

***OCCUPATIONAL HEALTH AND SAFETY AND
ENVIRONMENTAL PROTECTION RULES
APPLICABLE TO CONTRACTORS in PZL-ŚWIDNIK
S.A.***

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1 The occupational health and safety and environmental protection rules in PZL-Świdnik S.A.

In accordance with the adopted environmental and occupational health and safety policy, Wytwórnia Sprzętu Komunikacyjnego „PZL-Świdnik” S.A. („PZL”) sets as the overarching goal the prevention of work-related injuries, makes efforts to ensure safe conditions for employees, guests and subcontractors as well as to prevent pollution and protect the environment. This applies to PZL activities and the activities affected by PZL. For this purpose, PZL puts emphasis on proper planning and organization of work and proper supervision and monitoring of its own work and activities and the work and activities performed by cooperating entities operating on its site, ensuring at the same time the active participation of subcontractors in activities serving the best organization of work free from hazards and accidents.

This document regulates the occupational health and safety and environmental protection activities and duties of the contractors who perform work on the PZL site and are obliged to follow the rules specified in this document throughout the period of provision of services for PZL.

2 Important telephone numbers

 NUMERY TELEFONÓW ALARMOWYCH <i>EMERGENCY TELEPHONE NUMBERS</i>	
CENTRUM POWIADAMIANIA RATUNKOWEGO <i>PUBLIC-SAFETY ANSWERING POINT</i>	112
POGOTOWIE RATUNKOWE <i>AMBULANCE</i>	999
STRAŻ POŻARNA - ŚWIDNIK <i>NATIONAL FIRE BRIGADE ŚWIDNIK</i>	998 755-55
OCHRONA PRZEDSIĘBIORSTWA <i>COMPANY SECURITY</i>	754-80
NUMER ALARMOWY Z TELEFONU KOMÓRKOWEGO <i>EMERGENCY NUMBER - MOBILE PHONE ACCESS</i>	(+48) 81722 54 80
PUNKT MEDYCZNY <i>MEDICAL POINT</i>	757-05
BHP i OŚ <i>HSE</i>	P. POŻ / AWARIE <i>FIRE SAFETY / ACCIDENTS</i> BHP / H&S OCHRONA ŚRODOWISKA <i>ENVIRONMENT PROTECTION</i> 750-53 759-96 768-56

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3 Basic definitions

- 3.1. **PZL** – Wytwórnia Sprzętu Komunikacyjnego „PZL-Świdnik” S.A.
- 3.2. **Contractor** – a legal entity, natural person or any other entity or institution that, under the concluded contract or accepted order, provides a service or performs work for PZL and/or on the PZL site, in the form of supplies of materials, goods, equipment or in the form of provision of services for PZL (excluding PZL employees); for the purpose of this document, the Contractor also means all employees (including temporary ones) of the Contractor, subcontractors and their employees (including temporary ones) and other third-party entities that will provide services at the request and on behalf of the Contractor.
- 3.3. **PZL –Świdnik S.A. Coordinator** – employee of PZL-Świdnik S.A. (appointed by the department responsible for the implementation of the contract) indicated in the contract, order and/or DUVRII, supervising the Contractor and performing the duties referred to in Article 208 of the Labor Code (to determine the principles of work organization and the principles of work safety and cooperation with the contractor).
- 3.4. **Contractor's Coordinator** – a person designated by the Contractor to contact the PZL Coordinator in order to conclude the organizational, technical and safety arrangements, appointed to supervise the compliance with the principles of the occupational safety and health, fire safety and environmental protection during the performance of work on the PZL site by the Personnel of the Contractor.
- 3.5. **The Occupational Health and Safety and Environmental Protection Department** – the organizational unit of PZL responsible for the area of the Occupational Health and Safety and Environmental Protection, entitled to verify and assess the documents completed by the Contractor, to agree on the rules and to enforce such an organization of the work performed by the Contractor on the PZL site that is safe for people and the environment.
- 3.6. **D.U.V.R.I document** - Mutual Interference Risk Assessment Document
- 3.7. **PZL site** - the entire area of PZL plant, in particular, the areas and terrain, separated by fencing (including ground-level, aboveground and underground structures, roads and yards, buildings, storage halls and yards, production halls, truck loading yards, airfield area).
- 3.8. **Personnel or Employees of the Contractor** – natural persons employed by the Contractor or Subcontractor on the basis of an employment contract as well as on the basis of such other contracts as a commission contract, specific task contract, contract to provide services, etc. who perform work at the request and on behalf of the Contractor/Subcontractor and for whom the Contractor is fully responsible. The employees of the Subcontractor are treated as the employees of the Contractor.
- 3.9. **Place of work/work site** – location of a facility on the PZL site in which the work is performed by the Contractor;
- 3.10. **Absolute principle** – the principle whose violation constitutes a serious threat to human life and health or to the environment;
- 3.11. **Serious violation** – any violation of the absolute principles and the environmental protection and occupational health and safety requirements, both internal and generally applicable ones, which poses a threat to human life and health or to the environment;
- 3.12. **Hazardous material** – a material that due to its chemical, physical or biological properties may, if improperly handled, in connection with its transport or storage, cause death, health disorder or bodily injuries or destruction of or damage to property and contamination/pollution of the environment;
- 3.13. **Upper tier establishment** - Upper tier establishment i.e. the area with a high risk of a major industrial accident.

All other definitions used in this document are in accordance with PS-35.

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4 Ten absolute principles.

4.1. Protection against a fall from height:

The Contractors and its Subcontractors are obliged to use the protection(s) against a fall from height (the work at height is understood as the work performed at a height of 1m and above the floor level or ground level) and organize the work in accordance with the minimum requirements of the occupational health and safety.

4.2. Dangerous sources of energy:

Before and during the work, as well as during breaks in maintenance work, repair work or periodic inspections of machines, equipment or systems, the employees of the Contractor are obliged to use the LOCKOUT/ TAGOUT system in such a manner as to protect all dangerous sources of energy against the risk of their activation. This requirement applies to the works interfering in electrical, mechanical, chemical, thermal and pneumatic systems – during which safety interlocks should be used and proper warning plates should be installed)

4.3. Electrical safety:

All portable devices and power tools used during the execution of the works by the Contractor must be protected by residual current devices installed in the tables provided by the contractor and intended for supplying the construction site. The work performed as well as the devices and power tools used in the work area must meet safety requirements.

4.4. Work performed in channels and tanks/confined spaces:

The Contractor performing work in channels and tanks is obliged to organize the work in accordance with the minimum requirements of the occupational health and safety and ensure proper supervision of the work as well as safeguarding and continuous monitoring of the atmosphere in the channel or tank, using suitable measuring equipment. Such work may be started after the receipt of the written consent of the PZL Coordinator.

4.5. Hot work:

The Contractor may perform hot work only on the basis of a written permission obtained from PZL, according to the conditions specified in the permission and for no longer than the period for which the permission was issued.

4.6. Shields and protections of machines:

When operating machines and equipment in normal conditions, the Contractor may not dismount, modify and damage the shields and protections of the machines/equipment.

4.7. Restricted areas:

The Contractor may not move around the restricted areas or areas other than those where the works are performed without a written permission obtained from PZL.

4.8. Liquid waste:

Liquid waste produced during performance of works by the Contractor must be stored in the containers which are suitable for the liquid waste characteristics, resistant to its action, tightly closed and placed on special drip trays or in the area with leakproof, non-absorbent and hardened surface.

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This type of waste must be regularly removed from the area of PZL. It is forbidden to pour liquid waste into gullies, toilets, bathrooms, etc.

4.9. Sobriety and abusive substances

The Contractor guarantees that the members of its Personnel working on the PZL site are sober and do not use abusive substances.

4.10. Speed of means of transport

The established speed limit of 30 km/h on the PZL roads must be strictly observed regardless of the type of means of transport.

5 The occupational health and safety and environmental protection requirements for the Contractors

- 5.1. The Contractor is fully responsible for its employees, temporary workers and subcontractors and other third-party entities that will perform services at the request and on behalf of the Contractor. The Contractor is responsible for the actions or omissions of these entities as for its own actions and omissions. The Contractor cannot avoid responsibility for the actions of the above-mentioned entities by reason of exceeding the scope of their duties, lack of guilt in the selection of these entities and the inability to prevent their actions.
- 5.2. The Contractor is responsible for the compliance, by its own employees and the employees of its Subcontractors, with the guidelines provided in this document, the guidelines provided in the DUVRI document, in the scope of the occupational health and safety and environmental protection, and with the relevant regulations of law.
- 5.3. It is forbidden to employ workers without meeting the legal requirements in the scope of the labour law.
- 5.4. Workers under the age of 18 must not be employed to perform hazardous work, within the meaning of the occupational health and safety regulations.
- 5.5. When employing natural persons who perform work on a basis other than employment relationship and self-employed persons, the Contractor and its subcontractors are obliged to ensure safe and healthy working conditions for these persons in the performance of ordered tasks, on a par with the conditions ensured for their own employees. When carrying out works in a place that is accessible by persons not involved in the work process or the process of the contract performance, the Contractor and its subcontractors are obliged to take the measures necessary to ensure the protection of life and health of the persons. In particular, the Contractor and its subcontractors are responsible for the state of the occupational health and safety in the course of the task performance.
- 5.6. The Contractor and its Subcontractors are obliged to protect the health and lives of their Personnel by providing safe and healthy working conditions with the proper use of scientific and technological achievements.
- 5.7. The Contractor must determine its own OHS **rules and procedures** and ensure the compliance with them within its organization as well as guarantee that the PZL requirements specified in this document will be met. PZL reserves the right to check at any time (within the audits or inspections) if the Contractor and its employees comply with the PZL requirements and provide a safe organization of work.
- 5.8. For each task / service, **it is recorded between PZL-Świdnik S.A. and the subcontractor** a DUVRI document specifying mutual threats, risks and conditions for performance of work. In this document, the Contractor is obliged to provide all necessary information that may affect the safe organization and performance of a task/service, in particular, the potential hazards that may occur during the performance of work within the ordered task.

- 5.9. For each contract, commission or order, a PZL Coordinator shall be assigned to supervise the performance of a task/work and who should be contacted in all organizational and technical matters. For its part, the Contractor shall assign the Contractor's Coordinator who is authorized to contact the PZL Coordinator directly in order to arrange organisational, technical and safety issues. PZL Coordinator shall provide any explanations concerning these requirements, the DUVRI document or any other occupational health and safety and environmental protection issues relating to the activities of the Contractor.
- 5.10. If the DUVRI document is not signed by both parties, the Contractor may not enter PZL site in order to perform a contract/order and start the performance of work on PZL site.
- 5.11. These guidelines and the DUVRI document supplement the conditions and arrangements included in commissions, orders or contracts concluded between PZL and the Contractor and constitute their integral part.
- 5.12. Before performing a task/service, the Contractor is obliged to ensure the implementation of these requirements in PZL and to train its employees in the provisions of the DUVRI document and to ensure that the document is signed by all employees performing work on PZL site and to submit the copy confirming this fact to PZL.
- 5.13. All Contractor's employees are required to undergo health and safety training in the form of a training film, and in addition, in the case of the Contractor categories C and B, employees are subject to ZDR training conducted by PZL-Świdnik, which concerns legal requirements and internal documentation regarding prevention and response to major industrial accidents.
- 5.14. Contractors and their personnel are obliged to:
- have constant access to these requirements and DUVRI document;
 - comply with the requirements of the pass system in PZL and stay and move exclusively at the place where the work is performed in order to ensure the completion of the work.
 - The Contractors performing construction, repair or service works must carry out and submit, before starting the works, the occupational risk assessment (according to PN-N 18002:2000) for the task performed in PZL-Świdnik S.A.
 - equip the employees with work clothing and shoes and personal protective equipment and ensure the use of this equipment by the employees (the employees of the Contractor moving around the PZL site should wear reflective vests bearing the logo and name of the Contractor)
 - immediately inform their superiors and PZL representatives about identified accidents, near misses as well as threats to the environment, as well as for staff and the PZL property.
 - conduct daily inspections of places of work in order to ensure compliance with these requirements
 - perform the works using efficient equipment, machines, devices and tools in proper technical condition and ensure that they meet relevant legal requirements
 - after completion of the work, submit to PZL the filled register of near misses and accidents at work (according to Appendix No. 1). In case of the companies performing constant maintenance/service on the premises of PZL, the register should be handed over within 1 month after the end of each half of the year.
- 5.15. The Contractor should instruct each of its employees and Subcontractors on how to recognize and avoid dangerous conditions as well as on the regulations applicable in a given working environment, which will make it possible to control and/or eliminate any risk or exposure to illness/injury.
- 5.16. The Contractor should keep the register(s) of the training of its employees, available on each demand of PZL.
- 5.17. PZL reserves the right to request from the Contractor the OHS control program (for the period of performance of works on the PLZ site), certificates confirming qualifications of its Personnel (including occupational health and safety training, admission to work certificate from the occupational medicine physician, specialist authorisations), and other documents confirming that the Contractor meets legal requirements for performance of works on the PZL site.

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5.18. A flagrant violation, by the Contractor or its Personnel, of generally applicable regulations as well as requirements and procedures in force in PZL (including those specified in this document) in the scope of occupational health and safety, fire protection, environmental protection, in particular, the performance of the works in a manner that threatens the health or life of people, is the basis for use by PZL with regard to the Contractor, at the discretion of PZL, regardless of other sanctions pursuant to other documents binding the Contractor, one or several of the following sanctions:

- a) temporary or permanent suspension of a pass for a given person from among the Contractor's Personnel;
- b) expelling the Contractor's Personnel (the whole Personnel or individual persons) from the work site/the PZL site,
- c) stopping the work,
- d) imposing financial penalties specified in point 41.4 of this document or contractual penalties (specified in the commission/order/contract concluded between PZL and the Contractor),
- e) termination of the contract in whole or in part;
- f) claiming compensation for damages resulting from specific violations
- g) removing the Contractor from the list of qualified Contractors of PZL and depriving him of relevant privileges.

6. Categories of Contractors

6.1. PZL defines the following categories of Contractors:

a) **Category A Contractors**

Contractors/other persons performing work or providing services, who do not meet the criteria specified for the Category B and C Contractors. Category A includes, for example, contractors/employees repairing office equipment and computer equipment, suppliers of production materials and office materials, personnel of bars, cafeterias and buffets, contractors/employees performing office work, external auditors, training personnel (excluding training courses carried out in production areas),

b) **Category B Contractors**

Contractors/employees providing services/performing works in production departments or other potentially hazardous places (e.g. technical consultants, process engineers, servicemen, cleaners) or handling the equipment and/or materials.

Category B does not include the contractors performing branch-specific works enumerated or defined in Category C.

c) **Category C Contractors**

Contractors/employees performing:

- particularly dangerous works (high-risk works) including work at height, activities connected with dangerous chemical substances or energy sources, works performed in confined spaces, in excavations or channels, works performed using combustion engine-driven tools or machines in rooms or confined spaces
- repair-construction work,
- assembly of large structures, scaffolding
- machining,
- assembly of large devices with a drive,
- branch-specific works including:
 - electrical work,
 - ventilation work,

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- installing work,
- bricklaying and plastering,
- joinery and carpentry,
- placing the concrete and concrete reinforcing,
- painting, glazing and other finishing work,
- plumbing and installation work,
- floor covering and facing work,
- roofwork, insulating and roofing work,
- **hydro-engineering**,
- road work.

