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Special Hazardous Tasks Procedure

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S&H Manager shall be responsible for this Special Hazardous Task Procedure

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1. PURPOSE OF THE SPECIAL HAZARDOUS TASK PROCEDURE

This Procedure aims to determine the rules of arranging, carrying out and keeping records of special hazardous tasks at Mondi Świecie S.A.

2. SUBJECT OF THE SPECIAL HAZARDOUS TASK PROCEDURE AND SCOPE OF ITS APPLICATION

2.1. The Procedure covers:

1. Specification of special hazardous tasks,
2. Requirements regarding arranging and methods of carrying out special hazardous tasks,
3. Scope of authorisations, duties and responsibilities of people arranging and carrying out special hazardous tasks,
4. Documents and their circulation; Item 3.10 covers a diagram of task implementation process.

2.2. This Procedure shall be applicable to Mondi Świecie employees as well as Contractors that provide services for Mondi Świecie and at Mondi Świecie premises.

2.3. Department – shall mean organisational unit of Mondi Świecie.

2.4. MŚ – shall mean Mondi Świecie S.A.

2.5. DU [in Polish] – shall mean Contractor (external or internal).

3. SPECIAL HAZARDOUS TASKS – general rules.

3.1. Definition.

Special hazardous tasks [in Polish - PSzN] comprise tasks that involve a risk of serious injury which may result in death or disability.

3.2. Kinds of special hazardous tasks:

1. Construction (building) work, maintenance and erection work performed when the mill or the mill's part is not shut down in the locations where employees hired for doing other tasks are present or machines or other technical equipment runs,
2. Demolition works and break-ins,
3. Confined space entry,
4. Working with hazardous materials and systems with potential exposure to hazardous energy.
5. Working at heights,
6. Working on power generating equipment and systems,
7. Earth work / excavations,
8. Tasks hazardous due to fire related reasons,
9. Working in explosive zones,
10. Working with high pressure water jet with working pressure above 200bar (20 MPa),
11. Lifting and handling with cranes,
12. Working with asbestos containing materials,
13. Scuba diving and surface provided air diving activities,
14. Replacement of machine clothing.

3.3.The specification of special hazardous tasks has been prepared at Mondi Świecie – Appendix no. 1.

3.4.Detailed requirements for all kinds of tasks are specified in Appendices no. 2 – 15 to this Procedure.

3.6.General requirements for carrying out special hazardous tasks.

1. Special hazardous tasks shall be carried out based on the written Permits to Work.
2. It is allowed to carry out the tasks based on oral Permits to Work only on conditions specified in item 3.9.3 of this Procedure and in specified situations.
3. It is allowed to carry out the tasks specified in item 3.9.4 of this Procedure without any Permit to Work.
4. A system that ensures handing over information about special hazardous tasks carried out in the Mill shall be implemented in the Department.

3.7. Preparing the workplace [in Polish - PMP]

1. The correct preparation of the workplace is the necessary requirement for carrying out maintenance work or modernization of process and power-generating equipment and systems / plants in a safe manner. This particularly refers to hazardous energy isolation and lockout. Preparing the workplace is also required when the tasks are to be carried out in the close neighbourhood of process and power-generating equipment and systems / plants if there is a possibility of hazard due to the operation of such the equipment and systems / plants.
2. Preparing the workplace shall be based on PMP Instruction, which shall:
 - a. be developed by competent people appointed by a department manager.
 - b. be accepted as a valid document by a department manager. Any modifications in the PMP Instruction shall be made with the consent and a written permit by a department manager.
 - c. specify clearly if PMP is a special hazardous task or not. Appendix No. 17 is a template of PMP Instruction.
3. In case when preparing the workplace is a special hazardous task or when it regards preparing confined space, a written Permit to Work is required to perform such the task. PMP Instruction is an integral part of the Permit to Work. Permit for preparation of the workplace for the special hazardous task - Appendix No. 18.
4. Any additional requirements not covered by PMP Instruction shall be specified by the Permit Issuer in the Permit to Work. The requirements must be consistent with PMP Instruction.
5. In the event, when there is no PMP Instruction developed yet, or the existing PMP Instruction has not been approved, yet, and preparation of the workplace is a special hazardous task, it is allowed, on temporary basis, to prepare the workplace based on the Permit for preparation of the workplace for the special hazardous task (Appendix no. 18), which Permit shall include detailed specification of the way in which the workplace is to be prepared, particularly the way of hazardous energy isolation and lockout.

6. In the event, when there is no PMP Instruction developed yet, or the existing PMP Instruction has not been approved, yet, and preparation of the workplace is not a special hazardous task, it is allowed, on temporary basis, to prepare the workplace based on the Permit for preparation of the workplace (Appendix no. 19), which Permit shall include detailed specification of the way in which the workplace is to be prepared, particularly the way of hazardous energy isolation and lockout.
7. Permit for preparation of the workplace shall be issued by the Permit Issuer who has valid qualifications (passed exam) and is authorised to issue such Permits for preparation of the workplace in a specific department by the Head of the Area.
8. A responsible person for preparing the workplace is an employee to be appointed by the Permit Issuer. This employee shall be responsible for having the workplace prepared by competent services and for checking if the workplace was prepared correctly so the work shall be conducted in a safe manner.
9. In the event, where PMP Instruction comprises of a few ways of preparing the workplace for various types of jobs, the Permit Issuer is obliged to specify clearly in the Permit which method of workplace preparation shall be used for the specific ordered task.
10. If repairs and maintenance tasks or modernization tasks that do not require preparation of the workplace by process personnel because it is not planned to interfere with the existing process systems/plants and the operating process systems/plants do not pose any hazards to the employees who carry out the tasks, the authorised person from the process personnel shall stamp the Task Description Sheet with the wording „**Preparation of the workplace is not required**” and sign it off legibly.
11. The note referring to the preparation of the workplace is not required if repairs and maintenance tasks or modernization tasks are being performed only in electrical substations or DCS/QCS rooms, cable rooms and it is not planned to interfere with the operating process systems/plants and the operating process systems/plants do not pose any hazards to the employees who carry out the tasks and this is clearly stated in the Task Description Sheet, for example: „**tasks performed only in STR substations.../...**”.
12. Completed documents connected with preparation of the workplace which documents comprise of PMP Instruction and Permits for preparation of the workplace, shall be available in the place in the control room specified by the Manager of the Department in order to make the documents (PMP Instruction and Permits for preparation of the workplace) easily accessible for persons who prepare the workplace and the supervisors till the tasks completion and the start-up of the system/plants.
13. Records related to preparation of the workplace shall be stored for the time of three months.

3.8. People involved in special hazardous tasks.

3.8.1. Task Issuer [in Polish – ZLE]

1. Task Issuer is a Mondi Świecie employee to be appointed by a department manager.
2. Responsibilities of the Task Issuer:
 - a) become thoroughly familiar with the tasks which tasks s/he was appointed to order,

- b) issue the Task Description Sheet (TDS),
- c) describe in detail the task in the Task Description Sheet,
- d) specify the hazards related to the task in the Task Description Sheet (TDS),
- e) determine whether the task is a special hazardous task or not and put this information in the TDS,
- f) specify the requirements related to conducting work in a safe manner (in the TDS)
- g) make the Permit Issuer representing the Contractor familiar with the scope of the task at the site / workplace and discuss hazards and safe working conditions. This shall be done either by the Task Issuer or by an appointed person,
- h) obtain approval of requirements regarding carrying out the task safely from the Team Leader,
- i) hand over Task Description Sheet to the Leader of the department in order to prepare the workplace.

3.8.2. Task Supervisor [in Polish - NZ]

1. Task Supervisor is a Mondi employee to be appointed by the Contractor Supervisor [in Polish NDU] or a department manager.
2. Task Supervisor shall meet the following requirements:
 - a) attend training for Contractor Supervisors and Task Supervisors,
 - b) be competent and experienced with regards to identifying hazards related to the tasks he / she is required to supervise.
3. If the scope of contract / order includes tasks that require special qualifications and skills, (for example, construction, electrical, power-generating licenses), then it is required to appoint the Task Supervisor who meets such requirements to supervise such tasks.
4. Responsibilities of Task Supervisor:
 - a) become thoroughly familiar with the tasks to be supervised by him / her,
 - b) permit to use mobile self-propelled work platform or lifting equipment by the Contractor after visual inspection has been conducted and the date of expiry of maintenance inspection has been checked,
 - c) permit the Team Leader to commence the task, which permit shall be confirmed by signing off the Task Description Sheet and ensuring that:
 - authorised person confirmed preparation of the workplace by signing off the Task Description sheet,
 - the Contractor meets safety requirements specified in the Task Description Sheet,
 - d) check at the site / workplace if the Contractor meets safety requirements specified in the Task Description Sheet, not later than two hours after the task commencement,
 - e) monitor and keep records of remarks regarding the task carried out in terms of technical, process and safety aspects,
 - f) approve the task completion (Task Supervisor does not conduct the final approval of the completion of the task),
 - g) make assessment in the Task Description Sheet concerning the performance of the specific task by the Contractor which assessment shall include safety, quality, dates and times of the specific task.
5. Task Supervisor shall be entitled to:
 - a) permit to commence the task,

- b) stop / discontinue the task if it is carried out in an unsafe way or contrary to what was agreed (if this is the case, this shall be reported to the Contractor Supervisor),
- c) make assessment of the Contractor.

3.8.3. Permit Issuer

1. Permit Issuer is an employee who is authorised in writing by the Head of the Area, by entering such a person into the list of authorised staff (Appendix No. 20) to issue permits for carrying out the special hazardous tasks in a specific department. An up-to-date list of Permit Issuers shall be kept in each department.
2. The authorisation is granted on condition that training for Permit Issuers is received and examination on the knowledge of carrying out special hazardous tasks is passed. The examination for Permit Issuers is conducted by a manager of the department with a representative of S&H service taking part.
3. Department managers are granted authorisation for Permit Issuers without receiving any special training or passing examination. However, in order to issue a permit for carrying out the special hazardous task in a special department, a department manager is required to have a written authorisation by the Head of the Area, who enters such a person into a list of authorised staff (Appendix No. 20).
4. The authorisation for Permit Issuers shall remain valid for the time not longer than 36 months. Afterwards, another training and examination are required to be conducted.
5. Permit Issuer representing a Contractor is an employee of the Contractor who is authorised by her/his employer to issue permits to work in writing. To be able to issue permits to work at Mondi premises, it is required to pass the examination and be granted the Permit Issuer's Certificate issued by Mondi Świecie S&H Department.
6. If the Contractor's company does not have any Permit Issuers appointed who are authorised to issue Permits at MŚ premises, a permit shall be issued by a Permit Issuer representing MŚ or a Permit issuer representing the Contractor where such a person is a Subcontractor.
7. A list of Permit Issuers representing MŚ and Permit Issuers representing Contractor is available in the Register of Special Hazardous Tasks and Permits.
8. For working on power-generating equipment & systems / plants, the Permit Issuer must hold a valid qualification certificate for a supervisor (type D) and the authorisation document issued by the operating entity of power generating equipment.
9. Responsibilities of Permit Issuer:
 - a) become familiar with the scope of the task to be conducted and discuss it in the site with the Team Leader and the Task Issuer representing Mondi Świecie,
 - b) identify the risks for people performing special hazardous tasks as well as for other people who may be exposed to the risks and make the risk assessment,
 - c) specify the way the task shall be performed and discuss required safety measures,
 - d) issue a written Permit to Work that shall specify:
 - the Team Leader (by name),

- the Special Hazardous Task Supervisor (by name),
 - the dates of planned beginning and completion of the task and breaks,
 - the way the task is to be performed and required safety measures,
 - whether tests / measurements of working environment are required or not, and determine the type and frequency,
- e) make the Team Leader familiar with the Permit and make sure that she / he has understood the Permit and knows how to execute it.

3.8.4. Special Hazardous Task Supervisor / Permit Verifier

1. Special Hazardous Task Supervisor is an employee to be appointed by the Permit Issuer to provide direct supervision over the special hazardous tasks.
2. Special Hazardous Task Supervisor shall not be any of the team members who carry out the specific task.
3. Special Hazardous Task Supervisor shall be competent in the scope of the process and / or the equipment related to the special hazardous task that s/he is obliged to supervise. S/he shall also attend the training for Permit Issuers and pass the examination on the rules of special hazardous task supervision.
4. Special Hazardous Task Supervisor is obliged to enforce the application of safety requirements specified in the Permit for carrying out the special hazardous task and in the Task Description Sheet, from employees who carry out the special hazardous task.
5. The Permit Issuer may also appoint himself as the Special Hazardous Task Supervisor.
6. If the task is carried out in the confined space, the Special Hazardous Task Supervisor may act as a standby person at the same time, as far as s/he is able to supervise all the jobs performed in the confined space.
7. The Task Supervisor must hold a valid qualification certificate to be able to supervise working on power-generating equipment.

