

CONTRACTOR SAFETY MANUAL

Principles of work performance and moving around the plant premises as well as safety requirements for all contractors if the scope and character of services provided by contractors require their presence on the SWISS KRONO plant premises.

Žary 2022

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Introduction

Welcome to our Company.

This Manual contains the occupational health and safety, environmental protection and fire safety requirements and principles which must be complied with on our plant premises. All your employees and subcontractors must comply with the rules contained therein, and any other rules and obligations under the applicable law.

SWISS KRONO Management Board

CONTRACTOR SAFETY MANUAL

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1. Definitions used

SWISS KRONO – orderer: SWISS KRONO sp. z o. o.; 68-200 Żary; ul. Serbska 56.

SWISS KRONO Premises - the whole area of SWISS KRONO sp. z o. o. plant including the adjacent areas owned by the Company, located on Serbska Street in Żary.

SWISS KRONO Representative - SWISS KRONO employee authorised by the SWISS KRONO Board of Directors to deal directly with the Contractor or Transport Contractor to prepare the technical conditions and details of the preparation of the order/contract for the execution of the Job on SWISS KRONO Territory and to make key decisions on the Job. The SWISS KRONO Representative may also be the Task Card Issuer.

Contractor – contracted party: supplier of goods and services, carrying out works, operating on SWISS KRONO's Site on the basis of a written or oral order or contract. Each Contractor shall document that he has read the Contractor's Safety Book before starting to perform his Tasks. Responsible for the performance of the Task on the SWISS KRONO Site in accordance with the concluded Contract/Order.

Employee of Contractor - all persons performing deliveries and providing services in the name of the Contractor, i.e. the Contractor, his employees and all persons acting on his behalf.

Subcontractor – Contractor's contracted party: supplier of goods and services performing a Task on the SWISS KRONO premises, after previous agreement with the SWISS KRONO Representative (see point 2.3).

Task – work performed as part of the service covered by a contract of mandate or other agreement, also documented in the Contractor Task Card.

Task Card Issuer - a SWISS KRONO employee authorised to carry out work with the Contractor's participation, who is authorised to direct employees. Draws up the documentation resulting from this procedure. Controls the execution of the Task on the part of SWISS KRONO and evaluates the execution upon their completion.

Task Manager - an employee of the Contractor (unless otherwise specified) who has the authority to direct employees and is suitably qualified for the work to be performed. Responsible for the proper organisation of the execution of the Task on the SWISS KRONO Site, including the establishment of measures and safeguards to improve safety and the provision of instructions in this respect to employees prior to the start of the Task. Responsible for allowing the Task to be carried out. Obligated to comply with all records arising from the related documentation. Directly supervises the Task.

Task Coordinator - employee of the Contractor (unless otherwise provided) appointed to supervise the work performed on the SWISS KRONO Premises in a safe manner. Coordinators are appointed separately for individual tasks in document "Contractor Task Card", appendix No. 2/P - 16.

OHS Coordinator – person supervising occupational health and safety of all employees when employees of various employers work simultaneously in the same place. The Coordinator is indicated

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in the Contractor Task Card under the terms of the Order of the President of the Board of SWISS KRONO on the Health and Safety Coordinator at SWISS KRONO sp. z o.o.

! Appointment of OHS Coordinator does not release individual Contractors from the obligation to ensure health and safety of workers employed by them.

Contractor Task Card – document prepared by the Task Supervisor in 2 copies: one copy for the Task Supervisor and one copy for the Contractor. The Contractor's copy is always available at the place of Task performance. After completion of the Task, the Contractor Task Card is returned to the Task Card Issuer and archived by him.

Unsafe Work – work posing a particular threat to the employee, performed by suitably qualified employees using proper personal protective equipment.

Permit for Unsafe Work – a document prepared by the Person issuing Permit in two copies: one copy for the Person issuing Permit and one copy for the Contractor. The Contractor's copy is always available at the place of work performance. After completion of work, the Permit for Dangerous Work is returned to the Person issuing Permit and archived by him.

Person issuing Permit - an employee of SWISS KRONO who is authorised to direct employees and to issue authorisations for such work in SWISS KRONO sp. z o.o. Draws up documentation resulting from the internal procedures of SWISS KRONO sp. z o.o. Controls Unsafe Works and evaluates their completion upon their completion. Authorized to carry out work with the participation of the Contractor - identifies hazards that may arise during the execution of the Work on the part of SWISS KRONO and indicates the requirements for measures and conditions for the execution of the Unsafe Work also on the part of SWISS KRONO (arrangements in the Permit for Unsafe Work).

Work Manager/ Manager of execution of the work - an employee of the Contractor (unless otherwise agreed) who is authorised to direct employees and is suitably qualified for the work to be carried out. Responsible for the proper organisation of the performance of the Unsafe Work on the SWISS KRONO Site, including the establishment of measures and safeguards to improve safety and the provision of instructions in this respect to employees prior to the commencement of the Unsafe Work, taking into account the arrangements included in the Permit for Unsafe Work. Authorises the commencement and execution of the Hazardous Work. Obligated to comply with all records arising from the related documentation. Directly supervises the Unsafe Work.

Persons performing Unsafe Work - employees who have proper qualifications which comply with relevant regulations and are checked (by the Work Manager) in the scope of performed work.

Pass – the document authorizing the Contractor to enter the SWISS KRONO Premises. The Pass is issued on the basis of the list of the Contractor's employees. The Contractor is obliged to submit the list to an employee of the administrative office before starting work. The work performed in case of a failure is the exception. In case of such work, the list must be submitted to the reception employee. The list must be always confirmed by the properly authorized employee of SWISS KRONO.

Tag – personal transmitter which is a part of the anti-collision system implemented on the SWISS KRONO Premises. The Contractor performing work in the area where the anti-collision system is used shall receive a tag at the gate-house and is obliged to carry the tag when performing his duties. Each time when leaving the SWISS KRONO Premises, the Contractor is obliged to return the tag to the gate-house employee.

Checking tag charge level:

- green indicator light - tag is charged – can work for about 12h – can be used,

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- orange indicator light – tag is partially discharged - can work for about 4h – tag should be replaced if expected duration of stay in the zone exceeds 4h,
- red indicator light - tag is critically discharged, audio signal is activated, tag must be charged - can work for maximally 1/2h – the tag should be replaced in the place from which it was taken,
- inactive indicator light - tag is discharged or damaged – notify about this in the place from which the tag was taken and replace the tag with a properly working tag.

LOTO - a system used on SWISS KRONO's Site to minimise the risk of uncontrolled release of hazardous energies when intervening on machinery, equipment or installations by SWISS KRONO sp. z o.o. employees and by Contractor's employees performing work on SWISS KRONO sp. z o.o.'s Site.

2. General requirements of SWISS KRONO

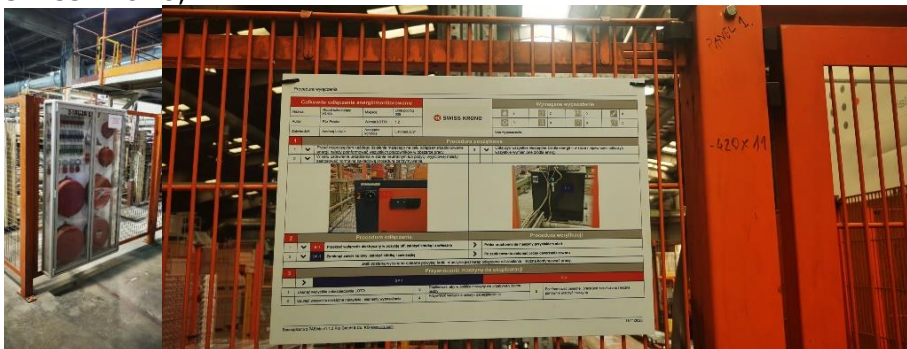
NOTE!!! If the Task also includes a transport service (delivery/collection of goods, unloading/loading), the Contractor and his Employees shall also adhere to the requirements of the "Driver Safety Manual".

2.1. General principles

Task should be performed in a safe manner which does not create the risk of loss of life, loss of health or loss of property. The Contractor shall apply the provisions set out in this CONTRACTOR SAFETY MANUAL (CSM).

When performing a Task on lines covered by the LOTO system, please note that:

- locking devices and signs may only be used by persons authorised to lock machines by SWISS KRONO,



- no one shall attempt to start up, energize, or use any equipment that has been locked out, or attempt to remove any LOTO Equipment or LOTO Warning Tag, except the authorized person who installed it.



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The superiors and the SWISS KRONO Representatives shall be informed about identified violations of safety principles, risks to human health or life, environmental hazards, accidents, and near-misses.

Failure to observe the safety principles may lead to interruption of work, draw the consequences in accordance with point 7, removal of the Contractor's employees from the SWISS KRONO Premises and, ultimately, termination of the Agreement.

2.2. Approval to perform the Task

A Task cannot be started without the agreement and obtaining of a Contractor's Task Card - the document is binding for all Contractors except for transport companies.

The Contractor shall ensure the normal course of work in the area where the assigned Tasks are being performed.

When performing the task, the Contractor is obliged to take into account the activities performed by other Contractors and SWISS KRONO employees.

If work on the Task is interrupted by an authorised SWISS KRONO employee, it shall only be resumed with the approval of the SWISS KRONO Representative to continue the Task. The SWISS KRONO Representative's endorsement shall appear on the Contractor's Task Card.

2.3. Principles of subcontracting the Task by the Contractor

Subcontracting other companies by the Contractor, as his own Subcontractors, in order to perform the Task on the SWISS KRONO Premises must:

- be formally agreed with the SWISS KRONO Representative,
- meet all the requirements specified in the Contractor Safety Manual.

2.4. Trade secret

The Contractor undertakes to treat all information acquired in the course of the Task performance on the SWISS KRONO Premises as trade secret

The information may not be disclosed without the written consent of the SWISS KRONO Management Board.

2.5. Cleanliness and order

The Contractor must maintain cleanliness and order in the place of work and when moving around on the SWISS KRONO Premises.

After each day of work, tools and materials used for the performance of the Task shall be sorted, and if may pose a threat-removed.

Waste produced when performing the Task shall be disposed of always after each day of work. Possibility of waste management on the SWISS KRONO Premises should be agreed with an employee of the Environmental Protection Department.

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All used devices (tools, containers, cylinders, vehicles, ladders, scaffoldings) must not pose a threat to persons and may be stored only in designated places agreed with the SWISS KRONO Representative.

See also point 12.

3. Employees of Contractor

3.1. Register of employees of Contractor

The Contractor, with the exception of transport companies delivering and exporting goods to/from the SWISS KRONO Site (see Driver Safety Manual), shall agree with the SWISS KRONO Representative a list of employees and the period for which passes will be issued. The list should include persons who have familiarised themselves with the contents of the CSC. The list approved by the authorized SWISS KRONO employee, the Contractor's Representative shall deliver to the Registry employee, who shall issue passes assigned to the Contractor's respective employees. Passes will not be issued if the persons on the list have not documented their knowledge of the provisions of the Contractor's Safety Manual.

In situations where work is to be carried out after SWISS KRONO's office hours, the Contractor shall, after agreement with the SWISS KRONO Representative, provide the gatehouse employee with a list of personnel who are to perform the Task on SWISS KRONO's premises. The list should include persons who have read the KBW. Below is a sample list. Passes will not be issued if the persons on the list have not documented their knowledge of the provisions of the Contractor's Security Manual. The list must be approved by the SWISS KRONO Board or a person authorised by the SWISS KRONO Board.

LIST OF EMPLOYEES			
Company name:			
Task:			
Period of Task performance: from date.....hour.....to datehour.....			
Task Manager from the company:			
Contact phone number of the Task Manager:			
Persons performing the Task:			
No.	Name and surname	PESEL No.	Function
1			
2			
3			
Signature of person approving the list:			

3.2. Contractor entering/exiting the SWISS KRONO Premises

Each employee of the Contractor must have a Pass. The Pass is the basis for allowing the Contractor's employees to enter/exit from the SWISS KRONO Premises.

The SWISS KRONO Security may require the person presenting the Pass to show also the identity document.

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The Contractor intending to move around or perform activities in the area where the anti-collision system is used must necessarily take a tag at the entrance to the SWISS KRONO Premises (see: Supervision manual for traffic on in-plant roads, point 4.3.3).

3.3. Verification of authorizations, certificates of periodic training and medical examinations

Contractors and Subcontractors are obliged to have valid certificates of periodic training, medical examinations and authorizations suitable for the activities performed within the scope of the Task.

The OHS Service, the OHS Coordinator, the Area Manager or the Task Card Issuer may require the authorizations, certificates of periodic training, medical examinations of the Contractor's employees to be presented for the purpose of their verification.

