

# Integrated Management System Manual



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Title: Occupational Health and Safety and Fire Protection Requirements for External Contractors - Manual

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## REVISION AND CHANGES LOG

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## 1. MANUAL SUBJECT AND PURPOSE

Establishment of rules for the safe performance of services on the premises of CMC Poland Sp. z o.o. by external contractors in the following scope:

- a) application of the occupational safety principles when performing the Services on the CMC's premises;
- b) cooperation between the External Contractor and CMC, including mutual information on the prevention of occupational hazards occurring during their work;
- c) establishment of the rules of collaboration including procedures applicable in situations of hazard to workers' life and health;
- d) designation of a coordinator supervising over occupational health and safety of all workers employed in the same place.

## 2. DEFINITIONS AND TERMINOLOGY

**CMC** - CMC Poland Sp. z o.o. with its registered office in Zawiercie.

**Work Establishment Premises** - mean the space of the company together with installations and construction facilities at the disposal of CMC, including the areas of CMC's Scrap Plant, Steel Yard, Plant in Dąbrowa Górnicza, where the External Contractor organises a workplace / place for performing services for its workers/subcontractors.

**External Contractor** - a legal or natural person performing Services on the Work Establishment Premises, including all entities providing services on behalf of or for the External Contractor, i.e. its subcontractor.

**Services** - means any activity/work/job/services performed on the Work Establishment Premises under agreements/contracts or any orders concluded between CMC and the External Contractor, including works necessary for the maintenance of warranty or guarantee conditions. Goods deliveries that do not involve any works on the Work Establishment Premises, transport services performed by carriers or couriers are not considered as services.

**Work Supervisor** - a person authorised by the External Contractor (owner, member of the management board, director, works manager, master, foreman) to supervise the Services conducted on the Work Establishment Premises, including regular contact with CMC representatives when performing the Services and cooperation with CMC in the field of safety and fire protection. On each work shift, the External Contractor should indicate to CMC the persons performing permanent supervision on its behalf - referred to in the "Works Application" submitted to CMC as permanent supervision of the works.

**Person Performing the Tasks of the OHS Service** - indicated by the External Contractor in the "Works Application" Occupational Health and Safety Inspector, Occupational Health and Safety specialist / Person Performing the Tasks of the OHS Service on behalf of the External Contractor, cooperating with CMC representatives to ensure compliance with OHS and fire protection regulations.

**Area Manager** - a person who manages the area of a given CMC division, informing, if necessary, about the characteristics of the CMC production processes, which cannot be hindered/interrupted by the performance of Services on the Work Establishment Premises. They can provide guidance to External Contractors on the sequence of works.

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**OHS Coordinator** - a person, referred to in Article 208 § 1(2) of the Labour Code, indicated by the Contractor providing Services on the Work Establishment Premises in order to supervise the observance of the OHS rules by all employees providing Services in the same place. The appointment of an occupational health and safety coordinator does not exempt individual External Contractors - as employers - from the obligation to ensure the occupational health and safety of their employees. The obligations of the OHS Coordinator include in particular:

- a) informing the workers' managers, to whom workers from different employers are subject, about possible risks that may occur during the work performance;
- b) carrying out checks during work on compliance with occupational health and safety rules, regulations and health protection at workplaces;
- c) giving orders to improve working conditions and compliance with the occupational health and safety and fire protection regulations and rules, including the recommendation to remove identified accident hazards and deficiencies in occupational health and safety,
- d) asking those in charge of workers to immediately cease work in a workstation where there is an immediate risk to workers' health or life.

**CMC Security Service** - an entity authorised by CMC to provide property protection services, including passenger and vehicle traffic control on the Work Establishment Premises.

**Occupational Health and Safety Information Training** - Training conducted by an employee of the Occupational Health and Safety Office of CMC/The CMC Scrap Factory Manager, Steel Yard, Plant in Dąbrowa Górnicza (or persons appointed by them) - aimed at familiarising External Contractors with the occupational basic health and safety rules in force on the Work Establishment Premises. The list confirming undergoing the training is kept by the Occupational Health and Safety and Fire Protection Office for 2 years from the date of training (Appendix No. 5). The first information training should take place before the start of the Service/ before entering the production departments and is valid for 1 year (12 months) from the date of training. The information training does not replace the occupational health and safety training that is an obligation of a given Contractor as an employer.

**Works Notification** - information concerning, among others, the scope of the works, supervision over the works, permission to start the works, main risks connected with the works, recommendations of the Occupational Health and Safety and Fire Protection Office and possible comments on OHS - submitted and signed by an External Contractor to the CMC OHS Office before the commencement of the Services (the Works Application form is attached as Appendix No. 7). **Hot Works** - works that can cause an immediate fire or explosion hazard. Hot Works, such as repair and construction works involving the use of an open fire, as well as any repair and construction works in explosion hazard areas, must be carried out in accordance with the procedure in force on the work establishment premises. Hot Works include: welding, cutting, soldering, heating, smoking, etc. These works should be carried out with written permission (Appendix No. 9).

**Works at Height** - works performed on a surface at a height of at least 1.0 m above ground or floor level. Works at Height do not include works on a surface, regardless of the height at which it is located, if that surface is:

- covered on all sides to a height of at least 1.5 m by solid walls or walls with glazed windows,
  - equipped with other fixed structures or devices to protect the worker from falling from a height.
- These works should be performed with written permission (Appendix No. 10).

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**Works in Confined Spaces** - works in tanks, sewers, wells, sewage manholes, interiors of technical equipment and other confined spaces, the entrance to which is made through manholes or small openings or is otherwise difficult, hereinafter referred to as “tanks”.

When working in confined spaces, a constant supervision must be ensured. The External Contractor is obliged to check whether the organisational and technical preparations ensure the safety of its workers during their work.

The possibility of immediate first aid in the event of an emergency or accident should be provided to the worker being into the tank.

### 3. LEGAL BASES

- Act of 26 June 1794 (Journal of Laws of 2014, item 1502, as amended) Labour Code,
- Regulation of the Minister of Labour and Social Policy of 26 September 1997 on general provisions for safety and health at work (uniform text: Journal of Laws No. 169, item 1650, as amended),
- Act of 7 July 1994 – Construction Law. (Journal of Laws of 1994 No. 89, item 414).
- Regulation of the Minister of Infrastructure of 23 June 2003 on on information regarding safety and health protection as well as the plan of safety and health protection (Journal of Laws of 2003 No. 120 item 1126, as amended),
- Act of 24 August 1991 on fire protection. (Journal of Laws of 1991 No. 81 item 351, as amended),
- Regulation of the Minister of the Interior and Administration of 7 June 2010 on fire protection of buildings and other structures and areas (Journal of Laws of 2010 No. 109, item 719, as amended),
- Regulation of the Minister of the Interior and Administration of 2 December 2015 on reconciliation of a construction design in terms of fire protection (Journal of Laws 2015, item 2117, as amended),
- Regulation of the Minister of Infrastructure of 12 April 2002 on the technical specifications for buildings and their location (Journal of Laws No. 75, item 690, as amended)
- Regulation of the Minister of Economy of 27 April 2000 on occupational health and safety at welding works. (Journal of Laws of 2000 No. 40 item 470, as amended),
- Regulation of the Council of Ministers of 2 September 1997 on the occupational health and safety service. Journal of Laws of 1997, No. 109, item 704, as amended),
- Regulation of the Council of Ministers of 1 July 2009 on the determination of circumstances and causes of workplace accidents (Journal of Laws of 2009, No. 105, item 870),
- Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data.
- PN-N 18001:2004 standard

### 4. RIGHTS AND RESPONSIBILITIES

#### 4.1. EXTERNAL CONTRACTORS TASKS

4.1.1. Before performing the Services on the Work Establishment Premises, the External Contractor is obliged to familiarise itself with the occupational health and safety (OHS) regulations and this Manual for External Contractors. The document can be found on [www.cmc.com](http://www.cmc.com) or provided to an External Contractor in an electronic or paper version. When accepting for execution a contract/agreement which involves the obligation to enter the Work Establishment Premises and provide any Service, the External Contractor is obliged to apply, according to the scope of this Service, the provisions of this manual, which should be treated as an integral part of contracts/agreements/orders.

4.1.2. Before commencing the Services, the External Contractor is obliged to familiarise the

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entities, by means of which it performs the Services, with the provisions of this Manual. If necessary, the External Contractor is also to ensure the distribution of the Manual among the entities and include appropriate provisions on the obligation to comply with the Manual in the agreements concluded with its subcontractors.

