

DRIVER SAFETY MANUAL AT SWISS KRONO sp. z o.o



Welcome to our Company.

This Manual specifies the requirements and rules applicable in our plant on the occupational health and safety, environmental protection and fire protection.

All drivers shall comply with the rules contained therein, and any other rules and obligations under the applicable law.

NOTE!!! This document is an integral part of the shipping service contract, concluded with the entity on behalf of which the Driver provides shipping services, must be signed by an entity which is a party to the shipping service contract concluded with SWISS KRONO sp. z o.o., and then submitted to the Driver. Each Driver, before entry to SWIASAS KRONO premises, shall submit personally signed statement that he is familiar with the contents of this Driver Safety Manual



DEFINITIONS

SWISS KRONO – orderer: SWISS KRONO sp. z o. o.; KRS 0000052023, 68 – 200 Žary; 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 Žary.

Driver - person personally performing the shipping service at SWISS KRONO as the shipping service Contractor, as an employee of the shipping service Contractor or as a third party to whom the shipping service Contractor commissioned this service under the shipping service contract on behalf of an entity with which SWISS KRONO had concluded such contract.

Shipping service Contractor - an entity providing the shipping service of goods to/from SWISS KRONO under the shipping service contract, concluded in writing or orally in person or with the involvement of a third party.

SWISS KRONO Representative - SWISS KRONO employee authorized by the SWISS KRONO Management Board to directly contact the Driver in order to prepare technical conditions and details for completion of the Task on the SWISS KRONO Premises and to make key decisions concerning a given Task.

Task - work performed as part of the service provided, included in the contract (delivery/receipt of goods, preparatory and finishing works for loading/unloading of goods).

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

OHS Coordinator = Manager of SWISS KRONO organisational unit or person appointed by him, if the above-mentioned situation occurs within the area of one organisational unit.

OHS Coordinator = person appointed by SWISS KRONO, if the above-mentioned situation occurs within the area of more than one organisational unit.

OHS Coordinator = construction site manager or person appointed by SWISS KRONO, if the above-mentioned situation requires that the construction site manager should be appointed, regardless of the work area.

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



Tag – personal transmitter which is a part of the anti-collision system implemented on the SWISS KRONO Premises.



GENERAL SWISS KRONO GUIDELINES

1. The Task shall be performed in a safe manner which does not create the risk of loss of life, loss of health or loss of property.
2. 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.
3. Failure to observe the safety principles may lead to interruption of work, removal of the Driver from the SWISS KRONO Premises and, ultimately, termination of the contract.
4. On SWISS KRONO premises, it is not allowed to smoke  or use e-cigarettes 
outside designated areas, and to use open flames  .
5. On SWISS KRONO premises, it is not allowed to drink alcohol  and to use abusive substances.  .



QUALIFICATIONS, RECURRENT TRAINING, MEDICAL EXAMINATIONS

1. Drivers shall have valid certificates of recurrent training, medical examinations, and qualifications suitable for the activities performed within the scope of the Task.
2. The OHS Service, OHS Coordinator, Organisational Unit Manager or SWISS KRONO Representative may require the qualifications, certificates of periodic training, medical examinations of the Driver to be presented for the purpose of verification.
3. Documents for verification must be always available at the shipping service Contractor's and made available at the request of SWISS KRONO through Contractor of the shipping service.



WORK CLOTHING, FOOTWEAR, AND PERSONAL PROTECTIVE EQUIPMENT DURING PERFORMANCE OF THE TASK/DANGEROUS WORK - CLOTHING MARKING

The shipping service Contractor shall personally ensure that the driver, on the SWISS KRONO premises, is wearing:



work clothing in warning colours (in line with PN-EN ISO 20471:2013),



safety shoes and personal protective equipment,



including safety hat (recommended to be in bright colours to improve visibility), appropriate to the type of the task, and in accordance with legal requirements. If the work clothing is

not in warning colours, the Driver shall wear a high-visibility vest



ENTRY TO THE PLANT PREMISES

The driver is absolutely not allowed to enter the SWISS KRONO Premises with children, unauthorized persons or animals. If the driver's helper is necessary during loading/unloading, his presence must be reported at the entrance to the SWISS KRONO Premises and to the employee of SWISS KRONO sp. z o. o. who participates in loading/unloading. The driver's helper, as the driver himself, must always have a tag and must be wearing a protective hat, vest, work trousers and boots.