The documents for verification must be always available from the Contractor.

3.4. Supervision of Contractor Task

The supervision of the Task carried out by the Contractor is shown in the table below:

Task Manager	–	directly supervise employees and the execution of the Task, responsible for the safe course of the Task, elimination of hazards, obliged to immediately inform the Task Card Issuer, the Health and Safety Coordinator of any difficulties, changes, etc. in the scope of the performed Task, authorized to immediately stop the work.
Task Coordinator	–	supervising the execution of the work in a safe manner, with the authority to stop the work immediately.
OHS Coordinator	–	supervising the health and safety of all workers when workers employed by different employers are working at the same place at the same time, empowered to stop work immediately.
Task Card Issuer	–	supervision of the Task, obliged to provide information on changes on the part of SWISS KRONO in the scope of the Task, authorised to stop the work immediately.
Area Manager, other SWISS KRONO employee	–	eliminate hazards posed by Contractors to their own employees or property. When hazards are identified, he may stop the Contractor's work, or inform the Task Coordinator, Task Card Issuer or Health and Safety Coordinator of his observations.
OHS, Environmental protection, Fire protection, Plant protection	–	When hazards are identified, he may stop the Contractor's work.

3.5. Work clothing, footwear, and personal protective equipment during performance of the Task/Unsafe work - clothing marking

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The Contractor shall equip his employees with work clothing in warning colours (in line with PN-EN



ISO 20471:2013),

, safety shoes



and personal protective equipment, including



head protection (preferably in bright colours for improved visibility), , suitable for the type of work and in compliance with legal requirements (see also App. no. 2 item 4.3.2). **The work clothing should be marked suitably sized for the safe performance of the Task and with a clear name of the Contractor.** If the work clothing is not in warning colours, the Contractors are



obliged to wear safety vests

4. The rules of entry of vehicles/equipment to the SWISS KRONO Premises

REMINDER !!!

If the Task also includes a transport service (delivery/collection of goods, unloading/loading), the Contractor and his Rmployess shall also adhere to the requirements of the "Driver Safety Manual".

4.1. Entry of cars and other vehicles

Entry of cars and other vehicles of the Contractor to the SWISS KRONO Premises must be agreed in advance and registered in the internal system of SWISS KRONO.

4.1.1. Passenger cars of Contractors:

- **one day entry** – the Contractor shall notify the Task Card Issuer, with whom he cooperates, about the need to enter the SWISS KRONO Premises in a car; in a justified case, Task Card Issuer shall inform a gate-house employee over the phone about the Contractor's personal data and the car's registration numbers; the Contractor shall report at the gate-house where the actual data shall be compared with the previously notified data, on the basis of the verification, the car may enter the SWISS KRONO Premises;
- **entry for a specified period (more than 1 day)** - the Contractor shall notify the SWISS KRONO Management Board that there is a need to enter the SWISS KRONO Premises in a car with specific registration number in specified period; after the receipt of the written permit, the Contractor shall present the permit to a gate-house employee and the car may enter the SWISS KRONO Premises; (see also point 3.1).

4.1.2. Delivery vans of the Contractors which deliver equipment and materials owned by the Contractor to the SWISS KRONO Premises (the rule of entry to the SWISS KRONO Premises - see point 4.1.1) and in case of:

- **one day entry of equipment** – at the entrance to the SWISS KRONO Premises, the Contractor shall present the list of transported equipment and leave the list to a gate-house employee; when entering and exiting, the status of the equipment must be in conformity with the presented list;

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- **entry of equipment for a specified period** - at the entrance to the SWISS KRONO Premises, the Contractor shall present the list of transported equipment and leave the list to a gate-house employee; the gate-house employee shall enter the list of equipment to the SWISS KRONO system; when entering and exiting, the status of the equipment must be in conformity with the list presented;
- **entry of materials consumed on the SWISS KRONO Premises during performance of the Task** – at the entrance to the SWISS KRONO Premises, the Contractor shall notify about the type and quantity of transported material; a gate-house employee shall verify the notified data; when exiting, if the material or its part is transported from the Premises, the Contractor must present the material pass issued by the authorized employee of SWISS KRONO; if the Contractor entering the Premises declares what part of the material will be left on the SWISS KRONO Premises, the material pass is not required for the remaining part of the material when exiting the Premises;

The Contractor is absolutely not allowed to enter the SWISS KRONO Premises with children, animals or unauthorized persons.

4.2. Chemicals brought/transported in vehicles to the SWISS KRONO Premises

The Contractor shall always agree with the SWISS KRONO Representative the amount and type of all chemicals which are carried/transported in vehicles to the SWISS KRONO Premises.

The SWISS KRONO Representative must be informed about all chemicals used by a given Contractor for performance of work on the SWISS KRONO Premises.

See also point 9.2.

5. Transport of persons and vehicles on the SWISS KRONO Premises

On the SWISS KRONO Premises, the Contractors are bound by the regulations specified in "Supervision manual for traffic on in-plant roads", which is the appendix No. 2 (point 15.2) to the Contractor Safety Manual.

6. Principles of use of rest and refreshment facilities

6.1. Washrooms, toilets

The Contractor may use the washrooms and toilets of SWISS KRONO upon agreement with the SWISS KRONO Representative.

6.2. Meals

Dining rooms of SWISS KRONO may be made available to the Contractor with the consent of the SWISS KRONO Representative.

The Contractor himself may organize the dining area for his employees on the SWISS KRONO Premises, with the consent of the SWISS KRONO Representative.

If the Contractor's employees have their meals in the company canteen, they are obliged to move in accordance with the provisions in App. no. 2 item 4.3 SWISS KRONO and act in accordance with the principle: exit – entry to the SWISS KRONO Premises.

7. Detailed requirements

7.1. Alcohol, drugs

- 7.1.1. Persons under influence of alcohol, abusive substances or psychotropic substances must not enter the SWISS KRONO Premises. It is forbidden to use, have and make the above-mentioned substances available on the SWISS KRONO Premises. Persons who fail to adhere to the above rules are not allowed to enter the SWISS KRONO Premises; persons under the influence of the above substances, having or making them available must immediately leave the Premises of SWISS KRONO. SWISS KRONO has the right to deny re-entry of the above-mentioned persons to SWISS KRONO Premises.
- 7.1.2. If any person referred to in item 7.1.4. enters the Premises of SWISS KRONO or provides service for SWISS KRONO is at the time of entrance or stay on the SWISS KRONO Premises under the influence of alcohol, abusive substances or psychotropic substances, has or makes such substance available, SWISS KRONO has the right to impose on the Contractor a contractual penalty of **PLN 5000.00 (in words: five thousand 00/100) each time for each such person, and this person shall be strictly forbidden to enter the SWISS KRONO Premises for a period of 3 years.**
- 7.1.3. The Contractor is obliged to pay the stipulated penalty within 14 days from the date of the statement made by SWISS KRONO
- 7.1.4. The provisions of point 7.1. shall apply to all employees of the Contractor and his Subcontractor who are commissioned by the Contractor to perform any work or provide any services on the SWISS KRONO Premises or for SWISS KRONO.
- 7.1.5. SWISS KRONO may request the Contractor to have the sobriety tests of the persons mentioned in point 7.1.4. performed by the authority established to protect public order or the Contractor may have such tests performed on his own initiative. The Contractor shall submit the test results to SWISS KRONO.
- 7.1.6. If value of damage suffered by SWISS KRONO exceeds the value of determined stipulated penalty, SWISS KRONO reserves the right to claim compensation according to general principles of the law.
- 7.1.7. Penalties under item 7.1.2. are imposed on the basis of a documented nonconformity (protocol, report, photos, note).

7.2 Failure to observe the regulations and rules of OHS, Fire Safety and Environmental Protection

- 7.2.1. The Contractor is obliged to observe the regulations and rules of OHS, Fire Safety and Environmental Protection and the instructions resulting from the agreement as well as the provisions included in "Contractor Safety Manual" and "Contractor Task Card" and, in case of particularly dangerous work, the provisions included in "Permit for Dangerous Work" and "Permit for Fire-Dangerous Work".
- 7.2.2. In case of failure to observe the regulations and rules of OHS, Fire Safety and Environmental Protection by the Contractor or his Subcontractor, each employee of SWISS KRONO is authorized to stop the Task performance. The work may be restarted after elimination of abnormalities and

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exclusively on the basis of the SWISS KRONO Representative's consent to the further performance of the Task.

- 7.2.3. Failure to observe the provisions of the Contractor Safety Manual should be documented by an entry in "Contractor Task Card"/"Permit for Dangerous Work"/"Permit for Fire-Dangerous Work". In the absence of the above-mentioned documents in the place where nonconformities occur, another form of documenting is allowed (memorandum, photos, e-mail notification sent to the Task Card Issuer/Person issuing Permit).
- 7.2.4. In the event of repeated breaches of the relevant regulations and rules of OHS, Fire Safety and Environmental Protection, SWISS KRONO has the right, after unsuccessful reminding the Contractor, to terminate the agreement or revoke the order without notice.
- 7.2.5. For failure to comply with the regulations and rules of OHS, Fire Safety and Environmental Protection, SWISS KRONO has the right to impose a contractual penalty on the Contractor, in the amount of:
- 7.2.5.1 failure to use basic personal protective equipment when moving around on the SWISS KRONO Premises and performing works unclassified as dangerous - PLN 200.00,
 - 7.2.5.2 violation of the rules of OHS, Environmental Protection, Fire Safety while performing dangerous work - PLN 5,000.00 and shall receive for the person who violated these rules, an absolute prohibition of the entry to the SWISS KRONO Premises for a period of one year.
 - 7.2.5.3 violation of the rules resulting from DSM, not included in items 7.2.5.1 and 7.2.5.3 - PLN 2,000.00.
- 7.2.6. The Contractor is obliged to pay the stipulated penalty within 14 days from the date of the statement made by SWISS KRONO
- 7.2.7. The provisions of point 7.2. shall apply to all employees of the Contractor and his Subcontractor who are commissioned by the Contractor to perform any work or provide any services on the SWISS KRONO Premises or for SWISS KRONO.
- 7.2.8. The penalties resulting from item 7.2.5 are imposed on the basis of a documented nonconformity (protocol, report, photos, note, entry to the Contractor Task Card).

The basis for liability specified in points 7.1. and 7.2. do not exhaust possible claims of SWISS KRONO against the Contractor, in particular the claims resulting from liability in tort.

7.3. Smoking tobacco

Smoking tobacco,  including e-cigarettes,  on the SWISS KRONO Premises is forbidden outside the designated places.

7.4. Taking photographs, recording

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Taking photographs, recording and duplicating of documents may be performed only upon the consent of the SWISS KRONO Management Board.

If the Contractor fails to comply with the above-mentioned obligation, SWISS KRONO reserves the right to undertake any legal actions.

7.5. Visitors of the Contractor

All visits by the visitors of the Contractor should be agreed with the SWISS KRONO Representative.

7.6. Damage caused by the Contractor or his Subcontractor. Damage to property

The Contractor shall be responsible for damage to SWISS KRONO Company or other Contractors performing the Task on the SWISS KRONO Premises, caused by the actions performed by employees of the Contractor (including his Subcontractors).

In the case of disclosure of the damage, SWISS KRONO reserves the right to take any action provided for in the Polish law.

7.7. Theft

Any materials owned by SWISS KRONO or another Contractor must not be carried or transported in a vehicle outside the SWISS KRONO Premises.

Materials or goods may be carried or transported in a vehicle outside the SWISS KRONO Premises only after submitting a material pass at the Main gate-house or the Terminal gate-house.

The material pass shall be issued and signed by authorized persons from SWISS KRONO.

If the Contractor fails to comply with the above-mentioned obligation, SWISS KRONO reserves the right to undertake any legal actions.

8. Use of SWISS KRONO resources

At SWISS KRONO, ISO 50001 Standard on efficient energy use applies.

8.1. Electricity

SWISS KRONO shall make the connection to the plant's power network available to the Contractor after consultation with the SWISS KRONO Representative. The Contractor shall provide himself with proper leads, in compliance with applicable standards.

8.2. Water and compressed air

SWISS KRONO shall ensure that the Contractor can use the plant's water system and the plant's compressed air system while the quantity and type of connections should be agreed with the SWISS KRONO Representative.

Costs of connection and additional systems shall be borne by the Contractor, unless agreed otherwise.

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8.3. Telephones, access to the computer network

The scope of use of the SWISS KRONO telephone and computer network shall be determined by the SWISS KRONO Representative.

8.4. Tools, devices, machines

The Contractor may use the tools, devices and machines owned by SWISS KRONO only on the basis of the written consent of the SWISS KRONO Representative. The Contractor shall be responsible for the use of tools, devices and machines.