- 4.1.3. CMC accepts that an External Contractor when commencing to perform the Services, declares and ensures that the External Contractor and all persons performing works for it or on its behalf:
  - a) hold a current medical certificate on the lack of contraindications to work,
  - b) hold certificates of the occupational health and safety training required by generally applicable regulations,
  - c) hold the authorisations and have competencies appropriate to their scope of works/Services,
  - d) have become familiar with the risks and hazards associated with the Service performed on the Work Establishment Premises,
  - e) participated in an OHS information training course conducted by the CMC OHS Service at the Work Establishment Premises (or designated persons),
  - f) have been equipped by the External Contractor with equipment, clothing, footwear and personal protective equipment appropriate to the scope of the Service, in particular, according to point 5.1,
  - g) have been informed of the need to carry a pass for entry/exit to/from the Work Establishment Premises,
  - h) have been informed about the principles of moving around the Work Establishment Premises - point 5.2.; procedures during the performance of the Services and in case of an accident - points 5.3. and 5.4., and fire safety principles - point 5.5,
  - i) have been informed of activities prohibited on the Work Establishment Premises - point 5.6.
  - j) have been informed on the need to make the documents indicated in points a-c above available to CMC on its each request.
- 4.1.4. The External Contractor is obliged to commence the Services only after issuing to it an approved Works Notification (Appendix No. 7) and having a completed works notification for the whole period of service performance.
- 4.1.5. The External Contractor is obliged to provide information on the use of potential subcontractors for its Services - Appendix to the works notification (Appendix No. 8).
- 4.1.6. The External Contractor is obliged to perform the complete Service in accordance with the agreement/contract, while maintaining compliance with the OHS and fire protection regulations.
- 4.1.7. The External Contractor is obliged to prepare a BIOZ PLAN - if required by separate regulations/agreement.
- 4.1.8. The External Contractor is obliged to appropriately prepare the working area and the necessary tools, machines and protective equipment (scaffolding, work platforms, ladders, appropriate fencing etc.), as well as proper personal protective equipment.
- 4.1.9. The External Contractor is obliged to clean the area, on which it performs the Services, regularly during the execution, safe storage of materials and not to leave any objects.
- 4.1.10. If the works are performed in facilities where CMC's employees work, the External Contractor is obliged to adopt such an organisation of works that the works are as little onerous as possible for the employees. Particular attention should be paid to the works at different levels and the need for CMC to carry out its production processes without interruptions.
- 4.1.11. The External Contractor is obliged to inform persons in the vicinity of the works

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performed about the risks associated with their execution.

- 4.1.12. The External Contractor is obliged, after completion of the works, to clean the area, obtain an approval of works completion and deliver the works notification form to the OHS Office.
- 4.1.13. The External Contractor is obliged to immediately inform CMC about a hazardous event occurring on the Work Establishment Premises in connection with the provision of the Services, in particular an accident at work, fire, failure or other local hazard.
- 4.1.14. The External Contractor is obliged to appoint a Supervisor of the works of performed by its workers; the person should be indicated to the CMC in the submitted Works Notification form. The External Contractor must also designate the persons performing permanent supervision over the work on behalf of the External Contractor.
- 4.1.15. The External Contractor is obliged to appoint a person to act as an OHS Coordinator and to inform the workers of other contractors performing the Services at the same place (concerns simultaneous performance of work at the same place - Article 208 § 1(2) of the Labour Code). In the case of a high rotation of External Contractors in the same area, the Area Manager or the CMC's Occupational Health and Safety Office Manager may appoint a coordinator for the External Contractor. This coordinator should be treated as an agreed Occupational Health and Safety Coordinator for a given period.
- 4.1.16. The External Contractor is responsible for its own activities and negligences, for the activities and negligences of its workers and any other persons whose services it uses in order to perform the Services on the Work Establishment Premises.
- 4.1.17. If an External Contractor is found not to comply with the general OHS or fire protection regulations and rules, or the provisions of this Manual, CMC is entitled to suspend certain activities or the entire performance of the Services. Any costs related to withdrawal from the contract/agreement by CMC as a result of such suspension of works should be borne by the External Contractor.
- 4.1.18. Notwithstanding the provisions of point 4.1.17. above, CMC reserves the right to charge the External Contractor with a contractual penalty of PLN 500 for any breach of the general principles of OHS and fire protection, in particular, those contained in this manual. The reserved contractual penalty does not limit CMC's ability to claim damages on general terms.

## **4.2. TASKS FOR PARTIES ORDERING SERVICES FROM EXTERNAL CONTRACTORS**

- 4.2.1. **Persons Drawing Up Agreements/Contracts** - Division Directors, Department Directors, Office, Department and Branch Managers and representatives appointed by them, each within their respective areas of responsibility - concerning the performance of the Services by the External Contractors on the Work Establishment Premises are required to include in the agreement/contract an information obliging the External Contractor *to read and apply the Occupational Health and Safety and Fire Protection Requirements for External Contractors - Manual* and make it available on paper or in electronic form or indicate a place where it can be found in electronic form (i.e. [www.cmc.com](http://www.cmc.com)).
- 4.2.2. **Parties Ordering Services from External Contractors** - Division Directors, Department Directors, Office, Department and Branch Managers and representatives appointed by them, each within their respective areas of responsibility, are responsible for:
  - a) signing the Works Notification submitted by an External Contractor, allowing for the commencement of the Services on the Work Establishment Premises (Appendix No.

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- 7); the notification is stored until the completion of the Service,
- b) designating the Area Manager,
- c) accepting the area of the Services performance after their completion and confirmation of the Services completion on the Works Notification form,
- d) taking the measures necessary to ensure persons not involved in the works life and health protection - when carrying out works in a place to which they have access,
- e) asking those in charge of workers to immediately cease works in the working area where there is an immediate risk to workers' health or life.
- f) conducting an occupational health and safety as well as fire protection information training when justified.

#### **4.3. TASKS OF THE CMC OHS AND FIRE PROTECTION OFFICE RELATED TO THE PERFORMANCE OF SERVICES BY EXTERNAL CONTRACTORS**

- 4.3.1. Conducting an OHS and fire protection information training.
- 4.3.2. Accepting a completed Works Notification and its appendices from External Contractors.
- 4.3.3. Keeping a register of Works Notifications.
- 4.3.4. Checking the compliance of External Contractors providing Services on the Work Establishment Premises with the rules of occupational health and safety, fire protection, and this Manual.
- 4.3.5. Addressing individual External Contractors with a recommendation to remove identified accident hazards and deficiencies concerning occupational health and safety and fire protection.
- 4.3.6. Ordering to stop the works if the External Contractor's workers were found not to comply with the rules of occupational health and safety and fire protection.
- 4.3.7. Accepting Works Notification upon confirmation of completion of the Service by the area manager.
- 4.3.8. Archiving Works Notification form for 2 years.
- 4.3.9. Submitting to the CMC's Management Board with a request to apply the penalty referred to in Article 4.1.18.
- 4.3.10. Others under the law.

### **5. GENERAL OCCUPATIONAL HEALTH AND SAFETY RULES APPLICABLE ON THE CMC PREMISES**

#### **5.1. WORK CLOTHING, FOOTWEAR AND PERSONAL PROTECTIVE EQUIPMENT**

- 5.1.1. External Contractors performing the Services on the Work Establishment Premises are obliged to provide and use, according to the scope of the Services, work/protective clothing and personal protective equipment, i.e.:
  - a) work/protective clothing with the visibility improvement elements (reflective elements or elements in vivid colours) and the External Contractor company name,
  - b) work/protective footwear,
  - c) safety helmet,
  - d) safety eyewear,
  - e) hearing protectors,
  - f) depending on the type of hazards associated with the work performed and the use of hazardous substances and preparations, including particularly hazardous works, additional dedicated protective measures, in accordance with the applicable regulations; all the protective measures required by the OHS regulations and the

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requirements of the CMC, including welding helmets/glasses, chemical resistant and flame retardant clothing, fall protection equipment, multi-gas detectors, etc. should be provided by their employer - the External Contractor.

- 5.1.2. In the case of using the services of subcontractors indicated in point 5.1.1. the External Contractor should be obliged to fulfil the above obligations indicated respectively to all persons performing Services in its name and on its behalf.

## **5.2. MOVING AROUND THE WORK ESTABLISHMENT PREMISES**

- 5.2.1. On the Work Establishment Premises rules of the road traffic, taking into account the provisions indicated in this Manual and in the CMC Traffic Manual available on [www.cmc.com](http://www.cmc.com) should apply.
- 5.2.2. Outside the facilities, it is recommended to move only on pavements, and in case of no pavements - at the left edge of the route.
- 5.2.3. It is only allowed to cross the routes at designated pedestrian crosswalks or route crossings.
- 5.2.4. It is forbidden to enter or leave the production halls with gates intended for road or rail traffic.
- 5.2.5. Special care should be taken in places where loading or unloading of materials onto/from vehicles takes place.
- 5.2.6. In production halls, in the absence of designated pedestrian traffic routes, walk on the left side of the transport route as close as possible to the left edge.
- 5.2.7. It is forbidden to take the so-called "shortcuts", between machines and equipment, etc.
- 5.2.8. The absolute priority should be given to railway transport and vehicles transporting billets (in designated and marked areas of the Work Establishment Premises).
- 5.2.9. In the case of the Plant in Dąbrowa Górnicza, the Internal Transport and Traffic on Company Routes Manual applies.

