

Guidelines for drivers entering the protected premises of ANWIL S.A.

I Guidelines for drivers entering the protected premises of ANWIL S.A.

1. Prior to entering the protected area of ANWIL S.A., a driver, upon signing its collection, receives from the Security Service the Information sheet for persons remaining temporarily at the premises of ANWIL S.A.
2. A document granting access to the protected area of ANWIL S.A. is an identification card with the granted entry permit entered in the database of the access control system of ANWIL S.A.
3. At the protected area of ANWIL S.A. the traffic rules specified in the applicable "Traffic Law" act shall apply. At the protected area of ANWIL S.A. the speed limit is defined at 50 km/h unless indicated otherwise by traffic signs.
4. Operators must hold a document confirming their license to operate the vehicle, vehicle registration with a valid technical inspection certificate and a third-party liability insurance certificate, and any other if required by specific legal regulations. Those documents must be presented for inspection by authorised operatives performing inspection activities both prior to entering and when moving around the protected area of ANWIL S.A.
5. The mechanisms of vehicles entering the protected area of ANWIL S.A. must be tight, free of any oil leaks or leaks of any other operating liquids.
6. The operators of vehicles carrying hazardous goods must observe the regulations on transporting hazardous goods in road transport, in particular the provisions included in the European agreement concerning the international carriage of dangerous goods by road (ADR). Operator protective equipment must remain in compliance with the written instruction from the ADR European agreement.
7. All drivers entering the protected area of ANWIL S.A. shall:
 - a. read, apply, and strictly observe the occupational safety, fire safety, process safety, and environmental safety requirements included in general regulations, and in the regulations in force at the premises of ANWIL S.A. stated in the Information sheet for persons remaining temporarily at the premises of ANWIL S.A.
 - b. keep full-face gas masks with an ABEK2 absorber within their reach,
 - c. use throughout the protected area of ANWIL S.A. work clothes, work footwear with toe caps, helmets, safety goggles, high-visibility vests, gloves, and other required PPE specific for the hazards.
 - d. use only devices, tools, materials and equipment which is fully operational and hold appropriate technical approvals, attestations, and certificates,
 - e. secure a vehicle with wedges, engage the parking brake, and remove the key from the ignition prior to commencing each loading/unloading. Violation of the above-mentioned requirements shall result in a refusal to load/unload the goods,
 - f. submit to speed inspection within protected facilities as performed by Police officers or operatives of the Security Service of ANWIL S.A. using radar speedometer,
 - g. submit to a sobriety test within the protected area of ANWIL S.A. as performed by the Security Service of ANWIL S.A.,
 - h. submit at a request of an operative of the Security Service of ANWIL S.A. or an operative of the Safety Department of ANWIL S.A. to a vehicle inspection both when entering the premises, and already on the protected premises of ANWIL S.A.,
 - i. present to an operative of the Security Service of ANWIL S.A., during an inspection or when entering the premises, without the operative's request to do so, a pass or identification card valid at ANWIL S.A.,
 - j. cooperate with other employers in regards to OHS, fire safety, and process safety in a situation when employees employed by various employers operate within the same location,
 - k. observe the ban on using cellular telephones at location with a no cellular telephone use signs,
 - l. park vehicles only at specified and marked locations, under pain of revoking the entry permit,
 - m. strictly observe the ban on blocking any routes,
 - n. strictly follow the orders given by persons operating on behalf of ANWIL S.A.
 - o. immediately notify loading/unloading station staff and the company dispatcher (Tel 19 998 or 54 414 2727) about any and all work accidents, and accidental events without injuries which occurred while fulfilling works at the protected area of ANWIL S.A.,