3.8.5. Team Leader / Permit Acceptor

1. The Team Leader of a team performing the special hazardous task is an employee who leads the team carrying out the special hazardous task and this person shall be appointed by the Permit Issuer and recorded by name in the Permit.
2. The Team Leader shall participate, if possible, in preparing the risk assessment for the planned special hazardous task.
3. The Team Leader shall discuss with the Permit Issuer the scope of the task at the site / workplace before commencing to work.
4. Before commencing the task, the Team Leader /Permit Acceptor shall be responsible for:
 - a) ensuring that the task shall be commenced only after implementation of all the means and collecting all the signatures,
 - b) assigning obligations to the team members,
 - c) giving a briefing on hazards, work organisation, work safety and procedures in case of emergency,

- d) preparing a list with signatures of team members to confirm that the team members were given a briefing. The list is an integral part of the Permit.
 - e) updating the list with signatures of team members (adding new members), if necessary,
 - f) ensuring that Mondi Świecie authorised person confirmed preparing the workplace by signing off in the Task Description Sheet,
 - g) ensuring before entering into confined space that working environment tests have been made, if such test are required to be made,
 - h) appointing a person to be responsible for checking the workplace for special hazardous task due to fire related reasons,
 - i) checking that the lock out padlock keys and LOTO tags are located on one deposit hanger and that they were locked out with the shift leader's padlock (green one),
 - j) putting her/his padlock on the hanger prepared for the specific task and putting her/his padlock key in the deadman box, which deadman box shall be locked by the team members with their individual padlocks.
 - k) ensuring that the deadman box is placed in the work area.
 - l) ensuring that required safety measures specified in the Permit shall be used.
5. When carrying out the task the Team Leader shall be responsible for leading the team in the way that ensures safety requirements listed in the Permit.
 6. The Team Leader is obliged to discontinue the task if the conditions or circumstances have changed and also the Team Leader is obliged to inform the Permit Issuer about this fact.
 7. After the task completion, the Team Leader is obliged to ensure that the systems and equipment are safe and to report this fact to the Task Supervisor or the Shift Leader.
 8. For tasks carried out on power-generating equipment, the Team Leader must hold a valid qualification certificate for operators of power-generating equipment as required by legislation.
 9. The Team Leader cannot be The Special Hazardous Task Supervisor at the same time as well as The Special Hazardous Task Supervisor cannot be The Team Leader.

3.8.6. People conducting Special Hazardous Tasks.

1. Special hazardous tasks may be carried out by employees who are qualified, hold a valid medical examination certificate and are trained in the relevant safety rules and procedures.
2. Special hazardous tasks that are based on the written Permit to Work must be carried out by at least two people.
3. Persons conducting special hazardous task shall not commence the task:
 - a) before the issuance of the Permit,
 - b) without the briefing conducted by the Team Leader.
4. In case, there are any reservations about conditions, compliance and effectiveness of the inspection means, the employees conducting special hazardous task shall stop / discontinue the task.
5. After duration of the Permit has finished (when the Team Leader reported the completion of the task), the tasks comprised by the Permit shall not be continued.

3.9. Required documents.

3.9.1. Task Description Sheet (TDS)

1. The **TDS** is a basic document describing the kind of the task, hazards, safe working conditions, method of preparing the workplace and whether the specific task is classified as the special hazardous task or not.
 - a) TDS shall be issued by the Task Issuer,
 - b) TDS must always be available at the workplace,
 - c) TDS shall be issued for the scheduled duration of the task and it does not have to be extended if the planned time of the task is exceeded.
2. In the event there is one TDS and several Permits for carrying out the special hazardous tasks, it is required to make a copy of the TDS and attach it to each of the Permits.

3.9.2 Permit for carrying out the Special Hazardous Task.

1. The Permit is obligatory for carrying out special hazardous task and it shall specify the requirements regarding conducting the task safely as well as the persons responsible for implementing the requirements.
2. The Permit shall include procedure to follow in case of injury or emergency (for example, fire).
3. Templates of Permit for carrying out special hazardous task shall comprise of the following:
 - a) Unique number
 - b) Location of the task
 - c) Information about the company or Mondy team that carry out the task
 - d) Task description
 - e) Date and time of commencing and completion of the task
 - f) Hazards and requirements regarding conducting the special hazardous task in a safe way (might be an attachment)
 - g) Names, surnames and signatures of Permit Issuer, Team Leader and Special Hazardous Task Supervisor,
 - h) Names, surnames and signatures of team members (might be an attachment)
 - i) Record regarding extension of the Permit including signatures of the Permit Issuer and the Team Leader
 - j) Procedure to follow in case of injury or emergency (for example, fire).
4. A template of Permit for carrying out the special hazardous task is Appendix no. 23
5. The Permit shall be issued by The Permit Issuer representing the Contractor – Mondy's external or internal:
 - a) The Permit Issuer is obliged to hand over the Permit to the Team Leader directly,
 - b) Before commencing the task it is required to obtain the consent from the Task Supervisor to commence the task, which must be confirmed by signing off in the Task Description Sheet.

6. The Permit shall be issued for a definite period of time, not longer than one day.
7. It is allowed to extend the validity of the work permit for next days by the Permit Issuer who issued the specific Permit provided that work is performed in the same conditions and by the same Team Leader, however, the total period of Permit's validity shall not be longer than 7 calendar days.
8. It is also allowed to extend the Permit when task is discontinued (break) for several days, however, such a break shall not be longer than 5 days, if the total period of Permit's validity is not longer than 7 calendar days.
9. To extend the Permit for carrying out the special hazardous task it is required to:
 - a. confirm that the method, conditions or working environment has not changed,
 - b. specify date and time. The Permit must be signed by The Permit Issuer, the Team Leader and the Leader.
10. In order to extend the Permit, the Leader is obliged to ensure whether requirements regarding working environment measurements specified in the Permit for carrying out the Special Hazardous Task are met.
11. If the task is planned to be carried out on the permanent basis by two replacing teams, the Permit Issuer shall appoint the Team Leader and the Special Hazardous Task Supervisor for each of the teams and the record of this fact shall be made in the Permit to Work.
12. Task handover between two teams shall be based on the record in the Permit to carry out the special hazardous task, on page number 2, in the box: „Permit handover between the teams”, which box shall comprise of the following information: name and surname of the Team Leader who takes over the task (the Permit), name and surname of the Special Hazardous Task Supervisor, date, time and signatures.
13. When arranging maintenance tasks, the division of duties between daily service departments (UMR, UMR7, UWR, ECR) and maintenance departments (UM, UEA) shall be as follows:
 - a) the functions of the Task Issuer, Permit Issuer, Team Leader, Special Hazardous Task Supervisor and Task Supervisor of MS shall be performed, depending on the discipline, by maintenance employees as per their valid certificates. The general rules on possible function combining shall apply.
 - b) in case unplanned works during the second and third shifts and on public holidays, the Task Description Sheet for a maintenance department shall be issued by the authorised employee of the production department (for example a shift supervisor), excluding the tasks on power-generating equipment. For such tasks, The Task Description Sheet shall be issued by the representative of UEA,
14. The task is registered and the Task Description Sheet and the Permit are generated electronically in the Mill's Register of the Tasks and Permits for Special Hazardous Tasks. The Register can be reached via the Intranet.
15. Permit Issuers representing external Contractor will get access to the Register from the Task Issuer in on-line way.
16. Documents shall be issued in a printed out format.

17. If there are good causes for making additions to the Work Permit, it is allowed to make them by handwriting. In this case handwriting must be legible and confirmed with legible signatures of the Permit Issuer, Team Leader and Task Supervisor from Mondi Świecie.
18. If needed reasonably, the external Contractor is obliged to prepare and attach the safe work method statement (IBWZ) to the Permit to Work.
19. Safe work method statement (IBWZ) should be developed, in particular, for construction work, demolition work and special hazardous tasks with a high level of complexity.
20. Safe work method statement (IBWZ) is a document developed by the Contractor, whose content shall be agreed with the Task Supervisor and also with Mondi S&H service, if the Task Supervisor considers it necessary.
21. The items to be included in the safe work method statement (IBWR) have been specified in Appendix no. 25.
22. Permit to Work and Task Description Sheet shall be available at the workplace.
23. Copies of Permit to Work and Task Description Sheet (soft copy is acceptable) should be kept in the control room of the department where the special hazardous task is carried out.
24. Permit to work for electrical-power task is required when working on electrical-power generating equipment and systems / plants in conditions of special hazard – requirements and procedures are specified in Appendix no. 7
25. Permits shall be kept in the department's files for at least 12 months after completion of work.
26. It is necessary to cancel the duration of Permit to Work under the following conditions:
 - a. change of work method, working conditions or environment or evacuation that must be conducted,
 - b. disagreement with other tasks that are performed or planned in the same location,
 - c. tasks that are conducted do not comply with requirements specified in the Permit or the tasks that are conducted do not meet legal requirements or Mondi requirements.

3.9.3. Oral Permits for carrying out Special Hazardous Task.

1. It is allowed for the Permit Issuer not to issue the written Permit and give oral Permit directly if all of the following requirements are fulfilled:
 - a) the situation is not planned, urgent and special and it takes place, in particular, during the afternoon and night shift or on holidays and public holidays,
 - b) the task is simple, not complicated, carried out in one place which ensures continuous supervision by the Permit Issuer,
 - c) the task is carried out by the team comprising of up to three employees.
2. The Permit Issuer who gives oral Permit shall meet the following requirements:
 - a) The Permit Issuer shall enter the oral Permit into the departmental Register of Oral Permits before commencing the job,
 - b) The Permit Issuer shall conduct (in person) the briefing for the Contractors on work safety rules,

c) The Permit Issuer shall provide (in person) direct and continuous supervision over the task.

3. Each department shall maintain the Register of Oral Permits for the Special Hazardous Task, according to the template below.

Date	Time	Permit Issuer (name and surname)	Task Description	The person who carries out the task	Commencing Date/time	Completion Date/time

4. The Manager of the department is obliged to review the register at least once a month, which review shall be confirmed by her / his signature.

5. Only the Permit Issuers representing Mondi shall be authorised to give oral Permits to Work.

3.9.4. Conducting Special Hazardous Task without the Permit

1. It is allowed to do the following without having a Permit for carrying out the special hazardous task:

- a) human life and health rescue activities,
- b) securing equipment and installations against damage in case there is a threat,
- c) arrange inspections or audits conducted by supervision employees, S&H service, National Labour Inspection [in Polish – PIP] and Technical Supervision Office [in Polish – UDT].
- d) operational, process-related works and maintenance works specified in the departmental specification of special hazardous tasks as routine tasks.

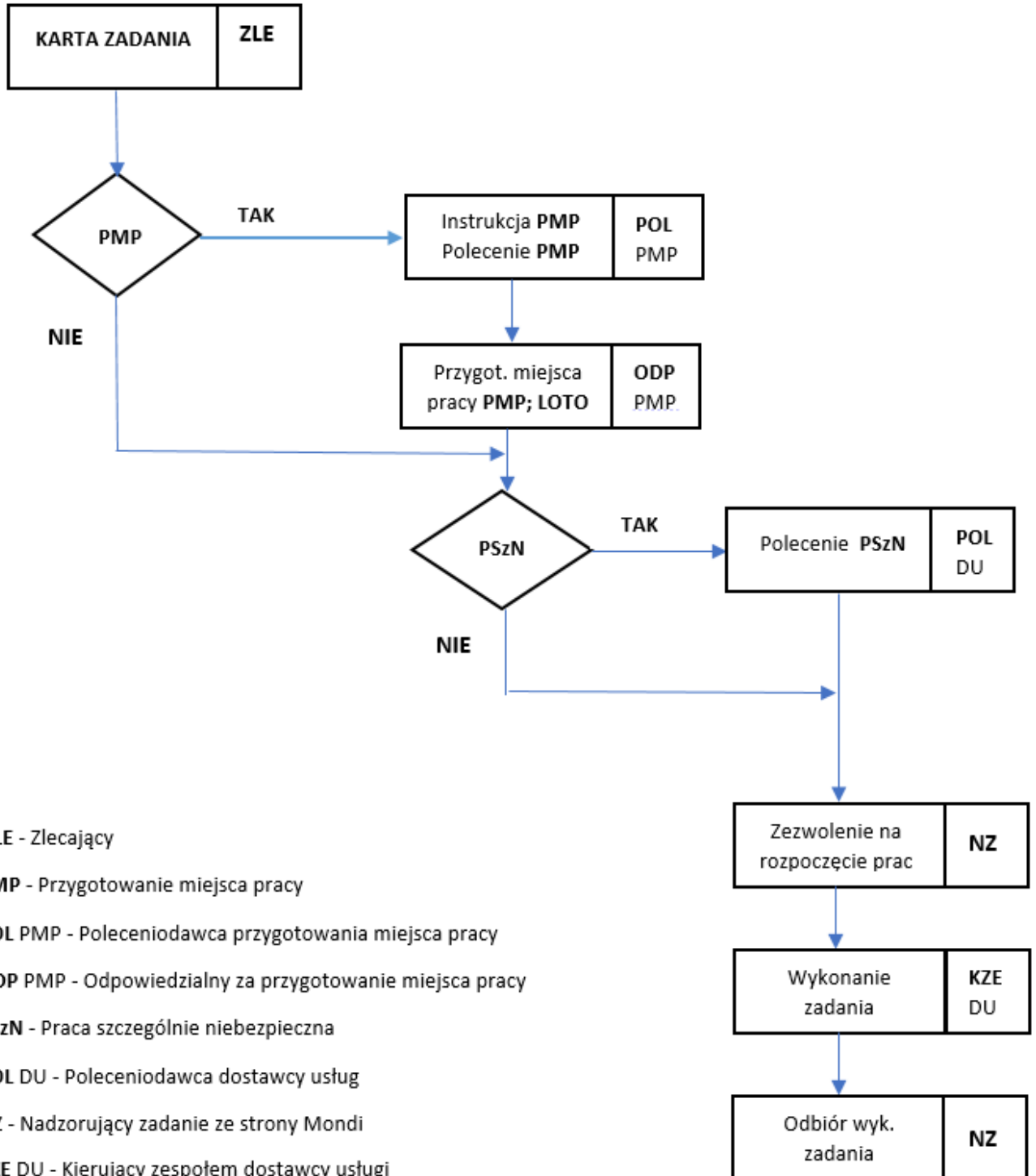
2. The Manager of the department shall be responsible for:

- a) compiling a departmental specification / list of routine special hazardous operating tasks that do not need the permit in writing. The specification / list must be approved by the Safety Manager.
- b) developing and revising on a regular basis the Safe Operating Procedure for such tasks.
- c) ensuring that employees who will carry out such tasks are trained and competent.
- d) ensuring that the Safe Operating Procedure is archived in a way that ensures easy and quick access for people giving a briefing and people conducting the tasks.