## **5.3. BASIC RULES OF CONDUCT IN THE COURSE OF PROVIDING SERVICES ON THE WORK ESTABLISHMENT PREMISES**

- 5.3.1. When performing works that pose a hazard to unauthorised persons, the working area at which the works are performed by the External Contractor should be properly fenced off and marked in a permanent and visible manner, preventing entry of any unauthorised persons.
- 5.3.2. Where justified, communication crosswalks should be designated through the working area. The crosswalks should be separated, adequately protected and clearly marked with information boards.
- 5.3.3. No unauthorised persons, not associated with the above-mentioned activities, may have access to the machine or equipment when it is started/repared.
- 5.3.4. Machines/equipment undergoing overhaul/repair should be appropriately labelled with warning signs and protected against accidental start-up and access by unauthorised persons. All energy sources must be secured to prevent accidental movement of the machine/device during repair or maintenance.
- 5.3.5. During start-up tests carried out on the machine, equipment or system being the subject of the work, the provisions of the manufacturer's instructions manual, technological and safe working methods for the given position, activity or operation must be observed.
- 5.3.6. Keep law and order on the working area. Any leaks, stains of oils, emulsions, etc.,

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should be immediately removed with the use of sorption and neutralisation agents. The workers of the External Contractor performing the work should be equipped with these agents.

- 5.3.7. Before leaving the working area (during or after work breaks) you should:
- a) switch off and secure machines and equipment against unintentional start-up by unauthorised persons,
  - b) protect open sewers, wells, technological holes, excavations, etc. against accidental access by unauthorised persons.
- 5.3.8. Protective work clothing and personal protective equipment must be worn when performing the Services.
- 5.3.9. Perform Services in accordance with the occupational health and safety instructions.
- 5.3.10. Every person on the CMC premises is obliged to immediately notify the supervisor, the person on the part of the plant or an employee of the OHS and Fire Protection Office of any irregularities found. CMC - using the following address: cmcp\_bhp@cmc.com

#### **5.4. PROCEDURE IN CASE OF ACCIDENT AT WORK**

- 5.4.1. A person who has been injured during the performance of the Services on the Work Establishment Premises, if their health permits, is obliged to report the incident to their superior immediately.
- 5.4.2. Any person who notices or becomes aware of an accident should immediately provide assistance to the injured person, after having first ascertained that there are no hazards directly threatening their health or life. The person should report the incident to the injured worker's superior and to their supervisor.
- 5.4.3. The injured person's supervisor must secure the place of the accident and inform his employer; if designated - the CMC area manager or the OHS Coordinator of the area where the accident occurred. When calling the emergency services is needed, follow the internal alarming system applicable on the Work Establishment Premises:
- a) Zawiercie plant: workers call the emergency telephone number 32 672 5310 (Appendix No. 2),
  - b) Żyrardów, Rzeszów and Scrap Factories: workers directly call the emergency telephone number 112,
  - c) Scrap Factory Gdańsk: workers notify Port Security Service employees, telephone number 58 343 76 40,
  - d) Dąbrowa Górnicza Plant: Workers call directly the emergency telephone number 32-639 01 22, 885 558 999 (Appendix No. 3).
- 5.4.4. It is the duty of the External Contractors to report accidents at work on the CMC premises to the OHS and Fire Protection Office Manager. CMC - telephone number 32 672 52 50, mobile telephone number 695 104 072. This notification should be made immediately. This does not release the External Contractor from the obligation to carry out his own accident-related proceedings in accordance with the law.
- 5.4.5. The employer of the injured person is responsible for establishing the circumstances and causes of the accident, which happened to the External Contractor's worker on the Work Establishment Premises. The External Contractor is obliged to provide the CMC OHS Office Manager with a photocopy of the accident report together with appendices concerning the accident that occurred on the CMC premises.
- 5.4.6. The External Contractor declares that it has become familiar with the hazards, area characteristics and risks associated with the performance of the Services that are to

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be executed by its workers and employees of its subcontractors, and thus it releases CMC from any liability for accidents at work that may occur to its workers or subcontractors.

- 5.4.7. The External Contractor should be solely liable for any damage caused by the acts or negligences of its workers or other persons by means of who it performs the Agreement, both in contractual and tortious. If the damage described in the previous sentence was caused to third parties, the External Contractor releases CMC from liability for these damages in accordance with Article 392 of the Civil Code.
- 5.4.8. The External Contractor is obliged to act in accordance with all legal regulations in force in Poland and with CMC's guidelines on occupational health and safety.
- 5.4.9. The External Contractor accepts all liability for any accident that occurs during and as a result of the Services entrusted to it, bearing the entire risk, penalties and sanctions for breach of the occupational health and safety provisions recorded after the visits and inspections of labour inspectors.

## 5.5. FIRE SAFETY PRINCIPLES

- 5.5.1. It is forbidden to carry out activities that may cause fire, its spreading and hindering emergency and fire-fighting and evacuation actions in building facilities and adjacent areas.
- 5.5.2. It is strictly forbidden to:
  - a) smoke in building facilities except in places designated for that purpose,
  - b) use open fire and other factors which may initiate the ignition of the materials present:
    - in potentially explosive zones,
    - in places where there are flammable materials,
    - in places where other combustible materials are present - specified by the user and marked in accordance with Polish Standards,
  - c) heat the tar and other materials with an open fire at a distance of less than 5 m from adjacent laydown areas or a storage yard with combustible materials. These operations may be carried out on roofs with a non-flammable construction and covering in the facilities under construction, if suitable heaters are used for this purpose,
  - d) store combustible materials at a distance of less than 0.5 m from:
    - equipment and systems of which the external surfaces can heat up to more than 100°C,
    - cable lines with voltages above 1 kV, earth wires and main conductors, lighting protection systems,
  - e) install luminaires and wiring system equipment directly on the combustible surface, if their structure does not protect the surface against ignition under the conditions specified by the manufacturer,
  - f) use combustible materials for light points covers, except for flame-retardant materials if placed at a distance 0,05 m from the bulb,
  - g) repair fuses and damaged electrical equipment and installations by unauthorised persons on their own,
  - h) use electric heating devices placed directly on a combustible surface, except for devices which are operated in accordance with the conditions specified by the manufacturer,
  - i) dump hot ash or incinerate junk and waste in a place where neighbouring objects or flammable materials can catch fire,

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- j) store combustible materials on general communication routes intended for evacuation,
- k) place any objects on the staircases hindering evacuation,
- l) close emergency exit door so that it cannot be opened immediately,
- m) prevent or limit access to:
  - fire protection equipment,
  - fire suppression system activators and other systems contributing to fire safety,
  - emergency exits,
  - circuit breakers and electric switchboards and the main gas valves,
- n) garage motor vehicles in buildings and facilities not intended for this purpose if the vehicle's fuel tank has not been emptied and its battery supply has not been permanently disconnected,
- o) store combustible materials in quantities, places and in a manner that is not specified by technical documentation or other separate regulations,
- p) storage combustible liquids with a flash point below 55°C in containers made of combustible materials which are not designed to be sealed tightly.

#### 5.5.3. Hot works

- a) Prior to the commencement of hot works, an External Contractor, in cooperation with the person from CMC responsible for fire safety, is obliged to:
  - assess the fire risk in the area where the works will be carried out,
  - determine the type of projects aimed at preventing fire and its spread,
  - identify those responsible for protecting the place after work completion,
  - fill in the form: "Permit to carry out hot works on the CMC Poland sp. z o.o. premises"
- b) The following rules must be observed when performing hot works:
  - hot works may only be performed by persons authorised and qualified to do so,
  - all combustible materials present at the workplace and in adjacent areas, including the building's structure and technical installations, must be protected against ignition,
  - the workplace should be equipped with portable fire-fighting equipment allowing for the elimination of all fire sources
  - when the work is completed, the workplace and adjacent areas must be inspected as specified in the permit,
  - the equipment used for the works performance should be technically operational and protected against the possibility of causing fire,
  - in the event of fire, every person, who notices a fire or other local danger, is obliged by all available means to inform: persons in the fire affected or endangered premises, the immediate superior, and if it is not possible to notify this person, further alarming according to the procedure of summoning the emergency services to the CMCP premises in Zawiercie - (Appendix No. 2); Żyrardów, Rzeszów, Dąbrowa Górnicza plants and Scrap Factories workers should call directly the emergency number 112; Gdańsk Scrap Factory should notify the Port Security Service employees, telephone number 58 343 76 40.