6.2. The activities and results of work of the Contractor during the performance of contract/commission/order will be subject to inspections/audits in the scope of the occupational health and safety and environmental protection in order to verify compliance of the Contractor's activities with these guidelines.

7 The choice of contractor

7.1. The Contractor who has organizational, technical and human potential sufficient to guarantee the compliance with these requirements, has required administrative permits and branch-specific authorisations and meets the criteria of technical conditions of the Request for Quotation shall be selected to perform the works on the PZL site.

8 Subcontracting

- 8.1. Responsibility of the Contractor with regard to the Subcontractor is specified in point 5.2.
- 8.2. The Contractor's Subcontractor and the Contractor are bound by the same requirements described in these guidelines.

9 Approval to performance of work

- 9.1 Before performance of the task specified in the contract, commission or order, the PZL Coordinator is obliged to hold a meeting with the participation of the Contractors and/or their authorized Subcontractors and the Contractor's Coordinator in order to discuss the safety and work organization issues with the OHS unit of PZL.
The result of the meeting is the preparation of the DUVRI document, the example of which is attached to a contract, commission or order. This obligation applies to Category B and C Contractors.
- 9.2. The Contractor is allowed to enter the PZL site and start work only if the following criteria are jointly met:
- a) signing the DUVRI document by both parties (the Contractor and PZL) not later than 24 hours prior to commencement of works;
 - b) the occupational risk assessment (according to PN-N 18002:2000) for the task is carried out and submitted before signing the DUVRI document - this refers to the contractor performing construction, repair or service works or constant works on the PZL site;
The risk assessment must take into account all the risks resulting from ongoing works and the place of their performance, related preventive measures and emergency situations;

- c) the Safety and Health Protection documentation (BIOZ) – agreed and approved by the PZL Infrastructure Department for the works for which this document is required in accordance with the Construction Law
- d) training performed by the Contractor for its own employees and the employees of the Subcontractors in the scope of the requirements included in the DUVRI document and submitting a copy of the document confirming this to the Coordinator
- e) providing work clothing (with the company logo) and protective clothing, safety shoes with a toe cap and personal protection equipment (safety goggles, safety helmet, etc.) and reflective vests (with the company logo) by the Contractor for its own employees. This refers to the Category C Contractors performing construction, repair and service works.

The Contractors providing constant services for PZL on the basis of a long-term contract are required to provide their personnel with work clothing that differs significantly from the work clothing of PZL personnel (with a clear and visible company logo) and providing clothing with increased visibility for work carried out after dusk or in maneuvering areas, movement of means of transport.

The relevant guidelines provided in the DUVRI document apply to other Contractors.

- 9.3. In the event of any changes in the situation (scope of work, organization or work performance method), which could have an impact on the occupational health and safety conditions, PZL and the Contractor are obliged to meet immediately in order to verify/adapt the previously established OHS action plan contained in the DUVRI document to the existing threats.
- 9.4. Under special circumstances, such as removal of a failure, counteracting a disaster etc., the Contractor and/or the Subcontractor are not obliged to prepare the above-mentioned documentation (point 9.2) before starting the work. The exception is the necessity to have a prepared risk assessment. The required documentation should be completed within 48 hours from commencement of the works.
- 9.5. The above-mentioned documentation (in point 9.2) should be prepared by the Contractor in at least two copies. One set of the documents shall be kept by the Contractor at the place of the service provision and be available on request of the internal inspection services and the external inspection services. The other set of the documents shall be kept by the PZL Coordinator or a person appointed by him.
- 9.6. In the case of Contractors permanently carrying out work on the premises of PZL-Świdnik S.A, the risk assessment is subject to archiving by the HSE Department of PZL-Świdnik S.A. The contractor is obliged to periodically assess the validity of this documentation, and in the event of changes, provide the current version.
- 9.7. Each employee of the Contractor and/or Subcontractor present on the PZL site in order to perform repair, construction, installation, maintenance, assembly or service works is obliged to wear a reflective vest bearing the name of the entity he/she represents. If work clothing/protective clothing has sufficiently large, visible, reflective elements, the employees of the Contractor or Subcontractor are not required to wear reflective vests (this requirement does not apply to administrative services or cleaning services provided in administrative-office areas, but these people moving around PZL-Świdnik S.A. must comply with this requirement).
- 9.8. The Contractor shall not allow its employees and Subcontractors to commence work if they do not have the personal protection equipment required on a given work station.
- 9.9. The Contractor is obliged to perform the works in a safe manner considering the activities of other entities and/or PZL employees.
- 9.10. If the Contractor's works are interrupted by a PZL employee, the works may be restarted only upon reapproval for performance of the task by the PZL Coordinator after consultation with the person who interrupted the works.

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10 Trade secret

- 10.1 The Contractor and/or its Subcontractors undertake to treat all information acquired in the course of performance of work on the PZL site as trade secret, legally protected as an intangible asset of PZL.
- 10.2. It is forbidden to take photos/make videos. Taking photos/making videos by the Contractor/Subcontractor or entities employed by the Contractor/Subcontractor without the written permission of PZL is a circumstance justifying the application of the sanctions referred to in point 5.17.

11 Cleaning and maintaining cleanliness

- 11.1 The Contractor and/or its Subcontractors must maintain high standards of cleanliness and order on the PZL site, in particular in the place where the works are performed, until the completion and acceptance of the works. Daily cleaning is required in case of work performed for more than 1 day.
- 11.2 The Contractors providing constant maintenance, logistic or cleaning services are obliged, regardless of the requirements specified in point 11.1, to follow the standards of cleaning and cleanliness specified in other documents in force.
- 11.3 All tools, equipment, fittings and materials must be stored in an orderly manner.
- 11.4 Lumber that is not used should be stored in order; nails should be removed or bent in order to avoid puncture wounds.
- 11.5 The works and storage should be organized so as not to block the access to safety equipment, fire-fighting equipment, fire extinguishers, electrical cabinets, main switches, cabinets with hazardous substances, emergency exits, telephones, emergency showers, eye wash stations, etc.
- 11.6 The storage of any materials outside the buildings without the written permission of the PZL Coordinator is forbidden.
- 11.7 The Contractor is obliged to perform the works so as to minimize and control the penetration of noise, dust or waste to the areas adjacent to the work site.
- 11.8 The Contractor shall be immediately notified by the PZL Coordinator about unsatisfactory results, detected during inspections/audits, of the cleaning activities performed by the employees of the Contractor and shall be obliged to remove these irregularities with immediate effect.
- 11.9 It is forbidden to lay electrical cables in heavily frequented areas or in passages. If it is necessary to lay a cable in a heavily frequented area, the cable must be completely secured by a structure preventing damage to the cable or stumbling of people.
- 11.10 All slipping or stumbling hazards must be immediately notified to the person supervising the work site or to the PZL Coordinator
- 11.11 The place of storage of hazardous materials must be agreed by the Contractor with the PZL Coordinator and the Occupational Health and Safety and Environmental Protection Department (when preparing the DUVRI document).

12 Works performed within a department.

- 12.1 The works to be performed within a PZL organizational unit (department, division, cell) must be agreed with the management of a specific department. Such works should be coordinated in cooperation with the management of a given unit.
- 12.2 The entrance to the department may take place with the consent of the department manager. This requirement applies to the Contractors performing one-time works as well as the Contractors operating constantly on the PZL site.
- 12.3 The Contractor has neither access nor right to perform any activities using production machines, devices or equipment owned by PZL, unless authorized to do so by the PZL Coordinator.

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- 12.4 Before starting work, the employees of the Contractor performing production and technological activities should be trained in the functioning and operation of the machines they work on.

13 General OHS requirements for performance of works.

- 13.1 **Use of electricity** – The Contractor must agree with the PZL Coordinator on the access to suitable sources of electricity. It is forbidden to use electricity by making connections to test stands or production equipment. The access decisions are made by an authorized employee of **SF&M Department in PZL-Świdnik**.
- 13.2 **Use of water, compressed air, etc.** - The Contractor must agree with the PZL Coordinator on the access to suitable sources of these utilities and the principles of connection. The access decisions are made by an authorized employee of **SF&M Department in PZL-Świdnik**.
- 13.3 **Connections to pipelines** – The connection may be made only upon receipt of the written consent of the PZL Coordinator. The PZL Coordinator shall analyse individual procedures for opening the pipelines at the work site, including maintenance of safety procedures, control of dangerous sources of energy (lockout/ tagout procedure) and the material safety data sheets of the materials in the pipelines (if applicable) and shall consult this with the Occupational Health and Safety and Environmental Protection Department.
- 13.4 **Works performed with the use of explosives, pyrotechnic materials** – The use of any explosives and/or pyrotechnic materials, equipment for blowing up, etc. should be in compliance with any requirements for this type of works and should be analysed and approved by the PZL Coordinator, the Occupational Health and Safety and Environmental Protection Department as well as the procedures for using this type of materials should be established. The analysis should take into account the characteristics of the terrain and the impact on neighbouring areas.
- 13.5 **The rooms in which special cleanliness should be maintained** – the formation of dust and dirt should be reduced when performing works in such rooms. Appropriate and clean clothes should be used and when these requirements are connected with a security threat, the Contractor should immediately contact the PZL Coordinator. Before any construction materials, tools, ladders, etc. are brought into clean rooms, they should be cleaned as accurately as possible.
- 13.6 **Compressed air** – It is forbidden to clean the clothing with compressed air.
- 13.7 **Rooms with computer equipment** – In order to avoid accidental activation of buttons, switch-keys, breaker switches, etc., do not place tools or materials on or near the equipment located in computer rooms. Computer equipment located near the place where there is a risk of floating or falling of conductive materials (soldering, welding, sawing, etc.) should be thoroughly protected against such materials.
- 13.8 **Fire detection system/fire alarm system, SUG systems-fixed fire-fighting systems**– The Contractor may not install or modify the fire detection systems/fire alarm systems and SUG systems, fully or partially, without proper documentation confirmed by the persons with proper authorisations regulated by law and without a consent of the following Departments: **SF&M and HSE**. The works on the above-mentioned systems may be performed only by authorized/qualified employees. The Fire Safety Specialist should be notified before each deactivation of a fire-fighting device in order to obtain his approval.
- 13.9 **Areas/rooms protected by SUG systems (fixed fire-fighting systems) with CO2** – the consent to enter such areas is given and the conditions for performance of works in such areas are specified by the PZL Coordinator in consultation with the PZL Fire Safety Specialist. The Contractor's employees must be trained in responding to emergency situations.
- 13.10 **Mobile phones, headsets** – when operating machines or equipment or using tools or performing transport or cleaning activities, the employees of the Contractor must not talk on mobile phones or use headsets (for example, to listen to music).

- 13.11 **Concrete, concrete structures and supporting structures** – all protruding reinforcements on which the workers may fall must be protected in order to avoid the risk of serious injury. Reinforcement bars must be protected with cover plates. Employees must not perform works under suspended concrete elements as well as it is forbidden to transport the concrete elements and structural elements over the employees. The employees performing operations connected with installation of reinforcements at a height more than one meter above any work surface should be protected against a fall from height using proper protections and protective equipment in accordance with applicable regulations. Proper boarding and supporting system must be designed, made and reinforced and shall be constantly maintained by the Contractor in order to secure all vertical and side loads. The reinforcements of walls, pillars, columns and similar vertical structures should be adequately secured to prevent them from tilting or overturning. The Contractor, in consultation with the PZL Coordinator, shall determine a special restricted area for performing masonry and construction works. This area must include the height of the wall being built plus 1.2 m and the entire length of the wall.
- 13.12 **Demolition works and disassembly** – Prior to demolition of any building structure, a properly trained person should perform the technical and environmental assessment of such an undertaking. The assessment should determine the condition of window frames and door frames, walls, floors and construction elements and the likelihood of collapse of fragments of the structure as well as take into account the presence of hazardous materials.
- 13.13 **Explosion hazard zones (ex zones)** - the Contractor and/or its Subcontractors performing works in an explosion hazard zone must provide their employees with antistatic clothing or at least clothing made of a neutral material. In the explosion hazard zone, there is a complete ban on using electric devices and tools other than those having proper „Ex” category.
- 13.14 **Areas exposed to electrostatic discharge** – Always use clothing, shoes/equipment protecting against static discharge and check the effectiveness of the devices protecting against electrostatic discharge. Do not touch the equipment or devices exposed to electrostatic discharge.
- 13.15 **The vehicles with combustion engines inside buildings** – It is forbidden to use vehicles with gasoline engines or Diesel engines inside buildings without a prior approval of and arrangements with the PZL Coordinator and the Occupational Health and Safety and Environmental Protection Department and without providing the system for discharging exhaust gas outside the building.
- 13.16 **Lasers** – The use of laser equipment at the work site requires the prior approval of the Occupational Health and Safety and Environmental Protection Department.
- 13.17 **Noise** – In accordance with the applicable PZL rules and placed safety signs, the Contractor's Personnel should use proper hearing protections. The Contractors are obliged to notify the PZL Coordinator about planned works during which the noise level will exceed 85 dBA. If the PZL Coordinator deems it necessary, all works during which the expected noise level exceeds 85 dBA require proper fencing and marking of the work site.
- 13.18 **Radiographic equipment** – The use of any devices that emit radiation at the work site (devices that emit X-radiation, radioactive sources, etc.) requires the prior consent of the Occupational Health and Safety and Environmental Protection Department. Radiation sources must not be left unattended or left overnight on the PZL site.
- 13.19 **Temporary heating devices** – The use and location of a heating device require the prior consent of the PZL Coordinator. Additionally, the permit for hot work must be issued on the day of use of the heating device (see chapter 16 Hot work).

14 REACTING TO AND NOTIFYING ABOUT SUDDEN EVENTS, ACCIDENTS AND FAILURES.

- 14.1 The Contractor and its Personnel are obliged to immediately notify about:
- accidents, bodily injuries and a sudden illness of an employee,
 - near misses,

- c) failures,
- d) environmental failures, as well as about the risks that could lead to such failures.
- e) loss or damage to the PZL property, also about the above-mentioned events with participation of the Contractor's Subcontractors.

In the above-mentioned situations, the Contractor is obliged to promptly provide the following information to the PZL Coordinator:

- a) type of emergency situation (bodily injury, release of substances, fire) or event (threat, loss or damage to property),
- b) location of event,
- c) your name and the name of your company.

The Occupational Health and Safety and Environmental Protection Department should be also immediately notified about the event.

14.2 FIRE.

In case of fire, locate and activate the nearest manual call point (ROP) or call the emergency number included on the list of the emergency phone numbers. In this way, the information about the fire will be sent directly to the Security or external rescue services.

Do not attempt to extinguish fire by yourself if you are not adequately trained in the use of portable fire-fighting equipment

14.3 EVACUATION

Adhere to the principles of evacuation from the PZL building, made available together with the DUVRI document, and follow the instructions given by the responsible PZL personnel. The PZL Coordinator shall inform the Contractor and its Personnel about the location of emergency exits and escape routes in the building in which the works are performed. Do not panic during evacuation and leave the dangerous area as soon as possible. After the evacuation of the building, the Contractor should go to the assembly point for the evacuees, check the headcount of its employees and obey the instructions of the Head of the Rescue Action.

14.4 ACCIDENTS WITH BODILY INJURIES

In case of a bodily injury or a sudden illness, contact the Security dialing the emergency number **(081) 722 54 80** from a mobile phone or **754 80** from any phone on the PZL site.