- 1. Cars delivering goods to SWISS KRONO sp. z. o.o. – Appendix no. 1 applies**
- 2. Trucks delivering raw wood – Appendix no. 2 applies**
- 3. Waste collection trucks - Appendix no. 3 applies**
- 4. Trucks for collection of finished products/returns delivery/complaints on finished products – Appendix no. 4 applies.**
- 5. Tanker trucks – Appendix no. 5 applies**



APPROVAL TO PERFORM THE TASK

- 1. The Task cannot be commenced without agreement and obtaining approval for performance given by SWISS KRONO.**
- 2. When performing the Task, the Driver shall take into account the activities performed by other Contractors and SWISS KRONO employees.**

3. If the work performed within the scope of the assigned Task is interrupted by SWISS KRONO Representative, the work may be recommenced only upon reapproval for performance of the task given by the SWISS KRONO Representative.



SUPERVISION OF THE DRIVER'S TASK

1. The Task shall be supervised by SWISS KRONO Manager of the Organisational Unit, where the loading/unloading is performed or a person designated by the Organisational Unit Manager.
2. The OHS/EP Department, Fire Safety Department, OHS Coordinator, Organisational Unit Manager, SWISS KRONO Representative and other SWISS KRONO employees may verify whether the Driver complies with the safety rules.



RULES FOR TRAFFIC ON IN-PLANT ROADS IN SWISS KRONO SP. Z O.

O

1. Ruch pojazdów i pieszych na terenie dróg wewnętrznych SWISS KRONO odbywa się zgodnie z umieszczonym oznakowaniem pionowym i poziomym, na zasadach określonych w niniejszej instrukcji.
2. 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/h** .

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!!!

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

4. **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. In case of need of use such equipment, it is recommended to in a safe place.**
5. The Driver of a vehicle approaching an intersection when driving on the in-plant roads shall exercise particular care, slow down and, if necessary, yield the right of way to the vehicle approaching from the right.
6. If the vehicle driver notices a cyclist or a pedestrian moving around contrary to the instructions specified in this manual, the driver shall sound a horn and exercise particular care.
7. Vehicle drivers on the SWISS KRONO Premises **shall use daytime running lights/dipped headlights round-the-clock, as well as warning lights (if the vehicle is equipped with such lights).**
8. The Driver using the in-plant roads and parking spaces **shall not:**
 - a. perform any activities related to the maintenance of the vehicle (in case of the vehicle failure, it must be towed to the vehicle repair area, and in the absence of such possibility, the driver shall repair it exercising particular caution and in compliance with OHS 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 and pedestrian crossings.
 - e.
9. The Driver shall be responsible for any damage caused to SWISS KRONO company or other Users in connection with driving or leaving the vehicle on the internal roads and parking places.
10. If an event resulting in any liability of the User occurs on the internal roads or parking places, the User is obliged to immediately notify the SWISS KRONO Representative about this fact and submit an appropriate written statement before leaving the internal roads or parking places.
11. In case of road collisions and accidents on the internal roads or parking places, the provisions of the traffic law act shall apply.
12. Pedestrians shall use sidewalks or designated pedestrian traffic routes or paths. If the above-mentioned infrastructure does not 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.

13. Particularly dangerous zones have been designated on the SWISS KRONO Premises:

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.

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.

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.

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.

14. 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.