9. Detailed requirements for performance of work

9.1. Performance of dangerous work

The Task Manager consults with the Task Card Issuer, the Area Manager and the Health & Safety Coordinator on the manner and methods of performing the Task on the part of SWISS KRONO and carries out a hazard analysis and risk assessment for the Task. If the Task requires the performance of work classified as hazardous, he must obtain permission to perform such work. The Contractor may not commence work without a Permit for such work. The Permit shall be issued by an authorized SWISS KRONO employee, i.e. the Person issuing Permit, in accordance with internal Procedure P-15 Unsafe Work. Once the Permit has been taken over from the Permit Issuer, the Task Supervisor shall fulfil his/her responsibilities as defined for his/her function in clause 1 of this CSM.

The Contractor shall perform unsafe works only after obtaining a written Permit for Unsafe Work.

The identification of Unsafe Work requiring a Permit for Unsafe Work during the performance of the Task shall be the responsibility of the Task Manager who shall report the need for consultation and the issuance of the Permit to the Task Card Issuer.

Dangerous work includes:

- work at height;
- work below ground level,
- construction, demolition, repair and installation works performed without stopping the operation of the plant or its part,
- work performed with use of dangerous materials,
- work in pits and channels;
- work in confined space (tanks, reactors, interiors of technical equipment etc.);
- work electricity;
- gas-hazardous work;
- work with the use of fire:
 - a) gas burner or electric arc welding, pad welding, soldering and metal cutting,
 - b) heating of surfaces with the use of burners, lamps or heat guns,
 - c) heating of bituminous materials (pitch, tar, etc.),
 - d) gluing of torch-on felt,
 - e) cutting and grinding with the use of angle grinders,
 - f) other works not listed in items a-e.

Supervision of Unsafe Work is carried out in accordance with the table below:

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Work Manager/ Manager of execution of the work	–	directly supervise employees and the execution of the Unsafe Work, responsible for the safe course of the work, elimination of hazards, obliged to immediately inform the Person issuing Permit, the Health and Safety Coordinator and Area Manager of any difficulties, changes, etc. in the scope of the performed Task, authorized to immediately stop the work.
Task Coordinator in case of execution of the Works by a Contractor	–	supervising the execution of the work in a safe manner, with the authority to stop the work immediately.
OHS Coordinator	–	supervising the health and safety of all workers when workers employed by different employers are working at the same place at the same time, empowered to stop work immediately.
Person issuing Permit	–	supervision of the Task, obliged to provide information on changes on the part of SWISS KRONO in the scope of the Work, authorised to stop the work immediately.
Area Manager, other SWISS KRONO employee	–	eliminate hazards posed by Contractors to their own employees or property. When hazards are identified, he may stop the Contractor's work, or inform the Work Manager, Person issuing Permit or the Health and Safety Coordinator of his observations.
OHS, Environmental protection, Fire protection, Plant protection	–	when hazards are identified, he may stop the work or report any comments made by the Work Manager, Person issuing Permit or the Health and Safety Coordinator

In the event that work is interrupted under a Permit for Unsafe Work by an authorised SWISS KRONO employee, it may only be resumed after the SWISS KRONO Representative has given permission for the work to continue and the irregularities and hazards have been remedied in consultation with the Person issuing Permit, the Health and Safety Coordinator and the Area Manager. Once these conditions have been met, the Work Manager shall again authorise the commencement of the Work.

9.2. Hazardous chemical compounds and mixtures

Before using hazardous chemicals on the SWISS KRONO Premises, the Contractor shall submit relevant "Safety Data Sheets" to the SWISS KRONO Representative. These documents must be prepared in the Polish language.

The Contractor should train his employees in the scope of information labels reading, safety measures and first aid in relation to the chemicals or mixtures used.

The Contractor shall provide suitable personal protective equipment and ensure that the equipment is properly used by the Contractor's employees.

The OHS/EP Service, Fire Safety Department, OHS Coordinator, Area Manager, SWISS KRONO Representative Task Card Issuer/ Person issuing Permit may directly request the Contractor to:

- submit "Safety Data Sheets" for the substances or mixtures used during performance of work;
- submit the documents confirming that the employees of the Contractor or his Subcontractor have been familiarized with the threats to life and health.

For the use of chemical substances or mixtures, also provisions in item 12.3 shall apply. Hazards.

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If the Contractor performs the Task in the SWISS KRONO area where there may be contact with the working substance, it is required that the Contractor read the "Chemical Handling Procedure" issued by SWISS KRONO. Procedures and Safety Data Sheets are available in the department where the Task is performed.

9.3. Marking of work place and hazards

The place of work of the Contractor must be marked in a suitable manner (using Task information board and boards informing about hazards) and fenced (using warning tape, safety barriers).

At the place of work, the Contractor shall have his copy of "Contractor Task Card" and, if required, necessary Permits for dangerous work.

9.4. Performance of Task on the SWISS KRONO Premises

On the SWISS KRONO Premises, Contractor's employees may move around only in their work area while exercising particular care and taking into account the work and presence of the SWISS KRONO employees and employees of other Contractors.

NOTE!!! If the Task also includes a transport service (delivery/collection of goods, unloading/loading), the Contractor and his Employees shall also adhere to the requirements of the "Driver Safety Manual".

9.5. Gas cylinders

Gas cylinders, welding devices and metal cutting devices must be properly marked, used and stored in the manner specified by relevant regulations (in the vertical position and properly secured against falling, etc.).

The place of storage shall be always agreed with the SWISS KRONO Representative.

9.6. Explosives, radioactive materials

The materials that can cause an explosion or radioactive materials may be carried/transported in a vehicle to the plant premises only upon previous agreement with the SWISS KRONO Representative.

10. Fire safety issues

10.1. Fire protection

In the SWISS KRONO Buildings and facilities, and in adjacent areas it is forbidden to perform tasks that could cause fire (see point 9.1), its spread, interrupt a rescue action or an evacuation, and in particular:

- a) use an open flame (cutting, welding, etc.) and smoking outside designated areas and places designed for this purpose
- b) storage of flammable materials and the use of interior components made of flammable materials closer than 0.5 m from:
 - equipment and installations the external surfaces of which can heat up to a temperature exceeding 100 °C,
 - cables with a voltage above 1 kV, grounding cables and the conductors lightning protection system, and active distribution boards of electric current, electric power wiring, and power sockets with a voltage exceeding 400 V,

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- c) installation of lighting fixtures and electrical system equipment, such as switches, sockets, directly on a flammable ground, if their design does not protect the ground against fire,
- d) the use of portable halogen lamps, the housing of which can heat up to dangerous temperatures (300°C), which may result in dangerous consequences fires and explosions; in SWISS KRONO plants only flashlights and portable manual, workshop and construction lighting lamps with LED light bulbs,
- e) storage of flammable materials on the general roads for the evacuation or placing items on these roads so as to reduce their width or height below the required values,
- f) close the emergency exit doors in a manner preventing their immediate use,
- g) prevent or limit access to:
 - fire extinguishers and firefighting equipment,
 - explosion relief devices,
 - sources of water for firefighting purposes,
 - devices activating and controlling fire fighting systems and other systems affecting fire safety of a facility,
 - emergency exits,
 - electric current switches and switchboards,
- h) the use of kettles, various types of cookers and portable electric heaters (etc.) outside the designed areas,
- i) storage of both clean and used cleaners in the unsuitable, open containers,
- j) performing other, not in conformity with the fire safety regulations tasks that may cause fire.

10.2. Firefighting equipment

In case of fire or fire hazard, the use of on-hand firefighting equipment (fire extinguishers, fire hoses, fire-hose nozzles, other equipment) is not subject to any restrictions!

The use of any on-hand firefighting equipment must be reported to the Fire Safety Department or the Task Card Issuer/Person issuing Permit as quickly as possible.

Important notes:

Firefighting equipment, located in the marked areas, should only be used for firefighting purposes. Constant location of the firefighting equipment ensures that the equipment is always available in this location whenever it is urgently needed.

10.3. Fire

In case of fire, everyone is obliged to take actions in order to extinguish the fire and immediately alert, using all available means, the persons in the hazard zone, the OHS Coordinator, the relevant Area Manager or the employees of the Fire Safety Department. If possible, immediately start firefighting operations using locally available firefighting equipment – on-hand firefighting equipment is commonly available. **Important notes:** Effective alarming and immediate firefighting action guarantee safety of people and minimal damage caused by fire.

10.4. Evacuation

In case of an emergency causing the need for evacuation of people:

- stop work immediately,
- switch off all electrical equipment in operation,
- take personal belongings,
- go to the nearest emergency exit – go fast, but not overtake others -do not cause commotion - keep peace and quiet,
- do not stop or move in the opposite direction to the evacuation direction

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- After leaving the building, go to the nearest assembly point, i.e. at the Main Gate House or at the Terminal Gate House,
- enter your name on the list and wait for at the assembly point until further information on actions to be taken, given by the person conducting the evacuation the SWISS KRONO Supervisor.

11. Accidents and first aid

11.1. Accident

Each accident at work causing injury to an employee of the Contractor or his Subcontractor should be immediately reported to the Task Card Issuer/Person issuing Permit.

Notification of accident does not release the Contractor from the obligation to conduct the post-accident procedure specified in the relevant regulations of the labour law.

The post-accident procedure for the accidents occurring on the SWISS KRONO Premises should be always agreed with the Occupational Health and Safety and Environmental Protection Department of SWISS KRONO. On the request of the Contractor, the employee of SWISS KRONO appointed by the SWISS KRONO Management Board may participate in the post-accident procedure.

11.2. Near miss

After a near miss (no injury), the witness to the near miss shall report the near miss to the Task Card Issuer/Person issuing Permit or directly to the OHS Department.

11.3. Procedure in case of accident

The Contractor is obliged to:

- provide immediate help for the accident victim,
- protect the place of accident,
- immediately report the accident to the Task Card Issuer/Person issuing Permit, the OHS Coordinator, the Manager of the area in which the accident occurred and the OHS Department.

11.4. First aid

Each victim of an accident occurring on the SWISS KRONO Premises should be given first aid. In the event of such a need, the Contractor may report to any SWISS KRONO employee or use the provisions below:

- the use of SWISS KRONO first aid kit is unrestricted – the use of the first aid kit contents should be reported to the person responsible for a given first aid kit or to the OHS/EP Department of SWISS KRONO;
- pre-medical first aid – the list of persons trained in pre-medical first aid is located next to each SWISS KRONO first aid kit; each case of pre-medical first aid should be reported to the OHS/EP Department of SWISS KRONO;
- medical assistance (calling an ambulance) – report to an employee of SWISS KRONO or to the Main/Terminal gate-house;
- A defibrillator is available in the Terminal Gate House, Main Gate House and in the boiler rooms control room.

12. Environment protection

12.1. Waste

The Contractors, unless agreed otherwise in the agreement/order shall provide their own appropriately labelled containers for the collection of waste produced by them.

The Contractors should selectively collect the waste generated during performance of their orders on the SWISS KRONO Premises in the above-mentioned containers and transport the containers outside the plant in order to dispose of the waste properly in compliance with applicable regulations of law.

The following types of waste may be exceptions (location – see the map, appendix No. 1 point 15.1):

- mineral wool or other insulating materials, with the exception of asbestos waste - shall be submitted to a designated concrete abattis in the SWISS KRONO Waste Storage Yard;
- steel scrap - shall be submitted to a designated container in the SWISS KRONO Waste Storage Yard;
- non-ferrous metals scrap - shall be submitted to the SWISS KRONO Technical Storage, upon prior agreement on such intention with the Task Card Issuer/Person issuing Permit;
- plastic band - shall be submitted to a designated container in the SWISS KRONO Waste Storage Yard;
- plastic film (clean) - shall be submitted to a designated bailer in the Recycled Raw Materials Warehouse building;
- paper and cardboard (clean) - shall be submitted to a designated bailer in the Recycled Raw Materials Warehouse building;
- various plastics, excluding packaging (containers, etc.) - shall be submitted to a designated container located at the SWISS KRONO Recycled Raw Materials Warehouse;
- used cleaning cloths (with oil) - shall be submitted to designated bins located at the SWISS KRONO Recycled Raw Materials Warehouse;
- mixed municipal waste (of the same composition as that generated by households), with the exception of hazardous waste - shall be submitted to designated bins and containers on the SWISS KRONO Premises.

In cases other than those mentioned above, waste management shall be determined and stipulated in the agreement/order or additional arrangements to the agreement/order.

12.2. Sewage

IT IS FORBIDDEN TO POUR ANY LIQUID WASTE INTO GULLIES, TO THE GROUND AND INTO SELF-CONTAINED TANKS.