- p. immediately notify the loading/unloading station staff and the fire department about any and all fire events (combustion, spontaneous combustion, fire), and other local hazards they notice while fulfilling works at the protected area of ANWIL S.A. by calling the alarm number (19 998 or 54 414 24 72),
 - q. once the evacuation of the facilities/areas where loading/unloading is being fulfilled is announced, strictly follow the directions of the rescue operation manager and do not use cars for evacuation purposes.
8. All drivers of tank trucks entering the protected area of ANWIL S.A. are further obliged to:
 - a. refrain from commencing any loading/unloading activities without an authorised ANWIL S.A. operative present, in particular activities of connecting a tank truck to the system of ANWIL S.A.,
 - b. connect the grounding clamp (if required),
 - c. always use a complete full safety harness which is in good technical condition, equipped in D type retainer buckles, while fulfilling works on a tank truck,
 - d. always use safety systems installed at ANWIL S.A. which fulfilling works on a tank truck,
 9. When conducting loading/unloading works using engine-powered forklift trucks, drivers shall remain at a location indicated by the operative of ANWIL S.A. During said operations drivers are prohibited from entering the cargo area/trailer of the vehicle. If it is necessary to inspect the proper loading of the vehicle, the driver may enter the cargo area/trailer only after the forklift truck stops completely, and once the truck driver informs the forklift truck driver of such a necessity.
 10. ANWIL S.A. reserves the right to inspect the works fulfilled by a driver operating on behalf of the Contractor within the protected area of ANWIL S.A. to verify whether the drivers observes the regulations and rules of occupational safety, environmental protection, fire safety, and process safety.
 11. The Contractor declares that:
 - a. the drivers fulfilling transport works within the protected area of ANWIL S.A. shall work in compliance with applicable regulations of occupational safety, fire safety, environmental protection, and process safety included in the generally applicable regulations and the regulations applicable within the protected area of ANWIL S.A., and undertakes and requires their subcontractors to observe those,
 - b. the drivers fulfilling transport works within the protected area of ANWIL S.A. hold valid medical certificates of no counter indications for fulfilling said works,
 - c. the drivers fulfilling transport works within the protected area of ANWIL S.A. hold qualifications appropriate for the types of works fulfilled within said area,
 - d. they shall conduct any possible post-accident inquiry in cooperation with an OHS representative of ANWIL S.A., and they shall submit with the Prevention and OHS Department of ANWIL S.A. a copy of the post-accident documentation created as per applicable regulations upon prior removing the personal data of the injured or other persons indicated in said documents,
 - e. in matters related to occupational health and safety, fire safety, environmental protection, and process safety, they shall respect the remarks and orders issued by the representatives of ANWIL S.A.
 12. Within the protected area of ANWIL S.A. it is prohibited to:
 - a. continue vehicle operation once a chemical alarm was raised,
 - b. drive a truck or a special vehicle with an open cargo space,
 - c. smoke inside or outside a vehicle (also applies to e-cigarettes),
 - d. leaving by any type of waste,
 - e. repairing any means of transport within communication routes,
 - f. washing any means of transport outside designated wash stations,
 - g. carry in or out fuel canisters unless the fact was documented in a road sheet,
 - h. trade fuel (including in car parks or areas located in the direct vicinity of ANWIL S.A.),
 - i. carry in any weapons, ammunition or explosive material,
 - j. photographing, video recording or sketching without a prior consent from the Security Department of ANWIL S.A.
 13. If the supervision service of ANWIL S.A. establishes that an employee or another person operating on behalf of the Contractor did not comply while fulfilling works within the protected area of ANWIL S.A. with the provisions stated herein or said persons violated the rules and regulations of occupation health and safety, fire safety, environmental protection or process safety included in the generally applicable regulations and the regulations applicable within the protected area of ANWIL S.A., ANWIL S.A. reserves the right to charge fines as per the following Fines Classification (II below). The Contractor Fining Report (III below) approved by the Director of the Prevention and OHS Department of ANWIL S.A. shall constitute the basis for charging the Contractor with a fine.

II Fines Classification

Item	Scope of confirmed defects, irregularities, inconsistencies	Amount of fine in PLN
1	Staying of an unauthorized person in not permitted areas marked with no entry sign.	PLN 500
2	Not using personal protective equipment: safety helmets, chip protection eyewear, means for protection against falling from heights (if required), and work clothing and footwear.	PLN 1,000 per person
3	Parking vehicles outside designated parking locations.	PLN 200 per vehicle
4	Not removing the key from the ignition during loading/unloading.	PLN 500
5	Not engaging the parking brake during loading/unloading.	PLN 500
6	Not securing a vehicle with wedges against moving.	PLN 1,000
7	Hindering ANWIL S.A.'s supervision and services in conducting a control of compliance with generally applicable OHS, fire protection, environmental protection, and process safety rules, as well as requirements in that respect included in the Contract.	PLN 300
8	Failure to observe the orders issued by supervisors in the scope of work safety, fire safety, environmental protection, process safety in relation to the works being conducted.	PLN 500
9	Identified violations of environmental protection regulations.	PLN 2,000 + amending the damage to the environment
10.	Using a mobile phone in regular version in places marked with ban on its usage.	PLN 500
11	being under the influence of alcohol or drugs	PLN 10,000 + registration in the Persona Non Grata list
12	use of other person's access card	PLN 3,000 + registration in the Persona Non Grata list
13	seizure of property	PLN 10,000 + registration in the Persona Non Grata list
14	speeding at the premises of the Production Plant	PLN 1,000
15	causing a traffic collision	PLN 1,000 + registration in the Persona Non Grata list
16	video recording/photographing/sketching without prior consent	PLN 5,000

III Template of the Contractor Fining Report.

Contractor Fining Report Report No. /

I. Pursuant to: I. CONTRACT No dated
regarding.....
this
place

an inspection was conducted of a driver's, operating on behalf of the **Contractor**, observance of the provisions concerning the occupational health and safety, fire protection, process or transport safety, and environmental protection at the premises of ANWIL S.A. included in the generally applicable regulations, and the provisions of the Contract and the Appendices.

II. Additional information:

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III. The following irregularities, defects, and inconsistencies were identified:

1.
– which corresponds to item no. of the Fines Classification.
Fine of PLN
2. – which corresponds to
item in the "Fines Classification".
Fine of PLN

The identified irregularities, defects, and inconsistencies shall constitute the basis for charging fines as per the "Fines Classification." The total amount of fines isPLN (in words.....) and it shall be included in an accounting (debit) note.

IV. Inspectee

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(Name and surname of the Contractor's representative, date and signature)

Note! Should the Inspectee refuse to sign the document, please include the following remark:
"Mr/Msrefused to sign the report, place, date signature of the Inspector".

V. Inspector

.....

(name and surname of Inspector supervising the safety maintained by contractors, position date and signature)

VI. Report remarks (reported * - not reported *)

VII. Inspectee's response to the remarks:

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

VIII. Report acceptance

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(Prevention and OHS Manager of ANWIL S.A., date and signature)

Note! Should the report be reject, specify the reason for the rejection and further procedure.

IX. Annexes

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Mailing list:

1. Contractor
2. Inspector
3. Prevention and OHS Department of ANWIL S.A.
4. Organisational unit of ANWIL S.A. issuing the accounting (debit) note
5. Business partner of ANWIL S.A.

TEMPLATE AS PER REGULATION No. 35/ 2016