14.5 RELEASE OF SUBSTANCES

Do not dispose/remove chemical substances by discharging them to the ground, sewage systems or storm drains. Information on the possibility of disposal or further handling of chemicals in such situations can be obtained from the PZL Coordinator.

The **release of a substance** is understood as an accidental **or intentional** scattering/spillage of any material/substance/product/waste out of the container/package in which it is stored. This does not apply to the planned situations during the use of the product.

The minimum amount of the scattered/spilled product that would qualify such an event as a release of a substance is not specified.

In case of any release of a substance, also outside the building, **immediately notify** the Security by dialling the emergency phone number and give the following information to the commander of the security:

- a) type of emergency situation (bodily injury, release of a substance, fire)
- b) location (name/number of department, letter and number marking the building)
- c) your name and the name of your company
- d) characteristics of released material
- e) amount of released material

f) the time at which the material was released.

The PZL Coordinator and the Occupational Health and Safety and Environmental Protection Department should be also immediately notified about the event.

The Contractor is responsible for any release of substances resulting from performance of works by the Contractor on the PZL site. The Contractor must immediately remove the released substance: collect the scattered substance/or remove it using sorbent and place the scattered substance/contaminated sorbent in proper containers and then hand it over to disposal at its own cost.

If the PZL Coordinator considers that the removal of the released substance exceeds the capabilities of the Contractor or the Contractor cannot remove the released substance in due manner, PZL shall delegate its employees or the specialists employed for this purpose to perform this task. In any case, the cost of removal of the released substance shall be charged to the Contractor. This may also apply to the removal of contaminated materials as well as restoring the terrain to its previous condition.

After the removal of the released substance, the Contractor is obliged to take samples and analyze them in an accredited laboratory in order to prove that the contamination has been removed. The samples must be taken with the participation of the PZL Coordinator and the Occupational Health and Safety and Environmental Protection Department. Until the results of the analysis are obtained, all the works in the area of the substance release must be stopped and the area must be fenced to prevent the access of unauthorised persons, in accordance with chapter 32 of this document. The results of the analysis must be submitted to the Occupational Health and Safety and Environmental Protection Department, which determines whether contaminants have been removed.

In case of contamination of elements of the environment, the Contractor shall remove the contamination in order to restore the terrain to its previous condition. The removal of contaminants must be documented by the reanalysis of samples. **After cleaning, the Contractor must fill the place of release of the substance with pure native material that meets the quality requirements at least as for land class IV.**

14.6 HANDLING OF EVENTS/DATA REGISTER

The Contractor and its Personnel should collaborate with the PZL Coordinator and the Occupational Health and Safety and Environmental Protection Department during the investigation of the causes and circumstances of the event and the implementation of associated corrective actions.

The report describing the course of the event and containing the assessment of the causes of the event and presenting the corrective actions (taken or planned) must be submitted to the PZL Coordinator and the Occupational Health and Safety and Environmental Protection Department within 24 hours following the event.

PZL requires the Contractor to keep the register of bodily injuries sustained by the employees of the Contractor and its Subcontractors at the work site in PZL and to submit these documents to the PZL Coordinator after completion of the works PZL reserves the right to use this data for statistical and preventive purposes in **Leonardo Helicopters Division** Group.

The Contractor is obliged to hold a training meeting with the employees after each accident at work, near miss, fire, fire hazard, environmental hazard or failure during performance of the works in order to discuss the event, its causes and the method of implementation of corrective actions. The PZL Coordinator must attend such a meeting and the meeting should be held no later than 3 working days from the date of the above-mentioned event.

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14.7 INVESTIGATION OF CAUSES FOR ACCIDENTS AND EVENTS

The investigation process and its coordination in case of each accident, bodily injury or release of a substance, including near misses, are conducted by the Occupational Health and Safety and Environmental Protection Department with the support of the PZL Coordinator and the Contractor's Personnel, considering the information referred to in point 14.6. The purpose is to identify corrective actions in order to prevent such situations in the future.

The following activities should be performed in case of each event

- a) secure the area using special barriers/warning tape in order to fence off the place of event,
- b) carry out the visual inspection of the place of event - this should be done in the presence of the personnel of the Occupational Health and Safety and Environmental Protection Department and the PZL Coordinator,
- c) interview the witnesses,
- d) if necessary, take photos/make a sketch of the place of event.

The report should include a description of the event, its **root** causes and corrective actions, including the schedule for their implementation.

The event report shall be completed by the Occupational Health and Safety and Environmental Protection Department for all events whose effect is associated **with injury**, a release of the substance deemed harmful or a substantial property damage.

15 FIRE PROTECTION AND PREVENTION.

- 15.1 In the PZL facilities and the adjacent areas, it is forbidden to perform the activities which may cause a fire, propagate a fire or hinder the rescue action or evacuation.
- 15.2 It is forbidden to use open flames, smoke tobacco and use other agents that might initiate ignition of the existing materials:
 - a) in the explosion hazard zone, except the devices intended for this purpose;
 - b) in the areas where fire hazardous materials are present;
 - c) in the areas where other flammable materials are present, specified by PZL and marked according to the Polish Standards concerning safety signs;
 - d) in the areas equipped with fixed firefighting systems (to prevent their accidental activation).
- 15.3 Do not block the exits and escape routes unless agreed with the PZL Fire Safety Specialist and the PZL Coordinator.
- 15.4 Ensure permanent access to:
 - a) fire extinguishers and fire-fighting equipment;
 - b) explosion relief devices;
 - c) sources of water for fire-fighting purposes;
 - d) devices activating and controlling firefighting systems and other systems affecting fire safety of a facility;
 - e) emergency exits;
 - f) electric circuit-breakers and switchboards and main taps of gas systems.
- 15.5 The Contractor is obliged to familiarize its employees with the provided Fire Safety Instructions for the facilities and, in particular, with the procedures of notifying about a fire in force in PZL, location of the fire alarm push-buttons and the procedure in the event of fire, including the principles of evacuation.

- 15.6 The Contractor must have its own fire-fighting equipment suitable for the kinds of hazards occurring at the work site, in the quantity sufficient for the size of the area, the extent of works and occurring hazards. The equipment must be properly verified and technically efficient - the fire extinguishers owned by the Contractor must pass the yearly inspection performed by an authorized person and the monthly visual inspection performed and documented by the Contractor or its authorized personnel.
Fire-fighting equipment must not be located further than 30 m from the work site.
- 15.7 If the fire-fighting equipment belonging to PZL is used, the Contractor or its Personnel are obliged to immediately notify the PZL Coordinator about this fact.
- 15.8 When using flammable liquids:
- a) follow the manufacturer's requirements specified in the Material Safety Data Sheets;
 - b) keep at the at work-station the amount of flammable liquids not greater than the daily demand;
 - c) keep the stock of flammable liquids exceeding the above-specified amount in a separate warehouse adapted for this purpose;
 - d) remove the waste of such liquids immediately;
 - e) store the flammable liquids in such a manner as to prevent a fire or explosion resulting from the storage or interaction of stored materials;
 - f) store the flammable liquids with ignition temperature below 328.15 K (55°C) only in the containers, equipment and installations adapted for this purpose, made of materials which are at least flame-retardant and which discharge static electricity, tightly closed and protected against breakage,
 - g) do not store flammable liquids in basements, lofts and attics, within the staircases and corridors and in other generally accessible areas as well as on terraces, balconies and loggias;
 - h) when storing liquids with ignition temperature below 328.15 K (55°C) in buildings, in fire zones with fire hazard to humans, it is allowed to store up to 10 dm³ of liquid with ignition temperature below 294.15 K (21°C) and up to 50 dm³ of liquid with ignition temperature of 294.15+328.15 K (21+55°C) in one fire zone categorized as fire zone with fire hazard to humans other than ZL IV and intended for purposes other than mercantile and service purposes and respectively, up to 5 and 20 dm³ of liquid in apartments;
 - i) combustible and flammable liquids which are poured at one time in the amount exceeding 18 litres should be:
 - poured in another place at a distance of at least 7.6 m from other places where actions are performed or separated by a structure ensuring protection against fire for at least 1 hour;
 - stored and transported in safe, certified containers intended for this purpose;
 - checked for proper ventilation to avoid concentrations of vapours in excess of 10% of their lower explosion limit;
 - transferred only between electrically bonded containers;
 - transported with consideration given to grounding and equipotential bonding;
 - unused flammable liquids should be stored in specially designed rooms intended for this purpose; the containers with flammable liquids stored outside buildings must be located no closer than 20 meters from the building and protected from sunlight.
 - j) Combustible and flammable liquids must be stored away from ignition sources (at a distance of at least 15 m).
 - k) Before starting hot work in potentially explosive atmospheres (rooms, facilities or zones) or in the areas where the works with the use of flammable liquids or flammable gases were previously performed, it is necessary to confirm that the concentration of vapours or gases mixed with air at these areas does not exceed 10% of the lower explosion limit.

A written permission from PZL is required to perform hot work

In the event of an alarm, the Contractor is obliged to evacuate its employees from the affected area in the safest way, using the emergency exits and escape routes (according to the evacuation plan)

Note: There is a complete ban on smoking tobacco in PZL buildings and in the direct vicinity of the buildings, except the designated smoking rooms.

16 THE PRINCIPLES FOR PERFORMING HOT WORK.

- 16.1 Hot work is understood as the work which is not specified in the technological instruction and includes the work performed with the use of open flames, preheating of tar board or pitch, welding, cutting, soldering or brazing, the work performed with the use of equipment producing sparks and/or generating heat, the work conducted in fire-hazard zones, potentially explosive atmospheres and gas-hazards areas inside the buildings, on the roofs of buildings, at adjacent areas and storage yards.
- 16.2 Before starting hot work the hot work permit must be obtained. The permit must be confirmed by the signature of PZL Coordinator and the PZL Fire Safety Specialist.
The permit is valid only for one day (it can be extended for another day by the PZL Works Supervisor after consultation with the PZL Fire Safety Specialist) and may be issued for specific works performed at a specific place.
The current hot work permit must be available at the work site at all times.
- 16.3 The Contractor is obliged to provide suitable fire-fighting equipment (e.g. fire blankets, non-flammable heat insulation shields, fire curtains and fire extinguishers) and ensure that the equipment is readily available in the areas where hot work is performed.
- 16.4 Before starting hot work, perform the following fire prevention activities:
- Move the flammable materials and substances to a distance of at least 12m from the place where hot work is performed. If the flammable materials and substances cannot be moved, they should be protected using heat insulation shields or curtains.
 - Flammable liquids should be removed or completely isolated from the place where hot work is performed. If any fire-fighting equipment is temporarily disconnected (upon prior agreement with the PZL Fire Safety Specialist), the Security must be informed.
 - Tarpaulin sheets used as shields during hot work should be fireproof.
 - Clean thoroughly the pipelines used previously for transporting flammable and ignitable liquids, protect them with inert gas and make sure that they are not exposed to action of a source of ignition.
 - Openings in walls, floors etc., including drains, should be closed, sealed or shielded.
 - Flammable dust should be removed from the places near the work-stand on which hot work is performed.
 - If the floor around the work-stand is made of flammable materials, cover the floor with a non-flammable shield.
 - In the areas where electrical equipment is not used, it is sufficient to sweep and wet the floor with water.
 - The employees of the Contractor must be informed where the nearest manual (alarm) call point, fire extinguishers and hydrants are located.
 - Fire watches and operators of fire-fighting equipment must be trained in the use of portable fire extinguishers and this training must be documented.
 - The PZL Coordinator should be notified if a fire extinguisher is used to extinguish the fire caused by hot work.

- In the areas where the work with the use of open flames and hot work are performed, fire-fighting equipment must be readily and directly available and must be located not further than 30 m from the place of work.
 - The elements for cutting, welding or preheating should be relocated to a designated, safe place or, if they cannot be relocated, remove all fire hazardous objects/materials from the close vicinity to a safe place. If it is impossible to remove the fire hazardous objects, perform the assessment and determine suitable technical activities in order to protect the stationary risk sources from high temperatures, sparks or welding slag.
 - Hot work must be performed by properly qualified and trained Personnel of the Contractor and under constant supervision of the person in charge of employees and representing the Contractor; the supervision must be regularly recorded in the „hot work inspection card”.
 - The Personnel of the Contractor working near, above or under the place where welding, firing or grinding is performed should be protected against chips or falling or floating elements/objects.
 - The dispersion of sparks produced during welding, burning or grinding should be reduced by the use of barriers and fire blankets and through proper organization of work and supervision.
 - If during the assessment performed before starting work it turns out that there may be an accumulation of harmful fumes or other contaminants in air, proper mechanical ventilation and protection of respiratory tract should be ensured.
 - If special curtains or barriers cannot be used, place the sign "Do not look at the welding arc without proper eye protection" at a safe distance from the place of work to warn the people nearby about the danger connected with looking at the welding arc.
 - Generated welding waste should be regularly placed in a metal container.
 - When hot work is performed in confined spaces, mechanical ventilation of these spaces must be ensured or, if this is not enough, the employees must be equipped with respirators.
- 16.5 Fire watch should be conducted by the Personnel of the Contractor during hot work or when a considerable amount of heat is generated. Fire watch should last for at least 2 times, every hour after completion of the works (duration of fire watch is agreed in each case with the PZL Coordinator). The Contractor's duties include assigning employees to conduct fire watch.
- 16.6 Organization of welding works and gas cutting – the minimum requirements:
- Before starting work during each working shift, inspect hoses and burners containing acetylene, oxygen, gas fuel or other substances that may catch fire or be harmful to workers or bystanders.
 - Damaged equipment must not be used. Damaged hoses and burners should be marked with a "Do not use" label and immediately withdrawn from use.
 - Acetylene containers must not be stored in a horizontal position.
 - The burners should be ignited using special igniters; do not use matches or fire used during hot work for this purpose.
 - Special valves should be installed on hoses in order to eliminate leaks and backflow of gas.
 - Unused burners should be closed and removed.
- 16.7 Organization of welding works and arc cutting
- During welding works and electric arc cutting, use non-flammable or fireproof shields to protect employees and bystanders from direct radiation of electric arc.
 - The leads of the equipment used for welding or electric arc cutting must be flexible, fully insulated and suitable for the maximum current requirements of the performed work. Damaged leads must not be used.
 - The power switch of the device must be opened when the person carrying out welding or cutting must leave the work station or temporarily interrupt the operation, or when the machine must be moved.

- All cables, return leads and earthing leads of the welding machines and electric arc cutting machines must meet the requirements of applicable regulations.
- Welding lead clamp must be installed directly on welded material.

17 ORGANIZATION OF WORK AT HEIGHT.

- 17.1. **Work at height** is the work performed on the surface located at a height of at least 1 meter from the floor or ground.
- 17.2. The work at height does not include work on the surface, regardless of the height at which it is located, if the surface is protected on all sides to a height of at least 1.5 meter with full walls or walls with glass windows, and if it is equipped with other permanent structures or devices for protecting workers against a fall from height
- 17.3. The balustrades consisting of guard rails located at a height of at least 1.1 meter and the curbs having a height of at least 0.15 meter should be installed on the surfaces located at a height of over 1 meter above the floor level or ground level, on which the employees performing work may be present or which may be used as passages. There should be a cross-bar at half height between the rails and curbs or the space between the rails and curbs should be filled to protect employees against falling from height.
- 17.4. The Contractor is obliged to organize and perform work at height in accordance with the requirements of the general occupational health and safety regulations.
- 17.5. The Contractor and its Personnel performing work at a height over 1 meter and not using technical means of protection against a fall from height (such as guard rails, fences or walls) has an absolute obligation to use the personal protection equipment.
- 17.6. The Contractor is obliged to ensure the basic protection against a fall from height for all workers performing work at a height of 1 m above the work surface where it is possible and additional protection against a fall from height if the basic protection is not sufficient.
The system of basic protection against a fall from height (e.g. guard rails) provides the protection when moving and working at height in the places where there are no walls and there are uncovered holes in the floor.