15. All persons moving around SWISS KRONO Premises shall:

-  – wear clothing in warning colours or vests in warning colours, in yellow or orange, fitted with reflective elements (in line with PN-EN ISO 20471:2013);
-  – wear a safety hat, if moving around in production areas, warehouses or workshops. It is recommended to use head protection in bright colours for improved visibility,
-  – wear safety shoes,
-  – wear long work trousers.

NOTE!!!

The above rules do not apply when the Driver moves in the areas adjacent to the company, provided that the Driver does not perform the Task in this area.

16. On the SWISS KRONO Premises (excluding areas adjacent to the company), **a pedestrian detection system is used.**

The Driver:

1. Each time when entering the SWISS KRONO Premises, the driver shall receive a charged 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 SWISS KRONO Premises.
5. Each time the driver leaves the SWISS KRONO Premises, he shall return the tag where it was collected.

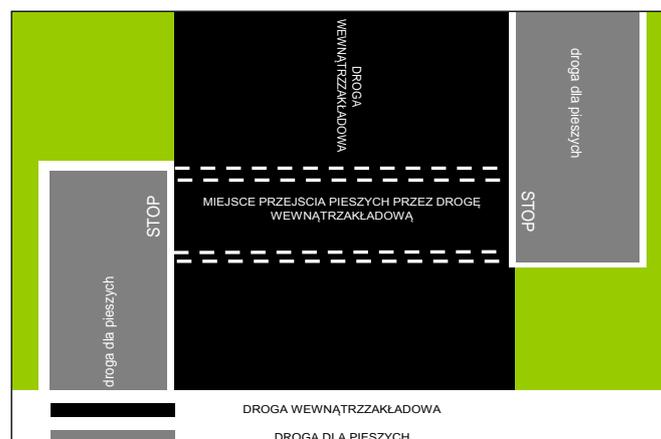
Checking tag charge level:

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.

If a personal transmitter (tag) is lost or damaged, the Contractor shall be charged with the costs of a new transmitter.

17. **Pedestrians on the in-plant roads shall yield the right of way to cyclists and other vehicles.**

18. Pedestrians crossing the road or railroad tracks shall exercise **particular care.**



Droga dla pieszych	Pedestrian road
Stop	Stop
Droga wewnątrzzakładowa	In-plant road
Droga dla pieszych	Pedestrian road

Miejsce przejścia pieszych przez droge wewnątrzakładowa	Pedestrian crossing on the in-plant 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.

19. The pedestrians shall not:

- 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 railway tracks of the sidetrack.



RAILWAY CROSSINGS AT SWISS KRONO

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.
2. The driver shall 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.
3. The driver shall stop the vehicle before the railway crossing (STOP) in order to make certain that no rail vehicle is approaching.
4. The Driver is strictly forbidden to:
 - 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,
 - bypassing the vehicle waiting in front of the railway crossing, if this would require
 - driving onto the part of the road intended for driving in the opposite direction,
 - if a vehicle is immobilized on a railway crossing, the driver shall immediately remove the vehicle from the railway crossing, or, if it is impossible, warn the rail vehicle driver about the danger.



PERFORMANCE OF THE TASK ON THE SWISS KRONO PREMISES

On the SWISS KRONO Premises, Drivers 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.

1. Cars delivering goods to SWISS KRONO sp. z. o.o. – Appendix no. 1 applies

2. Trucks delivering raw wood – **Appendix no. 2 applies**
3. Waste collection trucks - **Appendix no. 3 applies**
4. Trucks for collection of finished products/returns delivery/complaints on finished products – **Appendix no. 4 applies.**
5. Tanker trucks – **Appendix no. 5 applies**



PERFORMANCE OF UnSAFE WORKS

1. If unsafe works have been identified for the Task, the Driver may not proceed with work without permission for such works. Permission shall be issued by an authorized SWISS KRONO employee in accordance with the internal Procedure P-15 Unsafe Works.
NOTE!!! An exception is made for works at height performed by the Driver on the platform of the truck trailer and tanker truck, i.e. Preparatory/finishing works for unloading/loading, cleaning works.