### 5.6. ACTIVITIES PROHIBITED ON THE WORK ESTABLISHMENT PREMISES

CMC may request the removal and, in justified cases, remove a worker of the External Contractor from the Work Establishment Premises for the following reason:

- a) entrance and stay on the CMC premises after drinking alcohol or consumption of other similarly acting drugs, narcotic drugs, psychoactive agents, etc. (including not respecting the rules of use or cancelling the passes referred to in the CMC Traffic Manual),
- b) possession, sale, distribution or use of drugs, alcoholic beverages or other intoxicating substances on the Work Establishment Premises (including car parks),
- c) use or possession of weapons, explosives, or other hazardous materials on the Work

	<b>Occupational Health and Safety and Fire Protection Requirements for External Contractors</b>	
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Establishment Premises,

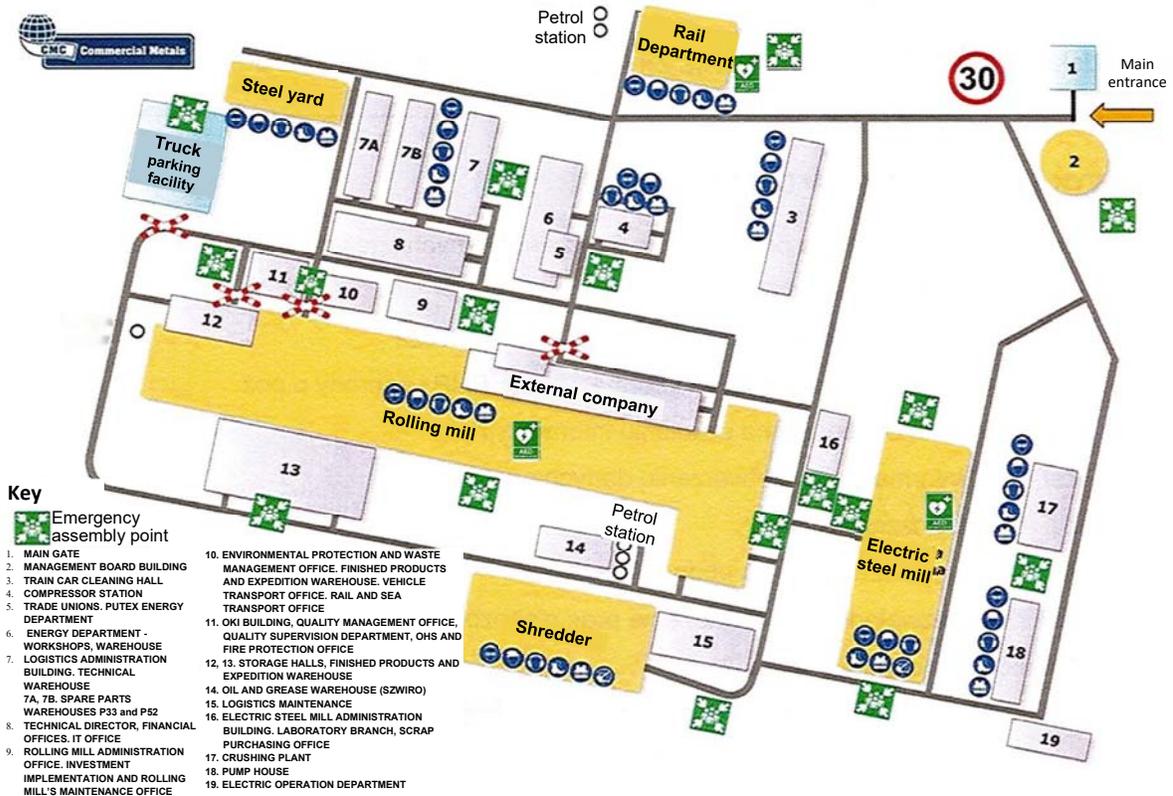
- d) refusal to follow the instructions of the OHS service, Works Supervisor, OHS Coordinator or failure to comply with this manual with regard to the occupational health and safety and fire protection requirements concerning the External Contractors,
- e) breach of security, corporate security rules, theft attempt, unauthorised possession, use or movement of any CMC property,
- f) abuse, removal or destruction of property belonging to CMC or other contractors,
- g) moving around the Work Establishment Premises - Zawiercie - at a speed greater than 30 km/h (20 km/h applies to Scrap Factories, 10 km/h to the Dąbrowa Górnicza plant), or outside the areas designated for the provision of Services,
- h) unauthorised destruction of CMC information or information signs,
- i) usage of unauthorised entrances or exits, entering forbidden zones without authorisation,
- j) refusal to cooperate with the CMC Security Service, failure to comply with the recommendations of the property inspection, vehicles, or pass-by or transit rights,
- k) unjustified stay on the Work Establishment Premises before and after hours of Services performance.

	<b>Occupational Health and Safety and Fire Protection Requirements for External Contractors</b>	
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**LIST OF APPENDICES TO THE MANUAL**

- Appendix No. 1 Guide for external company employees and visitors - Zawiercie
- Appendix No. 2 Emergency telephone numbers - Zawiercie
- Appendix No. 3 Emergency telephone numbers - Dąbrowa Górnicza plant
- Appendix No. 4 Guidelines for occupational health and safety and fire protection information training
- Appendix No. 5 Information training attendance list
- Appendix No. 6 Information on the personal data processing
- Appendix No. 7 Works Notification
- Appendix No. 8 Notification of subcontractors' participation
- Appendix No. 9 Permit to carry out hot works on the CMC Poland sp. z o.o. premises
- Appendix No. 10 Permit for works at height

**MANUAL DIVIDER:**  
All organisational units



**General safety principles**

- Visitors may only move under a designated work establishment worker supervision. Access of children or minors is prohibited.
- Wear personal protective equipment (clothing, footwear, helmet, safety eyewear and others) where required.
- Maximum speed on internal routes.
- Be careful when walking or standing near machines, equipment, in particular, near their moving parts.
- Taking photos is strictly forbidden in the entire establishment.
- Smoking tobacco outside designated places is prohibited. Drinking alcohol is strictly forbidden.
- Move along the designated routes.
- Passing under hanging loads is prohibited.
- Pay attention to moving means of internal transport.



**Alarming**

If you notice an accident, fire, explosion, environmental failure - call the telephone number indicated below:

**TELEFONY ALARMOWE**

Dysp. CMC P tel. wew. **5310**

z tel. kom. **32 672 5310**

**Biuro BHP 5240**

**Biuro Ochrony Środowiska 5201**

- Provide the dispatcher with the following information:
1. My name is ...
  2. I'm calling from a number...
  3. I'm calling from... (department, building)
  4. I'm a witness of... (accident, illness, explosion, fire, failure, contamination)
  5. a) The victim is... (worker, other person), (indicate age, gender and whether the person is conscious/unconscious, breathing/not breathing, indicate visible injuries)
  - b) Failure or contamination is related to... (explosion, fire, substance release to the environment, other event), indicate its characteristics and effects.
- Wait for the dispatcher to accept the call and hang up.

**DO NOT HANG UP THE PHONE FIRST!**



In case of evacuation announcement, follow the information signs and instructions given by the persons in charge of the emergency operation.



**Guide for external company employees and visitors**

Welcome in CMC Poland Sp. z o.o.

Following the rules contained in this guide will ensure your and other persons present on the work establishment premises safety.



**Adres:**

CMC Poland Sp. z o.o.  
ul. Józefa Piłsudskiego 82  
42-400 Zawiercie  
www.cmc.com

**Kontakt:**

Tel. (+48) 32 67 216 21

# EMERGENCY TELEPHONE NUMBERS

**CMC dispatcher  
internal telephone  
number**

**5310**

from a mobile phone

**32 672 5310**

**OHS Office Company**

**5240**

**Social Labour Inspector**

**5207**

## EMERGENCY SERVICE CALL PROCEDURE

It takes 30 seconds to say:

1. My name is.....
2. I'm calling from a number. ....
3. I'm calling from (department, building)
4. I'm a witness of. (accident, sickness)
5. The victim is a worker .....  
(other person) - (specify gender and age)  
**conscious - unconscious,**  
**breathing - not breathing**  
**visible injuries .....**
6. What else can I do?