The system of basic protection against a fall from height includes, among others, permanently fixed rails, scaffolding, aerial lifts and other approved lifting equipment.

- 17.7. In the case of work requiring disconnection from the attachment point, use special belts with buckles and straps and two shock-absorbing lifelines with snap hooks. Before disconnecting from the original attachment point, fasten the second lifeline to a suitable attachment point.
- 17.8. The attachment point must be located at the height of the employee's waist or above.
- 17.9. The employees performing work at a height of over 3 meters are absolutely obliged to use personal protection equipment even if they use technical means of protection against a fall from height (such as guard rails, fences, protective nets or walls).
The Contractor performing work near the edge of a flat roof at a distance of less than 3.0 m from the roof edge or the roof with a slope up to 20% is obliged to have proper protections against a fall from height, referred to above. The person performing work on the roof with a slope of more than 20%, without using protective scaffolding, is obliged to use personal protection equipment or other protective devices.

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17.10. The system of additional protection against a fall from height consists of a safety harness and a lifeline with a shock absorber.

The additional protection against a fall from height should be used when the basic protection is not sufficient or cannot be used.

The use of the additional protection against a fall from height is connected with prior preparation of an emergency plan in order to make it possible to take immediate rescue action in case of a fall from height of the employee using the protection system.

17.11. Lifelines

- The system of vertical lifelines must be suitable (this applies also to the lifelines) to protection against a fall from height.
- Lifelines can be mounted vertically or horizontally but in a way that allows the movement of employees working at height.
- Horizontal lifelines must be properly tensioned in order to avoid their deflection.
- Horizontal lifelines must provide the attachment point at the height of the employee's waist or above.
- Vertical lifelines, used as a protection when moving vertically, must be equipped with sliding rope handles or consist of a lifeline with self-retracting function, attached directly to the safety harness.
- The sliding rope handles, suitable for a given type of line, provide the only method of safe attachment of a lifeline on the vertical line. Lifelines must not be fixed on vertical lines through knots or loops.
- Before the first use (and then once a year), a competent person, together with the equipment user, should inspect all the devices protecting against a fall from height.
- Damaged equipment should be immediately marked with a "Do not use" label and withdrawn from use.
- All employees of the Contractor sent to work at height must be fully trained in proper proceeding during work and in the use of safety equipment.
- Safety nets may be used only with the consent of the PZL Coordinator.

17.12 Direct supervision

The Contractor is obliged to provide and exercise direct supervision over works at height and particularly dangerous works in accordance with applicable regulations in this respect and appropriate to the occurring threats.

18 ORGANIZATION OF WORKS ON THE ROOF.

18.1. The access to the work on the roof requires the prior consent of the PZL Coordinator and the technical manager of the building on which the work is to be performed. The permit may be issued only after the performance of the following preventive actions by the Contractor and the confirmation of the performance by the PZL Coordinator:

- Assessment of the technical condition of the roof in terms of strength of roofing and the possibility of safe performance of work,
- Marking the hazardous locations (e.g. skylights, places of reduced strength, etc.) in a permanent and visible manner,
- Preparation of risk assessment for all activities performed at the work site, considering the risk of falling from height not only on the outside but also inside the hall or building.

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- Presentation of the approved work performance plan prepared on the basis of the risk assessment including: direct supervision of the work, instructions concerning particular activities, personal division of labour, sequence of performance of tasks and the use of efficient and certified equipment protecting against a fall from height.
 - Making all employees familiar with the risk assessment, upon written confirmation.
 - Fencing and marking the area around the work site in order to restrict the access.
 - Determining and marking "drop zones" from the roof (if there is such a need).
- 18.2. Work at height must be performed by at least two people and constantly controlled by a designated representative of the Contractor.
- 18.3. All employees performing work at height, including supervisors, must use the certified equipment protecting against a fall from height.
- 18.4. Before each first start of work at height, the Contractor is obliged to carry out the training for its employees in checking, putting on and using the personal equipment protecting against a fall from height.
- 18.5. Transport or transfer of employees at height may be performed only using devices that are designed for this purpose and meet applicable regulations.
- 18.6. The Contractor performing work near the edge of a flat roof at a distance of less than 3.0 m from the roof edge or the roof with a slope up to 20% is obliged to have proper protections against a fall from height, referred to above in chapter "ORGANIZATION OF WORK AT HEIGHT". The person performing work on the roof with a slope of more than 20%, without using protective scaffolding, should use personal protection equipment or other protective devices.
- 18.7. The Contractors working on the roof with unsecured edge, located above the height of 1.8 m, require protection against a fall from height provided in one of the following ways:
- a) in the facilities with installed system protecting against a fall from height, the work should be performed according to the manual assigned to a given facility
 - b) construction of a temporary, approved system of guard rails,
 - c) individual protection against a fall from height (devices protecting against a fall from height)
- 18.8. Without the consent of the PZL Coordinator, the Contractor and its Personnel must not enter the roof in difficult atmospheric conditions.

19 USE OF SCAFFOLDING.

- 19.1 Before starting work, all scaffolding must be inspected by a competent employee of the Contractor and marked with a label bearing the employee's signature and information that the scaffolding is technically efficient and suitable for use.
- 19.2 The Contractor shall appoint a person with appropriate qualifications to carry out daily inspections of scaffolding and check its integrity.
- 19.3 Scaffolding should be erected in accordance with applicable principles, regulations and in accordance with the technical documentation.
- 19.4 Elements of scaffolding in poor technical condition must be withdrawn from use until they are replaced or repaired.
- 19.5 The base of scaffolding platforms should be free from damage, rigid and resistant to the maximum permissible loads.
- 19.6 Working platforms made of wooden planks or logs should be suitable for the permissible load, tight and protected against a change of position.
- 19.7 Scaffolding must be erected horizontally (*by making successive levels*) and periodically checked for proper levelling.

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- 19.8 During the erection of scaffolding, the employees must use the protections against a fall from height. In difficult weather conditions, such as, for example, wind, rain, ice or snow, the work supervisor may remove the scaffolding from service until further notice.
- 19.9 Ladders or stairs are used to enter the higher level of scaffolding. Do not climb scaffolding if it is not designed for that purpose.

20 USE OF LADDERS.

- 20.1. Before starting work, all scaffoldings must be checked by a competent employee of the Contractor. Ladders made of conductive materials must not be used for work on live parts.
- 20.2. Ladders should have the appropriate markings of the manufacturer, such as the nameplate.
- 20.3. The employees using ladders should be trained in their maintenance, use and control.
- 20.4. It is forbidden to use damaged ladders.
- 20.5. Ladders must not be used for purposes contrary to their intended purpose.
- 20.6. Care should be taken not to use the ladder as a work surface for a long time. Where possible, lifts should be used.
- 20.7. If the ladder must be used as a work surface, the following precautions should be taken:
- use personal fall-arrest equipment (if possible),
 - use the equipment stabilizing the ladder,
 - attach the ladder (*to the floor or wall*),
 - assistance given by another person throughout the work.
- 20.8. If the ladder is used to enter the work surface located above, the side stringers of the ladder should extend at least 0.75 m above the surface. If this is not possible, other safety measures should be used, such as, for example, a lift (a manlift).
- 20.9. Ladders should be supported only on a level and stable base at an angle between 65 and 75 degree. If in doubt, the ladder should be secured to prevent its accidental relocation.
- 20.10. Do not exceed the allowable load of the ladders. The value of the allowable load should be shown on the ladder.
- 20.11. Multi-part combined or pull-out ladders must be used in such a manner as to prevent the movement of their various parts with regard to each other. The stepladder's segments should be bound with a chain or a connection limiting their spacing.
- 20.12. All ladders purchased after 01.05.2004 must have a "CE declaration of conformity" and the ladders purchased at an earlier date than the above-mentioned date must have at least the Polish safety mark "B". All ladders without a proper safety mark must not be used on the PZL site - they must be withdrawn from use.

21 THE USE OF AERIAL LIFTS.

- 21.1. Aerial lifts (lifts with an outrigger, scissor lifts, "snorkel" lifts, etc.) and other mechanically suspended working platforms should be used in accordance with the manufacturer's manual, applicable regulations and industry standards and should meet the PZL requirements concerning trucks. Every day before starting work, the driving-lifting device should be checked by an authorized operator and its efficiency must be confirmed in writing.
- 21.2. All employees operating the aerial lifts should be properly trained in operation of a given device.
- 21.3. The employees working on aerial lifts should be equipped with safety helmet. It is forbidden to climb the railings, rails and brackets or lean out of the lift.
- 21.4. The areas below the place where the work at height is performed should be clearly marked using posts, tapes and warning signs to protect people working on the ground.
- 21.5. The main areas of the construction site should be fenced and warning signs should be placed in such a manner as to prevent access by unauthorised persons.

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- 21.6. The Contractor must not use the overhead cranes, lifts or trucks owned by PZL without the prior consent of the PZL Coordinator.
- 21.7. Travelling cranes, including portable derrick cranes, power shovels or similar equipment must not be used closer than 35 m from the overhead high-voltage lines.
- 21.8. Each damaged lift or each lift posing any kind of threat should be immediately withdrawn from use.
- 21.9. Each employee who must go outside the raised lift must be securely attached to the anchorage point located above.
- 21.10. The Operator should check the lifts for safety of their use before the start of each working shift.

22 THE USE OF CRANES AND LIFTING EQUIPMENT.

- 22.1. Operation of cranes and lifting equipment by the Contractor should be in accordance with the instructions and limitations specified by the manufacturer.
- 22.2. Crane operators must have the appropriate authorizations to operate this type of equipment (available in the course of operation).
- 22.3. The equipment should be maintained and inspected in accordance with the statutory requirements and the manufacturer's requirements.
- 22.4. The PZL Coordinator, after being notified by the Contractor, must inform the Occupational Health and Safety and Environmental Protection Department as soon as possible about the performance of work with the use of cranes.
- 22.5. People must not be transported on the crane hooks or wrecking balls.
- 22.6. If the height of the crane exceeds the height of the highest object at the work site, the crane should be marked or equipped with a warning lamp.
- 22.7. The rigging systems made at the work site should:
 - have the safety factor equal to 2.5,
 - obtain the approval of a construction technician if they are to be attached to building structures,
 - take into account the possibility of an accidental deviation of up to 60 degrees from the vertical line, even if the design of the device assumes only vertical lifting.
- 22.8. When lifting by means of cranes:
 - One person should control the lifting height.
 - One person fluent in using hand signals transmits corresponding messages using this system of signals.
 - The crane operator and the signalling person must maintain constant eye contact during lifting operations.
 - The area in which the work is performed should be cleaned and surrounded with ropes or fenced.
 - Do not stand or walk under suspended loads.
 - The information about the protections against a fall from height are included in chapter 17 *ORGANIZATION OF WORK AT HEIGHT*

23 THE USE OF LIFTING SLINGS.

- 23.1. Stored lifting slings should be locked and supervised.
- 23.2. Lifting capacity of lifting slings should be marked.
- 23.3. Every day, before starting work, check that the lifting slings, fixing of ropes and connections are not destroyed or damaged. Efficient safety interlocks should be installed on the hooks of lifting slings. Destroyed or damaged lifting slings should be immediately withdrawn from use and marked with a "Do not use" plate.
- 23.4. Do not exceed lifting capacity of lifting slings. Tags with information about the yearly inspection should be attached to lifting slings.

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- 23.5. Lifting slings should be insulated or protected against contact with sharp edges of loads.
- 23.6. Steel rope slings and belt-type synthetic fibre slings should be immediately withdrawn from use and destroyed if they are damaged, worn out or their lifting capacity marking is not legible.
- 23.7. Lifting slings may be used only by the persons having proper authorizations.

24 THE USE OF CHAIN HOISTS AND WINCHES.

- 24.1. Chain hoists and winches may be used only if they are in good technical condition (in particular, pay attention to the condition of chains, cables and hooks).
- 24.2. These devices should be subject to constant supervision and control. Chain hoists and winches should be checked once a year and the date of the latest inspection should be legibly written down on a tag attached to the device.
- 24.3. Efficient safety latches should be installed on suspended hooks and load hooks.
- 24.4. Suspended hooks must be able to rotate when lifting or pulling loads.
- 24.5. Load chains and cables must not be used as lifting slings.
- 24.6. Lifting capacity of chain hoists and winches should be suitable for the weight of the load being lifted or pulled.

25 PROTECTION OF SUSPENDED LOADS.

- 25.1. Loads must not be suspended above people or places where people are present.
- 25.2. The area where the work with suspended loads is performed should be separated using safety marker posts or warning tape and properly marked with signs warning bystanders and the users of a given area about the work performed with the use suspended loads. When fencing the work site, take into account the length of used materials and the possibility of their horizontal arrangement or rebounding from the ground after falling from a height. Determined distances should take into account the hazard of this type and assume its occurrence within the fenced area.
- 25.3. If the work is limited to visual inspection performed without the use of tools, the marker posts or warning tape may be used at a minimum distance of 60 cm from the work site (when there is no risk of objects falling from a height).

26 LOCKOUT/TAGOUT PROCEDURE.

- 26.1. Before starting maintenance work, repair work or periodic inspections of machines, equipment or systems, the employees of the Contactor are obliged to use the LOCKOUT/TAGOUT system in such a manner as to protect all dangerous sources of energy against the risk of their activation. This requirement applies to the works interfering in electrical, mechanical, chemical, thermal and pneumatic systems – during which safety interlocks should be used and proper warning plates should be installed).
- 26.2. The Contractors should restrict the access to the work site where energy sources are de-energized and use proper markings.
- 26.3. The Contractor is obliged to agree with the PZL Coordinator, **SF&M** and the Occupational Health and Safety and Environmental Protection Department the rules for the use of the system in PZL.
- 26.4. While using the LOCKOUT/TAGOUT system, the Contractor shall comply with the safety systems implemented in PZL.
- 26.5. If the locking of dangerous energy sources involves entering a confined space, the entrance to this space may take place only in accordance with the procedure set out in chapter 29 of this document.
- 26.6. After completed work, each employee shall remove only his locks and tags.
- 26.7. The requirements for longer periods of lockout of dangerous energy should be agreed with the PZL Coordinator and **SF&M**.

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- 26.8. If the work requiring the application of the lockout/tagout system is performed by more than one team, one employee should be appointed to coordinate the work and supervise the continuity of the protection.