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

Unsafe 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, etc.);
- work under high voltage;
- work with the use of open flame.



HAZARDOUS CHEMICAL COMPOUNDS AND MIXTURES

1. If the Driver brings hazardous chemicals or mixtures to SWISS KRONO Premises, he shall notify the SWISS KRONO Representative and have the applicable Safety Data Sheet for that chemical compound or mixture. These documents must be prepared in the Polish language.
2. 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.
3. The Contractor shall provide suitable personal protective equipment and ensure that the equipment is properly used by the Contractor's employees.
4. The OHS/EP Service, Fire Safety Department, OHS Coordinator, Area Manager, SWISS KRONO Representative - may directly request the Driver to:
 - show the Safety Data Sheet for the chemical substance or mixture that the driver brought to the SWISS KRONO Premises;
 - show the document confirming that the driver is familiar with the hazards to health and life associated with the chemical substance or mixture.

5. The driver must have the appropriate means for removing the leak / spill / release of the 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 Shipping Company fault.
6. All events listed in section 5 must be immediately reported to the SWISS KRONO OHS Coordinator or other person supervising the loading or unloading.



ENVIRONMENTAL PROTECTION

On the SWISS KRONO Premises segregation of waste must be carried out. Waste must be disposed of in appropriate containers in accordance with their labelling.

In order to reduce exhaust and noise emissions while waiting and unloading/loading, the Driver shall turn off the vehicle engine.



WASTEWATER AND LIQUID WASTE

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

1. The Drivers 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.
2. In case of spillage or leakage of chemicals, including oils and fuels, the Driver shall immediately report such event to the SWISS KRONO OHS Coordinator or other person supervising the unloading or loading, prevent the substance from entering the gullies by all available means. In addition, provisions of section 5 of the paragraph "HAZARDOUS CHEMICAL SUBSTANCES AND MIXTURES" apply.



FIRE SAFETY RULES AT SWISS KRONO

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

- a) use of open flame;
- b) smoking outside the designated areas and areas intended for that purpose,
- c) store flammable materials on the general communication roads serving the purposes of evacuation,
- d) close the emergency exit doors in a manner preventing their immediate use,
- e) prevent or limit access to:
 - fire protection equipment explosion relief devices, emergency exits,
 - electric current switches and switchboards,
- f) the use of kettles, cookers and various types of portable electric heaters,

In case of fire, everyone shall 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.



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



ACCIDENT AT WORK - PROCEDURE

1. The Driver shall:
 - provide immediate help for the accident victim,
 - protect the place of accident,
 - immediately notify the SWISS KRONO Representative of the OHS Coordinator of an accident.
2. 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.
3. 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 Driver's Employer, the

employee of SWISS KRONO appointed by the SWISS KRONO Management Board may participate in the post-accident procedure.

4. In the event of a near miss (no injuries), the Driver shall report the fact of such an event to the SWISS KRONO Representative.



FIRST AID

Each victim of an accident occurring on the SWISS KRONO Premises should be given first aid:

- 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.



TECHNICAL CONDITION OF VEHICLES

1. The Driver shall ensure proper technical condition of vehicles entering the SWISS KRONO Premises. In case of a vehicle failure causing environmental hazard (e.g. leaks of engine oil, hydraulic oil, fuel, brake fluid), the Contractor is responsible for taking appropriate actions.
2. It is forbidden to repair, wash and clean the vehicles on the SWISS KRONO Premises. The exceptions are the vehicles delivering raw materials. The remains of raw materials must be removed from the trailers/semi-trailers of these vehicles in a designated place, before the vehicles leave the plant.



CLEANLINESS AND ORDER

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

Waste produced when performing the Task shall be disposed of always after the completion of the Task. Possibility of waste management on the SWISS KRONO Premises should be agreed with an employee of the OHS/EP Department.