3. Only simple, not complicated, repeated tasks carried out at least once a month by trained in work safety competent employees, which tasks are based on standard procedures or instructions, may be considered as routine tasks.

3.10. A diagram of task implementation process.

Proces realizacji zadania (PSzN)



4. Appendices:

Appendix no. 1 – Specification of special hazardous tasks at Mondi Świecie S.A.

Appendix no. 2 – Construction (building) work, maintenance and erection work performed when the mill or the mill's part is not shut down in the locations where employees hired for doing other tasks are present or machines or other technical equipment runs.

Appendix no. 3 - Demolition works and break-ins

Appendix no. 4 – Working in confined space.

Appendix no. 5 - Working with hazardous materials and systems with potential exposure to hazardous energy.

Appendix no. 6 - Works at heights.

Appendix no. 7 - Working on power-generating equipment and systems/plants.

Appendix no. 8 - Earth works / excavations.

Appendix no. 9 - Tasks that are hazardous due to fire related reasons.

Appendix no. 10 - Working in explosive zones.

Appendix no. 11- Working with high pressure water jet with working pressure above 200 bar (20 MPa). [in Polish - MWC]

Appendix no. 12 - Lifting and handling with cranes.

Appendix no. 13 - Working with asbestos containing materials.

Appendix no. 14 - Scuba diving and surface provided air diving activities (the consent by Mondi Group Head of Safety and Health required)

Appendix no. 15 – Replacement of machine clothing.

Appendix no. 16 - Replacement of machine clothing – a template.

Appendix no. 17 - Instruction of Workplace Preparation – a template.

Appendix no. 18 - Permit for preparation of the workplace for the special hazardous task.

Appendix no. 19 - Permit for preparation of the workplace – if PMP Instruction is not developed and preparation of the workplace is not a special hazardous task

Appendix no. 20 - List of authorised Permit Issuers

Appendix no. 21– Oxygen and hazardous, harmful agents in the working environment sheet

Appendix no. 22– Task Description Sheet

Appendix no. 23– Permit for carrying out the special hazardous task.

Appendix no. 24 – Standard on measurements of the atmosphere inside the confined space.

Appendix no. 25 – Standard on developing the Safe Work Method Statement.

Specification of special hazardous tasks in Mondi Świecie S.A.

Appendix No. 1 – Specification of special hazardous tasks at Mondi Świecie S.A.

- 1. Construcion (building) work, maintenance and erection work performed when the mill or the mill's part is not shut down in the locations where employees hired for doing other tasks are present or machines and other technical equipment runs.**
- 2. Demolition works and break-ins.**
- 3. Working in confined space, for example:**
 - 3.1. in chests, pulp tanks and circulation water tanks,
 - 3.2. in aluminium sulfate, paper size, starch tanks,
 - 3.3. in condensate chamber of heat recuperation,
 - 3.4. in dryers,
 - 3.5. in seperators of centrifugal vacuum compressors,
 - 3.6. in pulpers, aluminium sulfate reactors,
 - 3.7. in suction chambers of the pumping station,
 - 3.8. in liquor, acid, resin soaps, light and heavy fuel oil, sodium bisulfite storage tanks,
 - 3.9. in digesters, chip bins, blow tanks, steaming vessels, pulp storage towers, steaming boilers, washing filter drums, liquor expanders, diffusers,
 - 3.10. in hot water and condensate tanks, in wash / weak liquor and filtrate tanks, liquor and pulp tanks, water treatment tanks and settling tanks,
 - 3.11. in defoamers tanks,
 - 3.12. in retention and filter water tanks, inside the ion-exchange columns,
 - 3.13. in effluent collectors, sewers, tanks, wells and settling tanks (apart from telecommunication wells that are up to 1 m deep and ducts that are up to 0,7 m deep),
 - 3.14. in nutrients storage and digestion tanks, near the froth breaker,
 - 3.15. in debarking drums, reclaimer discharge chutes,
 - 3.16. in air ducts,
 - 3.17. inside lime kiln, lime and limestone bins, electrostatic precipitators, and flue gas scrubber,
 - 3.18. inside lime slaker, causticizing units, eco filters, sludge and lime milk tanks,
 - 3.19. inside evaporators, stripping column, dirty condensate tank, steam boiler and flue gas scrubber of main incinerator, water tanks in cooling towers,
 - 3.20. inside furnace chambers, flue gas ducts, air ducts of sodium boiler, electrostatic precipitators chambers, sulfate discharge chutes, reserve water tanks, dissolving tank, flue gas scrubber tank.
- 4. Working with hazardous materials and systems with potential exposure to hazardous energy.**
 - 4.1. working on unloading equipment and systems / plants of liquid fuels and hazardous substances and materials,
 - 4.2. working on systems of liquor, acid, vapour, condensate water and other substances whose temperature is higher than 50° C,
 - 4.3. tasks where chemical substances and preparations classified as hazardous in accordance with regulations on chemical substances and preparations are used, and tasks where materials that contain harmful biological agents classified to group 3 or 4 in accordance with the regulations

Specification of special hazardous tasks in Mondi Świecie S.A.

on harmful biological agents for health in the working environment and protection of health of employees who are exposed to such agents at work are used.

4.4. Working on systems with potential exposure to hazardous energy.

5. Works at heights.

- 5.1. working on posts, ladders, clamps, construction structures without ceilings, etc. at the height of more than 1 m over the external area level \ ground or floor level,
- 5.2. working on chip bins, pulp storage towers, on paper machine hoods and on tanks,
- 5.3. roof work,
- 5.4. erection and dismantling of scaffolding,
- 5.5. working on scaffolding,
- 5.6. working on mobile self-propelled platform and in the basket suspended to the hoisting equipment,
- 5.7. working on ladders.

6. Working on power-generating equipment and systems / plants.

6.1. Working on electrical-power generating equipment and systems / plants.

- 6.1.1. maintenance, modernisation and repair tasks on live electrical-power generating equipment,
- 6.1.2. tasks carried out close to live electrical-power generating equipment or its parts that are not safeguarded,
- 6.1.3. tasks on electrical-power generating equipment that has been switched off/ de-energised but has not been earthed or has been earthed in such a way that no earthing device is visible from the workplace,
- 6.1.4. tasks related to identification and cutting electrical-power cables,
- 6.1.5. tasks when one circuit of a multi circuit overhead 1 kV or more line is switched off/ de-energised if any of the remaining circuits stays live,
- 6.1.6. tasks on de-energised overhead power lines or overhead power lines under construction that cross in the protective earthing limited zone with the energised lines or lines that are able to be energized,
- 6.1.7. when taking samples and making measurements, excluding the tasks that are carried out on a permanent basis by authorised staff in determined locations.

6.2. Working on power-generating equipment and systems / plants other than electrical-power generating.

- 6.2.1. inside hazardous confined spaces, furnace chambers of boilers, flue gas ducts, electrostatic precipitators, boiler drums, bins, channels and discharge chutes, heat system pipelines as well as in liquid and gas fuel tanks,
- 6.2.2. inside coal, biomass, coal dust, slag and ash bins and other confined spaces and rooms that may contain poisonous, caustic, suffocating, flammable or explosive gas or liquids,
- 6.2.3. in water circulations of the Power Plant that require entering the ducts, pipelines, suction pipes and tanks, tasks on water intake and discharge stations, which tasks are carried out from platforms, boats or barges and under water work,

Specification of special hazardous tasks in Mondi Świecie S.A.

- 6.2.4.** in excavations, maintenance, repair, controlling-measuring tasks on gas lines or other gas equipment and on heating system pipelines,
- 6.2.5.** maintenance, repair tasks or erecting tasks on liquid and gas fuel unloading equipment such as discharge pipelines and unloading/ discharge pumps including their systems,
- 6.2.6.** tasks carried out when repairing or replacing deep-well pumps, valves, pipelines and tanks of hazardous chemicals and after-recovery effluents,
- 6.2.7.** tasks that involve the use of cleaning chemicals for boilers, pipelines, pressure tanks, dewaterers/ steam traps, oil separators/ traps and pressure bins,
- 6.2.8.** tasks inside the tanks and rooms that contain or may be supplied with compressed air, on compressed air pipelines with working overpressure equal to or higher than 50 kPa, that needs compressor components to be removed,
- 6.2.9.** tasks on water, steam, compressed air, oil, heavy fuel pipelines, on fire extinguishing systems with working overpressure equal to or higher than 50 kPa that needs fittings or a part of the pipeline to be removed or pipeline supports and suspension elements to be disturbed.

7. Earth work.

- 7.1.** working in excavations with depth of at least 1 m,
- 7.2.** working in the close neighbourhood of networks such as power network, gas network, communication network, heat distribution network, water-pipe network and sewerage network.

8. Tasks that are hazardous due to fire related reasons.

- 8.1.** Tasks that require open fire to be used or when sparks, heating exist, etc.:
 - welding and gas and electrical cutting,
 - heating plants, equipment, valves,
 - grinding in objects,
 - roofwork and insulation work that require open fire to be used.

9. Working in explosive zones.

- 9.1.** works that involve using flammable liquids, gases and dust where explosive mixtures can be produced,
- 9.2.** all maintenance and construction tasks that are carried out in explosive zones (terpentine, methanol, odorous gases, natural gas, gas oil, starch, anaerobic sewage treatment plant),
- 9.3.** hazardous due to fire related reasons that are carried out in explosive zones.

10. Working with water jet with working pressure above 200 bar (20 MPa).

11. Lifting and handling with cranes.

- 11.1.** with gantry crane
- 11.2.** with jib cranes
- 11.3.** with truck mounted cranes
- 11.4.** with electric chain hoist
- 11.5.** with manual chain hoist with loading capacity above 2 t.
- 11.6.** with motor-driven trolleys.

Specification of special hazardous tasks in Mondi Świecie S.A.

- 12. Working with asbestos containing materials.**
- 13. Scuba diving and surface provided air diving activities.**
- 14. Replacement of machine clothing.**

Construction (building) work, maintenance and erection work performed when the mill or the mill's part is not shut down in the locations where employees hired for doing other tasks are present or machines and other technical equipment runs.

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Appendix No. 2 – Construction (building) work, maintenance and erection work performed when the mill or the mill's part is not shut down in the locations where employees hired for doing other tasks are present or machines and other technical equipment runs.

1. General requirements.

- 1.1. Construction (building) work, maintenance and erection work performed when the mill or the mill's part is not shut down in the locations where employees hired for doing other tasks are present or machines and other technical equipment runs must be arranged in such a way that employees are not exposed to danger and arduousness resulting from the tasks carried out, and at the same time special precautions are used.
- 1.2. The employees who are present or may be present at the area where the work is done or nearby, shall be notified about the works that are in progress and about necessary safety measures that shall be used when working.
- 1.3. The working area shall be demarcated and provided with clear signage. In danger locations signs that inform on the existing hazards shall be posted and other protection shall be used to secure against effects of such hazards (mesh, barricading, etc.).
- 1.4. If the tasks are going to be carried out at the same location and at the same time by employees hired by various employers, the Manager of the department where such the jobs are to be done shall be responsible for appointing a S&H Coordinator for the task.

2. Requirements for working near electrical-power generating plants and equipment.

- 2.1. It is not allowed to situate the workplaces, product storages and building materials or machine storages next to overhead power lines or within the distance, measured horizontally from end wires, shorter than:
 - 1) 3 m – for power lines with rated voltage not higher than 1 kV,
 - 2) 5 m - for power lines with rated voltage above 1 kV, but not higher than 15 kV,
 - 3) 10 m - for power lines with rated voltage above 15 kV, but not higher than 30 kV,
 - 4) 15 m - for power lines with rated voltage above 30 kV, but not higher than 110 kV,
 - 5) 30 m - for power lines with rated voltage above 110 kV.
- 2.2. When performing construction work with the use of cranes or loading-unloading equipment, the above-mentioned distances, measured from the furthest point of the equipment with the load, shall be kept.
- 2.3. When performing work with the use of machines or other technical equipment directly under the power line, the safe working conditions shall be agreed with the power line user.