27 ELECTRICAL SAFETY.

- 27.1. Only efficient electrical systems and live equipment may be operated.
- 27.2. Exposed live parts should be deenergized and protected.
- 27.3. If the PZL Coordinator considers that deenergizing of exposed live parts may create additional risk or is not feasible due to equipment design or operational limitations, the qualified personnel of the Contractor and the PZL Coordinator in cooperation with **SF&M** shall develop a special safety procedures for conducting work on live equipment.
These procedures shall help prevent the direct or indirect (e.g. through a tool or material) contact with live parts and shall be matched to the working conditions and voltage.
- 27.4. The PZL Coordinator in consultation with **SF&M** shall determine the closed zone around unsecured voltage sources.
- 27.5. Extension cords. Damaged, temporarily connected or isolated extension cords must not be used. Extension cords should be used and secured in such a manner as to prevent damage to the cord insulation or tripping over the cord. Extension cords may never run through window or door openings. Extension cords should not be used as permanent power supply devices. It is strictly forbidden to fix the extension cords with steel stitches, hang on nails or suspend using wires.
- 27.6. It is forbidden to use insulating tape for temporary repairs of frayed leads.
- 27.7. Portable electrical equipment must be fully efficient and used in accordance with the user manual.
- 27.8. Electric sockets at the construction or repair work site, which are not fixed elements of the system of the building or other facilities, must be equipped with earth fault breakers.
- 27.9. Temporary electrical systems, which are currently not in use, should be disconnected from the power source.
- 27.10. Earth fault breakers should be always used as earth fault protections when working on electric leads. After installation, earth fault breakers should be checked by authorized personnel for correctness of installation and operation. Portable earth fault breakers must be checked before each use and those which are the components of the fixed electrical system should be checked once a month.
- 27.11. Temporary lighting of the construction site, ramps, corridors, office space and warehouse space should meet the minimum requirements for light intensity. All main sources of light should be protected against accidental touching or damage. Metal elements must be grounded.
- 27.12. The temporary lighting lamps must not be suspended by the power lead unless their design allows this. Temporary lighting circuits may be used only for lighting purposes.
- 27.13. When conducting work on live electrical equipment, the safety requirements of the relevant regulations must be complied with. Such work may be performed only by designated personnel having proper authorisations, training, protective clothing and insulated tools, upon the written permission of the superior and under his supervision.

28 RESTRICTED AREAS.

- 28.1. The Contractors are obliged to comply with the requirements of PZL concerning the access to restricted areas. Every time the entry to the area marked by PZL as a restricted area is necessary, the permission for entry must be obtained. The Contractor and its employees may not move around the restricted areas without a written permission.

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- 28.2. Before entering the restricted area, the Contractor and its Personnel should be instructed by the authorized PZL personnel about the existing hazards and safety rules applicable in this area. At the same time, the Contractor must respect the requirements of PZL in these areas and the requirements of the regulations concerning safe organization of work

29 WORK PERFORMED IN CHANNELS, TANKS/CONFINED SPACES

- 29.1. The work in channels, tanks/confined spaces may be performed only by qualified and properly trained personnel, equipped with the necessary equipment and tools, in full compliance with applicable legal requirements.
- 29.2. The work in tanks, channels may be started and performed only upon the written permission issued in the manner specified by the Contractor and after the receipt of the written consent to start work issued by the PZL Coordinator.
- 29.3. The work performed in tanks, **constant direct supervision must be provided**. The person issuing the order to perform such work should check whether the organizational and technical preparations ensure safety for the employees during performance of work.
- 29.4. The Contractor shall ensure the ability to provide immediate first aid for the employee working in the tank, in case of emergency or accident.
- 29.5. The work in the tank may be started and performed, subject to point 29.6., when the following requirements are met:
- 1) the tank should be drained and pre-cleaned by washing, blowing with steam or inert gas and blowing with air; blowing the tank with oxygen is impermissible;
 - 2) if the work in the tank may be connected with fire hazard, the necessary fire protection measures must be taken;
 - 3) disconnect the supply of materials, substances and agents from other tanks, conduits, apparatus, etc. to the tank;
 - 4) heaters, moving devices and other devices that may create a hazard, located inside the tank, must be disconnected from power sources;
 - 5) railway tracks, railroad switches, conveyors, discharge places, etc. located above the tank must be shutdown or immobilized for the duration of the work in the tank;
 - 6) immediately before the start of the work inside the tank, the air in the tank should be tested for the contents of oxygen and gases and vapours of substances classified as hazardous;
 - 7) air temperature in the tank should not differ from ambient temperature by more than 5 °C (5 K);
 - 8) necessary collective and personal protective equipment should be ensured.
- 29.6. The requirements specified in point 29.5. 1) do not apply to the preparation of the channel to the performance of the work in the channel, and point 29.5. 3) - does not apply to the sewer and gully.

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- 29.7. Before working in the sewer or gully, ventilate a given section of the sewer, leaving the manholes open, and shutdown this section of the sewer, or if it is impossible, maximally reduce the flow of sewage.
- 29.8. The employee or employees performing work inside the tank should be safeguarded by at least one person outside the tank.
- The safeguarding person should be always in contact with employees working inside the tank and be able to immediately inform the other persons who can, if necessary, provide immediate help.
- 29.9. The employee entering the tank should be equipped with appropriate personal protective equipment, in particular:
- 1) a safety harness with a lifeline attached to a suitably resistant element of the external structure;
 - 2) a safety helmet and protective clothes;
 - 3) protective-isolating equipment for the respiratory system.
- 29.10. The safeguarding person should be equipped with the same personal protective equipment as the employees working inside the tank.
- 29.11. Working without the respiratory system protections is allowed only when the oxygen content in the air inside the tank is at least 18 % and the air inside the tank does not contain substances harmful to health in the concentrations exceeding the highest permissible concentrations of the factors harmful to health in the work environment and there is no risk of their occurrence when the employee is inside the tank.
- 29.12. The decision not to use the respiratory system protections in connection with the fulfilment of the conditions referred to in 29.11. may be taken only by the person managing the employees of the Contractor.
- 29.13. When the employees are inside the tank, all hatches should be open and, if it is not sufficient to maintain the required parameters of air inside the tank, air should be constantly blown into the tank.
- 29.14. The tank interior should be illuminated with an electric light source of a safe voltage.
- 29.15. Transport of tools and other objects and materials inside the tank should be carried out in a manner that does not present a hazard and nuisance to the employees working inside the tank.
- 29.16. If there is a possibility of occurrence of explosive concentrations in the tank, the measures preventing explosions should be taken.
- 29.17. If the work is to be performed inside the tank containing liquid or loose materials, in which there is a risk of drowning or covering the employee with the material - regardless of the protection provided by the appropriate personal protective equipment - the employee should be lowered into the tank interior on the platform or other device allowing safe performance of work.

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29.18. Channels and gullies should be secured so as to prevent the risk of falling into them, closed with proper covers or properly fenced and marked. Unsecured channels, gullies, cavities and openings must not be left open.

30 ENVIRONMENTAL REQUIREMENTS.

- 30.1. PZL requires the Contractor to organize and perform the work with respect for the environment and to ensure the implementation of the requirements of the applicable environmental regulations.
- 30.2. During performance of works on the PZL site and for PZL, the Contractor may not use banned or restricted substances and materials or mixtures containing them.
- 30.3. The Contractor must introduce the organizational and technical solutions to ensure that as a result of the performance of work by the Contractor (for and/or on the PZL site), the generated waste, wastewater or emission will not cause adverse effects to the health and safety of the employees of the Contractor, PZL employees, society and the environment.

WASTE/SEWAGE – HANDLING

- 30.4. When planning the work, the Contractor must identify possible types and quantities of waste, wastewater and air emissions and predict the technical solutions to enable their safe handling.
- 30.5. The Contractor/Subcontractor, at the stage of offer-making process, shall indicate the entities **that will collect** the waste generated **by him** during the performance of the work described in the contract/commission/order. The Contractor/Subcontractor shall submit all necessary documents (permits, decisions, contracts with waste collectors, **BDO registration numbers**) certifying that the generated waste shall be transferred to authorized entities. **At the request of PZL-Świdnik S.A. The Contractor is obliged to provide the HSE department - through the PZL-Świdnik S.A. Coordinator - with a copy of the documentation related to the management of the generated waste - Waste Transfer Cards and Waste Record Cards.**
- 30.6. **All waste generated during work performed by permanent operators must be transferred directly to the waste operator collecting waste at the premises of PZL-Świdnik S.A. All waste generated during work performed by Contractors and/or Subcontractors must be removed on an ongoing basis (after the end of the work shift) from the premises of PZL-Świdnik S.A. and be forwarded to the recipients indicated at the offer stage - as referred to in point 30.4. The exceptions are rubble, scrap resulting from dismantling works and waste arising from remediation works. Contractors manage this waste on their own, in accordance with the arrangements indicated in the waste management plan referred to in point 30.9.**
- 30.7. The waste or sewage generated during the work performed by the Contractor are owned by the Contractor in accordance with the provisions of the Waste Act (unless otherwise agreed) and therefore, the Contractor bears all the costs associated with their further handling and processing.
- 30.8. **In the event of carrying out work that goes beyond the scope of work described in D.U.V.R.I. The Contractor must additionally obtain from the Occupational Health and Safety and Environmental Protection Department the consent to perform the processes or works during which any type of waste, waste water or air emissions will or may be generated.**
- 30.9. **The contractor will present PZL-Świdnik S.A. waste management plan (taking into account waste segregation) for the duration of the contract or order. A plan containing information regarding the types of data generated and the method of collecting such information will be attached to the D.U.V.R.I.**
- 30.10. **Without the consent of the PZL-Świdnik S.A. Coordinator, you may not take it outside the premises of PZL-Świdnik S.A. no waste and materials beyond the scope of the commissioned work.**
- 30.11. The Contractor must provide proper containers for construction waste and other suitable containers for segregation of waste generated.

The containers prepared by the Contractor/Subcontractor must be tight, closable, in good technical condition, made of a material resistant to action of collected waste. **The containers should be marked with labels (name and code) informing about the waste that can be stored in them and the name of the Contractor to whom the given container belongs, together with the Contractor's contact phone.**

- 30.12. It is strictly forbidden to pour out waste water (including washings produced when cleaning tools, personal protective equipment, etc.) or other liquid waste into sinks, drains, toilets, floor drains, storm water drainage or to the ground.
- 30.13. Any solid or liquid waste generated during the work may not be removed to the containers for municipal waste **located in PZL-Świdnik S.A** or mixed with municipal waste.
- 30.14. All used and expired chemicals must be handed over for **treatment** to a company having appropriate authorizations specified by the Polish law.
- 30.15. The waste generated during provision of a service should be placed in specially marked and approved containers placed on the PZL site. The containers must be tight and made of a material resistant to the collected waste.
- 30.16. Chemically incompatible waste must be collected separately in order to avoid mixing and/or detrimental influence on people or the environment.
- 30.17. Deliberate and/or illegal removal or release of waste into the environment is forbidden.
- 30.18. Expired products such as paint, cans with spray paint (also empty cans), used lacquer, thinners, various solvents, oils, kerosene or pieces of materials contaminated with these products are a hazardous waste.
The waste containers located outdoors should always be covered to protect against rain water, snow, etc., unless they are actively used. The containers must be covered from the time they are transported to the work site until they are removed from the work site.
The active use should be understood as putting waste into and removing waste from the container and the time needed for bringing waste in and out. This means that each person putting waste into the container is responsible for its covering after completing this activity, unless other waste will be put into the container in a moment. However, if it is raining or snowing or if rainfall or snowfall is expected, it is necessary to remember to cover the container after each loading, regardless of whether waste will be put into the container later on the same day or not.
- 30.19. The Contractor is responsible for a proper cover for a container unless the container is delivered by the PZL Coordinator.
- 30.20. The PZL Coordinator is obliged to check containers for damage and nonconformities upon their delivery to the work site and give his consent to their use by the Contractor.
- 30.21. If the container cover is flexible (e.g. made of tarpaulin), it should be well tightened to minimize accumulation of rainwater. The collected water should always be removed before removing the cover.
- 30.22. During the performance of work, the entire legal responsibility for safety and protection of the environment rests with the Contractor. After completion of work or when the employees of the Contractor are not present at the work site, the PZL Coordinator takes over the responsibility until the removal of the container from the work site or until the commencement of work by the personnel of the Contractor.
- 30.23. Containers for liquid waste or wet waste should be placed away from gullies and storm-water drains, in the places where there is a little risk of waste entering the gullies or storm-water drains in case of leakage and/or the gullies and storm-water drains should be properly protected against possible leakage from a container during storage or transport. The containers of this type must be placed in the areas with hardened, tight and non-absorbent surface in order to protect the environment from contamination.
- 30.24. The Contractor/Subcontractor may not store generated waste on the grounds owned by PZL. All generated waste must be regularly removed from the PZL site and the construction site.

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- 30.25. In case of any damage, the container cover should be immediately replaced. The same applies to the containers, which should be free from damage and deformations.
- 30.26. All containers for liquid waste or wet waste equipped with a drain plug should have the cover closed and the plug protected against unintentional damage or falling out.
- 30.27. The containers with liquid waste must be located on spillage trays and the place where they are located must be equipped with sorbents.
- 30.28. The construction equipment, i.e. machines, devices, etc. used on the construction site, including containers for waste, trucks for transporting waste, must be thoroughly cleaned before leaving the construction site. Dust should be removed from the equipment by sweeping with brushes. Particular attention should be paid to the vehicles' wheels so as not to move mud and other contaminants outside the work site. If necessary, rinse the wheels thoroughly with running water. If necessary, use the mats on which to perform the cleaning process.

FILLING MATERIALS (e.g. earth or sand)

- 30.29. All filling materials transported to the PZL premises must be free from contaminations.
- 30.30. The Contractor must submit the original certificate confirming the purity of the material for each transport batch. A transport batch is understood as the amount of material transported on one means of transport. The certificate must be issued by an accredited laboratory and must confirm the place of origin of the material and that the samples taken from a material batch are free from contaminations. The certificate shall become the property of PZL.
- 30.31. Filling with the material must be performed in the presence of the PZL Coordinator.

31 LOWER TIER ESTABLISHMENT

- 31.1. On the basis of the applicable regulations, PZL has been classified as an **lower** tier establishment. "THE DATA SHEET CONCERNING THE RISK OF A MAJOR INDUSTRIAL ACCIDENT AT PZL-ŚWIDNIK S.A. PREMISES" is enclosed as the Appendix No. 3
- 31.2. During preparation of the DUVRI document, the Contractor performing work in the areas with a high risk of a major industrial accident always receives the requirements for safe organization of work in the areas with a risk of an industrial accident and must familiarize its Personnel with these requirements.
- 31.3. The Contractor and its Personnel are obliged to read and understand the PZL requirements contained in this document and the documents supplied to them and use them during performance of work on the PZL site.
- 31.4. Each entry of the Personnel of the Contractor into the areas with a high risk of a major industrial accident must be notified to the manager of a given area or to his deputy or another designated person. After completion of the work, the area manager must be notified about the fact that the work has been completed and the Personnel of the Contractor have left the area.
- 31.5. In these areas, the possibility of evacuation must be taken into account. Consequently, the Contractor or the person assigned by the Contractor must always have current information about the number of its employees performing work in the area.

32 MATERIALS CONTAINING ASBESTOS.

- 32.1. When planning the work, the Contractor must be aware that some construction materials used in the past may contain asbestos. When planning the work, the Contractor should take into account and be properly prepared for the fact that thermal insulation materials used in older systems or building materials in the old buildings may contain asbestos.
- 32.2. Each time materials containing asbestos are found during performance of work, the work must be immediately stopped and this fact must be notified to the PZL Coordinator. The prior consent issued

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by the PZL Coordinator and the Occupational Health and Safety and Environmental Protection Department is required before starting any building and demolition work in the areas where asbestos is or may be present.

