and health plan is required

or

- work at height, not covered by instruction PZB.I07 Instruction for safe conduct of work at height, work on ladders and scaffolding (in particular alpinist work) is expected.

Note: A Job Safety Analysis does not need to be prepared for maintenance work - applies ONLY to the Maintenance Team (WTR), the Repair Team (WU), and LabMatic and PCC Apakor. Also, repair and maintenance work performed by LocoChem employees does not require the preparation of an Occupational Safety Analysis.

In the event of a critical fault or failure, with the approval of the Plant Dispatcher, the preparation of a Job Safety Analysis may be waived.

A Job Safety Analysis is not required for work performed by the Company's Emergency Service.

3) In the case of work for which it is necessary to prepare a Health and Safety Plan, the site manager decides on the content of Module B of the Health and Safety Analysis, taking into account the need to analyse the work which poses the greatest risk.

4) Work Coordinators, GB Office Specialists, and GO Office Specialists may determine the need for an ABP for work other than those listed above if they determine that the work may cause a high accident risk.

5) Job Safety Analysis Module A:

- is developed by a team consisting of the Work Coordinator (responsible for drafting), the head of the organizational unit in the area where the work will be performed (or his/her designee), the GBH Specialist, and by the PG Specialist/GI Specialist for the area, the GO Specialist,

- The Coordinator may decide not to consult with any of the services except the GBH Specialist in the event that the Coordinator determines that her participation in the consultation is not needed,

- must be prepared on the form found in Section 5 List of Forms of this Manual,

- is provided to the Work Contractor by the Work Coordinator (copy).

6) The work contractor shall be responsible for providing written familiarization with Module A of the Occupational Safety Analysis to its employees and subcontractor employees participating in the work.

7) Module A of the Job Safety Analysis should be developed at the planning stage of the work, as early as possible. If a ToR is prepared for the scope of work planned, then Module A of the Work Safety Analysis should be an attachment to the ToR and then an attachment to the Contract, Purchase Order, or other document under which the Contractor accepts the work to be performed.

8) Module A should be updated with the current knowledge of hazards present or likely to occur in the work environment.

9) Module B Job Safety Analysis:

- shall be prepared (except for the Method of Site Preparation - which shall be completed by the Work Coordinator) by the Work Contractor(the Work Contractor shall be responsible for preparation) and then sent electronically or submitted in hard copy to the Work Coordinator,

- The work coordinator, after obtaining the opinion of a team consisting of the head of the organizational unit in which the work will be performed (or a person designated by him/her), the PG&E specialist for a given area, the GBH specialist and the GO specialist, accepts the document or sends it back to the Contractor for completion, indicating factual deficiencies,

- The Coordinator may decide not to consult with any of the services except the GBH Specialist in the event that the Coordinator determines that her participation in the consultation is not needed,

- must be prepared on the form found in Section 5 List of Forms of this Manual.

10) Module B shall be prepared by the Work Contractor's designee and submitted to the Coordinator no later than 24 hours prior to the start of work (not applicable to critical defects). No work will be allowed to proceed until the document is accepted by the work coordinator.

11) The work contractor shall be responsible for providing written familiarization with Module B of the Occupational Safety Analysis to its employees and subcontractor employees participating in the work.

12) The work coordinator shall archive the ABP for one month from the date of completion.

Job Security Analysis:

1. Identifies the steps in the work being done

A step is to be considered as such a part of an operation that is necessary to perform subsequent steps. Each job you do can be broken down into fewer than 10 steps. If there were many more, then segment the work and develop an ABP for each segment accordingly. Work steps must be written in the order they are performed. Skipping a step, or substituting steps, may result in a hazard not being identified or a hazard not being identified at all for that step of the work.

2. Identifies risks for each stage

Identification should be based on, among other things: observation of work, personal experience, knowledge of past accidents or hazardous situations, using good safety practices/standards.

3. Indicates ways to eliminate hazards

The document should identify ways to eliminate or minimize hazards to as low a level as is reasonably practicable. Depending on the risks identified, mitigation can be achieved by, but not limited to:

- choosing a different process for carrying out the work or modifying an existing process,
- replacing used harmful substances with less harmful ones,
- improving the working environment, for example by providing adequate ventilation,
- improving or changing the tools or other equipment used,
- the use of collective protection measures including barriers, interlocks or various types of warning and monitoring devices for the process in question,
- changing the way the work is carried out or its successive stages, or introducing additional measures (e.g. switching off power sources),
- using personal protective equipment,
- reducing the duration of exposure.