The Contractors shall transport all liquid waste generated by them outside the SWISS KRONO Premises in order to dispose of the waste properly in compliance with applicable regulations of law.

12.3. Hazards

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In case of spillage or leakage of chemicals, including oils and fuels, the Contractor shall immediately report such event to the Task Card Issuer/Person issuing Permit, OHS Coordinator and Area Manager to prevent the substance from entering the gullies by all available means.

The Contractor must have the appropriate means for removing the leak / spill / release of the chemical substance or mixture, including oils and fuels. In case of a major event, appropriate measures for response in emergency situations shall be provided by SWISS KRONO. This SWISS KRONO responsibility shall not release the Contractor from the responsibility and shall not exclude the possibility of enforcement of any claims for damages, if the event was found to be the Contractor's fault.

12.4. Vehicles

The Contractor is obliged to ensure proper technical condition of vehicles entering the SWISS KRONO Premises. In the event of a failure of the vehicle causing an environmental hazard (e.g. leaks of engine oil, hydraulic oil, fuel, brake fluid), the Contractor is responsible for taking appropriate actions (see item 12.3. Hazards).

It is forbidden to repair, wash and clean the vehicles on the SWISS KRONO Premises.

13. OCCUPATIONAL RISK, HAZARDS, HARMFUL, NOXIOUS AND DANGEROUS FACTORS

The risk level for hazards that may occur during the Task is shown below. The level indicated is generally estimated based on the possibility of an event/source of danger, possible injury and severity of damage. The Contractor shall carry out their own risk assessment for their employees prior to each Task.

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Threat	Possible events/source of danger	Possible injuries	Severity of injury	Overall level of risk	Opinions/observations/recommendations on risk control
Level difference in administrative areas	Tripping, falling	Contusions, limb fractures, dislocations,	Minor - Minor, light injuries not resulting in incapacity for work	2	Recommendations: Moving along designated traffic routes. Increased attention, not using the telephone or other means of communication while moving. Keep order in passageways and on stairs. Keeping to handrails. Walking according to signs. Walking in work boots.
Level difference in production areas	Tripping, falling	Contusions, limb fractures, dislocations,	Medium - Medium injury or illness causing incapacity for work	3,24	Recommendations: Moving along designated traffic routes. Increased attention, do not use the telephone or other means of communication while moving. Keep order in passageways and on stairs. Observing handrails. Walking according to the signs. Walking in work boots.
Damaged road or floor surface, depressions, channels	Falling, tripping	Contusions, limb fractures, dislocations,	Medium - Medium injury or illness causing incapacity for work	3	Recommendations: Moving along designated traffic routes. Increased attention, do not use the telephone or other means of communication while moving. Report any damage to the pavement to SWISS KRONO employees. Walk in accordance with the signs. Secure hollows and channels during the execution of the task in such areas.
Wet, slippery surfaces	Slip	Contusions, limb fractures, dislocations,	Medium - Medium injury or illness causing incapacity for work	2,04	Recommendations: Moving along designated traffic routes. Increased attention, do not use telephone or other means of communication while moving. Eliminating ice, spills and leaks within your area. Using appropriate footwear. Walking according to signs.
Moving machinery and vehicles inside and outside the halls	Vehicle collision, impact, invasion	Bruises, fractures of limbs, severe internal body injuries	Major - Severe injury, risk of loss of life	4,8	Recommendations: Increased attention especially during entry and exit of motor vehicles, moving along designated traffic routes, observing the applicable rules included in the KBW, using the pedestrian detection system, following warning and information signs in dangerous places, participating in training, instructions. Report any irregularities noted in this regard to superiors and the SK representative.
Moving parts of machinery	Bodily trapping by moving parts of machines	Injury, contusion, crushing of limbs	Major - Severe injury, risk of loss of life	4,08	Recommendations: Increased attention especially within the working area of rail trolleys, mobile platforms, machines, cranes. Use of health and safety instructions. Implementing H&S procedures when carrying out maintenance work, removing failures, overhauling.
Sharp parts of machinery, tools and equipment	Contact with sharp objects	Cut, amputation	Major - Severe injury, risk of loss of life	4,08	Recommendations: Increased concentration on activities, use of personal protective equipment. Use of functioning machines and tools. Use of effective and complete protection and guards. Marking.

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Fixed, protruding, rough parts of machinery, equipment, buildings	Impact on the elements	Injury, contusion	Minor - Minor, light injuries not resulting in incapacity for work	2,04	Recommendations: Concentration on the activities being performed. Attention to signage.
Confined spaces, Limited visibility, Partitions, Screening	Head-on collision with machine and building structure	Injury, contusion	Minor - Minor, light injuries not resulting in incapacity for work	2	Recommendations: Increased concentration on activities, use of personal protective equipment. Use of functioning machines and tools. Use of effective and complete protection and guards. Pay attention to labelling.
Enclosed spaces	loss of consciousness, impact, stuckness	cuts, bruises	Medium - Medium injury or illness causing incapacity for work	3	Recommendations: Follow the regulations for carrying out hazardous work and the instructions for individual work. Increased concentration on the activities, use of personal protective equipment. Use of operational machines and tools. Use of effective and complete protection and guards. The work area is marked.
Hot surfaces, liquids	Touching heated parts, dousing with liquid	Burns on the body, especially on the hand, forearm and eyes	Medium - Medium injury or illness causing incapacity for work	3,06	Recommendations: Exercise caution when handling, following instructions for use of machinery, chemical substances. Use of thermal protection measures.
Working at height	The collapse of	Bruises, limb fractures, dislocations, spinal injuries, external injuries,	Major - Severe injury, risk of loss of life	4	Recommendations: Increased attention, order on passageways, stairs, work platforms within the performance of the Task. Following the guidelines for hazardous work. Use of appropriate personal protective equipment and fall protection systems. Systematic training in working at height.
Exposure to hazardous chemical agents	Inhalation of vapours, contact with skin, eyes or mucous membranes	Burning, skin irritation, damage to eyesight,	Medium - Medium injury or illness causing incapacity for work	3	Recommendations: Use of collective protection measures. Use of personal protective equipment (masks, goggles, chemical-resistant gloves). Employee rotation. Adherence to the guidelines in the chemical handling instructions.
Contact with hazardous chemical agent - mutagenic or carcinogenic	Inhalation of vapours, contact with skin, eyes or mucous membranes	Impairment of vital functions, chronic illnesses	Major - Severe injury, risk of loss of life	4	Recommendations: Use of collective protection measures. Use of personal protective equipment (masks, goggles, chemical-resistant gloves). Employee rotation. Adherence to the guidelines in the chemical handling instructions.

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Contact with hazardous radioactive material	irradiation	Impairment of vital functions, chronic illnesses	Major - Severe injury, risk of loss of life	4	Note: applies only to Tasks contracted for the repair of equipment emitting such radiation. Applies only to specialist companies. Recommendations: Carry out the Task strictly in accordance with the regulatory guidelines for this type of equipment.
Welding dust	welding	Respiratory diseases. pneumoconiosis, visual impairment	Major - Severe injury, risk of loss of life	4	Recommendations: Carrying out the Task only by authorised persons. Use of collective protection measures. Use of personal protective equipment. Worker rotation.
Pollution	Inhalation of dust via the respiratory tract or the eyes	Irritation of skin, eyes or mucous membranes	Minor - Minor, light injuries not resulting in incapacity for work	2	Recommendations: Use of collective protection measures. Use of personal protective equipment appropriate to the working environment.
Noise level between 80 and 85dB	Working in noisy areas	Hearing impairment, damage to the nervous and blood-forming systems	Medium - Medium injury or illness causing incapacity for work	3	Recommendations: Use of collective protection measures and control of their correct operation. Isolation of noise source. Use of hearing protection (earmuffs, earplugs). Worker rotation.
Noise above 85dB	Working in noisy areas	Hearing impairment, damage to the nervous and blood-forming systems	Major - Severe injury, risk of loss of life	4	Recommendations: Use of collective protective equipment and control of its correct functioning. Use of hearing protection (earmuffs, earplugs). Worker turnover.
General vibrations	Vibration of trucks, cutting machines PS	no	Minor - Minor, light injuries not resulting in incapacity for work	2	Recommendations: Use of collective protection measures and control of their correct functioning (minimization of clearances, improvement of balancing of rotating elements, elimination of mutual impacts of cooperating elements and their proper assembly, proper fixing of machines to the ground - foundation). Use of hearing protection devices (earmuffs, earplugs). Worker rotation
Local vibrations	Use of impact tools	numbness of the limbs	Minor - Minor, light injuries not resulting in incapacity for work	2	Recommendations: Use of personal protective equipment and control of the correct operation of their tools (minimization of clearances, improvement of the balance of rotating elements, elimination of mutual impacts of cooperating elements and their correct assembly, servicing and technical inspection of equipment). Employee turnover

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Optical radiation - welding	Working in an area of excessive optical radiation (infrared, visible and ultraviolet) during welding	Burns, conjunctivitis, keratitis, changes in the retina and fundus	Medium - Medium injury or illness causing incapacity for work	3	Recommendations: Carrying out the Task only by authorised persons. Use of collective protective equipment. Use of personal protective equipment. Employee rotation.
Electromagnetic field	Fields exceeding acceptable standards, emitted by high and medium voltage equipment.	Eye damage, skin burn erythema	Medium - Medium injury or illness causing incapacity for work	3	Recommendations: Execution of the Task only by authorised persons. Forbid unauthorised persons to enter areas marked with a pictogram indicating the presence of a field. Use of collective protection equipment. Use of individual protection equipment. Employee rotation.
Use of electrical appliances up to 230 V	Electric shock	Burns, death, disability	Major - Severe injury, risk of loss of life	4	Recommendations: Use of only efficient machinery and equipment. Work in accordance with instructions, increased attention, ongoing inspections and maintenance. Adherence to the guidelines in the occupational health and safety manuals.
Use of electrical appliances above 230 V	Electric shock	Burns, death, disability	Major - Severe injury, risk of loss of life	4	Recommendations: Use of only efficient machinery and equipment. Work in accordance with instructions, increased attention, ongoing inspections and maintenance. Adherence to the guidelines in the occupational health and safety manuals.
Maintenance and repair of electrical networks and equipment	Electric shock	Burns, death, disability	Major - Severe injury, risk of loss of life	4	Recommendations: Follow hazardous and LOTO work procedures and detailed instructions for individual equipment.
Maintenance and repair of live electrical networks and equipment	Electric shock	Burns, death, disability	Major - Severe injury, risk of loss of life	4	Recommendations: Follow hazardous and LOTO work procedures and detailed instructions for individual equipment.
Insufficient temperature	Overcooling or overheating of the workplace	Cold or overheating of the body	Minor - Minor, light injuries not resulting in incapacity for work	2	Comments: the problem only applies to outdoor work in winter. Recommendations: Appropriate work clothing and footwear, access to adequate refreshments, staff rotation.

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Inadequate ventilation	Not enough fresh air	fatigue, concentration impairment, drowsiness	Minor - Minor, light injuries not resulting in incapacity for work	2	Recommendations: Appropriate personal protective equipment, staff rotation.
Biological factors	Contact with the sick person or with materials/substances/objects containing bacteria, viruses, fungi	Legionnaires' disease, chronic systemic diseases, Covid -19 (acute respiratory distress syndrome)	Medium - Medium injury or illness causing incapacity for work	3	Recommendations: Personal protective equipment. Observance of instructions, procedures, hygiene. Restriction of direct contact with potential sources of infection. Use of vaccination.
Static load	Keeping the body in a fixed position for an extended period of time.	Negative effects on the musculoskeletal system,	Minor - Minor, light injuries not resulting in incapacity for work	2	Recommendations: Breaks at work, change of body position while performing activities, ergonomic workstation, preventive examinations.
Underlighting of workplaces	No or insufficient lighting of the work area,	Weakening of vision, eye pain, tearing	Medium - Medium injury or illness causing incapacity for work	3	Recommendations: use of portable luminaires, good organisation of work, staff rotation
Ionising radiation	Damage (leakage) meters - control of production processes containing radiation sources.	Radiation sickness. Symptoms include nausea, headaches, changes in blood.	Medium - Medium injury or illness causing incapacity for work	3	Note: Applies only to persons supervising meters (using X-rays) to control production processes. Recommendations: Instructions for individual equipment, use of personal protective equipment.
Optical radiation, except for welding	Artificial light sources, lasers	Eye damage, erythema and skin burns	Medium - Medium injury or illness causing incapacity for work	3	Recommendations: Use of appropriate personal protective equipment, proper organisation of workplaces, use of only operable equipment.