- 32.3. The Personnel of the Contractor may not attempt by themselves to remove waste or repair the material likely to contain asbestos if the Personnel do not have proper qualifications and training in disposal of asbestos and without the consent of PZL to perform work connected with asbestos **removal**.
- 32.4. All employees of the Contractor must leave the affected area for the duration of the assessment of the material by the PZL personnel.
- 32.5. Any new products containing asbestos or similar substances (e.g. chrysotile, amosite, crocidolite, anthophyllite, actinolite) must not be used in the facilities and on the PZL site. Some names of types of asbestos, used by foreign suppliers, may not contain the word "asbestos".

33 PROTECTIONS AGAINST ACCESS TO HAZARDOUS AREAS.

HAZARDOUS AREAS

- 33.1 The hazardous areas in which the Contractor performs its work should be properly fenced and marked with safety signs and colours.
- 33.2 Examples of proper protection:
- unsupervised construction site or work site - balustrades, folding gates with a height of at least 1,10 m,
 - the work area where the work is performed and which is subject to continuous supervision, with the risk of moderate or serious bodily injuries - safety tape,
 - the work area where the work is performed and which is subject to continuous supervision, with the risk of light bodily injuries (e.g. installation of a notice board, hydraulic repairs of a water fountain) - tapes or warning marker posts.
- 33.3. The prior consent of the PZL Coordinator is required to block the main passages and the signs informing about the changes and directing employees to the nearest emergency exits must be placed in such a situation.
- 33.4. The partitions in the form of screens/curtains must be made of non-combustible materials and have a certificate which is confirmed on the product label or in its description.
- 33.5. The construction site or work site should be fenced and warning signs prohibiting the access of unauthorized persons must be placed.

CHANNELS, INSPECTION CHAMBERS, DITCHES, EXCAVATIONS

- 33.6. The Contractor undertakes to organize the work in channels, inspection chambers, ditches and excavations in a proper manner and ensure suitable protection and fencing of the work area in order to prevent the access by unauthorized persons.
- 33.7. If the employees working in the fenced area are exposed to a risk of falling from a height greater than 1.8 m, the additional protections against a fall from height, approved by PZL, must be used.
- 33.8. The protections required in case of exposure to a risk of falling from a height during the work involving:
- a) the excavation with a depth of less than 1.2 m but greater than 0.3 m – fences, folding gates with a height of at least 1.1 m, at the distance of 1.2 m from the excavation edge.
 - b) the excavation with a depth of less than 0.3 m and the unsupervised area (i.e. the work is not being performed in the area) - warning tape should be placed at the distance of 1.2 m from the excavation edge.

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- 33.9. If the applied protection interferes with the access to the main passages or completely blocks the main exit from a given department/area, the minimum distance of 1.2 m from the excavation edge may be changed with the consent of the PZL Coordinator. However, if this situation poses a greater threat to the employees within the fenced area, other methods of protecting the access to the area may be used upon the consent of the PZL Coordinator and the Occupational Health and Safety and Environmental Protection Department.

OPENINGS IN WALLS AND FLOORS

- 33.10. Openings in floors must be protected using covers or guard rails and curbs protecting the employees, material and tools from falling to the lower level.
- 33.11. The openings in walls which pose a threat of falling through from a height above 1.2 m and whose base is located at a height of less than 0.9 m above the working surface should be permanently shielded.
- 33.12. Each floor or platform with exposed sides, located higher than 1.2 meter above the level of the adjacent floor or the ground must be protected with guard rails or equivalent elements. In every place where there is a risk of falling into an opening or where the equipment or machines are working from which a material posing a threat is falling, the curbs with a proper height should be placed.
- 33.13. The Contractor must provide the protection for the persons performing work in the places without side walls and near openings, when covering the roofs with a little slope with tar board.
- 33.14. In the areas of potential hazard, where pedestrian traffic or vehicle traffic should be directed to another route, the Contractor is obliged to place, in consultation with the PZL Coordinator, the signs, fences, etc. and check that they are in place.
- 33.15. The separating barriers should be located in the places where it is necessary to draw the employees' attention to the existing hazards (conditions/activities), i.e. in the areas where loads are transported on lifts, excavations are made or there are holes in the walls/floor.

34 HAZARDOUS SUBSTANCES AND MATERIALS.

- 34.1. Handling, storage and transport of hazardous substances and materials conducted by the Contractor and its personnel must be in accordance with the requirements of the applicable regulations including REACH Regulation¹, CLP Regulation² and ADR Agreement³, the Polish law and the internal requirements of PZL.
- 34.2. The planned delivery to PZL and transport of hazardous materials on PZL roads must be reported at the gateway, where the detailed information about the shortest route is obtained. This does not apply to the Contractor performing internal transport, who is obliged to comply with the internal PZL requirements and agree with the PZL Coordinator the transport of large amounts of hazardous materials.
- 34.3. The Contractor must have a written confirmation that its employees performing work on the PZL site or for PZL, in contact with hazardous substances or materials, have read and understood the Material Safety Data Sheets (MSDS). MSDS should be available at the work site.
- 34.4. The Contractor should train its employees in the scope of physical, chemical and biological agents present at the work site (regardless of whether the risk is caused by the processes performed by the Contractor or by PZL).

¹ Regulation (EC) No 1907/2006 of the European Parliament and of the Council of 18 December 2006 on the Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH), establishing a European Chemicals Agency, amending Directive 1999/45/EC and repealing Council Regulation (EEC) No 793/93 and Commission Regulation (EC) No 1488/94 as well as Council Directive 76/769/EEC and Commission Directives 91/155/EEC, 93/67/EEC, 93/105/EC and 2000/21/EC, in short referred to as REACH Regulation.

² Regulation (EC) No 1272/2008 of the European Parliament and of the Council of 16 December 2008 on the classification, labelling and packaging of substances and mixtures, amending and repealing Directives 67/548/EEC and 1999/45/EC and amending Regulation (EC) No 1907/2006, in short referred to as CLP Regulation.

³ The European Agreement on the international road transport of hazardous goods (ADR), signed in Geneva on 30 September 1957, in short referred to as ADR Agreement.

- 34.5. The information about the hazards occurring on the work site, resulting from the PZL activities, are available in the DUVRI document; additionally, the PZL Coordinator shall provide access to MSDS for the materials and substances used at the work site.
- 34.6. Before the introduction of a hazardous substance or material to the PZL site and before its use (including fuels, paints, coating materials, coolants, cleaning agents, flooring materials, etc.), the Contractor must report this to the PZL Coordinator and obtain the approval for use from the Occupational Health and Safety and Environmental Protection Department. When applying for the introduction of a new hazardous substance or material, the MSDS and the information about the amount, size and type of packaging and application method must be submitted. If the application for the introduction of a new hazardous substance or material takes place during preparation of the DUVRI document, the reapplication for the same material is not required unless there is a need to increase the amount of the material, which influences the safety level of employees, fire safety level or environmental protection level.
- 34.7. Chemical substances/ materials must be appropriately marked and categorized in order to avoid the potential dangers connected with their mixing.
- 34.8. Flammable liquids must be stored in tightly closed containers (suitable for physical and chemical properties of the liquid).
- 34.9. All containers with hazardous substances or materials should have appropriate labels indicating the content of a container, potential hazards and the impact on the organs that are exposed to the substance.
- 34.10. Flammable and ignitable liquids must not be used in the direct vicinity of sources of open flame and ignition.
- 34.11. All unused flammable and ignitable liquids must be stored in special cabinets intended for this purpose or removed from the work site every day.
- 34.12. Unused flammable and ignitable liquids and other liquid hazardous materials should be stored in closed containers, on spillage trays or racks equipped with spillage trays with a capacity sufficient for the capacity of the largest stored container.
- 34.13. After completion of ordered work, all unused materials shall be removed from the work site.
- 34.14. If necessary, the place of storage and the means of transport of flammable liquids should be grounded.
- 34.15. The emergency showers and eye wash stations are located in various places in the PZL facilities. The PZL Coordinator shall show the Contractor their location. If the nearest eye wash station is not accessible or there is no eye wash station at the work site, the Contractor must provide its own portable eye wash station.
- 34.16. All employees of the Contractor exposed to hazard must be equipped with and use the appropriate personal protective equipment, in accordance with the recommendations included in the DUVRI document and the MSDS for a given material.

35 COMPRESSED GAS CYLINDERS

- 35.1. Compressed gas cylinders should always be properly secured against tipping over.
- 35.2. The cylinders should be kept away from any welding or cutting operations so as to prevent the contact of the cylinders with sparks, hot welding slag or fire.
If this solution does not fulfil its function or is not feasible, non-flammable covers should be used.
- 35.3. The cylinders must not be placed in areas where they can come into contact with the electrical circuit.
- 35.4. During transport, handling, storage or when the compressed gas cylinders are not used, make sure that cylinder valves are closed and valve guards are in place and fully protect the valves.
- 35.5. If there is a leak from the cylinder, follow the procedures for emergency situations. Notify the Security and the PZL Coordinator using any phone available in the facility.

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- 35.6. The compressed gas cylinders that are damaged, rusted or coated with scale must not be used.
- 35.7. The Contractor must ensure that there are always labels or markings on the cylinders to make it possible to determine the type of content (gas) in the cylinder. The cylinders should be positioned and stored in such a way that the label informing about the content is visible.
- 35.8. The conduits must be checked periodically by the Contractor for leaks and technical condition.
- 35.9. The place of storage of compressed gas cylinders and flammable gases, such as acetylene and hydrogen, must be located at a minimum distance of 10 m from the oxidizing gases, such as, for example, oxygen and nitrous oxide, or be separated by a special fireproof barrier in a manner agreed with the PZL Fire Safety Specialist.
- 35.10. In order to move, the cylinders should be rolled on the bottom edge or transported on special trolleys. Particular care must be exercised.
- 35.11. The cylinders must be transported in accordance with the requirements of the occupational health and safety.
The cylinders should be transported in such a way as to prevent their tipping over, falling out or damage. The cylinders must not be transported in an upright position on the forks of a forklift truck.
- 35.12. Compressed gas cylinders must not be stored in closed rooms without the access to fresh air.
- 35.13. The place of storage of oxygen cylinders (with the consent of the PZL Coordinator and the PZL Fire Safety Specialist) should be located at a distance of at least 10 m from the place of storage of fuel/gas cylinders or flammable materials (in particular, oils and greases) or separated with a non-flammable barrier that is at least 1.5 m high and ensures protection against fire for at least 1.5 hour.

36 INTERNAL TRANSPORT

- 36.1. The Contractor and its Personnel are obliged to comply with the requirements of PZL concerning internal transport, considering all kinds of means of transport, described in internal organizational procedure PR-09.14. In particular, this refers to speed limits, entry bans, traffic bans, driving permits, etc.
- 36.2. In addition, before each delivery of hazardous materials to PZL, the Contractor must confirm that its employees delivering hazardous substances and materials have read the PZL Requirements. This document should be signed also by an authorized representative of the Contractor. The driver should present the signed document to the PZL Security Services before entering the company's premises.

PARKING OF VEHICLES

- 36.3. Vehicles must be parked in designated areas indicated by the PZL Coordinator.
Except for special cases, it is strictly forbidden to park vehicles (vans, trucks, etc.) within the halls. The entrance to the halls is permitted only for the purpose of loading and/or slow unloading, after the prior decision of the PZL Coordinator in consultation with the technical manager of the facility.

PROTECTION OF ROAD SURFACES

- 36.4. Construction machines without rubber or solid tires may enter the PZL site only on trailers towed by truck-tractors equipped with this type of tires. This applies to machines with metal caterpillar tracks (bulldozers, cranes, excavators) or road rollers and compactors with metal driving surfaces, which may damage the road surface.
All materials or goods scattered accidentally on the PZL roads by the Contractor/Subcontractor must be removed by them as soon as possible. The area with scattered materials or goods should be properly marked to enable safe performance of works and the PZL Security should be notified.

Any damage caused by ignoring these rules will lead to claims for compensation from the Contractor.

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Transport of oversize loads on the PZL site shall be performed in accordance with the applicable provisions of the Traffic Law Act and the executive regulations on oversize transport.

Transport of this type of loads must be notified to the PZL Security and relevant Roads Authority. The notification should specify the transport route, type of load, date and approximate duration of transport.

MANOEUVRES IN LIMITED VISIBILITY CONDITIONS

36.5. The driver reversing the vehicle in limited visibility conditions (at night, in fog, in rain, with oversize vehicle or load) must be assisted by the other person verbally or using signals. The people who are nearby should be warned. To avoid the risk of crushing, it is necessary to take all possible measures to ensure the safety of the persons who are between the manoeuvring vehicle and fixed obstacles. All operations must be carried out very slowly.

The same precautions must be taken when unloading a dump truck or a transport vehicle. It is mandatory to ask someone to help during reversing. The person helping the driver in reversing must follow the safety principles and stand in a proper, safe distance from the vehicle in order to avoid the risk of crushing. Make certain that all the warning, light and sound signals are working properly and are not disabled when manoeuvring.

Do not start manoeuvring if any of the above-mentioned requirements is not met.

MOTOR VEHICLES

36.6. Employees of the Contractor may park their cars only in the places designed for this purpose or in places indicated by the PZL Coordinator and are obliged to secure them in a proper manner. PZL shall not be responsible for the vehicles or things left in the vehicles on the company's premises.

36.7. Parked vehicles or machines must not obstruct the access to exits, passages, loading areas, fire hydrants and emergency equipment.

36.8. It is forbidden to use the vehicles with combustion engines, Diesel engine or gas-powered vehicles inside buildings without prior approval of and arrangements with the PZL Coordinator and the Occupational Health and Safety and Environmental Protection Department and without providing the system for discharging exhaust gas outside the building.

36.9. The Contractor and its Personnel may not use the vehicles belonging to PZL or another Contractor without the prior consent of the Coordinator and without proper qualifications.

36.10. Complicated repairs or maintenance of vehicles may not be carried out on the PZL site, unless the contract allows it.

36.11. Drivers must obey road signs and traffic regulations and always have a current driving license authorizing them to drive a given type of vehicle.

36.12. Drivers must be aware that pedestrian traffic takes place on the PZL site all the time.

36.13. The vehicles that were brought to the work site and are used for transporting the equipment should be inspected daily.

36.14. All transport vehicles and vehicles transporting equipment should be properly loaded and secured. Do not overload vehicles.

36.15. All vehicles entering the plant site must have a valid technical inspection and be technically efficient. The vehicles with a detected leakage must be immediately removed from the plant site.

36.16. Specialized vehicles must have a valid certificate of release to service and a valid, required technical inspection.