WASHROOMS, TOILETS

The driver can use the washroom and toilet available on the SWISS KRONO Premises. It is prohibited to use the locker rooms and washrooms for the employees of SWISS KRONO.



OCCUPATIONAL RISK, HAZARDS, HARMFUL, NOXIOUS AND DANGEROUS FACTORS

Item No.	Hazard (dangerous, harmful, noxious work environment factors)	Preventive measures (personal protective equipment, requirements for the organisation of work)
1	Noise (p)	The use of hearing protection (ear muffs, ear-plugs). Employee turnover.
2	Weather hazards	Increased concentration. The use of protective clothing and equipment adapted to the weather conditions.
3	Fall, trip, slip on the same level.	Increased concentration, order in the workplace, on the traffic routes and stairs, removal of black ice, elimination of leakages and spillages.
4	Falling and overturning items	Increased concentration particularly in the motor vehicles operation areas, storage areas, loading and unloading areas.
8	Lighting (p) (e.g. intensity, glare, contrast, no natural light)	The use of appropriate eye protection.
9	Possibility of thermal burns	Exercise caution when performing tasks. The use of thermal protective equipment.
10	Contact with a sharp item (knife, blade, sharp edges, etc.)	Increased concentration, the use of personal protective equipment. The use of efficient tools. The use of efficient and complete safety devices and guards.
11	Splinters of solids	Increased concentration, the use of personal protective equipment.
12	Pressure equipment	Adherence to the work instructions, equipment handling and operating instructions, the use of work clothing and personal protective equipment (safety glasses). Operate pressure equipment only with the required authorisations.
13	Chemical substances (irritating, harmful, corrosive, toxic, carcinogenic, mutagenic)	The use of personal protective equipment (masks, glasses, gloves resistant to chemicals). Employee turnover. Adherence to the guidelines set out in the manual for chemical substance handling.
14	Dust (p), wood dust	The use of the upper respiratory tract protection (masks, respirators). Employee turnover.
15	Fall from height	Increased concentration, order in the workplace, on the traffic routes and stairs, removal of black ice, elimination of leakages and spillages. The use of personal protective equipment.
16	Fall into the wells and ducts	Increased concentration. Address/report non-conformances associated with the pits or channels safeguards.
17	Blow against stationary components	Increased concentration.
18	Blow by moving components	Increased attention particularly in the forklift trucks and machines operation areas.
19	Traffic accident	Increased attention particularly during entry and exit of motor vehicles, move on the designated traffic routes, compliance with the applicable procedures, warning and information signs in hazardous locations, training, instructions, the use of the principle of limited trust in relation to other road users, adjustment of the driving style to the weather conditions.
20	Seizure	Increased concentration particularly in the rotating component operation areas. The use of

		machinery with adequate safeguards, moving parts covers. etc.
21	Electric shock	The work performed in accordance with the instructions, increased concentration, ongoing inspections and maintenance.
22	Pinning down, crushing	The use of personal protective equipment and clothing, safety shoes, increased concentration especially in the motor vehicles and other means of transport operation areas, movement on the designated traffic routes, keeping safe distance from the moving goods (vertical, horizontal), following the instructions, the use of efficient equipment fitted with adequate safeguards, moving parts covers, etc.
23	Biological hazards	Personal protective equipment, work clothing and safety shoes, following the instructions and procedures. Vaccination.
24	Fire	Handheld extinguishing equipment control, knowledge of escape routes, instructions (emergency and evacuation procedures), procedures, ban on the use of an open flame.
25	Explosion	Handheld extinguishing equipment control, knowledge of escape routes, instructions (emergency and evacuation procedures), procedures, ban on the use of an open flame.
26	Splashes in the eyes	The use of personal protective equipment (safety glasses).
28	Physical static load	Breaks at work, ergonomic work station, preventive examinations.
29	Physical dynamic load	Breaks at work, ergonomic work station, preventive examinations.
30	Work in varying temperature conditions	Properly selected work clothing and shoes, access to appropriate beverages.