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Falling objects	Hitting with an object	Contusion wounds to extremities and head	Medium - Medium injury or illness causing incapacity for work	3,12	Recommendations: Use of personal protective equipment and work clothing and footwear, increased attention especially within the working area of motor vehicles and other means of transport, moving along designated traffic routes, keeping a safe distance from the goods being moved (vertically, horizontally), observing instructions, using efficient equipment, equipped with appropriate protection. Using efficient equipment with appropriate safety devices, e.g. guards for moving parts, etc. Maintaining good organisation, order and cleanliness in the workplace.
Monotype	Excessive repetition of the same movements during work.	Musculoskeletal overload.	Minor - Minor, light injuries not resulting in incapacity for work	2	Recommendations: adequate organisation, staff rotation, planning and introduction of activities that require the worker to do something different from what is routinely done at work.
Static electricity	The creation of an electrostatic charge on people (e.g. when walking, taking off clothes) and the sudden discharge of this energy.	Electrical shock, mechanical injury to the body with reflexes present, occurrence of shock.	Minor - Minor, light injuries not resulting in incapacity for work	2	Recommendations: Use of cotton clothing or antistatic carpets and coatings, earthing of metal structures and pipelines, use of footwear with conductive soles.
Sexual harassment, bullying	Violation of dignity, humiliation or indignity, ridicule, isolation from the team of co-workers.	Ulcers and headaches, anxiety, suicidal thoughts.	Medium - Medium injury or illness causing incapacity for work	3	Recommendations: not to ignore the problem, to report the problem to the SK health and safety unit, to react to the irregularities noticed in this respect to third parties.
Damage to installations or technological equipment used for the transmission, transport and storage of media	Explosion, leakage, fire	Burning, skin irritation, damage to eyesight,	Major - Severe injury, risk of loss of life	4	Recommendations: Adherence to workstation, operating and operating instructions for the equipment, use of working clothes and personal protective equipment (safety glasses). Working with pressure equipment only with the required authorisations. Periodic checks and inspections of the equipment.

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Failure to comply with internal regulations and provisions	Causing a situation involving danger to life or limb	Serious injury, permanent disability, death	Major - Severe injury, risk of loss of life	4,48	Recommendations: Adhere to the health and safety rules introduced in the plant and included in the CSC and the guidelines obtained when undertaking the Task. Consultation with supervisors, health and safety department.
Fire	Fire ignition, damaged machinery and equipment	burn, death	Major - Severe injury, risk of loss of life	4	Recommendations: Adherence to the health and safety rules introduced in the plant and included in the KBW and guidelines obtained when undertaking the Task. Consultation with superiors, health and safety department, control of own fire extinguishing equipment, check of the escape route from the site. Use of open fire without proper authorization from SWISS KRONO is prohibited.
Local risks	Flooding, terrorist attack, traffic and construction disasters	Serious injury, permanent disability, death	Major - Severe injury, risk of loss of life	4	Recommendations: respond to weather alerts, follow internal guidelines when performing tasks.
Aggression	Conflicts between people on the premises	Serious injury, permanent disability, death	Major - Severe injury, risk of loss of life	4	Recommendations: not to ignore the problem, to report to the supervisor and the SK representative, to react to the noted irregularities in this respect to third parties.
Inappropriate storage, disorder	Tripping, falling	bruises, sprains,	Minor - Minor, light injuries not resulting in incapacity for work	2,04	Recommendations: Proceed in accordance with KBW guidelines and internal arrangements in the departments where the Task is performed.

Risk is defined as:

1-3 = A - acceptable risk, requiring no additional safety and security measures,

3.1 - 4.3 = TA - tolerable risk - acceptable risk at which additional safety and protective measures should be considered if practically justified,

4.4-4.9 = TNA - tolerable risk - unacceptable, temporarily acceptable with indication of necessary additional safety and protective measures,

5 = NA - unacceptable risk, preventing work from being carried out until the necessary additional safety and protection measures have been put in place.

14. IMPORTANT TELEPHONE NUMBERS

Dialling code for SWISS KRONO 68 363 + ... (**extension number**)

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Main Gate-House	1273, 1353
Terminal	1473, 1474
Environmental Protection	1253, 1252, 1576
OHS	1159, 1585
Fire Safety	1165, 1250
Plant security	1471, 1125

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15. APPENDICES

15.1. Appendix No. 1 - Instruction Manual for traffic rules on in-plant roads



Żary 2022

CONTRACTOR SAFETY MANUAL

Subject of the Instruction Manual

This manual defines the rules for traffic on the in-plant roads of SWISS KRONO sp. z o. o. The rules are specified on the basis of the plant characteristics and the traffic regulations. The manual defines also the particular rules for traffic of cyclists and pedestrians on specific roads, the maximum speeds for means of transport and the conditions for traffic on the in-plant roads and in the buildings of SWISS KRONO sp. z o. o. in Žary. The procedure takes into account the conditions in the plant, in particular, widths of roads, traffic intensity, visibility, etc.

1. Appendices

- Guide for visitors (appendix No. 1),
- SWISS KRONO situation map with walking and bus routes, particularly dangerous zones, tag-free zone, loading and unloading areas (appendix No. 2),

2. Application

This manual applies to all persons and means of transport present on the Premises of SWISS KRONO Sp. z o. o. in Žary.

Detailed list of persons and vehicles which are subject to the procedure:

Pedestrians:

- employees of SWISS KRONO,
- Contractors and their employees and Subcontractors,
- employees of transport companies,
- guests.



Cyclists:

- employees (*according to the list of bicycles approved for traffic on the plant premises*),
- Contractors (*only upon a special permit*),



Trucks:

- electric platform trucks,
- forklift trucks, sideloaders,
- Melex trucks.



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Passenger cars and delivery vans:

- employee's cars (*company cars, private cars only with a special pass*),
- cars of Contractors and service companies.



Commercial trucks:

- suppliers' trucks (*suppliers of raw materials, parts, etc.*),
- trucks transporting materials and finished products from the plant,
- special trucks (*tanker trucks, basket crane trucks, tippers, containers, etc.*).



Special vehicles:

- loaders,
- cranes,
- tractors with platform trailers and standard trailers,
- self-propelled manlifts.



Railway:

- locomotives,
- railway cars with wood raw material and chemical raw material,
- railway cars for wood products and chemical products,.



CONTRACTOR SAFETY MANUAL**3. Entrance gates and entrances for pedestrians on the SWISS KRONO Premises**

Main gate - entrance/exit for employees, Contractors, visitors. Entrance/exit for company cars, private cars, cars of Contractors, suppliers and visitors.

Terminal Gate – entrance/exit for employees, Contractors, visitors. Entrance/exit for company cars, private cars, cars of Contractors and trucks (transport of finished products).

Raw Material Gate – entrance/exit for trucks with wood raw material.

Administrative office – entrance/exit of employees, the place where entrance/exit of visitors and Contractors is registered.

4. Rules for traffic on in-plant roads of SWISS KRONO sp. z o. o.**4.1 General provisions**

4.1.1 The user of the in-plant roads and parking places on the SWISS KRONO Premises undertakes to strictly comply with the provisions of this manual.

4.1.2 Vehicle traffic and pedestrian traffic on the in-plant roads of SWISS KRONO are governed by traffic signs and road markings and the rules defined in this manual.

4.1.3 The speed limit for vehicles on the in-plant roads on the SWISS KRONO Premises



is 20 km/h,

and inside the plant facilities: production rooms, storage areas, and other closed areas



up to 10 km/. The speed control system has been implemented in the plant (speed cameras – boards displaying a vehicle speed) which should be also referred to by the drivers of vehicles without a speedometer.

NOTE!!! Travelling speed must be always adapted to current road conditions!!!

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4.1.4 On the SWISS KRONO Premises, vehicles always have the right of way over other road users.

4.1.5 On the SWISS KRONO Premises, the Contractor must not use any telecommunications equipment when riding a bicycle or driving a vehicle. When walking in production areas and warehouses, it is recommended to avoid telecommunications equipment use. In case of need of use such equipment, it is recommended to stop and stay in a safe place.

4.1.6 On the SWISS KRONO Premises, the operator of the forklift truck or the driver of a special vehicle is obliged to sound a horn when approaching intersections and other places with limited visibility (this applies to the roads outside and inside the buildings). This obligation must be also complied with when entering/exiting the halls, warehouses and other facilities on the SWISS KRONO Premises and when the route of a moving truck crosses the pedestrian traffic route and such intersections do not have permanent signalling systems.

4.1.7 Vehicle drivers on the SWISS KRONO Premises are obliged to use daytime running lights/dipped headlights round-the-clock as well as warning lights (if the vehicle is equipped with such lights).

The operators of SWISS KRONO forklift trucks are allowed not to use yellow warning light (beacon) because the light may cause adverse conditions for the operators (dazzling). However, "blue point" light must be used.

This exception does not apply to the forklift trucks transporting boards with non-standard overall dimensions (above 2800x2070 mm).

4.1.8 The places in the plant where the employees move around and hazards exist should be:

- a) marked with visible colours and/or safety signs in accordance with the Polish Standards. Safety signs should be placed in a visible manner – at or in the close vicinity to the place where a specific hazard exists and in case of a general hazard – at the entrance to the hazardous area,



- b) secured by appropriate isolation or otherwise, if marking with colours and/or safety signs is not sufficient to ensure safety and health of the employee – this applies to production lines, where employees move around



- c) closed with proper covers in case of openings and pits or, if covers can not be used, properly fenced and marked,



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d) painted in safety colours (according to the Polish Standards), if they are placed in the passages where the risks of tripping, falling over or impact exist (e.g. on steps),



e) fenced or protected in a different manner if there is a risk that pedestrians may unexpectedly enter the road.



4.2 Detailed provisions

4.2.1 The users of internal roads and parking places **are forbidden to:**

- a) carrying out any activities related to vehicle maintenance (in the event of a vehicle breakdown, it is necessary to tow the vehicle to a place designated for vehicle repairs, and if this is not possible, the area must be fenced off and marked, and repairs must be carried out with special care and in compliance with health and safety rules),
- b) litter the area,
- c) position the vehicle in a manner contrary to traffic signs and road markings on the internal roads,
- d) leave the vehicle at intersections, pedestrian traffic routes, fire roads, railway crossing and pedestrian crossings.

4.2.2 The user is responsible for any damage caused to SWISS KRONO company or other Users in connection with leaving the vehicle on the internal roads and parking places.

4.2.3 If an incident occurs on the internal roads or parking spaces that would result in any liability on the part of the User, the User is obliged, before leaving the SWISS KRONO sp. z o.o. Site, to immediately inform the Management Board of this fact and make an appropriate written statement.

4.2.4. In case of road collisions and accidents on the internal roads or parking places, the provisions of the traffic law act shall apply, subject to the pedestrian traffic rules in point 4.3.

4.3 Rules for pedestrian traffic

4.3.1 Pedestrians are obliged to use sidewalks, designated pedestrian traffic routes or paths taking into account any warning signs on the SWISS KRONO Premises. If the above-mentioned infrastructure does not

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exist, the pedestrians are obliged to walk **on the left side** of the in-plant roads and exercise **particular care**.

Before crossing the road, the pedestrians must make sure that they do not pose a threat to safety and do not hamper the vehicle traffic as well as they must yield the right of way to vehicles. When crossing the road, the pedestrian is obliged to take the shortest route to the opposite edge of the road (perpendicular to the road axis), unless designated otherwise.

4.3.2 On the SWISS KRONO Premises the employees shall wear:

- clothing in warning colours (jackets, coats, work cloths) or vests in warning colours, yellow for the employees of SWISS KRONO sp. z o. o. and orange for SWISS KRONO sp. z o. o. visitors, equipped with reflective elements, for the employees of the Contractor, in accordance with the provisions of the CSM (in accordance with PN-EN ISO 20471:2013),
- head protection (protective helmet - compulsory when moving in the work area listed in the table below and when moving in the production, storage and workshop areas. Employees of SWISS KRONO sp. z o.o. must, and others are advised to, wear head protection in bright colours that improve visibility. Exceptions are allowed in the use of head protection:
 - a) at the workstations, where there is no risk of head injury, and there is no risk of a traffic accident,
 - b) in case of going to work and leaving work, provided that the employee moves only on the designated routes (gate-house-locker room-gate-house), exercising special care and rules for pedestrians,
 - c) in the Main Gate-house/Administrative Office area (passage through the SHOWROOM <-> Office Building 1, 2 and Chief Engineer Office Building (blue zone - see map in appendix 4).