**WAIT FOR THE DISPATCHER TO CONFIRM RECEIPT OF  
THE NOTIFICATION**

**NEVER HANG UP THE PHONE FIRST**



## LIST OF EMERGENCY TELEPHONE NUMBERS Dąbrowa Górnicza Plant

**POLICE - 997**

**FIRE SERVICE - 998 or 32 262 32 62 or 32 264 28 13**

**EMERGENCY MEDICAL SERVICE**

**32 6390122 or 885 558 999**

**or 112 or 999**

**GENERAL EMERGENCY NUMBER - 112**

**ELECTRICITY EMERGENCY SERVICE - 991**

**POWER DISPATCHER ARCELLOR MITTAL - 32 735 56 75**

### Emergency service call procedure

It takes 30 seconds to say:

1. My name is

.....

2. I'm calling from a number

.....

3. I'm calling from (address)

.....

4. I'm a witness of an accident/fire/other hazard

.....

5. I'm providing information on the event

.....

6. What else can I do

.....

**Wait for the service dispatcher to confirm receipt of the notification**

**NEVER HANG UP THE PHONE FIRST**

## **GUIDELINES FOR OCCUPATIONAL HEALTH AND SAFETY AND FIRE PROTECTION INFORMATION TRAINING**

The aim of this training is to inform the workers of contracting companies performing works on the premises of and for CMC Poland Sp. z o.o. as well as visitors to the plant about the dangers resulting from staying on the CMC premises and the rules of occupational health and safety and fire protection applicable on the work establishment premises. The program sets out the basic rules and principles applicable on the CMC premises.

### **ALARMING**

All accidents must be reported to the department supervisor where the works are performed. In case of need to call emergency services:

- ◆ Zawiercie plant: directly to the CMC Zawiercie security company shift manager, telephone number: **32 672 5310**.
- ◆ Steel Yard in Żyrardów, Rzeszów and Scrap Factories (except for Gdańsk Plant): call directly the emergency telephone number **112**.
- ◆ Gdańsk Scrap Factory: call the Port Security Service directly, telephone number: **58 343 76 40**.
- ◆ Dąbrowa Górnicza plant: call the emergency telephone number directly **32-639 01 22, 885 558 999**.

### **SAFETY IS A PRIORITY IN CMC**

CMC strives for zero accidents and safe working conditions among CMC workers and employees of all subcontractors. This objective will only be achieved with joint commitment.

### **DO NOT GIVE A CHANCE TO DANGER**

You must not expose yourself and other workers to hazards at work. If you are not sure how to organise your work safely, contact your manager or an occupational health and safety specialist.

Every worker must carry a pass to enter and stay on the CMC premises. A worker without the pass will be removed from the CMC premises. In case the Occupational Health and Safety Service and CMC supervision find a worker that does not comply with the safety rules, the worker will have the pass taken. Failure to comply with the occupational health and safety rules and regulations, creating situations that threaten the health and life of workers will affect further cooperation with CMC.

### **1) PERSONAL PROTECTIVE EQUIPMENT**

Every worker performing overhaul, maintenance and other works is obliged to wear:

- **Safety helmet:**  
Use of a safety helmet is mandatory in all departments
- **Safety eyewear:**  
Wear operational safety eyewear. Scratched or damaged eyewear does not perform its function and may affect the eye condition. Protective sunglasses may be used outdoors. However, under canopy, wear safety eyewear with light glasses. Sunglasses must not replace grinding or welding goggles
- **Hearing protectors:**  
It is mandatory to use hearing protectors in the production areas (all production departments).
- **Work/protective clothing:**  
Work/protective clothing should have the name or logo of the external company. It is forbidden to wear jewellery or loose clothing that could be pulled in by rotating machine parts. Long trousers and a long sleeve shirt are required at all positions. Do not wear clothing made of 100% polyester due to fire hazard. Contractors are responsible for providing the necessary information to their employees regarding the type of clothing to be worn for the job.
- **Protective footwear:**  
Use protective footwear according to the instructions manual. Only correctly selected footwear protects against hazards. Destroyed footwear does not perform its function.
- **Additional equipment/personal protective equipment:**  
Additional protective equipment (e.g. hoods during welding, grinding goggles, protective masks, equipment protecting against falls, etc.) is required at some positions. The external company is responsible for the condition and type of the personal protective equipment, as well as for equipping its employees with such equipment and controlling its proper use. Be aware that faulty equipment does not perform its function.
- **Safe working methods:**  
The work should only be performed in accordance with your (current) authorisation, e.g. welding works, crane operation, forklift operation, etc.

## 2) SAFE CONDUCT STANDARDS

### SAFETY FIRST

CMC may request the removal of a subcontractor's employee from the work area in the event of non-compliance with the safe conduct policy:

- ❖ Possession, sale, distribution or use on the establishment premises (including car parks) of drugs, alcoholic beverages or other intoxicating substances and their promotion;
- ❖ Use, possession or presentation of weapons or explosives on the company premises;
- ❖ Non-subordination (a refusal to follow the instructions of managers, directors, or failure to comply with the manual;
- ❖ Theft;
- ❖ Fighting or inappropriate behaviour;
- ❖ Removal or destruction of property belonging to CMC or other contractors;
- ❖ Providing false, incomplete or incorrect information on CMC documents or correspondence to CMC containing, e.g. results of tests for intoxicants or alcohol in blood;
- ❖ Trespassing into forbidden places;
- ❖ Use of prohibited entrances or exits;
- ❖ Entry to prohibited zones without authorisation;
- ❖ Threatening, intimidating, coercing or disturbing others in the performance of their duties;
- ❖ Testifying untruth or submitting false information against CMC;
- ❖ Delayed informing about an accident; falsification of information or reports on accidents, diseases or accidents;
- ❖ Refusal by security personnel to check the vehicle, cabinet, desk, toolbox or private property;
- ❖ Unjustified stay on the company premises before and after working hours.

## 3) GENERAL SAFETY REQUIREMENTS

### • **LOTO procedure**

All overhauled and maintained machines and equipment should be protected against inadvertent activation and the effects of energy (electrical, mechanical, pneumatic, etc.). No power switch, power supply switch, circuit breaker or load switch should be closed or opened without prior notice to an authorised person or the department director.

### • **Crane operation**

The use of cranes is only possible with the consent of the person from the CMC department responsible. When operating the crane, never transport the load over personnel or equipment. Cranes (overhead cranes, jib cranes) should not be operated during storms or gusty winds. The minimum permitted working distances from live power lines must be observed. If a crane or other equipment with a mast enters the CMC premises, it should be routed along a road without a high voltage line.

### • **Equipment, tools, ladders, scaffolding**

Do not operate faulty equipment. The equipment operator is obliged to check it and to notify the manager if defects are found before starting work. Make sure that all moving parts are thoroughly secured/covered. Inform the supervisor on lack of protecting elements.

Storage: All tools, power tools, welding equipment, cables and hoses must be rolled up and hidden in a suitable place above the ground.

When using equipment or tools owned by CMC, it is the contractor's responsibility to return the equipment or tools intact to an appropriate place.

If any damage occurs during the use of the equipment or tools, the contractor is obliged to report the extent of damage to the CMC maintenance management team. Only one person should be present on the ladder. Use the ladder only when it is in good working order, properly secured and standing firmly on the ground.

Before starting work on the scaffolding, it is necessary to check the technical condition of the structure or equipment, including their stability and resistance to the expected load and protection against change of position, as well as the technical condition of fixed elements of the structure or equipment used for fixing safety lines.

### • **Compressed gases and tanks**

Always secure the cylinder against overturning and place it away from the heat source. The welding rod or other parts of the welding equipment must not be allowed to come into contact with the gas cylinder, and the cylinder must not become part of the electrical circuit during welding. When finished working with the cylinder, close its valve and release the pressure from the hoses (release the reducer screw) and put the protective cap on the cylinder. Use a trolley or other designated means of transport to move the cylinder.

It is forbidden to use oxygen to blow, to clean your clothes, yourself or the equipment and to direct the gas under pressure towards another person.

### • **Order on the working area**

The working area must be fenced off and marked permanently and visibly. Hazards which may arise during works (e.g. excavation, work at height, etc.) must be clearly identified and marked with appropriate signs. During and after work, keep the tools in order. Put the tools in place and wind up the hoses and cables.

Once the works are completed, clean and leave the area in order.

## **SAFETY PRINCIPLES**

### **LOTO procedure**

- ❖ Follow the LOTO procedure; use padlocks.

### **Fall protection**

- ❖ Use appropriate fall protection equipment when working at heights above 1 meter from the working level.

### **Personal protective equipment**

- ❖ All workers should wear protective clothing and essential personal protective equipment and work clothing when working on production lines. This is an unconditional obligation.