TRADE SECRET

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

This information, including photos and recordings made on the SWISS KRONO Premises, shall not be disclosed without a written consent of the SWISS KRONO Management Board.

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FAILURE TO COMPLY WITH THE RULES

1. Alcohol, abusive substances

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 under the

influence of the above substances, having or making them available are obliged to immediately leave the SWISS KRONO Premises. SWISS KRONO has the right to deny re-entry of the above-mentioned persons to SWISS KRONO Premises.

- 1.2.** If any person referred to in item 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.**
- 1.3. The Contractor shall pay a contractual penalty within 14 days from the date of receipt of a request for payment from SWISS KRONO.
- 1.4. The provisions of item 1.1. shall apply to all employees of the Contractor and his Subcontractor who are commissioned by the Contractor to provide any services on the SWISS KRONO Premises or for SWISS KRONO.
- 1.5. SWISS KRONO may request the Contractor to have the sobriety tests of the persons mentioned in item 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 immediately submit test results to SWISS KRONO.
- 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.
- 1.7. Penalties under item 1.2. are imposed on the basis of a documented nonconformity (protocol, report, photos, note).

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

- 2.1. The Driver shall observe the regulations and rules of OHS, Fire Safety and Environmental Protection and the guidelines resulting from the agreement, as well as the provisions included in the "Driver Safety Manual" and, in case of particularly dangerous work, the provisions included in "Permit for Unsafe Work" and "Permit for Fire-Dangerous Work".
- 2.2. In case of failure to observe the regulations and rules of OHS, Fire Safety and Environmental Protection by the Driver, each employee of SWISS KRONO is authorized to stop the Task performance. The work may be restarted after elimination of abnormalities and upon the consent of the SWISS KRONO Representative.
- 2.3. Violation of the rules set out in the Driver Safety Manual should be documented (official note, report, photos, e-mail notification to the person commissioning the service from SWISS KRONO).
- 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.
- 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:

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 (in words: two hundred 00/100),

2. violation of the rules of OHS, Environmental Protection, Fire Safety while performing dangerous work - PLN 5,000.00 (in words: five thousand 00/100) 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,

3. violation of the rules resulting from DSM, not included in items 1 and 2 - PLN 2,000.00 (in words: two thousand 00/100).

2.6. The Contractor shall pay a contractual penalty within 14 days from the date of receipt of a request for payment from SWISS KRONO.

3.

2.7. The provisions of section 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.

2.8. Penalties under item 2.5. are imposed on the basis of a documented nonconformity (protocol, report, photos, note).

The basis for liability specified in items 1 and 2 do not exhaust possible claims of SWISS KRONO against the Contractor, in particular claims resulting from liability in tort.



STATEMENT

I declare that I have read and will comply with all the regulations and rules included in the Driver Safety Manual, as well as any additional regulations and rules relating to the work performed by myself on the Premises of SWISS KRONO.

Pursuant to Regulation 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 the repeal of Directive 95/46/EC, I consent to the processing of my personal data, submitted to SWISS KRONO sp. z o.o. within the scope and in connection with the conclusion of the agreement/order for the performance of the Task.

At the same time I declare that I have read the information clause - Appendix no. 6 to this document.

First name and surname:.....

Identity card no.:.....

Date:.....



IMPORTANT TELEPHONE NUMBERS

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

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



APPENDICES

- 1. Appendix no. 1** - Cars delivering goods for SWISS KRONO sp. z o.o. - additional information and instructions
- 2. Appendix no. 2** - Cars delivering raw wood - additional information and instructions
- 3. Appendix no. 3** - Cars collecting waste - additional information and instructions
- 4. Appendix no. 4** - **Cars collecting** finished products/delivering returns/complaints on finished products – additional information and instructions.
- 5. Appendix 5 - Tanker trucks** - additional information and instructions
- 6. Appendix no. 6** - GDPR information clause