Work with exposure of workers to head injuries, requiring the use of a protective helmet:
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- | |
|--|
| a) construction work, especially on scaffolding and in their vicinity, erection and dismantling of the formwork, demolition of buildings, assembly and installation works, |
| b) work on steel structures, masts, towers, steel hydraulic structures, large tanks and pipelines, power stations, repair and installation works on the boilers and their systems, |
| c) ground works, work in pits and ditches, |

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e) works with explosives,
f) work in the vicinity of lifts, lifting gear, cranes and conveyors.
g) work on industrial furnaces,
h) work at height

- eye protection is compulsory in the outdoor area of the NP (PS, MDF, PW and OSB) Raw Board Production Department, when moving in the area where work requiring eye protection is being performed (cutting, grinding, cleaning work, etc.) and in other cases according to the signage,
- other personal protective equipment in accordance with signs.

NOTE!!!

The above rules do not apply when an employee/Contractor moves in the areas adjacent to the company, provided that they do not perform the Task/work in this area.

4.3.3 On the SWISS KRONO Premises (excluding areas adjacent to the company), a pedestrian detection system is used. The system covers SWISS KRONO marked vehicles (forklifts, loaders, mobile cranes) and all pedestrians.

Pedestrian:



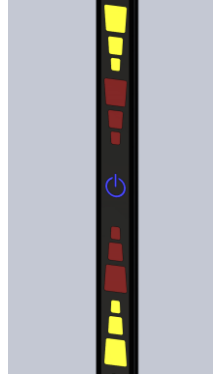
1. Must always take a charged personal transmitter, so-called tag :
 - from the Terminal gate-house - **all persons** entering the plant premises,
 - from the Main gate-house - **all persons** entering the SWISS KRONO Premises, except the administration staff (working in the main building, buildings A and B and the Chief Engineer building (see the map in appendix No. 4)
 - from designated places, i.e. showroom, the administrative office of the Management Board, the HLP office, the DBOŚ office, the Chief Engineer building - the administrative staff mentioned under b. and visitors to SWISS KRONO, **if they enter the zone where tags must be used.**
2. The pedestrian must always carry a tag. The pedestrian carrying a tag is not released from the obligation to exercise care when moving around the SWISS KRONO Premises.
3. When seeing warning signs or hearing warning signals, the pedestrian should immediately stop, make eye contact with the operator and yield the right of way.
4. The pedestrian must always return the tag to the charging station:
 - at the exit from the plant
 - in the place from which the tag was taken.

NOTE!!! The obligation to have a tag applies also to cyclists.

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The Operator of a vehicle equipped with the system :

1. Takes the tag at the entrance to the plant.
2. When getting on the truck, the operator shall install a tag in the docking station in order to deactivate the transmitter and check whether the system is working correctly. The operator shall start the truck and check whether the system is ready to work. If the system works incorrectly, the operator should immediately contact his superior.



3. The operator must react if on the signal strip the following signals appear:

- yellow zone means "**ATTENTION**" - the operator should reduce the truck speed and make eye contact with the pedestrian in order to determine further actions; the operator may also use warning signal (horn) to warn the pedestrian,
- red zone means "**STOP**" - the operator should stop the truck or, if the operator is certain that there is no pedestrian/cyclist in the immediate hazard zone, carefully continue driving and, if possible, make eye contact with the pedestrian/cyclist in order to determine further actions - the operator may return to normal working mode if the threat no longer exists,
- a pulsating red light appears on the top and the bottom of the strip - the Operator should reduce the speed and exercise special care; the system may not work correctly as a result of the impact of electromagnetic field of devices located on the plant premises.

ATTENTION!!! Signal appearance in:

upper part of the strip -> pedestrian is in front of the vehicle

the lower part of the strip -> pedestrian is at the rear of the vehicle

4. When getting out of the truck, the operator should remove the tag from the docking station and take it with him and comply with the instructions specified for the pedestrian. When the transmitter is removed from the docking station, the red zone message should appear. Otherwise, the operator should immediately contact his superior.
5. At the exit from the plant, the operator shall return the tag/place it in the docking station from which it was taken.

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Transport company driver:



- 1.** Each time when entering the SWISS KRONO Premises, the driver gets tag .
- 2.** On the SWISS KRONO Premises, the driver shall leave the vehicle cab only during loading/unloading in the designated zone. The driver should always have the tag with him.
- 3.** When seeing warning signs or hearing warning signals, the driver should immediately stop and make eye contact with the vehicle operator in order to determine further actions, both when the driver is inside the vehicle cab and when he is leaving the cab.
- 4.** The driver carrying a tag is not released from the obligation to exercise care when moving around the plant premises
- 5.** Each time when leaving the plant premises, the driver must always return the tag to the charging station in the place from which the tag was taken.

ATTENTION applies to all!!! Checking tag charge level:

green indicator light	tag fully charged - works for approx. 12 hours
orange indicator light	the tag works, but is partially discharged
red indicator light	the tag is partially discharged, when hearing a signal - the tag will work for approx. 1/2 h - go and replace the tag where it was collected from
inactive indicator light	tag is discharged or damaged – notify the forklift truck operator and wait in the cab until the storekeeper arrives.

ATTENTION !!! Taking the tag outside the premises will trigger the alarm system !!!

A person who has lost or damaged a personal transmitter (tag) will be charged with the costs of a new transmitter.

4.3.4 On the SWISS KRONO Area (excluding the areas adjacent to the company), the following shall additionally apply:

4.3.4.1 in the NP (PS, MDF, OSB) department area, a warning system to warn of an oncoming loader marked SWISS KRONO, which consists of sounding warning beacons when a loader approaches the area.

A moving person (pedestrian, cyclist, driver of any vehicle other than a loader) must give way when a signal is given, i.e. they must move out of the way of the loader, stop in a safe place and only move off when the loader is at a safe distance. The following types of signal devices are used:

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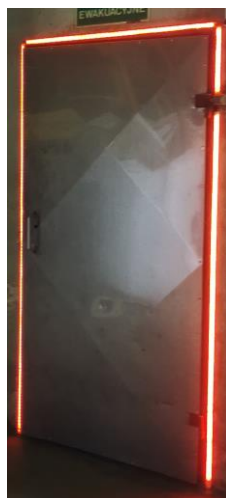
- light board with charger pictogram + acoustic signalling



- flashing red light + audible indication



- red led strips

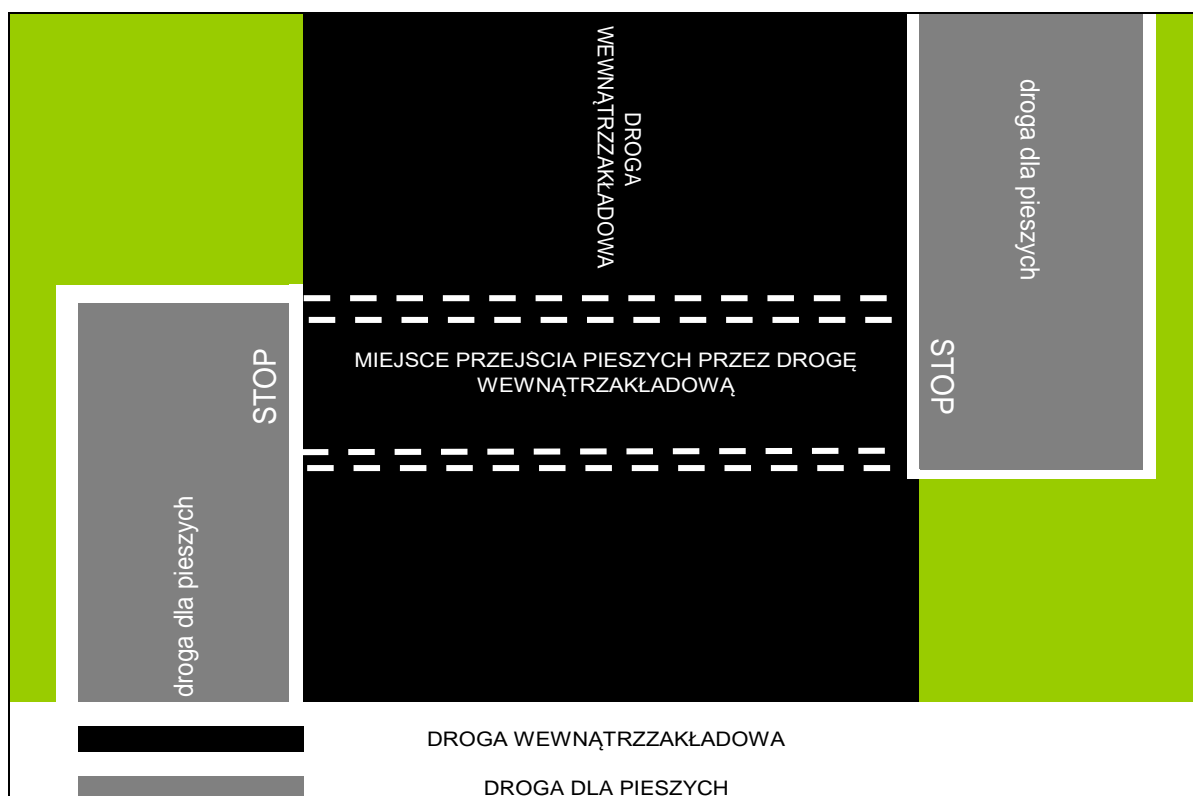


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4.3.4.2 warning systems for vehicles leaving production halls, warehouses and workshops



4.3.5 Pedestrians travelling on internal roads are obliged to give way to cyclists and other vehicles.



Droga dla pieszych	Pedestrian road
STOP	STOP
MIEJSCE PRZEJŚCIA PIESZYCH PRZEZ DROGĄ WEWNĄTRZAKŁADOWĄ	PEDESTRIAN CROSSING ON THE IN-PLANT ROAD
DROGA WEWNĄTRZAKŁADOWA	IN-PLANT ROAD
DROGA DLA PIESZYCH	PEDESTRIAN ROAD

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Communication routes for pedestrians – marked with white line.
 Pedestrian crossings – marked with broken white line.
 The area where the tags must be used - marked with information signs.

4.3.6 The pedestrians crossing the road or railroad tracks are obliged to exercise **particular care**.

4.3.7 Crossing the road outside the pedestrian crossings is allowed only on the condition that it does not pose a threat to traffic safety.

4.3.8 Visitors may move around the SWISS KRONO Premises only if they have received the permit to enter and the pass and read the Guide for visitors. The visitors entering the zone where pedestrian detection system is used shall take a tag (see 4.3.3). When leaving the plant, each Visitor is obliged to return the pass and the tag.



4.3.9 Group tours visiting SWISS KRONO plant for cognitive, didactic, scientific or educational purposes may stay on the SWISS KRONO Premises only upon consent of the company Management Board, under the charge of a guide or a designated employee. Tags shall be collected by the employees of SWISS KRONO-guides, in accordance with the guidelines for tours in SWISS KRONO (separate document).

4.3.10 Visitors to the SWISS KRONO Premises are obliged to observe the rules of foot traffic and the instructions given by the persons inviting Visitors or authorised to give tours by SWISS KRONO. The plant tour route is specified in the appendix to this manual. Any deviations from the designated route must be agreed in advance with Chiefs/Managers of departments/divisions and the OHS Service.

4.3.11 Pedestrians are forbidden to:

- a) enter the road:
 - directly in front of a moving vehicle, also on pedestrian crossings,
 - from behind the vehicle or other obstacles reducing the visibility of the road without making sure it is safe to go,
- b) run across the road,
- c) walk on a railway sidetrack (does not apply to employees whose duties include work in this area and technical inspection services, and entry into this area must be each time agreed with the rail transport department (HLS - motor vehicle house tel. 1382/4382).

4.4 Rules for cyclist traffic

4.4.1 On the SWISS KRONO Premises, cycling is allowed only for the plant employees (using only the bicycles specified in the list of company bicycles) and for the Contractors who have received a proper permit.

4.4.2. On the SWISS KRONO Premises, the cyclist should ride with a light on and as close as possible to the right edge of the road, and in case of a group of cyclists, they should ride one after the other.

4.4.3 Only marked bicycles (with the department name and number) approved for traffic (according to the register of bicycles approved for traffic) may be used on the SWISS KRONO Premises. **Employees must not ride private bicycles on the SWISS KRONO Premises.**



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4.4.4 Cyclists using the in-plant roads are obliged to exercise particular care and **yield the right of way to the vehicles moving around the SWISS KRONO Premises.**

4.4.5 The cyclists on the SWISS KRONO Premises are obliged to use reflective protective clothing (vests, jackets, work clothing and aprons with bright elements) and head protections in bright colours (safety helmet, light helmet, etc.) to improve their visibility to other road users.

4.4.6. Cyclists must not:

- a) ride without holding the handle-bar with both hands,
- b) ride without supporting feet on pedals or foot-rests,
- c) catch moving vehicles,
- d) ride along pedestrian crossings.