### **Confined space**

- ❖ Safe working conditions must be ensured in accordance with the occupational health and safety regulations concerning confined spaces.

### **Dangerous behaviours**

- ❖ Behave in such a way as to avoid an actual or potential threat to the worker, his co-worker, the Work Establishment or personal property.
- ❖ It is forbidden to possess any weapon: firearms, explosives, etc.
- ❖ Workers going to the working area must not be under the influence of alcohol or drugs.

### **Accidents and incidents related to the risk of accident reporting.**

Reports of accidents, first aid and near misses must be immediately reported and completed correctly.

### **Rail and pedestrian traffic**

- ❖ Take appropriate precautions when driving through or crossing over railroad crossing (give way to locomotives).
- ❖ Pass through tracks and roads only in places designated for this purpose (pedestrian crossings).

### **Mobile equipment/vehicles:**

- ❖ All workers who operate means of transport (overhead travelling cranes, mobile and forklift trucks, etc.) must comply with the Safety Requirements developed by the manufacturers of the above equipment, as well as with the OHS regulations in force at the work establishment, taking into account the general OHS provisions.

### **Equipment housings/guards**

- ❖ All housings and guards should be reinstalled on the equipment after a repair, maintenance or adjustment. This work may only be carried out by authorised personnel. After finishing these activities, the equipment may only be restarted after all housings and guards have been installed.

## **4) FIRE SAFETY**

- The contractor should provide fire-fighting equipment whenever required by law.
- Hot works may only be performed after obtaining permission for them.
- Places with mobile fire-fighting equipment should be determined. It is also advisable to familiarise oneself with the equipment type
- Mobile fire-fighting equipment must not be moved freely
- Follow designated communication/evacuation routes
- It is not allowed to use open fire in places that are forbidden to do so.
- Smoking tobacco is only allowed in places intended for this purpose.
- Do not use damaged tools or power tools.
- Report any faults of the electrical and gas installations to your supervisor
- In the event of a fire, be calm and comply with the fire safety regulations
- Always maintain law and order at the workstation
- Do not block access to fire extinguishers, other fire-fighting equipment and escape routes
- Do not store combustible materials on general communication routes intended for evacuation.

## **5) MOVING AROUND THE PLANT (TRANSPORT, PEDESTRIAN TRAFFIC)**

It is the contractor's responsibility to ensure that vehicles and their equipment are in good technical condition. A contractor must ensure that his vehicles do not cause a collision with another vehicle, object or passer-by. The working speed of the vehicles, their load capacity, lighting and equipment as well as marking must comply with general regulations and local restrictions. The CMC premises are governed by the road traffic rules as set out in the Road Code. Due to the heavy vehicle and pedestrian traffic on the routes, speed limits have been introduced in CMC:

**CMC Zawiercie: 30 km/h**

**CMC plant in Dąbrowa Górnicza: 10km/h**

**CMC Scrap Factories: 20km/h**

Move within these limits or at a slower pace (adjust speed to speed limit signs, weather, time of the day, traffic, and other special conditions). The driver may be a person who is designated to do so.

- Only use designated pedestrian crossings and pavements.
- Never enter a work area without authorisation and not knowing the area.
- Move only using designated entrances, passageways and access points.

- Observe all warning signs and information in the various areas within the company premises.
- Special care must be taken when operating cranes and overhead travelling cranes on CMC premises. Stay away from loads at height.
- It is forbidden to stay/pass under suspended loads at height.
- It is prohibited to approach rotating or moving machine parts

List of attendance at the occupational health and safety and fire protection regulations in force on the premises of CMC Poland Sp. z o.o., in for external company employees/workers of CMC Poland Sp. z o.o. employed in another CMC location / guests / visitors

Company name				Date of training
No.	Surname	Name	Position	Signature*
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

\*I confirm that I have read the information concerning the processing of my personal data by CMC Poland Sp. z o.o.

## Occupational health and safety and fire protection information training program

- 1) Introduction
  - a) Training objective
  - b) General information on CMC Poland
  - c) Integrated Management System
  - d) Personal data processing
- 2) Rules of staying and moving around CMC Poland premises
  - a) Passes
  - b) Safe conduct standards
  - c) Pedestrian traffic
  - d) Internal transport
  - e) Accidents, alarming rules
- 3) Work clothing, footwear and personal protective equipment
- 4) Rules of safe work
  - a) Work permit
  - b) Hot works
  - c) Works at height
  - d) Work in confined spaces
  - e) Machines, devices, equipment
- 5) Basic principles of fire protection
- 6) CMC procedures
  - a) TOP - worker care
  - b) LOTO procedure
- 7) Summary

TRAINING PARTICIPANT -  
PLEASE READ INFORMATION ABOUT THE PROCESSING OF YOUR PERSONAL DATA IN CONNECTION  
WITH THE OCCUPATIONAL HEALTH AND SAFETY TRAINING

CMC Poland Sp. z o.o according to respectively Article 13 and 14 of Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation, Official Journal L 2016.119.1 ("**GDPR**")):

Data controller at the time of occupational health and safety training is CMC Poland Sp. z o.o. ul. Piłsudskiego 82, 42-400 Zawiercie, Poland (hereinafter "CMCP"), contact details: [iod@cmc.com](mailto:iod@cmc.com).

The Controller processes personal data for the following purposes, for which the Controller indicates the following legal bases for the processing: performance of obligations arising from the provisions of law, occupational health and safety obligations related to the retention of safety and traffic rules on the CMCP premises, as well as the performance of contractual obligations if, on the basis of a civil-law agreement, the CMCP has undertaken to provide training - Article 6(1)(b) of the GDPR Article 6(1)(c) of the GDPR and Article 9(2)(b) of the GDPR or processing related to legitimate interests, among others, the assertion of claims before a common court - Article 6(1)(f) of the GDPR. Categories of relevant data are: full name, position, contractor's name, brand number, contact phone number.

The Recipients of personal data are the authorised workers of the Controller, and in cases of entrusting services to other entities, these entities and their authorised employees, as well as administrative bodies or institutions that request access to data within the framework of their statutory powers.

Personal data may be transferred to a processor: Commercial Metals Company, 6565 N. MacArthur Blvd. Suite 800 Irving, TX 75039, United States. Suitable protection measures have been provided by application of standard contractual clauses on the basis of Article 46(2)(c) of the GDPR and Article 26(2) of Directive 95/46/EC of the European Parliament and of the Council of 24 October 1995 on the protection of individuals with regard to the processing of personal data and on the free movement of such data (Official Journal EC L 281, 21.11.1995, p. 31) in conjunction with Article 46(5) of the GDPR.

Under conditions specified in Article 15 of the GDPR, you have the right to access your personal data and to obtain a copy of your data. Contact us at the email address indicated above to exercise these rights.

The personal data will be kept for the periods required by law to keep training records for workers, and in the case of other trainees - for contractors for at least the period of validity of the occupational health and safety training (1 year after the training), but not longer than the limitation period of claims.

You have the right to access, rectify, erase or limit the processing of personal data concerning you and the right to object to the processing, as well as the right to transfer the data. You may object to the processing of your personal data at any time for reasons relating to your particular situation.

You have the right to lodge a complaint with the President of the Office for Personal Data Protection, i.e. the data protection authority if you find that the processing of your personal data violates the applicable legal provisions on the personal data processing. In case of sending the contractor's employees for training - the source of data acquisition can be the ordering CMCP contractor. The provision of your personal data is voluntary and at the same time necessary for the circumstances of an accident at work, an occupational disease, the establishment of a threat to human life or health, or provision of the occupational health and safety training. The Controller avoids taking automated decisions on the processing of your personal data, in particular profiling.

(Name of the external contractor)

....., on .....20.....

## WORKS NOTIFICATION No. \*

Contract/agreement number .....