TRUCKS

- 36.17. The Contractor must have its own fully efficient trucks in compliance with the safety standards. These requirements apply to all trucks of the Contractor - i.e. its own, rented or leased trucks. The category of trucks includes, among others: forklift trucks, electric trucks, aerial lifts, mechanized equipment, overhead cranes and lifting equipment.
- 36.18. The Contractor must keep a copy of the document of the yearly inspection, carried out by a trained and authorized person, of each truck entering the PZL site. A copy of the inspection document must be always kept on a truck.
- 36.19. The Contractor is responsible for daily inspections of trucks and an inspection report should be always kept on a truck.
- 36.20. The operator must check a truck before starting a working shift in order to make sure that all parts, accessories and elements of equipment necessary for safe operation of the truck are in good technical condition and have not failed. All defects should be removed before the start of a truck operation.
- 36.21. Each damaged truck must be removed from the work site. It can be used again after repairing all defective components and after the inspection.
- 36.22. Truck operators must be trained in safe operation of trucks and must always have and, if necessary, present any document confirming the training (permit, information card, copy of a training certificate, etc.).
- 36.23. Only the vehicles necessary to perform the works may enter the buildings.
- 36.24. Extensions of forks and clamps must not be used.
- 36.25. The Contractor is not allowed to use motor vehicles, mechanized equipment or garbage trucks when the area behind the vehicle is not visible, unless the vehicle is equipped with a reversing sensor, whose sound signal can be distinguished at the noisy work site.
- 36.26. It is forbidden to use the vehicles with a combustion engine, Diesel engine or gas-powered vehicles inside buildings without prior approval of and arrangements with the PZL Coordinator and the Occupational Health and Safety and Environmental Protection Department and without providing the system for discharging exhaust gas outside the building.
- 36.27. Assess the hazards occurring in the area where trucks will be used. Only the trucks suitable for specific hazardous conditions may be used.
- 36.28. Forks of parked forklift trucks must be lowered to the ground.
- 36.29. **The forks of forklifts must be protected when driving the truck on external roads between factory buildings.**
- 36.30. It is forbidden to leave the truck with the engine running unattended and leave the key in the ignition.
- 36.31. The vehicles used for transporting employees must have properly secured seats. It is forbidden to carry more people than the number of seats. It is also forbidden to transport people in the part of the vehicle intended for transporting materials.
- 36.32. If an emergency situation is announced inside the facility, drive the truck to the side of the passage and turn off the engine.
- 36.33. It is forbidden to use vehicles or equipment in which leaks occur.
- 36.34. The Contractor is obliged to remove leaks in vehicles or equipment before leaving the facility so as to prevent contamination of the PZL site.
- 36.35. It is forbidden to tow or pull loads using the truck's forks.
- 36.36. Truck operators must have safety belts fastened during work.

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37 VENTILATION, ELECTRICAL AND SEWAGE SYSTEMS

- 37.1. No modifications of the ventilation, electrical and sewage systems may be made without the consent of the PZL Coordinator.
- 37.2. It is forbidden to switch off working ventilation systems, unless agreed with the PZL Coordinator.
- 37.3. It is forbidden to paint, install, relocate or otherwise modify the ventilation and sewage pipes and make any modifications to the electrical system without the consent of the PZL Coordinator, the Service Department and the Occupational Health and Safety and Environmental Protection Department.

38 PERSONAL PROTECTIVE EQUIPMENT (PPE)

- 38.1. The Contractor is obliged to:
 - ensure PPE for its Personnel and the personnel of its Subcontractors,
 - train the personnel in the proper use of PPE,
 - require the personnel to use the personal protective equipment during performance of work or during their presence in the areas where personal protective equipment must be used.
- 38.2. PPE must not be modified or used contrary to the intended use.

SAFETY GOGGLES

- 38.3. The employees of the Contractor are required to use impact goggles in all production areas of PZL.
- 38.4. The impact goggles should be worn under chemical splash goggles if the chemical splash goggles are not equipped with impact lenses.
- 38.5. The impact goggles should be worn at all times in the production area and during the work performed outdoors when there is a risk of foreign bodies getting into or hurting the eyes. This obligation does not apply to persons working in offices and in cafeterias/changing rooms/toilets unless they perform construction or repair work there.

HEARING PROTECTIONS

- 38.6. Hearing protections must be used while being in places marked as an area with a high level of noise emission (the safety sign ordering the use of hearing protections) or while performing the activities in which noise is emitted.

PROTECTIONS OF RESPIRATORY TRACT

- 38.7. The Contractor must provide its employees with the protections of respiratory tract ensuring protection against dust, mist, fumes, gases or steam, when the technical measures and administrative supervision prove insufficient.
- 38.8. The obligation to use the respiratory tract protections applies to own work during which the exposure occurs and to the PZL production areas, if such a requirement is specified for these areas.

WORKING AND PROTECTIVE GLOVES

- 38.9. The Contractor must ensure that its employees wear gloves to provide protection against chemicals, heat, cold, cuts, etc. during all the work where there are threats to hands.
- 38.10. Do not wear gloves when standing near moving and rotating parts of machines such as, for example, belts, wheel.

PROTECTIVE SAFETY SHOES

- 38.11. The employees performing construction work or maintenance activities or moving around the production areas must wear safety shoes with a toe cap protecting the front part of the foot.

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38.12. Additionally, the anti-piercing, antistatic and anti-slip safety shoes should be worn in the production areas.

SAFETY HELMETS

38.13. Safety helmets must be worn on all construction sites; safety helmets should be worn according to their design/intended purpose.

38.14. The operator and assisting personnel operating (if the contract so provides or with the consent of the PZL Coordinator) the suspended transport equipment in the production and warehouse areas are required to wear safety helmets.

39 Tools

39.1. The Contractor and its Personnel are obliged to use tools in accordance with their intended use specified by the manufacturer and in accordance with the relevant user's manuals for tools/equipment and with the operation and maintenance manual (DTR).

39.2. The Contractor and its Personnel are obliged to use efficient tools in accordance with their intended purpose and take care of their technical condition.

39.3. Defective or damaged tools should be marked with a "Do not use" label and immediately withdrawn from use.

39.4. Do not use tools in a manner that exceeds their design possibilities, e.g. by extending the tool handle with a piece of pipe or another element. Each tool should be suitable for the type of performed work.

39.5. Tools and other materials must not be left on ladders, scaffolding, roofs and in other places, from where they may slip and fall down.

39.6. Non-sparking tools should be used in the places where flammable solvents are used and wherever a spark could cause an explosion.

39.7. Wooden tool handles must not have cracks and splinters and must adhere tightly to the tool.

39.8. The Contractor is obliged to keep all portable power tools, electrical cables and pneumatic hoses in good technical condition and fully operational.

39.9. If the design of power tools requires the use of a protective shield, the shield should be in place, efficient and in good technical condition when the tools are being used.

39.10. Conduits and hoses must be protected from damage and their arrangement at the work site must not lead to stumbling of the employees or damage to the conduit/hose.

39.11. Portable electric hand tools should be double-insulated or grounded using a three-wire cable or a three-prong plug.

39.12. Double-insulated tools should be clearly marked.

39.13. Portable pneumatic hand tools should be protected against accidental disconnection.

39.14. All impulse nailers or other pneumatic devices of this type, equipped with an automatic nail /stitch, etc. loader, with operating pressure exceeding 100 psi, must have the protection of the outlet to prevent ejection of fastening elements when the device does not touch the working surface.

39.15. The use of pneumatic nail guns requires the written consent of the PZL Coordinator. The operators of pneumatic nail guns must have the document allowing them to perform this type of work. Warning signs must be placed in the area where the work with the use of pneumatic nail guns is performed. Never leave the pneumatic nail guns unattended. Unused pneumatic nail guns must be protected with a lockable interlock. The pneumatic nail guns must not be used in the areas where there is a risk of fire or explosion.

39.16. The tools or equipment owned by PZL must not be used without the consent of the manager of proper department.

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40 DITCHES AND EXCAVATIONS

- 40.1. Before starting work, all underground pipes, electrical cables and equipment must be located and marked by the PZL Coordinator.
- 40.2. The Contractor must appoint a competent person for making excavations and ditches.
- 40.3. The Contractors may not start works without the consent of the PZL Coordinator.
- 40.4. Walls and surfaces of the excavations and ditches deeper than 1.2 m should be supported, levelled or covered in a manner suitable for the existing subsoil, according to the applicable standards and regulations.
- 40.5. The consent of the PZL Coordinator is required to start or continue digging ditches deeper than 1.2 m.
- 40.6. The permission of the PZL Coordinator is required to enter a confined space.
- 40.7. A ladder, ladder interval, ramp or other equipment that facilitates entry and descent should be placed in the ditches deeper than 1.2 m, at intervals that do not require the employees to cover a distance over 7.6 m.
- 40.8. A competent person appointed by the Contractor from among its Personnel is obliged to carry out daily inspections in order to check that there is no risk of ditch collapsing/breaking down, that the safety system is working properly and that there are no other risk factors.
- 40.9. The employees are not allowed to move loads into excavations using excavators or lifts.
- 40.10. The employees must be protected against excavated material and other equipment and materials that may pose a threat of falling down or rolling down into the excavation.
- 40.11. Physical protections, visible also at night, must be placed around or above ditches and excavations.

41 THE RULES OF HANDLING THE CASES OF NON-COMPLIANCE WITH THE PZL REQUIREMENTS

- 41.1. The PZL Coordinator or another person from PZL authorized to control the Contractor is entitled to control the Contractor at any time in order to check that the Contractor performs the work in a manner that does not endanger the health or life of people, **environment**, and does not violate the regulations of occupational health and safety, **environment protection**, fire or process safety, included in generally applicable regulations, and that the Contractor complies with the relevant provisions of a contract/commission/order (including the provisions of this document).
- 41.2. In case of violations of the requirements in the scope referred to in Article. 41.1., the Coordinator or the person performing the inspection is obliged to prepare the inspection report or another document confirming the fact of violation of the requirements. A copy of the inspection report or another document shall be delivered immediately to the Contractor and shall be binding for the Contractor from the date of its receipt.
- 41.3. If the report/document indicates factual and legal merit to apply any of the sanctions referred to in point 5.17, the inspection report/document shall be submitted to the Head of the Occupational Health and Safety and Environmental Protection Department, who shall impose a given sanction on the Contractor, at his sole discretion depending on the kind and seriousness of the violation, or direct the request for sanctions (together with a sanction proposal and justification) to PZL departments supervising the work performed by the Contractor.
- 41.4. In emergency and urgent situations, any person performing the inspection is entitled to immediately select and impose a sanction at his/her sole discretion depending on the kind and seriousness of the violation.
- 41.5. The notification about the type of a sanction imposed shall be submitted to the Contractor in writing, stating the factual and legal merit for the sanction application; the inspection report shall be attached to the notification.

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41.6. In addition, if it is necessary to impose the sanction, referred to in art. 5.17 (d), regardless of the inspection report, the person who performs the inspection should prepare the penalty report, as the basis for calculating a financial penalty in the amount determined on the basis of "The table of additional financial penalties." Completed penalty report shall be signed by the representative of the supervisory staff of the inspected company. The Contractor is obliged to pay the financial penalty within 14 days from the date of the accounting note (debit note) issued by the authorized PZL departments on the basis of the approved penalty report imposing this financial penalty on the Contractor.

41.7. In case of non-payment of the amount of the additional financial penalty specified in the said accounting note (debit note), the amount of the additional financial penalty shall be deducted from the payment resulting from the first VAT invoice, which the Contractor shall issue to PZL on account of the performance of the Agreement after the date of issue the accounting note (debit note) taking into account the additional financial penalty. The table of additional financial penalties.

Table 1. The table of additional financial penalties

No.	Deviations, abnormalities, nonconformities	The amount of additional financial penalty [PLN]
1	Lack of documented occupational risk assessment for the work; failure to inform the employees about the occupational risk connected with the work performed by them and about the principles of protection against hazards – confirmed by the statement of the employee. Lack of instructions and procedures describing safe working methods.	300
2	Attempting to enter the PZL site under the influence of alcohol or in the condition indicating previous consumption of alcohol or under the influence of drugs (abusive substances) or staying on the PZL site under the influence of alcohol or in the condition indicating previous consumption of alcohol or under the influence of drugs (abusive substances).	2 500 (for each employee) If this event happens again, the company will be immediately removed from the PZL site
3	Using mobile phones in normal version in the places marked with the signs banning the use of mobile phones.	1,000
4	<ul style="list-style-type: none"> • Performing particularly dangerous works in a manner inconsistent with the requirements of PZL. • Unauthorized entrance to tanks, channels and confined spaces. Presence of unauthorized persons in prohibited places, marked with "No entry" sign. 	1,000 to 2,000
5	Failure to immediately stop the work dangerous for health and life of people; failure to protect the area in case of unexpected deterioration of work safety conditions, in particular, in case of an immediate threat to health or life of employees.	1,500
6	Performing welding works or operating equipment such as cranes, trolleys by personnel who do not have the appropriate permissions to operate this type of equipment, perform work, etc.	2 000 (for each employee)
7	Leaving technical gas cylinders in PZL-Świdnik S.A. in a condition that does not ensure their safe storage, without protective safeguards, in a place not agreed with PZL-Świdnik S.A., etc.	2 500

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8	No use of LOTO [Lockout-Tagout] on serviced, repaired devices, installations, machines etc.	500 (for each block point)
9	Failure to use personal protective equipment: safety helmets, impact goggles, hearing protection devices and other required personal protective equipment. Using personal protective equipment without "CE" mark.	200 (for each employee)
10	Failure to use personal equipment protecting against a fall from height. Using personal protective equipment without "CE" mark.	600 (for each employee)
11	Failure to use protective clothing, safety shoes. Wearing the work clothing without a visible company name. Lack of a reflective vest (if it must be worn)	250 (for each employee)
12	Failure to obey the road signs on the PZL site by the drivers, parking in prohibited places.	200
13	Failure to obey the speed limit of 30 km/h on the PZL site.	500
14	Implementation of fire-hazardous works without the required permit or in a way that does not guarantee adequate security. Lack of ensuring monitoring of fire hazardous works, e.g. welding works for at least 2 hours after their completion.	4,000 In the case of causing fire, immediate removal from the PZL site
15	Failure to ensure proper law and order at the work site and, in particular, failure to comply with the occupational health and safety regulations, fire safety regulations during storage of materials and equipment.	500
16	Failure to hoard off dangerous areas or the areas which must be hoarded off under applicable regulations.	1,000
17	Failure to secure and mark the work site in a visible and legible manner.	1,000
18	Using damaged machines, devices and tools.	100 - 300 (for each device, tool, machine)
19	Driving vehicles without required documents/permits.	500
20	Using unmarked machines, equipment and portable fire-fighting equipment on the PZL site, without the possibility of their identification and without the possibility of identification of their owner and the next date of technical inspection.	300
21	Using tools, equipment or machines contrary to their purpose.	300 (for each machine, device, tool)
22	Installation and use of scaffolding inconsistent with the manufacturer's documentation or individual design.	500 to 1 200

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23	Installation or disassembly of scaffolding carried out by employees who do not have the authorizations required for these works.	500 (for each employee)
24	The use of scaffolding without the technical acceptance. The technical acceptance of scaffolding performed by an unauthorized person.	1,000
25	Persons performing work on electrical power equipment do not have the required qualification certificates of E, D type.	500 (for each employee)
26	Lack of entry confirming the acceptance of scaffolding in the building site logbook or lack of the technical acceptance report for the scaffolding.	250 (for each scaffolding)
27	Lack of an information board on the scaffolding specifying the name and surname of the installer, phone number and allowable load of the platforms and scaffolding structure.	300 (for each scaffolding)
28	Performing work without the plan of safe performance of work or the Safety and Health Protection Plan (if such plans are required) and performing work contrary to these plans.	500
29	Failure to ensure required supervision by the immediate superior during performance of particularly dangerous work, improper organization of particularly dangerous works without providing appropriate technical and personal protective equipment adequate to the risks.	500 – 1 000
30	Failure to notify about an accident at work, failure, fire, near miss.	500
31	Failure to provide the employees with first-aid kits.	1,000
32	Hindering the procedure aimed at determining the circumstances and causes of accidents at work, failures, fires.	4 000
33	Admitting to work an employee without a valid certificate of OHS training for the work under the CONTRACT/ORDER.	500 (for each employee)
34	Admitting to work an employee without a valid certificate of preventive medical examinations confirming the lack of medical contraindications to perform the work under the CONTRACT/ORDER.	500 (for each employee)
35	Blocking the passages, passageways used as evacuation routes, emergency exits, access to fire-fighting equipment.	350
36	The use of open flames and smoking in non-smoking areas.	200 - 500
37	Lack of efficient portable fire-fighting equipment with a valid legalization in the areas where such equipment is required. Leaving flammable materials without proper protection.	200 - 500