4.5 Rules for truck driving (electric platform trucks, forklift trucks, sideloaders, Melex trucks).

4.5.1 While driving, the truck operator must comply with the provisions of the applicable manual, operating instructions for the truck, applicable Ordinance of the President of the Management Board of SWISS KRONO sp. z o. o. on the occupational health and safety conditions during use of motor-driven trucks in internal transport and other OHS and Fire Safety requirements implemented in the company.



4.5.2 The forklift truck operator is obliged to carry the named permit issued by the employer to drive the truck on the SWISS KRONO Premises.

4.5.3 The truck may be driven only in a manner and at a speed ensuring safety of traffic in current conditions and safety of load. The maximum speed must be adapted to all road conditions and shall not exceed:

- **20 km/h** - on roads and yards on the SWISS KRONO Premises,
- **10 km/h** - inside production halls and warehouse halls, at bottlenecks, on reloading bridges, loading platforms, in gates, corridors, on ramps, between racks and in other dangerous places (see point 4.1.3).

4.5.4 During travel, the truck's forks should be raised to a height of approximately 30 cm from the road surface and the rising mechanism should be tilted maximally backwards (to so-called transport position).

4.5.5 The areas in which machine parts and systems are located above the truck route must be properly marked and secured.



4.5.6 The distance between the edges of passages (gates, doors) and the outline of the truck with load should enable safe transport and prevent damage to the load transported and the structure.

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4.5.7 When travelling along a loading platform, keep a safe distance from the loading platform edge (this does not apply to loading/unloading transport means with the use of swing-out bridges).

4.5.8 Before driving into railway cars or onto a motor vehicle platform, the truck operator should confirm that the weight of the truck with load does not exceed the carrying capacity and that the condition of the floor enables safe loading or unloading of materials.

4.5.9 If loading bridges (moving platforms) are used, the truck operator must make certain that the bridge is securely fastened and strong enough.

4.5.10 The places where the road intended for trucks intersects with railway tracks should be properly marked and lit.



4.5.11 The movement of motor-driven trucks must be immediately stopped in the event of circumstances posing a potential fire or explosion hazard, e.g.:

- leakage from process system, tanks, mixers, packages etc. containing hazardous materials,
- malfunction of ventilation equipment,
- when the concentration of vapours or gases in the air mixture exceeds 10% of the lower explosion limit,
- other circumstances posing a potential fire or explosion hazard.

The movement of trucks is stopped by:

- giving appropriate verbal commands,
- placing no entry signs for trucks or in another efficient manner.

4.5.12 The truck operators are forbidden to:

- a) drive an out of order truck,
- b) allow unauthorized persons to drive the truck,
- c) drive a truck on public roads outside the SWISS KRONO Premises,
- d) drive a truck at a distance of less than 15 meters from the devices and equipment during operations which pose a threat of release of solvent vapours or gas, e.g. when loading (unloading) tankers, tank trucks, tanks etc. containing flammable liquids,
- e) park the trucks in the places where they are exposed to direct sunlight (this applies to the LPG powered trucks),
- f) use the trucks with out of order cooling system,
- g) work with wet or greasy hands and wet or greasy soles of boots,



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- h) store the truck in the production or warehouse buildings if the fuel tank has not been emptied and the battery supply has not been permanently disconnected,
- i) leave the truck with the engine running.

4.6 The rules for traffic of passenger cars, delivery vans and trucks

4.6.1 Vehicle traffic on the SWISS KRONO Premises is governed by the road traffic regulations, taking into account the exclusions specified in this manual concerning the right of way.

4.6.2 Driver of a vehicle approaching an intersection when travelling on the in-plant roads is obliged to exercise particular care, slow down and, if necessary, yield the right of way to the vehicle approaching from the right side.

4.6.3 On the SWISS KRONO Premises, **vehicles always have the right of way over cyclists and pedestrians** using the in-plant roads.

4.6.4 If the vehicle driver notices a cyclist or a pedestrian moving around contrary to the instructions specified in this manual, the driver is obliged to sound a horn and exercise particular care.

4.6.5 Vehicle drivers on the SWISS KRONO Premises are obliged to use daytime running lights/dipped headlights round-the-clock as well as warning lights.

4.6.6 Entry of employees in private vehicles is possible only upon presentation of a permanent pass, while the Contractors and Visitors may enter the SWISS KRONO Premises in private vehicles only after the receipt of proper permit from SWISS KRONO sp. z o. o. (see Contractor Safety Manual, point 4). Parking is allowed only in designated areas or, where appropriate, in places agreed with the SWISS KRONO Representative.



Important note for drivers!!! Operator of a slow moving vehicle (loader, crane, forklift truck and other vehicles) has limited visibility due to the vehicle design (working system) – comply with the rule of cautious driving.

4.7 The rules for traffic of special vehicles – loaders, self-propelled cranes and other vehicles.

4.7.1 While driving, the operators of special vehicles must comply with the provisions of the applicable manual, operating instructions for the vehicles and OHS and Fire Safety regulations.

4.7.2. On the SWISS KRONO Premises, **the drivers of special vehicles always have the right of way at intersections over cyclists and**



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pedestrians using the in-plant roads.

4.7.3 The drivers of special vehicles travelling on the in-plant roads are obliged to exercise particular care in all conditions.

4.7.4 Special vehicles should be equipped with reverse signals (both audio and optical) and additionally with warning lights which must be turned on.

4.8. Organization of railway crossings

4.8.1 When approaching and driving through a railway crossing a vehicle driver is obliged to exercise particular care. Before driving onto railway tracks, the driver is always obliged to make certain that no rail vehicle is approaching and take proper precautions, especially if visibility is reduced by fog or other factors.



4.8.2 The driver is obliged to drive the vehicle at such a speed as to make it possible to stop the vehicle in a safe place if a rail vehicle is approaching.

The driver is obliged to stop the vehicle before the railway crossing (STOP) in order to make certain that no rail vehicle is approaching.

4.8.3 The vehicle driver must not:

- drive onto railway crossing if there is no space on the other side of railway crossing to continue driving,
- leave and park vehicles in direct vicinity of railway tracks,
- overtake another vehicle on railway crossing and directly before railway crossing,
- bypass the vehicle waiting in front of the railway crossing if this would require entering the part of the road intended for the opposite direction traffic,
- if a vehicle is immobilized on a railway crossing, the driver is obliged to immediately remove the vehicle from the railway crossing, or, if it is impossible, warn the rail vehicle driver about the danger.

5. Zones particularly dangerous for pedestrians and cyclists

Four dangerous zones are designated on the SWISS KRONO Premises. The increased level of danger results from the increased traffic in the zones and the particular danger posed by moving forklifts and loaders. All road users are obliged to exercise particular care in dangerous zones.

The designated zones are specified in **appendix No. 4** to this manual.

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Particularly dangerous zones on the SWISS KRONO plant premises:

- a) **Zone A** (raw material yard, area of drying plant and boiler rooms) – increased danger is caused by movement of special equipment (loaders and cranes, tractors with a trailer) and trucks. **No pedestrians or cyclists are allowed in this Zone** – does not apply to persons, whose presence is justified by the need to perform work related duties in this Zone.



- b) **Zone B** (finished product loading aisles) - movement in this Zone is possible provided that the presence is justified by the need to perform work related duties in this Zone.



- c) **Zone C**, the area between the OSB packaging station and the MWS packaging station, including the exit towards Warehouse no. 9 - dangerous area related to increased movement of forklift trucks, movement in this zone is possible provided that the presence is justified by the need to perform work related duties in this zone.



- d) **Zone D** (finished product warehouses) - no pedestrians or cyclists are allowed in these areas - does not apply to persons, whose presence is justified by the need to perform work related duties in this Zone.



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e) Explosion hazard Zones

Explosion hazard zones have been designated and identified on the SWISS KRONO Premises. Persons in these zones shall strictly adhere to all signs located in this zone.



Legal basis

- * The Act of 20 June 1997. Traffic Law (effective as of 01.03.2018)
- * The Act of 26 June 1974. Labour Code (effective as of 01.03.2018)
- * The Regulation of the Minister of Labour and Social Policy of 26 September 1997 on the general occupational health and safety regulations (effective as of 01.03.2018)
- * The Regulation of the Minister of Internal Affairs and Administration of 7 June 2010 on fire protection of the buildings, other construction facilities and land (effective as of 01.03.2018)

6. Appendices

6.1. Appendix No. 1: appendix No. 4 / P16 – Guide for visitors.















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Appendix No 4/P16

GUIDE FOR VISITORS

Welcome to SWISS KRONO sp. z o.o. plant in Żary.

Safety of Visitors staying on the SWISS KRONO Premises is very important for us. The rules specified below will ensure your safety. Please read the rules and comply with them throughout your visit. You can find the map of the plant on the back of this guide. Enjoy your stay in our plant - Management Board of SWISS KRONO sp. z o.o.

	When entering the plant premises, put on a reflective vest.
	When entering the zone: production, warehouses, workshops, put on a safety helmet.
	Wear eye protection in the raw board production department area (PS, MDF, PPW, OSB) and in the areas marked with the pictogram.
	When entering the vehicle movement area, take a tag.
	Move only on designated communication routes, pay particular attention to moving vehicles and machines and always yield the right of way to these vehicles and machines.
	The speed limit for vehicles on outdoor internal roads in SWISS KRONO plant is 20 km/h; the speed limit inside the production halls, warehouse halls and other buildings is 10 km/h.
	Smoking, e-cigarettes and use of open flames are prohibited on the plant premises.
	Do not drink alcohol and do not use abusive substances on the plant premises.
	Do not use photographing and recording devices and mobile phones without permission because they can interfere with the operation of the machines.
	Do not touch machines, process equipment, process systems, containers with chemicals, stored products.
	Observe all information signs (mandatory, prohibitory, warning signs) on the SWISS KRONO Premises.
	Immediately notify the SWISS KRONO representative about each accident and hazard.
	Segregate waste and use energy efficiently on the plant premises.
	During your stay on the plant premises, pay attention to escape routes and emergency exits. In case of alarm, immediately go to the emergency evacuation point. Do not leave the emergency evacuation point without notifying the representative of SWISS KRONO sp. z o.o.

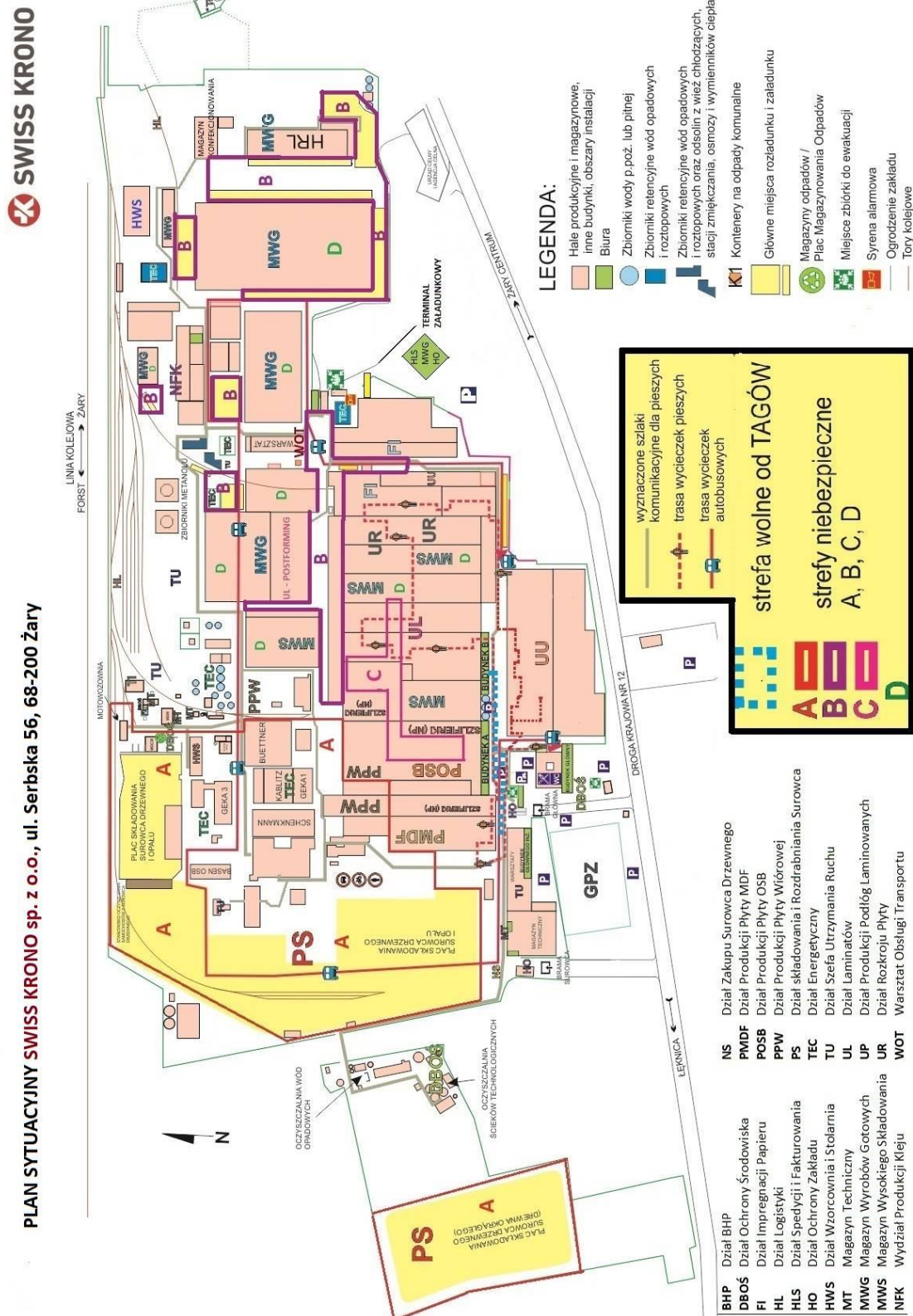
The security services are authorized to remove from the SWISS KRONO Premises the persons The security services are authorised to remove from the SWISS KRONO Venue persons who do not comply with the above rules and who pose a risk to the safety of people or the environment.