Construction (building) work, maintenance and erection work performer when the mill or the mill's part is not shut down in the locations where employees hired for doing other tasks are present or machines and other technical equipment runs.

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- 2.4. Electric current substations situated in the work area (area where jobs are done) must be secured against being accessed by non-authorised people. Such the substations shall be located not more than 50 m away from energy receivers.
 - 2.5. Connections of electrical wires with mechanical equipment shall be made in the way that ensures work safety for operators of such equipment.
 - 2.6. The wires must be protected against mechanical damage and must be located in the way that does not create the risk of stumbling.
 - 2.7. In the event, the wires go along the traffic routes, such the wires shall be placed in the cable trays or shall be suspended in the electro-insulated hooks at heights of: at least 2,2 m over the walking path and 4,4 m over the transport route.
 - 2.8. Elements, such as screws, nuts etc., that are left after dismantling screw connections, should be kept safely in appropriate containers. It is forbidden to leave screws or construction elements in a disorderly manner.

Demolition work and break-ins.

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Appendix No. 3 - Demolition work and break-ins.

1. General requirements.

- 1.1. Demolition works shall be performed according to the applicable building law.
- 1.2. Demolition work of buildings and structures shall be supervised by Building and Road Maintenance Department (URB) and demolition of machinery and equipment etc. shall be supervised by maintenance departments.
- 1.3. It is necessary to consult the Building and Road Maintenance Department in order to decide whether the specific demolition work requires demolition design and Permit to carry out demolition work issued by the authorized body.
- 1.4. In order to carry out demolition work, it is necessary to prepare task risk assessment and safe work method statement for demolition work. Such the safe work method statement shall take into consideration safety requirements when performing all stages of the task and it shall be attached to the written Permit to Work.
- 1.5. Only a person who has the building license may be the Permit Issuer for building demolition work.

2. Basic safety requirements regarding demolition work and break-ins.

- 2.1. The demolition work area shall be barricaded and warning boards shall be placed as well as walking paths and transport routes shall be designated.
- 2.2. Walking paths for pedestrians shall be secured and provided with protective roofing if necessary.
- 2.3. Temporary lighting shall be provided.
- 2.4. Before commencing demolition, technical condition of the object shall be checked and special hazardous sites shall be demarcated and marked.
- 2.5. The sequence of demolition works as agreed shall be followed to prevent uncontrolled collapse of the object or the object's element.
- 2.6. Firstly, mechanised demolition shall be used.
- 2.7. When performing demolition works, all the people and cabins of the machines shall be located outside the danger zone.
- 2.8. It is forbidden to enter the danger zone of the operating machinery and the danger zone related to manual demolition works and in the event people are present in such the zone, the work shall be discontinued.
- 2.9. If the employees who perform demolition works are exposed to hazards due to unsecured openings, the following shall be done:

Demolition work and break-ins.

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1. Wall openings and ceiling edges shall be protected with the use of railings up to the height of 110 cm,
 2. Openings in the ceiling / floor shall be covered and the covers shall be marked and have sufficient strength and shall be protected from uncontrolled movement or openings shall be barricaded.
- 2.10. Demolition works shall be stopped in the event it is possible for the wind to turn over the part of the object structure and when the wind speed exceeds 10 m/s.
 - 2.11. Demolition material shall be removed from the jobsite on a regular basis.
 - 2.12. It is forbidden to collect debris and materials recycled from demolition on the floor, balcony plates, staircases and other structural parts of the object demolished.
 - 2.13. It is forbidden to turn over the walls or other parts of the object by excavating or undercutting.
 - 2.14. Before commencing the task, it is necessary to identify all systems and potential sources of energy that come from the following supply systems: process, gas, heat, power, teletechnical, water and sewage.
 - 2.15. Before breaking the structure it is necessary to switch off / de-energise the systems and potential sources of energy present in the place where the task is carried out.
 - 2.16. Before demolition is commenced the following object supply systems shall be disconnected: process, gas, heat, power, teletechnical, water, sewage systems, and energy lockout shall be used as specified in the LOTO system.
 - 2.17. In the event the system / plant that contains hazardous substance is demolished, you should read Safety Data Sheet of such substances and adapt the procedures and personal protective equipment to the existing hazards.
 - 2.18. If needed reasonably, atmosphere tests shall be made to determine the content of toxic, explosive, flammable substance and oxygen.
 - 2.19. In the event the system / plant that contains flammable or explosive substance is demolished, no cutting blowpipe / cutting torch or sparking tools shall be used.
 - 2.20. In the situation where dismantling of the element causes the fall hazard, the employee shall be protected from falling by wearing safety harness to be attached to fixed structural elements that are not to be removed this time.
 - 2.21. In the event the scaffolding, mobile platform is used, it is necessary to plan to locate them in such a way that the possibility of turning them over and the possibility that dismantled elements will fall on such the scaffolding, platform are eliminated.
 - 2.22. It is not allowed to carry out the work by employees working above each other at different heights.

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- 2.23.** You must not collect any debris and dismantled elements on scaffoldings, mobile platforms and other equipment so as service platforms are not overloaded.
- 2.24.** Slanted chutes, chutes or a lifting device shall be used for debris removal.
- 2.25.** The upper edge of the chute and discharge zone shall be protected with a railing the minimum height of which is 110 cm.
- 2.26.** Safe distance of tower cranes, truck mounted cranes and machines that have live power line masts shall be kept.
- 2.27.** You must not leave the walls and other elements unstable and unsecured at the end of the shift.

Working in confined space.Version 1/2018

Appendix No. 4 – Working in confined space.

1. Confined space comprises of tanks, channels, wells, sewage wells, interior of process equipment and other confined spaces that are entered through manholes or small size openings or entering them is difficult otherwise.

2. Requirements for confined space entry.**2.1. Preparing confined space:**

1. Confined space shall be emptied, cleaned initially by flushing, steam or inert gas flashing or air blowing. **Oxygen flashing is not allowed.** Also, hangovers and deposits shall be removed.
2. Identification, effective isolation and energy lockout shall be provided. Also, accumulated energy shall be released, as it may be hazardous for people present in the confined space as described in the Procedure regarding LOTO for hazardous energy RB-IZB-13,
3. Manholes shall be opened to ensure natural ventilation. In the event, when natural ventilation is not sufficient, mechanical ventilation shall be used.
4. Manholes shall be opened and fittings dismantled/removed near tanks and pipelines only after no presence of pressurised media (steam, water, air, acid, liquors, etc.) remains in them.
5. The atmosphere of the confined space shall be measured for the content of oxygen and gases as well as vapours of substances classified as hazardous. The rules described in the standard in Appendix no. 25 shall be followed.
6. The records of the atmosphere measurements and interpretation of measurement results shall be kept and entered into the “Oxygen and hazardous, harmful agents in the working environment sheet” – Appendix no. 21. Next, the completed sheet shall be posted at the confined space entrance.
7. If the atmosphere measurements and interpretation of the measurements results have been recorded in the “Oxygen and hazardous, harmful agents in the working environment sheet”, they do not need to be entered into the PMP Permit on condition that this fact is recorded in the PMP Permit.

2.2. Confined space entry:

1. When working in the confined space, at least two people in the team must be provided with personal detectors – metres of hydrogen sulfide and other gases and vapours classified as hazardous. However, after conducting the risk assessment, the Permit Issuer may specify in the Permit to Work that each team member must be provided with a personal detector.
2. One individual hydrogen sulfide, other gas and hazardous substance vapour detector may be used when only one person enters the confined space.
3. When entering the confined space, the employee shall be wearing the safety helmet, long sleeve work clothes and safety harness with the rope attached to the external structure element that is strong enough.

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4. It is not required to use:
 - a. safety harness in the situation where there are special limitations when walking in and moving inside, eg. dryers or pressure expansion tanks at the paper machine headboxes;
 - b. a rope to be fixed to the external structure element in case the use of the rope may cause a hazard for employees when working, eg. may limit movement by the employee, may hinder evacuation through narrow passages as well as in the situation where more people works in the confined space or the task involves walking on the scaffolding;
 - c. if this is the case, the fact must be recorded in the Work Permit.
5. The rope does not have to be attached to the external structure element if using such the rope may cause the increased hazard for employees when working, e.g. may restrict employee's movements, may obstruct evacuation through the narrow passages. In this event, such the fact shall be recorded in the Permit.
6. It is required to use respiratory protection if the oxygen content in the air in the confined space is lower than 19,5% or if there are harmful substances with concentration levels exceeding the occupational exposure limits or there is a possible danger of these harmful substances.
7. Additional risk assessment and additional Permit are required if confined space entry is only possible with breathing apparatus.
8. Air temperature in confined space must not exceed 40 °C.
9. Under special circumstances where it is necessary to take immediate actions, for example, repair of damage, it is allowed to work in the temperature above 40 °C, on condition that the employees are provided with:
 - a) cooling drinks and means to isolate or reduce ambient temperature of air,
 - b) breaks at work and a place for having a rest outside the confined space, which place shall be determined individually, depending on conditions and work specifics (max. ½ hour of work and then the break).
10. A safe way of entry and exit form the tank and a safe way of transport for tools, other objects and materials shall be ensured.
11. In case the tank bottom is rounded, there are protruding parts, hazardous cavities, holes or slippery surface on the bottom, it is recommended that the work platform suitable for the conditons in the specific confined space should be used in order to increase safety when working and moving.

2.3. Protecting people in confined space.

1. Employees working inside the confined space shall be protected by at least one person who shall stay outside.
2. A standby person and the Team Leader shall determine the communication means between employees inside the confined space and the standby person.

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3. A standby person shall check the number of persons working in the confined space on an ongoing basis.
 4. When entering into confined space, each person is required to leave identification documents (S&H certificate, a pass, etc.) on the deposit board.
 5. A standby person shall keep in contact continuously with the employees inside the confined space and s/he shall have the possibility of notifying immediately other people who may provide aid without delay, if it is necessary.
 6. Personal protective equipment of the standby person shall be the same as the persons who enter into the confined space.
 7. A standby person shall be provided with the communication means and trained how to call the Company's Rescue Service.
 8. Special Hazardous Task Supervisor may be a standby person at the same time, as far as she / he is able to supervise all the tasks performed in the confined space.
- 3. Entering into confined space** (that does not belong to the equipment, heating system or chemical system).
- 3.1. For entering the confined space in order to prepare the workplace, the part of the pipeline or equipment where some maintenance tasks are to be done, shall be secured with at least one tight closing component or blind plug placed on every side where may be the threat of hazardous media or energy.
 - 3.2. Blind plugs shall be adapted to working pressure that occurs when the system or equipment is in normal operation, and they shall be labelled and adapted for placing the LOTO lock.
 - 3.3. Closing components shall be located as close as possible to the isolated equipment or system.
 - 3.4. The LOTO lock must be put on each closing component.
 - 3.5. Also, the part of the pipeline might be removed to provide protection.
 - 3.6. It is required to provide continuous supervision by the Special Hazardous Task Supervisor while staying in the confined space.
 - 3.7. All the manholes leading to confined space shall be checked:
 - a. A standby person and a tag (Attachment no. 1) shall be located at the entrance to the manhole or the opening that is used by employees,
 - b. manholes and openings that are not intended to be entered but are opened, for example, due to ventilation, shall be secured against unauthorised access.
 - 3.8. It is prohibited to work inside the confined space on two levels at the same time, when workplaces are located one over another, without using required protection.
 - 3.9. The interior of the tank shall be lighted with electrical light sources of voltage not higher than 25V.
 - 3.10. If electrical tools with voltage higher than 25V are used, power supply through a separation transformer shall be required.
 - 3.11. Electrical wires to supply power to electrical tools, in particular such wires that go through manholes, shall be protected against mechanical damage.
 - 3.12. In the event of welding works being performed inside the confined space, fixed mechanical ventilation shall be used. It is forbidden to place any technical gas cylinder in the confined space.
 - 3.13. When performing chemo-resistant works or other tasks inside the confined space where hazardous substance may appear, the the following should be done:

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- d. the tank should be ventilated effectively,
- e. atmospheric tests should be conducted during the task. The frequency of measurements shall be specified in the Permit for carrying out the special hazardous task,
- f. in the event the occupational exposure limits exceeded when the task is carried out, the task shall be stopped immediately and reported to the person responsible for preparing the workplace.