3.3.9 Final provisions

- 1) Employees of third party companies performing work on the premises of PCC Group Companies are bound by the provisions of this manual in their entirety.
- 2) The basis for commencement of works by third party companies on the premises of the PCC Group Companies is to determine in the Protocol of handover for repair/modernization/ construction site, the conditions for safe performance of works, taking into account the requirements necessary to ensure safety of **repaired**/overhauled installations/buildings/stations/objects and safety of employees, i.e. in this case the safety of both the employees of the PCC Group Companies and the employees of third party companies.
- 3) Employees of third-party companies, who supervise the work in progress, are obliged to participate in the training organized before the commencement of the aforementioned work on an equal footing with the rest of the employees.
- 4) Supervision of the health, safety, and fire safety of all workers employed at the site of the above work shall be exercised by the Work Coordinator and Contractor's Supervisor, as designated in the record.
- 5) Supervisory employees of external companies carrying out commissioned work on the premises of PCC Group Companies, prior to commencement of commissioned work, receive - against confirmation, at the Security and Prevention Office - one copy of the "Compendium of security information for external companies carrying out work on the premises of PCC Group Companies".
- 6) With the information contained in the "Compendium of safety information for external companies performing work on the premises of PCC Group Companies, supervisory employees of external companies - before commencing the performance of commissioned work - are required to
 - (a) become familiar with and acquaint subordinate employees - in a documented manner,
 - (b) provide the work coordinator with written statements of familiarity with the requirements contained in the aforementioned "Compendium..."The written confirmation referred to above is the basis for allowing - by the work coordinator - the contractors' (third party) employees to start the commissioned work.
- 7) A template for acknowledgement of familiarity with the "Compendium of..." located in Section 5. List of Forms of this manual.
- 8) The Contractor's Supervision within the consultation of the provisions of this instruction (regarding safety of the works performed) may submit written comments to the Head of the PCC Rokita SA Safety and Prevention Office prior to the performance of the ordered works.
- 9) Upon completion of the contracted work, the supervisor of the work contractor (outside firm) shall return the previously provided copy of "Compendium...." to the Bureau of Safety and Prevention (GB).
- 10) The employee in charge of the work on the part of the work contractor shall report to the designated work coordinator on a daily basis to be informed of any changes in the conditions of the work, as well as to obtain approval to continue the work (e.g., in the form of a "Permit" depending on prior written arrangements resulting from the type of work being performed).
- 11) All third party company employees are required to:

- using safe, proper work practices,

- use tools and equipment that are in good working condition,
- the safe use of tools and assistive devices.

Third-party employees are required to follow the instructions of the work coordinator.

12) The work coordinator is required to establish rules for the interaction of workers employed by the various contractors, taking into account the proper ways of proceeding in the event of threats to the life or health of workers.

13) The appointment of a work coordinator, on the part of the PCC Group Company, does not relieve individual employers of their obligation to ensure health and safety at work and fire safety to the employees they employ.

14) Work coordinator, facility manager (Supervisor, Master, Production Coordinator, etc.), GTP specialist or LabMatic Project Manager and other authorized employees shall not allow to work the employees of third parties who do not observe the regulations of occupational safety and health and who by their actions expose themselves and other people from the environment to an accident. Failure to permit work must be reported to the foreign company's supervisor and entered in the Work Log.

15) The acceptance of works carried out by third party companies shall be made in the form of a Technical Acceptance Protocol.

16) When it is necessary to occupy a road, lane, track or railroad gauge during the course of repair, improvement or construction work, the work coordinator shall obtain a permit to occupy the road, lane, track or railroad gauge.

17) A model permit to occupy a road, lane, track, or railroad gauge is found in Section 5. List of Forms of this manual.

18) The work coordinator completes a permit to occupy a road, lane, track, or railroad gauge and obtains approval from the company-wide infrastructure manager (if it is for a road or lane) or to a GKK Division staff member (if it is for a track or railroad gauge) and from the Company Emergency Services staff member.

19) After receiving approval from the aforementioned personnel, the work coordinator shall provide a permit to occupy a road, lane, track, or railroad gauge in person or electronically to the Plant Dispatcher.

3.3.10 List of legal acts

1. Act of July 7, 1994 - Construction Law (Journal of Laws 2020, item 1333).
2. Act of April 27, 2001. Environmental Protection Law (Journal of Laws 2020 2020, item1219).
3. Railroad Transport Act of 28 March 2003 (Journal of Laws 2020, item 1043).
4. Act of August 24, 1991 on fire protection (Journal of Laws 2020, item 961).
5. Ordinance of the Minister of Labour and Social Policy of 4 August 2011 amending the Ordinance on general health and safety rules at work (Journal of Laws 2011, No. 173, item 1034).