<b>I.</b>	<b>SCOPE OF WORKS</b>	<i>To be completed by an external contractor</i>
-----------	-----------------------	--

1. ....  
(start date - planned date of completion)
2. ....  
(exact location of works - Department/location)
3. ....  
(scope of works)

<b>II.</b>	<b>MAIN HAZARDS RELATED TO THE PERFORMED WORKS</b>	<i>To be completed by an external contractor</i>
------------	--	--

No.	Work that is a source of danger	YES / NO	Basic preventive measures	Work permit
1	Hot works		Fire risk assessment. Isolation from a fire/heat source of combustible materials in a place of performing hot works by removal, increase of the distance or use of an insulating cover. In addition, securing the place of works according to the hot works permit. In explosion hazard zones, operation of intrinsically safe equipment	Required Appendix No. 9 to IC-W1-1/2020 manual
2	Works at height		Fencing off and marking the danger zone in a permanent and visible manner. Protection of the trench, manhole, construction opening. Work assurance. If necessary, use fall protection equipment.	Required Appendix No. 10 to IC-W1-1/2020 manual
3	Work in confined spaces		Atmosphere measurement before the start of operation, next measurements at least once per hour with a multi-gas detector (min. O <sub>2</sub> , CO). Constant work protection. Means of communication. If necessary, a safety harness with a safety line.	
4	Working under exposure to harmful gases or lack of oxygen		Having and using a multi-gas detector (min. O <sub>2</sub> , CO), currently calibrated according to the Operation and Maintenance Manual of the equipment manufacturer. Proper response to its indications.	
5	Work with power tools		Daily visual inspection of power tools and electric cables. Use of guards. Operating damaged equipment is prohibited.	
6	Overhaul and maintenance of machines, equipment and electric power systems		Notification of the operators and persons responsible for the area related to planned works, shut down of all energy sources in repaired machine/equipment, lockout and tagout of all energy sources in off position, performance of a test, execution of repair/maintenance works.	
7	Staying in the transport works area.		Reacting to audible signals. Maintaining a safe distance from transport works. Stay under the transported material is prohibited.	
8	Mechanical lifting and handling of loads		Hooks and slings certified and undamaged. If necessary, use auxiliary equipment to guide the load.	
9	Handling chemical substances		Use and storage of substances and preparations according to the safety data sheets for the substance/preparation concerned	
10	Other			

<b>III.</b>	<b>RECOMMENDATIONS OF THE OHS AND FIRE PROTECTION OFFICE</b>	<i>To be completed by CMC</i>
-------------	--	-------------------------------

- 1 Wear work/protection clothing with company's name, use appropriate personal protective equipment required at the CMC premises (provided by the contractor). Move along the designated communication routes. Fence off the work area and mark it in a permanent and visible manner, appropriate to the hazards and conditions of work. Apply safe working methods. In the case of any occupational health and safety irregularities - STOP WORKING, report them to your supervisor and to the person authorising/contracting the work. Once the work is completed, clean and order the area and give over to the person authorising/contracting the work.
- 2 Observe the occupational health and safety and fire safety regulations during work and internal rules on alarming, staying in and moving around the CMC Poland premises.
- 3 Additional occupational health and safety remarks (*in case of works carried out outside Zawiercie, to be completed by the person responsible for the works site*)

.....

.....

.....

**IV. WORK SUPERVISION** To be completed by an external contractor

1. Works supervisor on the side of the external contractor: .....  

(full name)
(telephone number)
2. Is the participation of a subcontractor foreseen (delete as appropriate): YES / NO  
 If YES, complete the "Subcontractors participation application" (*Appendix No. 8 to IC-W1-1/2020*)
3. Continuous works supervision - persons managing works on each work shift:
  - I Shift  
 from.. to.....
  - II Shift  
 from.. to.....
  - III Shift  
 from.. to.....

(number of all persons) (full name, position) (telephone number) (signature)  
 (maximum on each shift)
4. Requirements:
  - a) familiarising your workers and subcontractors with the "Occupational Health and Safety and Fire Protection Requirements for External Contractors" Manual (IC-W1-1/2020).
  - b) your workers and subcontractors should have current medical examinations, OHS training, authorisations and competences required to perform the works
  - c) your workers and subcontractors should have current OHS information training performed by the CMC Poland OHS Office (or management - for locations outside Zawiercie); the training is valid up to 1 year.
5. External Contractor's Person performing tasks of the OHS Service: .....  

(full name)
(telephone number)

I confirm:  
 .....  
(signature of the person indicated in point 1)

**v. WORK COORDINATION \*\* To be completed by an external contractor and CMC**

.....  

OHS COORDINATOR (full name)
(telephone number)
(signature)
(area)

**vi. APPROVAL TO COMMENCE WORK** To be completed by CMC

Approval of the area manager / person contracting works to commence work:

.....  

(full name of the person contracting works from CMC Poland department )
(signature)

.....  

(full name of the area manager from CMC Poland department)
(management)

**vii. VII ACCEPTANCE OF WORKS APPLICATION** To be completed by an external contractor and CMC

.....  

(signature of the external contractor's works supervisor — p. IV.1)
(CMC OHS and Fire Protection Office signature)

**viii. VIII. WORK COMPLETION APPROVAL** To be completed by an external contractor and CMC

.....  
(date and signature of the person contracting works in CMC Poland) (date and signature of the OHS and Fire Protection Office employee) (date and signature of the external contractor's representative)

Document distribution:  
Before commencing works:

1. An External Contractor should fill in the Works Application form (hereinafter: Applications) with applicable appendices,
2. The CMC Department that contracts the works approves to commence works - signs the Application,
3. The OHS and Fire Protection Office verifies the Application, implements possible remarks and Application number and does two copies: first for the external contractor, second for the CMC department contracting works. The original document is stored in the OHS and Fire Protection Office.

After works completion:

1. The CMC department contracting the works approves completion of works on their and external contractor's Application copy,
2. The External Contractor should come to the OHS and Fire Protection Office with completed Application forms,
3. The OHS and Fire Protection Office confirms the acceptance of the completion of works on both documents and retains one of them for 2 years after completion of works.
4. An External Contractor should retain a copy of the Application for 3 months after the completion of the works.

**If there are any changes concerning: the date of work performance, the number of persons employed on particular shifts or using services of subcontractors, the works application and the appendix should be updated in the OHS and Fire Protection Office of CMC Poland**

\* The application number is assigned by the OHS and Fire Protection Office of CMC Poland  
 \*\* in the case of work of several companies at the same time and place, an external contractor appoints an Occupational Health and Safety Coordinator - a person who supervises the occupational health and safety of workers employed (by different employers) at the same place at the same time (according to Article L 208.§1.KPI, which DOES NOT RELEASE individual employers from the obligation to ensure the occupational health and safety of their workers.



..... , on ..... 20 .....  
(External company name)

# NOTIFICATION OF SUBCONTRACTORS' PARTICIPATION TO WORKS APPLICATION NO. ....

**I. LIST OF SUBCONTRACTORS** *company name, representative, contact telephone number*

1. ....
2. ....
3. ....
4. ....
5. ....
6. ....
7. ....
8. ....
9. ....
10. ....

**The subcontractor's employees should be provided with work/protective clothing, protective measures to identify the company contracting the works and a personal pass.**

**RESPONSIBILITY FOR THE SAFETY OF SUBORDINATE EMPLOYEES AND PERSONS IN THE AREA OF WORKS PERFORMANCE IS BORNE BY THE PERSONS LISTED IN THE WORKS NOTIFICATION FORM IN IV.1 AND IV.3.**

PERMIT No. ....  
**to perform hazardous works - hot works on the CMC Poland sp. z o.o.  
 premises**

(i.e. Works involving use of open flames *such as: welding, cutting, mastic application, heating, etc.* in *inadequate* places; *excluding gas hazardous works on all gas systems, which require a separate permit*)

1. WORKPLACE (DEPARTMENT/OFFICE) .....
2. WORK PURPOSE .....
3. NAME OF THE COMPANY PERFORMING WORKS .....
4. WORKING TIME - DATE from ... to .....

5. FIRE/EXPLOSION RISK IN THE WORKPLACE

(state what it results from)

6. SAFETY MEASURES IN THE AREA OF HOT WORKS PERFORMANCE:

- CLEAN THE SURFACE OF ANY COMBUSTIBLE MATERIALS AT THE WORKPLACE,
- REMOVE ANY FLAMMABLE MATERIALS AND LIQUIDS FROM THE WORKPLACE; IF THEY CANNOT BE MOVED, PROTECT THEM WITH FIREPROOF BLANKETS OR METAL PLATES,
- OPENINGS, CULVERTS ETC. IN WALLS OR IN THE FLOOR SHOULD BE COVERED WITH METAL PLATES OR A FIREPROOF BLANKET,
- METAL PLATES OR FIREPROOF BLANKETS SHOULD BE PLACED IN SUCH A WAY AS TO COVER FLAMMABLE MATERIAL WHICH CANNOT BE REMOVED,
- ANOTHER WAY TO PROTECT AGAINST THE POSSIBILITY OF FIRE/EXPLOSION:

7. PROTECTION MEASURES: (\*delete as appropriate or add)

- a) FIRE PROTECTION: FIRE EXTINGUISHERS, FIREPROOF BLANKETS, METAL PLATES, HAND PUMP WATER FIRE EXTINGUISHERS, FIRE HYDRANTS WITH EQUIPMENT .....
- APPLIED FIRE PROTECTION MEASURES MUST BE THE PROPERTY OF THE COMPANY PERFORMING THE WORK!
- b) OHS: PERSONAL PROTECTIVE EQUIPMENT .....
- c) OTHER .....