4. Entering into chemical or heating equipment and plants.

- 4.1.** Heating equipment or plant is defined as equipment or plant, which during normal operating conditions contains or may contain hot medium flows (steam, condensate, hot water) with temperatures of above 50 °C.
- 4.2.** Chemical equipment or plant is defined as equipment or plant, which during normal operating conditions contains or may contain hazardous chemical substances (acids, liquors, terpentine, methanol).
- 4.3.** For entering the above mentioned spaces in order to prepare the workplace, the section of the pipeline or equipment where some maintenance tasks are to be done, is required to be protected by installing blind plugs that are adapted to the specific working pressure that occurs when the system or equipment is in normal operation, or by shutting off the flow of media with two tight closing components from any connection from which the flow of the media may occur.
- 4.4.** Closing components shall be located as close as possible to the isolated equipment or system.
- 4.5.** The LOTO lock must be put on each closing component.
- 4.6.** At heat exchangers, LOTO must be used absolutely, both for the heating agent and heated media, irrespectively of the working zone.
- 4.7.** Remaining requirements shall be the same as specified in 3.6 - 3.13.

5. Working inside equipment and systems connected in series.

- 5.1.** It is allowed to isolate and cut off the flow of hazardous agent or hazardous energy to tanks and/or equipment connected in series but only before the first tank / equipment and from the side where the source of this agent is placed.
- 5.2.** It is required to ensure that there are not any other sources of hazardous energy.
- 5.3.** It is a must to empty and flush all the tanks / pipes and equipment with open draining valves in advance to insure that this is free of hazardous substances and gases.
- 5.4.** The above-mentioned method shall be applicable if maximum four tanks / pieces of equipment are connected in series, excluding evaporative and green liquor system connected in series, starting with the slaker at the causticizing unit, where limits for the number of tanks connected in series is not applicable.

6. Working in sewage wells and channels / ducts.

- 6.1.** An employee entering the well or the sewage channel / duct shall be provided with a personal hydrogen sulfide detector, an escape mask and safety harness with the rope to be attached to the external structure and used for protection.

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- 6.2.** A standby person shall be provided with a personal hydrogen sulfide detector and an escape mask. Also, a standby person shall be trained how to evacuate and give first aid to the injured people if there is a threat to life or health.
 - 6.3.** A tripod rescue winch shall be provided outside the confined space.

Attachment no. 1. A tag - signage of the entrance to the confined space



Working with hazardous materials and systems with potential exposure to hazardous energy

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Appendix No. 5 - Working with hazardous materials and systems with potential exposure to hazardous energy.**1. General rules.**

1. Hazardous materials comprise, in particular, chemical substances and preparations classified as hazardous in accordance with regulations on chemical substances and preparations. This includes materials that contain harmful biological agents classified as group 3 or 4 in accordance with regulations on harmful biological agents for health in the working environment and protection of health of employees who are exposed to such agents at work.
2. The specification of hazardous substances and preparations used on Mondi Świecie premises and Material Safety Data Sheets are available in the system ELO.
3. Types of energy regarded as hazardous:
 - 3.1. electric,
 - 3.2. mechanical
 - 3.3. pneumatic (gas pressure),
 - 3.4. hydraulic (liquid pressure),
 - 3.5. heat / thermal (steam, condensate, water and other substances with temperature of above 50 °C or below -5°C).
 - 3.6. chemical,
 - 3.7. gravity,
 - 3.8. tension (for example, a spring)
4. Managers of departments shall be obliged to prepare and make available the departmental specification of hazardous materials that include chemical substances and preparations classified as hazardous and harmful biological agents classified to 3rd or 4th group of hazards.
5. Managers of departments are obliged to inform employees on:
 - 5.1. Physical, chemical and biological properties of hazardous substances and preparations in use.
 - 5.2. Employee health and safety risks related to the use of such substances and preparations.
 - 5.3. Safe methods of using them and how to handle them in emergency.
6. In places where substances are stored and used the Instruction how to handle the substances shall be available. Employees must also be able to access the Material Safety Data Sheet of the substance.
7. When transporting, storing and using hazardous substances and preparations suitable PPE and collective protection as specified in the Instruction / Procedure shall be used.
8. Tanks, vessels and other containers used for storing hazardous substances and preparations must be designed for this purpose and must be:
 - 8.1. Marked as specified in separate regulations,
 - 8.2. Made of material that does not cause dangerous chemical reactions with the content of such tanks, vessels and containers and are not damaged due to exposure to hazardous substances and preparations they contain.
 - 8.3. Resistant and secured against external damage, suitably for the conditions of their using.

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- 8.4.** Adequately tight and secured against leak or to prevent other substances from entering them which substances may cause the hazard if they contact the substance contained in the tank, vessel, container.
- 8.5.** Fulfilled in such a way that there is empty space adequate to the possibility of thermal expansion of liquid when storing, handling and using.
- 9.** When storing liquid hazardous substances and preparations in fixed tanks, suitable protection shall be used to prevent tank content spillage and spillage spreading in the event that the container (for example, a bath, a chute, a channel, a reserve tank) is damaged.
- 10.** It is prohibited to pack, store, load and handle hazardous materials together with other materials that cause additional hazard due to mutual interaction of such materials in case the packaging is damaged.
- 11.** Hazardous substances shall be stored in designated, labelled, suitable locations / rooms that are protected against being accessed by unauthorised people.
- 12.** Rooms designed for storing or using hazardous substances and preparations due to fire or explosion hazard related reasons or where there is a danger that poisonous substances or substances that produce explosive mixtures with air may emit, must be equipped with:
 - 12.1.** Signalling equipment to give alert of the hazard.
 - 12.2.** Suitable fire-fighting equipment and agents, neutralisation agents, first aid kits and suitable PPE and collective protection, as appropriate to the existing hazards.
- 13.** Employees working in rooms must have a continuous access to communication means ensured in case of failure, explosion or fire.
- 14.** Also, it should be determined and communicated to the employees what conditions must be fulfilled before entering such rooms.
- 15.** In rooms where toxic or flammable substances may emit due to the failure, the amount of which may cause the explosion hazard, must be equipped with emergency exhaust fans to be started up from outside and inside of such rooms.
- 16.** Hazardous substances and preparations shall be decanted in the place that is a dedicated area for this purpose, using suitable equipment, PPE and collective protection to protect against hazards and their effects, in particular ones caused by static electricity when liquid is decanted.
- 17.** If persons are threatened to be spilled with caustic agents or when clothes may catch fire when being worn – safety showers to wash the whole body and separate eye showers to rinse eyes must be installed not more than 20 m straight away from the work area where tasks are done.
- 18.** Before hazardous materials are brought into site by the Contractor to carry out their tasks, it is required to obtain approval from Task Supervisor representing Mondi Świecie.
- 19.** It is not allowed for one employee to carry liquid materials that are hot, caustic or materials that are harmful to human health, whose weight, together with the vessel and the handle, exceeds 25 kg for men and 10 kg for women.

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2. Carrying out the mainenance work or making modifications on systems and equipment which contain hazardous materials or hazardous forms of energy while being operated.

1. Preparation of the system and/or equipment for maintenance work or modifications:

- a) identify all sources of energy (including gravity, tension, airflow etc.),
 - b) switch off / de-energise and lock out all sources of energy,
 - c) release any stored energy,
 - d) empty and flush all the systems and equipment in order to make them free of hazardous substances, mixtures and gases,
 - e) isolate hazardous energy sorces (hazardous chemicals). When entering inside the equipment or systems, blind plugs or two tight closing components shall be used,
 - f) conduct tests to verify that energy source has been disabled,
- Use LOTO locks according to Procedure/Instruction RB-IZB-13 (LOTO)

2. Working on equipment and/or systems/plants.

2.1. It is necessary to act with special care when unsealing of flange connections as well as when unsealing other connections. This should be done in accordance with the following rules:

- a. Persons who perform the above-mentioned tasks shall use: face protection, protective gloves, protective shoes/boots, coveralls (class III), protection type – minimum 3 (safety clothing to protect against the stream of liquid).
- b. The employees shall be located out of the zone of potential leak and they shall draw aside step by step the connected elements,
- c. The number of persons exposed to danger shall be limited to minimum,
- d. Make all bolts/screws looser by several rotations or loosen the connection of another type,
- e. Protective clothing and personal protective equipment shall be adjusted to the kind of hazardous material,
- f. Requirements listed in items 1.a to 1.e shall be specified each time in the Permit for carrying out the special hazardous task on equipment and systems/plants containing hazardous materials.

2.2. It is necessary to act with special care when cutting or drilling the system / plant from the top and this should be done in accordance with the following rules:

- a. Persons who perform the above-mentioned tasks shall use: face protection, protective gloves, protective shoes/boots, coveralls (class III), protection type – minimum 3 (safety clothing to protect against the stream of liquid),
- b. The number of persons exposed to danger shall be limited to minimum,
- c. The employees shall be located out of the zone of potential leak,
- d. Cut or drill the pipeline gently,
- e. Protective clothing and personal protective equipment shall be adjusted to the kind of hazardous material,
- f. Requirements listed in items 2.a to 2.e shall be specified each time in the Permit for carrying out the special hazardous task on equipment and systems/plants containing hazardous materials.

3. Work on live equipment:

- a) Energy sources have been isolated,
- b) Permit to carry out special hazardous task has been issued,
- c) Danger zone has been demarcated and warning signs have been posted.

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4. Supervision and authorisation during work on live equipment:
 - a) Approval for live equipment testing given by the responsible manager,
 - b) Requirements for continuous, direct supervision during the task,
 - c) Permit to carry out special hazardous task issued by authorised Permit Issuer,
 - d) Safe work method statement developed, employees provided with training.

5. After the task completion, safety devices shall be returned to full working order.

6. Rules that must be followed when identifying leaks on process and power-generating systems / plants that contain hazardous substances.
 1. In the event that leakage is identified, the competent shift manager / appointed person shall be notified immediately and the s/he shall immediately initiate activities to secure the danger zone.

 2. The danger zone shall be demarcated and barricaded within the safe distance from the source of the leakage.

 3. If the leakage is connected with hazardous mixture or the mixture's properties may cause injuries (temperature, pressure, etc.) and the leakage poses a threat to people, the following steps shall be taken:
 - a. Alert the people who are present in the danger zone,
 - b. Call the Company's Rescue Service (tel. 1222 / press fire system push button),
 - c. Notify the competent shift manager of the situation, which shift manager shall decide whether the system / plant shall be repaired or the work shall be continued till the next shutdown, on condition that all direct threats have been eliminated.

 4. In such cases, the place where the leakage occurred shall be under strict observation and supervision until the failure is removed.

 5. First of all, it is necessary to consider the use of technical measures in order to identify the source and the kind of the leakage, and avoid entering the danger zone.

 6. Written Permit for carrying out the special hazardous task is required to enter into the demarcated danger zone if such the entry is necessary to conduct thorough identification of the source of the potential leakage. The Permit shall specify the method of identification of the potential leakage, in particular:
 - a. Reduce to the minimum the number of people entering into the danger zone,
 - b. Use protective shoes/boots and protective clothing (adapted for the liquid's characteristics) that protects the whole body against the liquid stream (including protective gloves, head and face protection),
 - c. Ensure proper supervision,
 - d. Agree on a type of continuous communication means that shall be used,
 - e. Agree on procedures to follow in case of emergency, for example, being spilled with hazardous substance,
 - f. Ensure suitable escape route from the danger zone.

Caution:

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- In case, there is a high potential threat to people caused by failure, this fact shall be reported in accordance with MICE Instruction.
- In case, there is a negative environmental impact, for example, release/spillage of chemical substances/mixtures, this fact shall be reported in accordance with MICE Instruction.

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Appendix No. 6 – Works at heights.

1. General rules to be followed when organising works at heights.

- 1.1.** Work at heights comprises any work performed at the height of at least 1,0 m above the floor / ground level.
- 1.2.** A permit for carrying out special hazardous work must be issued for works at height of more than 2 m.
- 1.3.** People working at heights must be in possession of a medical certificate providing that they are able to work at heights.
- 1.4.** For working at heights employees shall be secured against the fall hazard and wear safety helmets with chin straps (with minimum three point fixing to the helmet),
- 1.5.** When working at heights only equipment that is designed and adapted specially for this purpose shall be used: fixed platforms, moveable platforms, mobile platforms, scaffoldings and ladders.
- 1.6.** It is prohibited to use machines structural components, control equipment, cable racks, shaft covers, couplings, motors and other random objects as platforms when performing work above the floor level.
- 1.7.** Under special circumstances, it is allowed to use machines structures in order to carry out the task, on condition that effective fall protection shall be provided. The fall protection shall comprise of safety harness with two lanyards, one of which is to be affixed at all times.
- 1.8.** Working at heights does not include working on the surface, irrespective of the height on which the surface is located, if the surface is:
 - a) an area guarded on all the sides up to the height of 1,5 m with full walls or glass windows,
 - b) an area equipped with other fixed structures or fall protection equipment,
 - c) a fixed working platform equipped with complete railings.
- 1.9.** In the event that the work is carried out on the fixed working platform and the kind of the task requires the employee to go out or to lean out of the working platform contour where the employee is standing on, what causes a threat of falling down, it is required to affix the safety harness.

2. Fall protection measures.

- 2.1.** The employees who work at heights shall be protected against falling from heights.
- 2.2.** Firstly, collective protection measures shall be used, for example, temporary barriers, temporary walls, protective covers of process-related openings or installation openings.
- 2.3.** Personal protection equipment, such as safety harness and lanyard, shall be selected in such the way that it limits the person's ability to reach the fall zone.