6. The Regulation of the Minister of Infrastructure of 6 February 2003 on occupational safety and health during construction works (Journal of Laws 2003, No. 47, item 401).

7. Ordinance of the Minister of Energy of 28 August 2019 on health and safety at work on energy equipment (Journal of Laws of 2019, item 1830).

8. Regulation of the Minister of Economy of 8 July 2010 on minimum requirements for occupational safety and health, related to the possibility of occurrence of an explosive atmosphere in the workplace (Journal of Laws of 2010, No. 138, item 931)

9. Regulation of the Minister of Development of June 6, 2016 on requirements for equipment and protective systems intended for use in potentially explosive atmospheres (Journal of Laws of 2016 No. 0 item 817).

10. Regulation of the Minister of Internal Affairs and Administration of 7 June 2010 on fire protection of buildings, other building structures and areas (Journal of Laws of 2010 No. 109 item 719 as amended)

▼ 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.	Permit to perform fire hazardous work	Issuing Party	Contractor of works - upon completion of works Plant Dispatcher	One time	Paper	Contractor's employee, Plant Dispatcher (- Head of Plant Rescue Service)	Durati on	1 month
2.	In.	Authorization to perform particularly hazardous work	Issuing Party	Work Contractor/Permit Issuer	One time	Paper	Issuing Party	Durati on	1 month
3.	In.	Handover protocol for renovation/upgrading/construction site	Forwarding Commission	Chairman of the Transferring Committee	One time	Paper	Contractor's employee (archiving person - Head of Company Rescue Service)	Durati on	1 month
4.	In.	Works Log	Forwarding Commission	Coordinator	One time	Paper	Coordinator or Head of Organizational Unit	Durati on	1 month
5.	In.	Protocol of handing over for mechanical/technological start-up	Forwarding Commission	Start-up manager	One time	Paper	Commissioning Manager	Durati on	1 month

6.	In.	Statement of familiarity with the "Compendium of..."	Contract or of works	Coordinator	One time	Paper	Coordinator or Head of Organizational Unit	Duration	1 month
7.	In.	Register of reported scaffolds	Facility Dispatcher	Facility Dispatcher	One time	Paper	Facility Dispatcher	1 year	-
8.	In.	Register of permits to perform fire hazardous work	The registry can be found in the NUXEO system	The registry can be found in the NUXEO system	One time	Internet (NUXEO system)	The registry can be found in the NUXEO system	Duration	1 month
9.	In.	Permission to occupy a road/road lane/track/rail gauge	Coordinator	Facility Dispatcher	One time	Paper	Facility Dispatcher	Duration	1 month
10.	In.	Job Safety Analysis	Team (Module A), Contractor (Module B)	Contractor (Module A), Coordinator (Module B)	One time	Paper	Coordinator (Module A and B)	Duration	6 months

5. LIST OF FORMS

No.	Link	Form name
1.		PZB.00.01.F01 Authorization to perform fire hazardous work
2.		PZB.00.01.F02 Authorization to perform especially hazardous work
3.		PZB.00.01.F03 Protocol of handing over for renovation / modernization / construction site
4.		PZB.00.01.F04 Works log
5.		PZB.00.01.F05 Protocol of handing over for mechanical/technological start-up
6.		PZB.00.01.F06 Statement of knowledge of "Compendium of security information for external companies performing work on the premises of PCC Group Companies"
7.		PZB.00.01.F07 Register of reported scaffolds
8.		PZB.00.01.F08 Register of permits to perform fire hazardous work
9.		PZB.00.01.F09 Permit to occupy a road / lane / track / railroad gauge
10.		PZB.00.01.F10 Occupational Safety Analysis (Module A)
11.		PZB.00.01.F11 Job Safety Analysis (Module B)
12.		PZB.00.01.F12 Principles for working safely in confined spaces
13.		PZB.00.01.F13 Checklist - Meeting the conditions for entry into an enclosed space

6. LIST OF RELATED DOCUMENTS

No.	Link	Form name
1.		PBT.PR.02 Basic principles of safe organization of work on equipment, installations and networks
2.		PAP.PR.04 Waste management

3.		PZM.PR.01 Performance of technical purchases and services
4.	<u>Welding work instruction.pdf</u>	Fire safety instruction for welding works in PCC Group Companies
5.		Guidelines for conducting fire-hazardous work