8.\* METHOD/TYPE OF PERFORMED WORKS: welding, cutting, soldering, heating etc. (delete as appropriate or add)

9. RESPONSIBLE FOR: (\*delete as appropriate or add)

- a) preparation of the workplace, protective measures and hot works protection measures:

SURNAME ..... PERFORMED .....  
 (signature of the Contractor)

- b)\* switching off of electric and energy systems (electric, gas, water, etc.):

type of the system .....

SURNAME ..... PERFORMED .....  
 (signature of the worker switching off)

SURNAME ..... PERFORMED .....  
 (signature of the worker switching off)

- c) \* if there is a possibility of presence of flammable liquid/gas vapours or dusts at the workplace, analyse their concentration:

there is, there is no risk of explosion Full name of the contractor .....  
 signature of the Contractor

- d) use of protective measures for work organisation and training:

I have read and agree to follow and perform Full name of the contractor .....  
 signature of the Contractor

10. \* I APPROVE TO COMMENCE WORKS

(\*work permit may be signed by the persons listed in points 9 and 10)

signature of the Contractor

signature of the Principal (area owner/manager) .....

10.A\* SCOPE OF WORKS HAS BEEN AGREED ON WITH THE CMCP OHS AND FIRE PROTECTION OFFICE  
 (\*point is completed only if it meets the conditions of the Manual for authorisation - point 1 g)

OHS OFFICE employee signature .....

11. WORKS ARE COMPLETED. Date.....time ..... signature of the Contractor .....

12. AFTER WORKS COMPLETION, THE WORKPLACE AND ITS SURROUNDINGS WERE CHECKED AND NO NEGLIGENCE WAS FOUND THAT COULD CAUSE A FIRE.

I confirm the works acceptance Controller - inspected three times within two hours Controller - inspected after four hours

Name and signature of the CMCP's principal Name and signature of the person responsible for the site/area

**REMARKS: THE INSTRUCTIONS FOR COMPLETING THE PERMIT ARE ON THE OTHER SIDE!**

**Instructions for completing the permit to perform hot works on the CMCP premises:**

- 1) The permit is required when the above mentioned works are carried out on the premises of the CMCP establishment by their workers and employees of external companies in places that are not adapted for this purpose and when there is a high fire hazard (due to the stored or presence of flammable materials, the place of work in the vicinity of gas installations, etc.).
  - a) points 1 to 4 - to be completed by the contractor / CMCP worker performing the work,
  - b) point 5 is to be completed by the contractor in the presence of the principal (area owner/manager),
  - c) points 6 to 8 - to be completed by the contractor / CMCP worker performing the work,
  - d) point 9 a, c, d - to be completed by the contractor/CMCP worker performing the work,
  - e) point 9b, - to be completed by the contractor or CMCP worker with the required/relevant qualifications,
  - f) point 10 is to be completed by the principal (area owner/manager) of the works from CMCP,
  - g) point 10A is an optional point, to be completed by an employee of the OHS and Fire Protection Office **only if the contractor or the principal (area owner/manager) find it difficult to determine the type of protection of the above mentioned works or if the works are carried out in places particularly exposed to fire.** The OHS and Safety and Fire Protection Office will return the document to be completed without issuing work permit if the permit has not been properly completed in points 1 to 10,
  - h) after completing points 1 to 10, the contractor can commence works,
  - i) point 11 is to be completed by the contractor or CMCP employee performing the works,
  - j) point 12 is to be completed by the CMCP principal (area owner/manager) of the works or a person appointed by it,
  - k) after completion of the works, the original permits should be submitted to the OHS and Fire Protection Office, where they will be archived,
  - l) the principal (area owner/manager) on the part of the CMCP archives a copy of the permit at his premises,
- 2) **A PERMIT TO PERFORM HOT WORKS IS ISSUED FOR ONE DAY ONLY.**  
**A LONGER-TERM PERMIT MAY BE GRANTED IF THE WORKS ARE PERFORMED IN CONTINUOUS MANNER. A BREAK IN THE SUPERVISION OF THE PERFORMED WORKS IN PROGRESS LASTING MORE THAN TWO HOURS WILL RESULT IN A BREAK IN THEIR CONTINUITY WHICH MEANS THAT ANOTHER PERMIT MUST BE ISSUED.**

<b>Permit for works at height</b>		Works notification number	
Name of the company performing works			
Place of works:	Scope and plan of works at height:		
Technical equipment used:			
<b>Hazards identification and preventive measures</b>			
Expected risks and hazards when working at height	Preventive and protective measures for works at height		
	Collective protective measures:	PPE + PFPE	
Task division	Full names of persons performing works	Date of work performance from                      to	
Supervisors		Work managers issuing a work permit:	
Signature:	Date:	Signature:	Date:

<b>Manual for completing the Permit for work at height form</b>
<b>Work at Height</b> (hereinafter: “work” or “works”). This means work carried out on a surface at a height of at least 1.0 m above the floor level or the ground (surrounding area) without: a cover on all sides up to a height of at least 1.5 m with solid walls or walls with glazed windows, other fixed structures or equipment to protect a worker from falling from a height.
<b>Work Manager</b> - a person on the side of an external contractor appointed by his employer to organise and manage works on the CMC premises; it is responsible for: proper selection of personnel to perform work at height, proper selection of equipment to perform work at height (both machines, tools and PFPE), appointment of the Work Supervisor, carrying out (or written appointment of a person perform) a training covering in particular: personal division of work, sequence of tasks, requirements of occupational health and safety for individual activities, protection of the area of work against the access of third parties,
<b>Work Supervisor</b> - a person appointed in writing by the Manager to supervise the work on a permanent and direct basis; it is responsible for: direct and permanent supervision of the work, managing the work in accordance with this procedure, the provisions of the work permit and the occupational health and safety regulations and rules,
<b>Contractor</b> - a person appointed by the Manager to perform the work; he is responsible for: listening to the training, performing of the orders of the Manager or supervisor of the work, using safe working methods, PPE and observing the instructions for safe work performance and the provisions of the work permit.
<b>Stand-by Person</b> - a person appointed by the Supervisor to assist in the works when they pose additional hazards or threaten persons not related to the works, when it is required, ensuring the possibility of safe performance of the works by the Contractors on the CMC premises, in particular: maintains visual contact with the person working at height, supports the ladder, protects the surroundings against hazards from the works, directs the internal movement on the works section, lowers the basket of the mobile platform from the emergency/local control panel, etc.; this person has appropriate qualifications and skills to perform his task.
<b>Personal Protective Equipment (hereinafter: “PPE”):</b> any equipment worn or held by a worker to protect it from one or more of the hazards associated with the presence of hazardous or harmful factors <i>in</i> the working environment, including any accessories and auxiliary elements intended for that purpose.
<b>PFPE</b> - Personal fall protection equipment.
<b>Collective Protection Measures</b> - measures intended to protect a group of people, including individuals, against dangerous and harmful factors occurring individually or in combination in the working environment, being technical solutions used in working rooms, machines and other equipment
<b>Fall Protection System</b> - a PFPE unit which performs a preventive or protective function against a fall from a height
<b>Workplace</b> - location and detailed description of the workplace where work will be performed at height
<b>Scope and Plan of Work at Height</b> - the scope of performed works, a detailed plan of task execution, including activities performed at each stage of works.
<b>Hazard Identification</b> - it should take into account the risks to workers that may occur at any stage of the works; the identification should be built on the basis of a detailed plan for the execution of the task.
<b>Procedure:</b> Working at height is a particularly dangerous work which must be carried out each time in a team of at least two people (including the Supervisor) under a work permit. The Manager selects the safest possible method according to the protection hierarchy, implementing solutions first from the beginning of the list below: - <b>Hazards Elimination:</b> 'work at height should be excluded where possible; if necessary, the task should be divided into stages or ranges and carried out accordingly from “level 0”, where technology allows. - <b>Separation from Risk:</b> where work at height cannot be excluded, collective protection measures in the form of temporary edge barriers or other fall protection equipment must be used to prevent falling. - <b>Technical Solutions:</b> when it is necessary to work in a position where access must be provided from scaffolding, mobile platforms, etc., equipped with full fencing. - <b>Personal Protective Equipment and Administrative Solutions:</b> when it is impossible to implement the above solutions, the work should be organised using PFPE taking into account the predispositions and qualifications of the workers.
<b>Technical Equipment</b> The equipment used during the work should be operated in accordance with the manufacturer's instructions manual. The PFPE must comply with the relevant standards.
The permit to work at heights constitutes an appendix to the Works Application form required to perform services on the CMC premises
Any changes in the way the task is performed, the division of tasks, the equipment used, etc. should be recorded on the Permit for Works at Height