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- 2.4.** Safety harness and lanyard shall not be considered as protection against fall hazard for people who would be exposed to being present in the fall zone when carrying out the task because such the protection shall only reduce the consequences of the fall but it shall not protect against the fall and injury.
 - 2.5.** It is allowed to use safety harness affixed to fall arrester device or self-clamping device which devices reduce the height of the fall to 0,5 m, as the protection against falling from height.
 - 2.6.** Safety rope that connects safety harness with self-clamping device shall not be longer than 0,5 m.
 - 2.7.** At lower heights, where standard safety ropes with fall shock absorber are not considered as the correct protection, it is required to use the fall arrester device.
 - 2.8.** The employees who move horizontally must be protected against falling from height. The protection shall consist of the safety rope whose end shall be attached to the horizontal rail which rail shall be attached at the height of about 1,5 m, along the workplace, in the way that does not disturb moving.
 - 2.9.** Certified devices attached to adapted and approved anchorages shall be used as horizontal rails.

If it is reasonably necessary, it is allowed to use a steel rope with a diameter of at least 8 mm as a horizontal rail. The rope shall be attached with the use of special clamps to specially adapted and certified anchorages or to fixed elements of construction or equipment that are adequately sturdy.
 - 2.10.** An anchor point shall be sufficiently strong for the number of employees to be attached, at least 12 kN per one employee.
 - 2.11.** It is necessary to check the technical condition of the construction or the equipment on which the task is to be carried on before commencing the task. The inspection shall include checking stability, design load, protection against accidental movement and checking the technical condition of fixed parts of the construction or the equipment that are to be used to attach safety ropes.
 - 2.12.** When working at heights, it is always necessary to consider before affixing the safety harness if the free space under the workplace is sufficient for the safety harness and the connection-shock absorbing device to prevent falling down, taking into account the manufacturer's information regarding personal protection equipment that is to be used to protect against fall hazard.
 - 2.13.** MS departments and Contractors shall keep Personal Protection Equipment Sheets for the use of fall protection equipment. Persons shall be appointed as responsible for storing and supervising the compliance with Procedure / Instruction RB-IZB-11 regarding protective clothing and equipment and safety shoes.

3. Danger zones.

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- 3.1.** Danger zone shall be demarcated, barricaded and marked before commencing the work at heights that causes the hazard of objects falling down from the height.
- 3.2.** When performing construction work, the danger zone in its smallest linear dimension measured from the surface of the building, shall not be smaller than 1/10 of the height from which the objects may fall down, and it shall be at least 6 m.
- 3.3.** If the above-mentioned size of the danger zone is not possible, the size may be reduced on condition that other protection against objects falling down shall be used (e.g. protective roof, safety mesh).
- 3.4.** When performing work at heights that is located directly next to roads and crossings or pedestrian crossings, it is necessary to provide protective roofs and safety mesh.

4. Working on incomplete ceiling, platform or scaffolding.

- 4.1.** When performing the task that requires the railings and/or cat-walks to be temporarily removed, the following rules must be followed in order to ensure safety for people who may be exposed to the falling hazard due to incomplete railings and cat-walks:
 - 1.** Railings that are temporarily removed due to maintenance work and repair work, shall be secured with a screw, a bolt etc. against unauthorized or accidental dismantling.
 - 2.** Dismantling of railings shall be based on the written Permit issued by authorised persons and protection against falling from height shall be provided.
 - 3.** Written Permit to Work is not required if the method used during dismantling of the railings or the cat-walk does not cause hazard of falling from height.
 - 4.** Access to the place that is dangerous due to fall hazard must be secured with rigid barriers and a warning tag must be located with a wording „No entry” and/or with a pictogram.
 - 5.** If it is necessary to perform work in the place where railings or a cat-walk has been removed, the written Permit to carry out the special hazardous task is required if there is a hazard of falling from the height of above 2m.
 - 6.** Railings or cat-walks that are temporarily removed due to maintenance task and repair task, shall be restored immediately after the completion of such the tasks.
- 4.2.** When working on incomplete ceiling, the following rules should be followed:
 - 1.** Openings in the ceilings where tasks are carried out or opened for the access of people shall be protected with safety covers or barricaded to prevent falling.
 - 2.** Temporary covers of openings made of boards or plates should be suitable for the design load and should be protected against accidental movement.
 - 3.** If the covers are not adapted for people standing/walking on them, they shall be marked with a warning sign „No entry”.
 - 4.** Openings left in walls for conducting the task, in particular openings for doors, balconies, access for cranes, must be barricaded or protected with temporary covers made of boards or plates.

5. Roof works.

- 5.1.** The requirements for roof work are the same as the requirements applicable for other works at

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heights, taking into account hazards and requirements listed in items 5.4 and 5.5 below.

5.2. Written Permit to Work is not required for routine works performed by trained and authorized persons based on the latest Instruction.

5.3. If the roof is equipped structurally in fall protection, for example, in a built wall or fixed railings with the height of at least 1,1 m and entrance to the roof is through the staircase, it is not considered as the work at heights.

5.4. The Permit to Special Hazardous Tasks shall comprise of the hazards related to:

1. Structural inclination of the roof.
2. Structural strength of the roof.
3. Openings, skylights.
4. Pressure vapour relief system.
5. Chimney and ventilation systems with hazardous gases.
6. Live overhead power lines that go over the surface of the roof.

5.5. In addition, when doing the roof work the following safety rules must be applied:

1. Roofs covered with components that have weak strength shall be equipped in protective moveable platforms.
2. Carrying materials, tools vertically to the roof, shall be conducted in the way that does not pose hazard of falling of materials, tools or people falling from heights.
3. Materials kept on the roof shall be protected against sliding and the strength of the roof shall be taken into consideration.
4. During breaks at work and after completion of the roof work, materials, tools, packages etc. shall be removed from the roof or fastened in such the way that they do not cause a hazard of falling to the lower level.

5.6. In the event, collective protection means does not ensure full protection against fall hazard, individual fall protection shall be used (safety harness attached to the anchor point).

5.7. Chimneys and other fixed structural components with suitable strength that are located on the roof may be used as anchor points, as well as dedicated to this purpose, fixed anchor points and horizontal anchor ropes/lifelines or moveable anchoring equipment that can support the person that is anchored.

5.8. In the event that the access to the chimney through a fixed staircase or a fixed ladder equipped with a vertical rail, is not possible, the scaffolding with stairs available inside this scaffolding structure, shall be used.

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Figure 1 - Fixed anchor point with a rope that is long enough to prevent the employee from reaching the place where he is exposed to the fall hazard.



Figure 2 - Example of temporary railings.

5.9. It is forbidden to:

1. Perform work without protection against fall hazards,
2. Climb the skylights, smoke dampers and roof windows,
3. Work on the roof when it is foggy, it is raining or snowing, when glaze ice, storm occurs, when it is windy (wind of more than 10m/s), when light is insufficient.
4. Leave a roof opening unprotected, which causes fall hazard.

6. Use of portable ladders.

6.1. Portable ladders may be used for short-term works at heights.

6.2. It is allowed to use only metal ladders (excluding working on electrical-power generating equipment) that have declaration of conformity.

6.3. Portable ladders shall be registered and subjected to technical supervision once every 6 months by

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people appointed by department managers (in compliance with Procedure no. P-V-005 Monitoring and Reviews / Inspections).

6.4. Portable ladders may be used for working at heights of up to 6 m from the employee's feet level.

6.5. General rules for using ladders:

1. Portable ladders must be based on stable, fixed surface and be protected against moving.
2. When working on a ladder up to the height of 2 m, another person is allowed to support the ladder, thus providing the protection against ladder movement.
3. Rigid ladders must be placed at an angle of **65° - 75°** (inclination x height = 1 x 4)
4. Ladders used to access places must be long enough so as they extend at least 1 m past the access platform.
5. Multi-part joints or extension ladders must be used in such the way to prevent sections unclipping and moving during use.
6. Three point contact must be maintained at all times with the ladder: 2 hands + 1 foot, 2 feet + 1 hand.
7. If both hands are needed to do the job – safety harness with a hip belt to be affixed to the fixed elements shall be used to work in the supported position.
8. It is allowed to use on the ladder electrical tools with power not exceeding 1200W.
9. It is not allowed to climb three top steps of the ladder.

6.6. Rules for working on a portable ladder at the height of more than 2m:

1. Permit to Work must be issued.
2. Fall protection is required:
 - a) install the vertical rail with the self-locking type device using a telescoping pole or in another safe way,
 - b) fasten the harness to the self-locking device using a lanyard that is max 0,5 m long.
3. Ladders must be secured so as they will not move when are used by affixing the ladder at the top.

6.7. When using portable ladders it is forbidden, in particular, to:

1. Use ladders that are damaged.
2. Use ladders as scaffoldings.
3. Attach ladders to each other to maximise the length of the ladder.
4. Use the ladder as a normal passage for regular handling / transport of things and carry loads that are heavier than 10 kg.
5. Place one leg on the ladder and the other one on another object.
6. Use tressle ladder as a rigid ladder.
7. Place the ladder on an unstable base or surface.
8. Lean the rigid ladder against slippery surface, light objects or tip-up objects or piles of materials that do not ensure stability of the ladder.
9. Place the ladder in front of the closed door if it is not locked with the key on the ladder side.
10. Place the ladder in close vicinity of machines and other equipment in a way that causes a hazard for employees using the ladder.
11. Not to face the ladder when climbing and descending the ladder.
12. Perform bricklaying and plaster tasks from rigid ladders.

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13. Carry a ladder that is more than 4 m long by one person.

7. Using scaffoldings.**7.1. General requirements regarding erecting scaffolding.**

- 1.** All the scaffoldings whose working platform is located at the height of more than 2 m, may be erected only by authorised erectors on Mondi Świecie premises. Such the requirement shall also apply to the situation where the scaffolding working platform is located at the height of less than 2 m from the floor but the scaffolding is erected on the edge of the floor or of the fixed platform where the hazard of falling from the height of more than 2 m exists.
- 2.** The Contractor shall order directly the authorised company to erect the scaffolding and shall pay cost of such the erection.
- 3.** In special reasonable cases it is allowed to hire other contractors or subcontractors to erect or dismatle scaffoldings but this requires the approval by the Manager of the Building and Road Maintenance Department [in Polish – URB] and fulfilling specific requirements to be determined by him / her.
- 4.** Scaffoldings must be erected in compliance with the construction law and other regulations arising out of or connected with such the laws, the manufacturer’s manual and safety rules.
- 5.** Erection, use and dismantling of scaffolding that is situated near overhead power lines is permitted if the lines are located away from the danger zone:
 - a) 3 m – for power lines with rated voltage not higher than 1 kV,
 - b) 5 m - for power lines with rated voltage above 1 kV, but not higher than 15 kV,
 - c) 10 m - for power lines with rated voltage above 15 kV, but not higher than 30 kV,
 - d) 15 m - for power lines with rated voltage above 30 kV, but not higher than 110 kV,
 - e) 30 m - for power lines with rated voltage above 110 kV.
- 6.** In case when the distance is smaller, overhead power lines shall be de-energised or other safety measures agreed with the operating entity shall be provided before commencing the task.
- 7.** Scaffolding has to fulfill the following conditions:
 - a. be provided with working platforms with the working surface size that is sufficient for workers and to store tools and necessary amount of materials, be equipped with toe boards,
 - b. be provided with complete protective handrails and intermediate knee rails,
 - c. have a stable structure adapted to carry loads,
 - d. ensure safe entry (passages) and free access to the workstand.
- 8.** For the untypical scaffolding, the individual design / engineering mut be prepared by a person who has proper civil-engineering qualifications.
- 9.** Scaffoldings structural elements at the construction / project site shall be stored on special stands / racks away from the traffic routes.

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10. It is forbidden to use elements coming from various scaffold systems to make one scaffold.
 11. It is forbidden to use damaged elements or elements that have traces of corrosion.
 12. Before erecting or dismantling the scaffolding the danger zone shall be demarcated and barricaded.
 13. Scaffoldings shall be placed on a stable surface.
 14. Scaffold foot plates as a whole shall be placed on the ground beams / backing having the thickness of ≥ 35 mm
 15. For facade scaffoldings, the ground beams shall be placed / arranged perpendicularly to the wall and at least two scaffold foot plates shall be placed on every beam unless otherwise specified in the manufacturer's manual.
 16. Platforms shall be made from prefabricated elements prepared by the scaffolding manufacturer. In cases agreed, when it is necessary to use boards, the boards shall be secured against movement. The gaps in the platform shall not be bigger than 25 mm.
 17. In the event the scaffolding is moved away from the wall for more than 20 cm, the railing shall be used on this wall's side.
 18. Red tag with the following wording must be affixed to the incomplete scaffolding (that is being erected), not certified / not approved scaffolding or the scaffolding that does not meet the requirements: "Warning. Do not enter on the scaffolding. If you enter, you are in imminent danger of disability or death!" The scaffold erector shall be responsible for marking the scaffold during erection and before approval.
 19. The user's Team Leader shall be obliged to put the red tag on the scaffolding in case of one day breaks at work or longer breaks at work and after the work is completed.
 20. The company that erected the specific scaffolding shall be responsible for providing and putting a green card and a red tag.
 21. In the event the ground beams or scaffolding elements stick out in the traffic route, warning signs shall be used on such elements.
 22. The company that erected the scaffolding shall also be responsible for scaffold removal within the agreed time limits.
- 7.2. Requirements for erection of scaffoldings having the working platform placed at the height of more than 2 m.**
1. Each time the written permit should be issued for erection and dismantling of the scaffolding the working platform of which is located above 2 m and any untypical scaffoldings and after dismantling of such scaffoldings it is required to issue the **Protocol of technical approval**.
 2. In the event when the scaffolding being approved is incomplete, the record in the Protocol of

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technical approval should be made, in the box “Remarks”, about the missing elements and the reason why the elements are missing.