Important telephone numbers:

Gate-house, Security,	+48 68 36 31 273	+48 68 36 31 471	+48 68 36 31 125
Environmental Department	+48 68 36 31 159	+48 68 36 31 585	
Health and Safe Department	+48 68 36 31 253	+48 68 36 31 576	+48 68 36 31 252
Fire Protection	+48 68 36 31 165	+48 68 36 31 250	

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6.2. Appendix No. 2: Location map of SWISS KRONO sp. z o.o.



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Plan sytuacyjny zakładu SWISS KRONO sp. z o.o., ul. Serbska 56, 68-200 Żary	SWISS KRONO sp. z o.o. plant map ul. Serbska 56, 68-200 Żary, Poland
STREFY SZCZEGÓLNIE NIEBEZPIECZNE, STREFY WOLNE OD TAGÓW, MIEJSCA ROZŁADUNKU/ZAŁADUNKU	PARTICULARLY DANGEROUS ZONES, TAG-FREE ZONES, UNLOADING/LOADING AREAS
OBSZARY PODLEGAJĄCE POD:	AREAS UNDER:
NS - Dział Zakupu Surowca Drzewnego	NS - Timber Purchasing Department
PS - Dział Składowania i Rozdrabniania Surowca	PS - Raw Material Storage and Grinding Department
PPW - Dział Produkcji Płyt Wiórowych	PPW - Chipboard Production Department
POSB - Dział Produkcji Płyt OSB	POSB - OSB Board Production Department
PMDF - Dział Produkcji Płyt MDF	PMDF - MDF Board Production Department
MWS - Magazyn Wysokiego Składowania	MWS - High Storage Warehouse
MT - Magazyn Techniczny	MT - Technical Warehouse
MWG - Magazyn Wytrobów Gotowych	MWG - Finished Product Warehouse
UL - Dział Laminatów	UL - Laminates Department
UR - Dział Rozkroju Płyt	UR - Board Cutting Department
UP - Dział Produkcji Podłóg Laminowanych	UP - Laminate Flooring Production Department
FI - Dział Impregnacji Papieru	FI - Paper Impregnation Department
NFK - Wydział Produkcji Kleju	NFK - Adhesive Production Department
TU - Szef Utrzymania Ruchu	TU - Head Of Maintenance
TEC - Dział Energetyczny	TEC - Energy Department
TI - Dział Inwestycji i Remontów	TI - Investment and Repair Department
HO - Specjalista ds. Ochr. Zakładu i Administracyjnych	HO - Plant Security and Administration Specialist
HL - Dział Logistyki	HL - Logistics Department
HWS - Dział Wzorcownia i Stolarnia	HWS - Calibration Department and Carpenter Workshop
DBOŚ - Dział BHP i Ochrony Środowiska	DBOŚ - OHS and Environmental Protection Department
OBJAŚNIENIA INNYCH SKRÓTÓW:	EXPLANATIONS OF OTHER ABBREVIATIONS:
GPZ - Główny Punkt Zasilający dostawcy energii elektrycznej	GPZ - Main power point of the electricity supplier
HRL - Magazyn automatyczny paneli podłogowych	HRL - Automatic Warehouse for floor panels
UH - Dział produkcji HPL	UH - HPL Production Department
STREFY SZCZEGÓLNIE NIEBEZPIECZNE:	PARTICULARLY DANGEROUS ZONES:
STREFY WOLNE OD TAGÓW	TAG-FREE ZONES
LEGENDA:	KEY:
Hale produkcyjne i magazynowe, inne budynki, obszary instalacji	Production rooms and warehouses, other buildings, installation areas
Biura	Offices
Zbiorniki wody p.poz. lub pitnej	Extinguishing or drinking water tanks
Zbiorniki retencyjne wód opadowych i roztopowych	Reservoirs of rainwater and snowmelt
Zbiorniki retencyjne wód opadowych i roztopowych oraz odsolin z wież chłodzących stacji zmiękczenia, osmozy i wymienników ciepła	Reservoirs of rainwater and snowmelt, and desalinated water from the cooling towers, softening stations, osmosis stations, and heat exchangers
Kontenery na odpady komunalne	Containers for municipal waste
Główne miejsce rozładunku i załadunku	Main loading and unloading area
Magazyn odpadów/ Plac Magazynowania Odpadów	Waste warehouses/Waste Storage Yard
Miejsce zbiórki do ewakuacji	Assembly point for evacuation
Syrena alarmowa	Alarm buzzer
Ogrodzenie zakładu	Plant fence
Tory kolejowe	Railway tracks
LINIA KOLEJOWA	RAILROAD
FORST	FORST
ŻARY	ŻARY
ZBIORNIK METANOLU	METHANOL TANK
WARSZTAT	WORKSHOP
BRAMA TERMINAL	TERMINAL GATE
Terminal I	Terminal I
Terminal II	Terminal II
Terminal III	Terminal III
URZĄD CELNY I AGENCJA CELNA	CUSTOMS AND CUSTOMS AGENCY
ŻARY CENTRUM	ŻARY CENTRUM
MOTOWOZOWNIA	MOTOR VEHICLE HOUSE
BHP I OCHRONA ŚRODOWISKA	OHS AND ENVIRONMENTAL PROTECTION
PLAC SKŁADOWANIA SUROWCA DRZEWNEGO I OPAŁU	YARD FOR STORAGE OF RAW MATERIAL WOOD FUEL
OCZYSZCZALNIA WÓD OPADOWYCH	RAINWATER TREATMENT PLANT
OCZYSZCZALNIA ŚCIEKÓW TECHNOLOGICZNYCH	PROCESS WASTEWATER TREATMENT PLANT

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MAGAZYN TECHNICZNY	TECHNICAL WAREHOUSE
WARSZTATY	WORKSHOPS
BRAMA SUROWCA	RAW MATERIAL GATE
BUDYNEK GŁÓWNEGO INŻ.	CHIEF ENGINEER BUILDING
BRAMA GŁÓWNA	MAIN GATE
PORTIERNIA	GATE-HOUSE
P.POŻ.	FIRE SAFETY
SHOWROOM	SHOWROOM
KANCELARIA	ADMINISTRATIVE OFFICE
BUDYNEK GŁÓWNY	MAIN BUILDING
PLAC SKŁADOWANIA SUROWCA DRZEWNEGO (DREWNA OKRĄGŁEGO)	YARD FOR STORAGE OF RAW TIMBER (ROUND WOOD)
ŁĘKNICA	ŁĘKNICA
ŻARY CENTRUM	ŻARY CENTRUM
DROGA KRAJOWA NR. 12	NATIONA ROUTE NO. 12
SZLIFIERKI (NP)	GRINDING MACHINES (NP)
BUDYNEK A	BUILDING A
BUDYNEK B	BUILDING B
BHP I OCHRONA ŚRODOWISKA	OHS AND ENVIRONMENTAL PROTECTION

15.2. Appendix No. 2 - Statement that the Contractor's employees are familiar with the requirements

NOTE!!! If the Task also includes a transport service (delivery/collection of goods, unloading/loading), the Contractor and his Employees shall also adhere to the requirements of the "Driver Safety Manual".

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Appendix No. 2 /CSM

DECLARATION

I hereby declare that I have read the **CONTRACTOR SAFETY MANUAL**

COMPANY NAME			
Contractor's Representative			
<p>I declare that I have received the Contractor's Safety Manual and that I have familiarised all company employees working on the SWISS KRONO sp. z o.o. Site with its contents, as listed below. I have familiarised myself with its provisions and will comply with all regulations and rules contained therein.</p>			
FULL NAME (CAPITAL LETTERS)	DATE OF BRITH	DATE	SIGNATURE
List of the Contractor's employees and persons working on his behalf.			
<p>I have received introductory training on the contents of the Contractor's Safety Manual. I have read and will comply with all rules and regulations contained in this publication as well as all additional rules and regulations applicable to my work on the SWISS KRONO Grounds. Working under safe conditions and the use of protective equipment is mandatory when performing tasks on the SWISS KRONO grounds. In the event that I violate safety rules, regulations or standards, I will be subject to disciplinary action, up to and including expulsion from the assignment. I also acknowledge that this publication and the regulations and rules it contains do not relieve my employer of any legal or other responsibility for workplace safety during the performance of the Task.</p>			
FULL NAME (CAPITAL LETTERS)	DATE OF BRITH	DATE	SIGNATURE

CONTRACTOR SAFETY MANUAL**15.3. Appendix no. 3 - GDPR information clause**

- 1) Pursuant to Article 13(1) of 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, and repealing Directive 95/46/EC (General Data Protection Regulation) - hereinafter: GDPR, we inform you that the controller of your personal data is SWISS KRONO Sp. z o.o. with its registered office in Żary at ul. Serbska 56.
- 2) On the basis of applicable regulations, we have appointed a Data Protection Inspector, who can be contacted:
 - by letter to the following address: SWISS KRONO Sp. z o.o., 56 Serbska Street, 68-200 Żary
 - by e-mail: mojedane@swisskrono.pl
- 3) What data we collect:
 - a. Identification data (first name, last name and identity card number)
 - b. Contact details (address and registered office)
- 4) Purposes and legal basis of data processing:
 - conclusion, execution and performance of contracts for the provision of supplies and services, including transport and forwarding services(art.6(1)(b)) ,
 - fulfilling a legal obligation to which the controller is subject (Article 6(1)(c) of the GDPR),
 - resulting from legitimate interests pursued by the controller or a third party and the related legal service (art.6(1)(f)).
- 5) The provision of personal data is voluntary, but necessary for the execution of the contract/order/order.
- 6) Personal data collected from you may be forwarded:
 - to entities processing them on our behalf and
 - to public authorities or entities entitled to obtain the data on the basis of applicable law, e.g. courts, law enforcement agencies or state institutions, when they make a request, based on an appropriate legal basis.
- 7) Transfers of data to third countries or international organisations SWISS KRONO Sp. z o.o. is a global company and as part of our business we may transfer your personal data to countries outside the European Economic Area. We do this by maintaining appropriate security measures through the adoption of EU standard contractual clauses.
- 8) The period for which your personal data is processed depends on the purpose for which the data is processed. The period for which your personal data will be stored is calculated based on the following criteria:
 - the duration of the contract,
 - legal provisions which may oblige us to process the data for a certain period,
 - the period which is necessary to defend our interests.
- 9) Furthermore, we inform you that you have the right to:
 - access to your personal data,
 - request the rectification of your personal data which is inaccurate and the completion of incomplete personal data,
 - to have your personal data erased, in particular if you have withdrawn your consent to the processing, where there is no other legal basis for the processing
 - to request the restriction of the processing of your personal data,

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- to object to the processing of your data, on grounds of your particular situation, in cases where we are processing your data on the basis of our legitimate interests or for the purposes of direct marketing
- portability of your personal data,
- to lodge a complaint to the supervisory authority dealing with personal data protection, i.e. the President of the Office for Personal Data Protection.

10) To the extent that your data are processed on the basis of consent - you have the right to withdraw your consent to data processing at any time. Withdrawal of consent does not affect the legality of processing, which was carried out on the basis of your consent before its withdrawal. You may withdraw your consent by sending a statement of withdrawal of consent to our mailing address or e-mail address.

11) Please be informed that we do not use automated decision-making systems.