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38	Using electrical equipment and power tools without required tests.	300
39	Arranging the wiring or gas hoses in a manner that causes or is likely to cause their damage.	250
40	Making it difficult for the supervisory staff and PZL departments to control the compliance with generally applicable occupational health and safety regulations, environmental protection regulations and fire safety regulations.	300
41	Failure to implement the instructions given by the supervisory staff in the scope of work safety and fire safety with regard to contracts being performed.	350
42	Subcontracting work without the consent of PZL.	4,000
43	Creating a threat to the environment (e.g. soil contamination, improper collecting of waste, hazardous waste or improper storage of chemical materials)	500-1,000
44	The use of technically faulty vehicles	250-1,000
45	Admission to work of an employee without current ZZR training	500 (for each employee)

41 Appendices:

Appendix No. 1 *Register of accidents and near misses of the Contractor*

Appendix No. 2 *The data sheet concerning the risk of a major industrial accident at PZL – Świdnik S.A. premises according procedure [10].*

Appendix No. 3 *Penalty report*

Appendix No. 4 *PZL-Świdnik S.A. Environmental and health and Safety Policy.*

Appendix no 1

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 Company seal of the Contractor

REGISTER OF ACCIDENTS AND NEAR MISSES (INJURY-FREE) OF THE CONTRACTOR AT PZL-ŚWIDNIK S.A. PREMISES

CONTRACTOR:

No	Name and surname of the person notifying about the event	Qualification of event: <i>W- Accident</i> <i>ZPW- Near miss</i>	Date	Hour	Place of event	Description of event	Type of injury/material losses	Value of losses in thousands PLN	Causes	Undertaken preventive actions
1	2	3	4	5	6	7	8	9	10	11
1										
2										
3										
4										

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Appendix no 2

INFORMATION SHEET REGARDING THE RISK OF MAJOR INDUSTRIAL ACCIDENT APPEARANCE

1. General information

Wytwórnia Sprzętu Komunikacyjnego „PZL-Świdnik” S.A. conducts activities connected with the presence of many hazardous chemical substances in its territory.

Due to technological processes which are carried out with the use of installations where hazardous chemical substances are used there are:

- installations for surface treatment with the use of electro-chemical, heat or chemical processes, connected with installations for neutralization and purification of sewage generated during this treatment,
- painting shops,
- a warehouse of chemical and technical materials.

Due to the quantities of chemical substances placed in installations (all together) causes that:

Wytwórnia Sprzętu Komunikacyjnego „PZL-Świdnik” S.A. belongs to **Lower Tier** Establishments Risk of major accident occurrence.

Probability of major accident appearance in Wytwórnia Sprzętu Komunikacyjnego „PZL-Świdnik” S.A. territory is mainly connected with the use of great amounts of hazardous chemical substances (highly toxic and toxic) in chemical and electro-chemical process with possibility of their uncontrolled release.

The release can happen due to:

- tanks damage – technical failure;
- tanks overfilling – human error;
- packaging damage in the warehouse;
- failure during intercompany transportation.

Release to the surroundings can lead, during unfavourable conditions, to danger of health and people lives (toxic influence, fire, explosion) and environment (air, soil, groundwater and surface water contamination).

2. Probability of danger and possible scenarios of the accident.

Safety analyses conducted in the facility within the evaluation of occupational risk and fire & explosion safety, access to the objects and environmental safety proved that major causes of conditions which could contribute to the occurrence of serious industrial accident should be acknowledged as follow:

- failure to undertake the action by safety systems;
- human error – failure to follow the procedures and process instructions, technical instructions, workstation instructions and other, as well as orders, the routine, employees’ negligence;
- internal incidents – technical systems unreliability.

Below, the accidents scenarios (that could happen due to unfavorable circumstances) are identified:

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Scenario No 1

As a result of human error (overflow when filling the galvanic bath) or mechanical damage (material defect of the bath), a hazardous substance is released. There is a spillage of a toxic chemical that vapors pose a local health risk to people in the immediate vicinity of the place of release. In the case of large-scale release, emissions to the air, waste water containing hazardous substances (located within the building) are generated. Due to the nature of the emission, no environmental hazard is anticipated (filters in the ventilation system, dilution with atmospheric air).

Range of the failure is reduced to the immediate surroundings of the incident. - The failure does not pose a threat to the external areas around the Site, residential areas, industrial areas as well as to nature protection areas.

Probability: **NEARLY IMPOSSIBLE**
Effects: **BIG**
Risk: **ACCEPTABLE**

Scenario No 2

As a result of falling from the rack during loading or unloading as a result of human error on the floor of the chemical warehouse, the contents of the package containing the dangerous chemical substance are released. In the absence of reaction, local spillage (spreading) or spillage of hazardous chemicals occurs.

Range of the failure is reduced to the immediate surroundings of the incident. - The failure does not pose a threat to the external areas around the Site, residential areas, industrial areas as well as to nature protection areas.

Probability: **NEARLY IMPOSSIBLE**
Effects: **SMALL**
Risk: **ACCEPTABLE**

Scenario No 3

As a result of spontaneous leaks or mechanical damage of the container on the floor of the chemical warehouse, the contents of the dangerous chemical substance are gradually released. In the absence of reaction, local spillage (spreading) or spillage of hazardous chemicals occurs (accident occurred in the past).

Range of the failure is reduced to the immediate surroundings of the incident. - The failure does not pose a threat to the external areas around the Site, residential areas, industrial areas as well as to nature protection areas.

Probability: **NEARLY IMPOSSIBLE**
Effects: **SMALL**
Risk: **ACCEPTABLE**

Scenario No 4

As a result of spontaneous leaks or mechanical damage of the container during transport on the road in the Site is released gradually contents of the hazardous chemical. In the absence of reaction, local spillage (spreading) or spillage of hazardous chemicals occurs.

Range of the failure is reduced to the immediate surroundings of the incident. - The failure does not pose a threat to the external areas around the Site, residential areas, industrial areas as well as to nature protection areas.

Probability: **NEARLY IMPOSSIBLE**
Effects: **SKIPBLE**
Risk: **ACCEPTABLE**

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3. Location of installation in particular objects and existing threats.

Item	Installation type	Dangers coming from chemical substances and their mixtures	Object
1	Installation for surface treatment with the use of heat processes	barium chloride (toxic substance, hazard statement H301), liquid ammonia (corrosive and toxic substance, hazard statements H314, H331)	B-1
2	Installation for surface treatment with the use of heat processes	Sodium nitrate and potassium nitrate in nitric tank with oxidizing properties (oxidizing substance, hazard statement H272). Note! Working temperature app. 450 ° C	B-2
3	Installation for surface treatment with the use of electro-chemical or chemical processes, and it is connected with installations intended for neutralization and purification of sewage generated during this treatment.	Galvanic baths with different properties, including caustic and toxic ones (eg: hazard statements H314, H310, H301)	B-3
4	Installation for surface treatment with the use of electro-chemical or chemical processes, and it is connected with installation intended for neutralization and purification of sewage generated during this treatment.	Galvanic baths with different properties, including caustic and toxic ones (eg: hazard statements H314, H310, H301).	B-102/1
5	Installation for surface treatment with the use of electro-chemical or chemical processes and it is connected with installations intended for neutralization and purification of sewage generated during this treatment.	Galvanic baths with different properties, including caustic and toxic ones (eg: hazard statements H314, H318, H302, H332). Note! There is a risk of highly toxic hydrogen cyanide emission (*)	B-102/3
6	Detail parts and helicopters painting shops.	Mainly paints, primers and related materials classified as flammable, acetone, extraction naphtha (flammable substances, hazard statement H224, H225).	B-48 B-102/2 B-125
7	Warehouse of chemical and technical materials	Various materials for production purposes: paints, adhesives, acids, etc with with flammable, oxidizing, toxic, hazardous for environment properties (flammable hazard H224, H225; oxidizing hazard H272; caustic and irritant hazard H314, H318, H315; toxic hazard H300, H310, H330; hazardous for environment H400, H410).	B-22/23, B-22/4

* Galvanizing plant is equipped with hydrogen cyanide detection system. Requirements included in the instruction regarding the code of conduct and reacting in case of the system activation should be followed. Instruction is available to read in the object B-102/3.

4. Layout of objects and installations related to the risk of a major accident in Wytwórnia Sprzętu Komunikacyjnego „PZL-Świdnik” S.A.



B-1	Zakład Mechaniczny Machining Shop
B-2	Zakład Montażu Struktur Lotniczych Aerostructures Assembly Shop Zakład Blacharski Sheet Metal Shop
B-3, B-102, B-125	Zakład Kompozytów Composites Shop
B-102/1, B-102/3, B-3	Zakład Powłok i Lakierni Coating & Painting Shop
B-104	Wydział Napraw i Remontów Repair & Overhaul Linia Montażu Końcowego Final Assembly Line
B-8	Zakład Prób w Locie Flight Line
B-104, B-104A	Projektowanie Engineering
B-2B, B-2B/1, B-15/29, B-22/23	Magazyny Centralne Central Warehouses
B-37/B-38	Biurowiec Main Office
B-48	Lakiernia Painting Unit

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5. Code of conduct in case of the accident.

In case of the sudden incident / accident:

1. Once the alarm is heard or in case of emergency situation immediately leave the place of danger – go to the nearest pick-up point. Pick-up points can be found in Fire Safety Instructions referring to a given building. Inform the Coordinator and Manager of the territory that you are present about the accident. Follow the instructions / orders given by the territory Coordinator or Manager.
2. Any noticed irregularities (threats) should be reported to the territory (that you are present in) Coordinator or Manager.
3. In case of an accident call Shift Commander of company Security: +48 81 722 54-80 or immediately report the accident to the Coordinator.

TELEPHONE NUMBERS OF INTERNAL DEPARTMENTS IN CASE OF THE FAILURE OR STATE OF EMERGENCY

Shift Commander of company Security	754-80 751-88
In-house Rescue and Firefighting Unit PZL-Świdnik	764-76
Industrial Security	751-71
Health & Safety and Environment Protection	750-53 759-96 768-56
Electric network operator	752-52
Operator of machines and industrial equipment	752-00
Operator of internal installations	751-00
Central hydrophore	752-94
Chemical treatment plant	752-96
Biological treatment plant	752-95

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6. Statement on receiving formal information.

.....

(Name and surname)

.....

(company, institution)

STATEMENT

Hereby, I declare that I am familiar with the information included in the **Information Card** regarding the danger of major industrial accident occurrence in Wytwórnia Sprzętu Komunikacyjnego „PZL – Świdnik” S.A. in Świdnik at Aleja Lotników Polskich 1, which I undertake to follow.

Świdnik, date

.....

(signature)

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Appendix no 3

REPORT ON ADDITIONAL FINANCIAL PENALTY IMPOSED ON THE CONTRACTOR
for non-compliance with the requirements of PZL-Świdnik S.A. concerning Occupational Health and Safety and Environmental Protection

Report No. /

I. Based on: article of Contract No. dated concerning

inspection was performed:

date place

by in the presence of the company representative
 (name and surname of the company representative)

(full company name)

II. Additional information:

.....

III. The following deviations, abnormalities, nonconformities were found:

1) – which corresponds to item No. of "The table of additional financial penalties". I propose the penalty in the amount of PLN.

2) – which corresponds to item No. ... of "The table of additional financial penalties". I propose the penalty in the amount of PLN.

The deviations, abnormalities, nonconformities found will be the basis for calculating additional financial penalties according to "The table of additional financial penalties". The total amount of the additional financial penalty will be included in the accounting note (debit note).

IV. Controlled entity.....

(Name and surname of the representative of the supervisory staff of the controlled company performing work on the Orderer's site, position, date and signature).

Note! If the Controlled entity refuses to sign the report, the following entry must be made: "Mrrefused to sign the report, place, date, signature of the Controller.

V. Controller:

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.....
 (Name and surname of the controller who performs the occupational safety and health and fire safety supervision over contractors,
 position date and signature)

VI. Remarks to the report (made * - not made *)

.....

VII. Response of the controller to the remarks:

.....

(Name and surname of the person preparing the report, date and signature)

VIII. Approval of report:

.....

(Name and surname of the person approving the report (the Orderer or the Head of the Occupational Health and Safety and Environmental Protection Department).

Note! In case of refusal to approve the report, the causes and further procedure must be explained.

IX. Appendices

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Distribution list:

- 1) Contractor
- 2) Controller
- 3) SF&M PZL-Świdnik S.A
- 4) Poland Indirect Procurement
- 5) Business Control and Cost Controlling Poland
- 6) ad acta

Appendix no 4



PZL-ŚWIDNIK S.A.
ENVIRONMENTAL AND HEALTH AND SAFETY POLICY

PZL-ŚWIDNIK S.A., as a part of the worldwide Group Leonardo Helicopters Company and responsible employer, regards environmental and safety at workplace aspects inclusion in its purposes and business plans as important for long-term ensuring on the adequate level of: sustainability and profitability and competitiveness of the company.

Taking care health and safety of our employees and people staying in our area, we undertake activities within the implemented management system to monitor and improve manufacturing processes to improve working conditions, as well as to protect and optimally use natural resources.

We declare to meet requirements of legal provisions and considering important social aspects of work safety and environmental protection we cooperate with representatives of respective Authorities and local community and we provide proper communication with employees.

We provide consultation and participation of employees and their representatives, as well as subcontractors in the field of development, planning, implementation, assessment of effectiveness and improvement of the safety management system.

Being the part of Leonardo Group we consider corporate requirements associated with care for the environment and employees safety and we want to integrate environmental and health and safety requirements with our all activity, beginning with planning of manufacturing process and product.

The Company's primary goal over all other goals is to prevent work-related injuries and health ailments, minimize the risk of their occurrence and create and maintain a healthy, safe work environment for employees, guests, subcontractors and other Stakeholders involved in our company's activities.

Our targets are as follows:


- continuous improvement of Environmental Management and Health and Safety System
- raising of consciousness of our company employees and our subcontractors under our supervision in terms of their impact on safety and the natural environment
- identification of areas requiring improvement of working conditions and limitation of impact upon environment and, where possible, implementation of best available techniques
- monitoring and limiting consumption of dangerous substances
- efficient and economical use of raw materials, energy and water
- conducting environmentally safe waste management, proper management of air emissions and taking action to reduce waste and emissions
- preventing accidents at work, occupational illnesses and potentially accidental events.

As the Company's Top Management, we declare active and responsible leadership in the field of environmental protection and ensuring safety at workplace as well as improvement in this respect, we expect and demand the same from managers at all levels. At the same time, we encourage and expect all employees to be actively involved in occupational health and safety and environmental protection.

To implement and perform the policy, we provide necessary resources and means, while ensuring monitoring of the effectiveness of our operations and the environmental and health & safety system.



Bartosz Śliwa
Member of the Board PZL-Świdnik S.A.



Jacek Libucha
President of the Board PZL-Świdnik S.A.



Antonio Di Gennaro
Member of the Board PZL-Świdnik S.A.

ŚWIDNIK, MARCH 2021