3. Leaders of the scaffolding erection and dismantling team shall be qualified for erection, for scaffoldings whose working platform is located at the height of more than 2 m and for all non-standard scaffoldings.
4. In the teams composed of several members, at least one worker out of every five workers hired for scaffolding erection and dismantling shall be a qualified scaffold erector.
5. During erection, workers shall be obliged to use safety harness with two lanyards. One lanyard shall always be affixed to the scaffolding. The Team Leader shall be responsible for showing the place for affixing the lanyards in accordance with the scaffolding manufacturer’s technical-operating documentation /manual.
6. The scaffolding erection company shall be responsible for approval / certification for use of the scaffoldings having the working platform located at the height of more than 2 m and of any untypical scaffolding. The approval shall have the form of Protocol of scaffolding technical approval.
7. The Protocol of scaffolding technical approval / inspection and the green card must be attached to the scaffolding in a visible, accessible place, near the scaffolding entrance.
8. A new engineering / design shall be prepared for any changes in the structure of scaffoldings that are erected on the basis of the individual engineering / design.
9. Scaffolding shall be anchored to the structure if its length is more 4 m. The method of anchoring and removing the scaffolding anchors shall be specified in the written Permit.
10. Before commencing to use the scaffolding, whose working platform is located at the height of more than 2 m and the non-standard scaffolding, the technical approval / inspection shall be recorded in the Construction Site Log (if it is required) and in the Protocol of scaffolding technical approval.
11. Scaffolding that is placed directly next to roads or crossings and pedestrian crossings must be provided with protective roof and safety mesh.
12. The scaffolding erection company shall be responsible for providing signed Protocol of scaffolding technical approval, the scaffolding green card and the red tag for each scaffolding and for putting them into the document sleeve and attaching to the scaffolding in a visible place, near the scaffolding entrance. The red tag shall be placed between the Protocol and the green card.
13. Vertical traffic routes shall be barricaded around, also above the main handrail.
14. Changes in the structure of the scaffolding with the working platform at the height of more than 2 m may be made only by the erector of this specific scaffolding. A new technical approval protocol shall be required.

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15. In the event the untypical scaffolding and scaffolding having the cubic capacity of more than 100 m³, the Mondi Task Supervisor shall inform immediately the Building and Road Maintenance Department and building inspectors from this department shall be obliged to conduct an additional technical audit of such the scaffolding at the latest on the next business day after the scaffolding use commenced.

7.3. Requirements for using scaffoldings.

1. The Team Leader (scaffolding's user) shall be obliged to check the scaffolding before use in accordance with the checklist in the Register of approval and inspections / reviews (Green Card).
2. The Team Leader (scaffolding's user) shall also be obliged to check the scaffolding before commencing to use it every day. The check shall be confirmed by making an entry into the Register of scaffolding approval and inspections / reviews (Green Card – page 2).
3. It is allowed to use the scaffolding by a few teams on condition that the Team Leader of each team inspected the scaffolding in accordance with the checklist before commencing of the task and the inspection was confirmed by making an entry into the Register of approval and inspections / reviews (Green Card – page 2).
4. The scaffolding shall be checked by the authorised person, after heavy wind, rainfall and after it was exposed to other factors causing a hazard for work safety and after break at work that was longer than 10 days and on a periodical basis, not less than once a month.
5. Records of scaffolding checks shall be confirmed by making an entry into the Construcion Site Log (if it is required) and into the **Register of scaffolding approval and inspections / reviews (page 2/2 – Register of special and periodical checks of the scaffolding)**.
6. If the scaffolding platform located at the height of more than 1 m but less than 2 m is incomplete, tha safety harness and fall arrestor shall be used.
7. The path for moving mobile scaffolding shall be even, hardened, water free and the difference of levels may not exceed 1%.
8. Mobile scaffolding shall be secured at least in two points to prevent its accidental movement.
9. It is allowed to work at the same time on different levels of the scaffolding on condition that required safe distance between workplaces on the lower level is maintained.
10. Under special circumstances, it is allowed not to affix safety harness if simple tasks are carried out on a complete scaffolding platform of a big size and the scaffolding platform is provided with handrails that are more than 150 cm high, and the task that is carried out near the handrails does not involve sudden movements, taking uncontrolled body position and using heavy tools.

In such the circumstances:
 - a. it is required to obtain each time the approval by the Manager of S&H Department that affixed safety harness is not required for this specific job.
 - b. the Permit Issuer shall be obliged to make an appropriate record in the Permit.

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- c. In the event that the working conditions or the type of work change and such the changes increase the hazard of falling from height, it is required to affix the safety harness again.

7.4. When using scaffolding it is forbidden to:

1. leave the traffic flaps open,
2. store materials on the scaffolding platforms in piles that are not stable,
3. store loose, directly on the platform, small objects the fall of which from the platform may cause a hazard for people who are present below,
4. throw down tools, equipment, materials or elements of the scaffolding that is being dismantled,
5. talk on the mobile phone when working or walking on the scaffolding,
6. work when lighting is not sufficient,
7. work outside / outdoor when it is foggy completely, raining heavily, snowing or slippery outdoor, during the storm or when wind speed exceeds 10 m/s,
8. move mobile scaffoldings when people are present or things / items are kept on them.

7.5. Working on a scaffolding with the working platform at the height of more than 2 m.

1. A Permit to Work in writing must be issued for working on a scaffolding with the working platform at the height of more than 2 m.
2. It is required to fasten the safety harness when working on the scaffolding with the working platform at the height of more than 2 m.

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A red tag



UWAGA

**Zakaz wejścia
na rusztowanie**

**Wejście grozi
kalectwem lub śmiercią!**

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Register of scaffolding approval and inspections (Green Card) – page 1

		Rejestr akceptacji i przeglądów rusztowania												Sprawdzenie rusztowania: Zgodne (✓), Niezgodne (-) Nie dotyczy (od)		
1	Kompletne poręcze	1												1		Kierujący zespołem DU (użytkownik rusztowania)
2	Kompletne barierki pośrednie	2												2		
3	Kompletne i zamocowane pomosty ze szczeliną ≤ 25mm	3												3		
4	Zainstalowane bariery	4												4		
5	Drabiny wejściowe	5												5		
6	Zainstalowane klapy wejściowe	6												6		
7	Stopy w całości spoczywają na podkładach o grubości ≥ 35mm	7												7		
8	Zainstalowane stężenia poziome i ukośne	8												8		
9	Zakotwienie (powyżej 4m)	9												9		
10	Elementy (1 do 9) bez uszkodzeń lub korozji	10												10		
11	Podpisany protokół odbioru	11												11		
12	Wszelkie odstępstwa od powyższych wymagań są opisane w punkcie 10. protokołu odbioru technicznego rusztowania, a warunki bezpiecznego wykonania zadania zostały zawarte w pisemnym poleceniu na pracę.												12			
														Data i czytelny podpis		

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Numer protokołu odbioru																
Kierujący zespołem Dostawcy Usługi (Imię i Nazwisko)	Data	Potwierdź sprawdzenie poniższych punktów - ✓ W przypadku niespełnienia któregokolwiek z punktów 1-11, musi być spełniony punkt 12												Podpis potwierdzający sprawdzenie wszystkich 12 punktów wg listy kontrolnej oraz gotowość rusztowania do bezpiecznego użytkowania		
		1	2	3	4	5	6	7	8	9	10	11	12			

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Protokół odbioru technicznego rusztowania

nr

1. Data odbioru - przekazania rusztowania do użytkowania
2. Wydział Mondi Świecie S.A.
3. Wykonawca montażu rusztowania (Firma).....
4. Użytkownik:
- Lokalizacja:
- Przeznaczenie:
5. Charakterystyka rusztowania

(zaznaczyć właściwą pozycję w każdej kolumnie)

<input type="checkbox"/> modułowe, kombinowane	<input type="checkbox"/> tryb zwykły	<input type="checkbox"/> z projektem
<input type="checkbox"/> fasadowe, ramowe	<input type="checkbox"/> tryb awaryjny	<input type="checkbox"/> bez projektu

6. Wymiary rusztowania: Objętość [m³]:
7. Typ rusztowania, dopuszczalne obciążenia podestów i konstrukcji rusztowania
.....
.....
8. Wykonawca przekazał Użytkownikowi następujące dokumenty odbiorowe:
a) dokumentację techniczną (statykę) rusztowania,
b) instrukcję eksploatacji rusztowania

9. Oporność uziomu
10. Oświadczenie:

Komisja Odbiorowa Wykonawcy stwierdza, że rusztowanie opisane niniejszym protokołem jest kompletne, zostało zmontowane zgodnie ze sztuką budowlaną, DTR i instrukcją montażu wydaną przez producenta, z elementów jednego systemu rusztowań oraz zgodnie z wymogami BHP. Montaż wykonali uprawnieni monterzy. Rusztowanie nadaje się do eksploatacji zgodnej z potrzebami użytkownika. Wnosi też następujące uwagi:

11. Skład Komisji Odbiorowej Wykonawcy:

a) Wykonawca montażu rusztowania:
(imię i nazwisko) (telefon) (podpis)

b) Przedstawiciel Wykonawcy uprawniony do odbioru technicznego rusztowania

.....
(imię i nazwisko) (telefon) (podpis)

12. Użytkownik przejmuje niniejsze rusztowanie bez uwag/z uwagami:

.....
oraz akceptuje pod względem funkcjonalnym.

Użytkownik:

.....
(imię i nazwisko) (telefon) (podpis)

13. Potwierdzam wykonanie zlecenia na montaż rusztowania (dotyczy wyłącznie rusztowań zleconych bezpośrednio przez MŚ):

.....
(NIE lub NIDU, imię i nazwisko) (podpis)

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Protocol of scaffolding technical approval - page 2**Uwagi.**

1. Użytkownik zobowiązany jest do udokumentowanego sprawdzenia rusztowania każdego dnia przed rozpoczęciem jego użytkowania (wpis do Rejestru akceptacji i przeglądów rusztowania – zielona karta). Użytkownik ponosi odpowiedzialność za uszkodzenia i zniszczenia rusztowania.

2. Wymagane są kontrole rusztowania przez Przedstawiciela Wykonawcy uprawnionego do odbioru technicznego rusztowania po silnym wietrze, opadach atmosferycznych oraz działaniu innych czynników, stwarzających zagrożenie dla bezpieczeństwa wykonywania prac i przerwach roboczych dłuższych niż 10 dni oraz okresowo, nie rzadziej niż raz w miesiącu (wpis do tabeli).

Lp.	Data kontroli rusztowania	Uwagi	Czytelny podpis
1.			
2.			
3.			
4.			

8. Use of moveable working platforms.

1. The working platforms that may be moved shall be used for doing the jobs on a periodical or sporadic basis, where fixed working platforms may not be installed due to the reasons related to the process, machine or equipment structure.
2. Moveable working platforms shall be marked with the declaration of conformity.
3. Moveable working platforms shall be placed on a stable base / surface and secured so as they will not change the position unexpectedly. They should also a proper load resistance.
4. It is forbidden to lean out when working on a moveable working platform as this may be the reason of losing the stability of the platform.
5. When working on the moveable working platforms that are equipped with complete railing, it is not required to use safety harness.
6. Moveable working platforms shall meet the following requirements:
 - 6.1. The surface of the platform should be big enough for employees, tools and necessary materials;
 - 6.2. The surface of the working platforms should be made with non-slip materials and shall not impose the risk of stumbling.

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- 6.3. The surface of the working platform should be horizontal and even, fixed to the structural elements.
- 6.4. Information concerning maximum working load should be located in a visible place on the working platform.

9. Use of mobile self-propelled platforms.

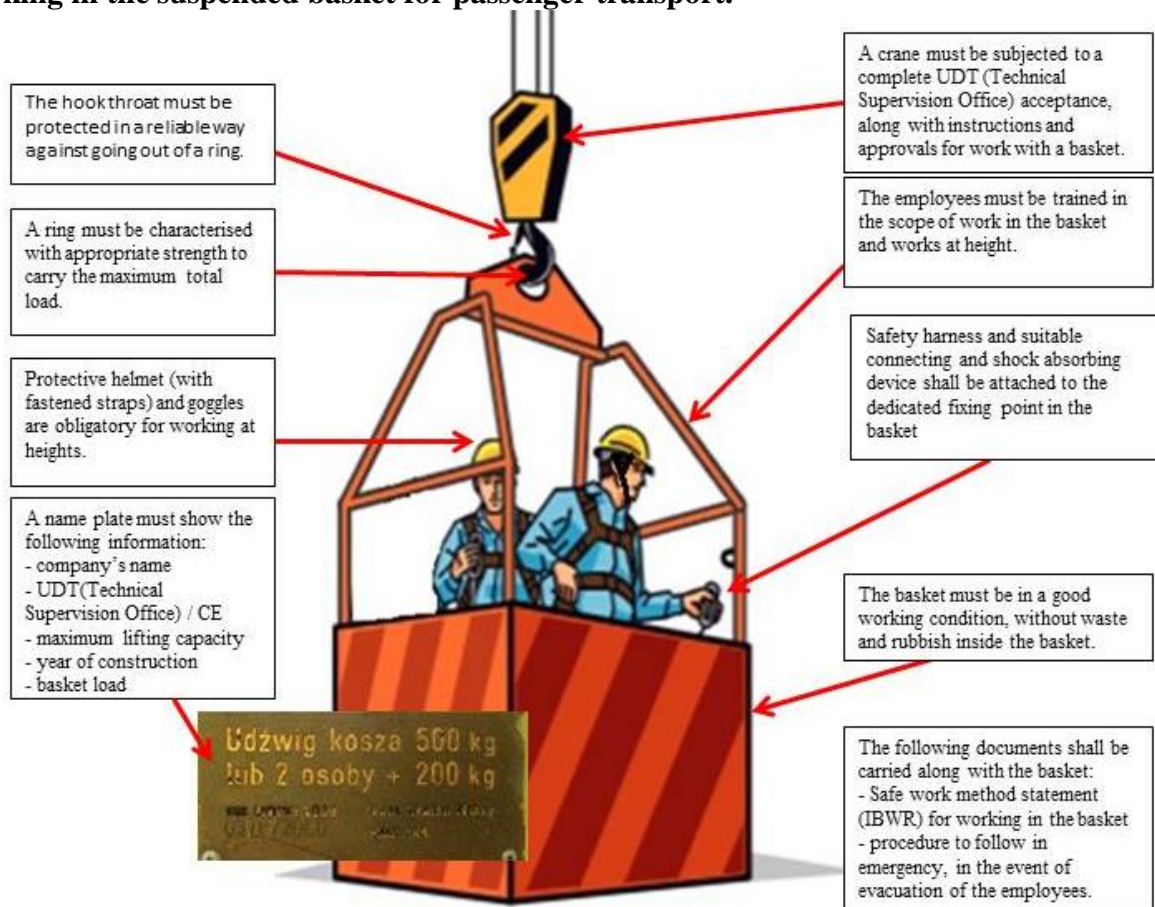
1. It is permitted for the Contractors providing construction, erection and maintenance services to use mobile self-propelled platforms and other hoisting equipment only if the following conditions are fulfilled:
 - a. The equipment has a valid certificate issued by Technical Supervision Office and maintenance inspections the records of which are kept,
 - b. The Contractor fills in **the Equipment Information Sheet** – Attachment no. 1 to this requirement, which must be available with the equipment when jobs are done on Mondi Świecie premises.
 - c. The Task Supervisor representing MŚ gives her / his consent.
 - d. The Task Supervisor representing MŚ, before permitting to use the mobile self-propelled platform on Mondi Świecie premises, shall be obliged to:
 - check the mobile platform information sheet completed by the Contractor,
 - make the visual inspection of the external side of the equipment for oil leakages or mechanical damages.
2. If s/he has any doubts, s/he shall consult the PU (Maintenance) supervising inspector for lifting equipment.
3. The Permit to use the mobile self-propelled platform issued by The Task Supervisor representing MŚ shall be valid for the time of one month for all the tasks carried out on Mondi Świecie premises.
4. In case of equipment that is owned by Mondi Świecie, it is allowed to issue the Permit to use this equipment for the time of 1 year. The Permit shall be issued by Supervision Inspector for PU lifting equipment, on condition that the equipment shall be subjected to inspections provided by Technical Supervision Office and maintenance inspections in accordance with legal requirements (labels from maintenance inspection and the approval of Technical Supervision Office are obligatory).
5. The user of the mobile platform is obliged to:
 - a) have the operating manual to be available for the operator,
 - b) provide operation and maintenance by authorised operator,
 - c) keep the maintenance log by the maintenance provider,
 - d) ensure that daily inspections of the technical conditions are made and records are kept.
6. Operators of mobile self-propelled platforms shall hold the qualification certificate for operating such equipment mobile platforms, which certificate shall be issued by the qualification committee of the Technical Supervision Office.
7. Operator shall be obliged to operate the mobile platforms in accordance with the manual and the purpose they are designed for.

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8. It must be possible to operate / control the mobile platforms from the working platform.
9. Mobile self-propelled platforms shall not be older than 10 years since the date of manufacture or general overhaul of the hoisting mechanism, which overhaul was provided by the manufacturer or the manufacturer's authorised company or since the technical inspection, which inspection was recorded and provided by the manufacturer or the manufacturer's authorised company.
10. People are permitted to climb and descend the cat-walk of the platform, if the cat-walk is in its lowest position or in the position designed for climbing in accordance to manufacturer's instruction.
11. Number of persons on the working platform shall not exceed the manufacturer's instruction.
12. It is forbidden to carry / transport people on the platform that is raised to the working position on the surface that is uneven or unstable or in the vicinity of this surface.
13. When the platform is not used, the cat-walk shall be put to the lower position and protected against being started-up by unauthorised people.
14. Employees who do the job on the mobile self-propelled platforms must affix the safety harness.

10. Working in the suspended basket for passenger transport.



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1. People in the suspended basket under the lifting equipment shall be wearing safety harness and suitable connecting and shock absorbing device shall be attached to the dedicated fixing point in the basket.

2. For working in the basket the following documents are required:
 - a. safe work method statement for working in the basket that includes procedure to be followed in the event of failure and employee evacuation,
 - b. decision – use permit to be issued by the Technical Supervision Office (UDT),
 - c. log / register of periodical inspections by UDT authorised person (inspections are made not less than once a month),
 - d. log / register of daily inspections (inspections to be made before commencing to work),
 - e. list of trained people in working in the basket, who hold valid medical certificates stating that there are no contraindications for working at heights.

Attachment no. 1 – Mobile Self-Propelled Platform or Hoisting Equipment Information Sheet.

Contractor company's name

.....

Equipment Information Sheet
for mobile self-propelled platform or hoisting equipment

Name of equipment	
Type of equipment	
Lifting height	
Lifting equipment side reach / crane radius	
Maximum working load	
Year of production	
Date of major repair of the lifting mechanism, which repair was made by manufacturer or manufacturer's authorised company.	
Date of inspection made by manufacturer or manufacturer's authorised company.	
Date of expiry of technical inspection as required by UDT (Technical Supervision Office)	
Date of expiry of maintenance inspection	
Date of expiry of truck / car technical inspection	

Equipment Information Sheet must be available with the equipment.

1. Contractor's statement.

I confirm that the equipment is technically capable to work, complies with legal requirements, is certified as required and has been inspected as required, will be used by authorised staff only and inspections of the technical condition will be conducted and recorded every day before commencing to use. The equipment that is damaged when being used will be withdrawn from usage.

Date:.....

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Name and surname of the Contractor's representative:

Signature:.....

2. Permit of the Task Supervisor representing Mondi Świecie.

I permit to use the equipment on Mondi Świecie premises

Date:.....

Name and surname of the Task Supervisor representing Mondi Świecie:.....

Signature of the Task Supervisor representing Mondi Świecie:.....

The Permit is valid for the time of one month.

Working on power-generating equipment and systems / plants.

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Appendix no. 7 – Working on power-generating equipment and systems / plants.

1. Definitions and types of work on power-generating equipment and systems / plants.

- 1.1.** Power-generating equipment – units of equipment, plants and networks / systems used for technical processes of generation, conversion, transmission and distribution, storing and use of fuel and energy.
- 1.2.** Tasks / works related to operating (using) – tasks / works that are carried out on power-generating equipment related to operation, maintenance, repairs, erection and controlling-measuring of such equipment.
- 1.3.** Operating entity – an organisational unit, a legal person or natural person who uses / operates its own power-generating equipment or power-generating equipment the charge over which was given to such the entity based on the agreement concluded.
1. Manager of Electrical-Automation Maintenance Department (UEA) is the operating entity for electrical power-generating equipment and plants / systems at Mondi Świecie.
 2. Manager of a specific department is the operating entity for power-generating equipment other than electrical power-generating equipment.
- 1.4.** Working zone – a stand / position of the workplace that is prepared suitably to the extend that is necessary for safe work performance of operating tasks.
- 1.5.** Qualified person – a person who is qualified pursuant to the energy law regulations.
- 1.6.** Authorised person – a person appointed by the operating entity to perform certain operating activities or tasks.
- 1.7. Kinds of special hazardous tasks carried out on power-generating equipment, systems / plants:**
1. Tasks on power-generating equipment and systems / plans include:
 - a) maintenance, modernisation and repair tasks on live electrical power-generating equipment,
 - b) tasks carried out close to live electrical power-generating equipment or its parts that are not safeguarded,
 - c) tasks on electrical power-generating equipment that has been switched off / de-energised but has not been earthed or has been earthed in such a way that none of the earthing device is visible from the workplace,
 - d) tasks related to identification and cutting electrical-power cables,
 - e) tasks when one circuit of a multi circuit overhead 1 kV or more line is switched off / de-energised if any of the remaining circuits stays live,
 - f) tasks on de-energised overhead power lines or overhead power lines under construction that cross in the protective earthing limited zone with the energised lines or lines that are able to be energised,

Working on power-generating equipment and systems / plants.

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-
- g) when taking samples and making measurements, excluding the tasks that are carried out on a permanent basis by authorized employees in determined locations.
2. Tasks on equipment and systems / plants other than electrical-power generating ones include:
- a) inside hazardous confined spaces, furnace chambers of boilers, flue gas ducts, electrostatic precipitators, boiler drums, bins, channels and discharge chutes, heating system pipelines as well as in liquid and gas fuel tanks,
 - b) inside coal, biomass, coal dust, slag and ash bins and other tanks and rooms that may contain poisonous, caustic, suffocating, flammable or explosive gases or liquids,
 - c) hazardous tasks due to fire that are carried out in explosive zones,
 - d) in water circulations of the Power Plant that require entering the ducts, pipelines, suction pipes and tanks, tasks on water intake and discharge stations, which tasks are carried out from platforms, boats or barges and under water works,
 - e) in excavations, maintenance, repair, controlling-measuring tasks on gas lines or other gas equipment or heating system pipelines;
 - f) maintenance, repair or erecting tasks on liquid and gas fuel unloading equipment,
 - g) tasks carried out when repairing or replacing deep-well pumps, valves, pipelines and tanks of hazardous chemicals and after-recovery effluents,
 - h) tasks that involve the use of cleaning chemicals for boilers, pipelines, pressure tanks, dewaterers / steam traps, oil separators / traps and pressure bins,
 - i) tasks inside the tanks and rooms that contain or may be supplied with compressed air, on compressed air pipelines with working overpressure equal to or higher than 50 kPa, that needs compressor components to be removed,
 - j) tasks on water, steam, compressed air, biogas, oil, heavy fuel pipelines, on fire extinguishing systems with working overpressure equal to or higher than 50 kPa that needs fittings or a part of the pipeline to be removed or pipeline supports and suspension elements to be disturbed.

2. General rules for special hazardous tasks to be carried out on the written Permit.

2.1. When arranging the tasks covered by the written Permit, the requirements specified in the operating manuals for power-generating equipment shall be taken into consideration and the following shall be ensured:

- a) Co-ordination of tasks with operation of power-generating equipment, which includes in particular:
 - determining the scope and sequence of performing connection activities related to preparation and liquidation of the working zone, if required due to safety related reasons or technology of tasks,
 - preparation, take-over and liquidation of the working zone,
 - determining the sequence of tasks, discontinuance, resuming or completion of tasks,
 - start-up of power-generating equipment on which tasks were carried out if such equipment was shut down due to such tasks.
- b) Preparation and take-over of the working zone, which includes in particular:
 - obtaining the permit for connection activities,

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- shutting equipment down if required by work technology or safety and securing equipment from accidental start-up or feeding the agents and factors that cause a hazard,
 - using required protection on equipment shut down and checking that agents and factors causing hazards such as power, pressure, water, gas, temperature have been eliminated,
 - posting safety signs and boards in the working zone,
 - notifying the Team Leader of hazards in the working zone and in its close neighbourhood,
 - allowing to work;
- c) Commencement and carrying out the task, which include in particular:
- selection of people to carry out the task,
 - checking that the working zone has been prepared and taking it over by the Team Leader if it has been prepared right,
 - making team members familiar with existing hazards in the working zone and its close neighbourhood and with safe working methods,
 - enforcing the team members to wear suitable personal protective equipment, clothing and safety shoes as well as tools and equipment,
 - ensuring that the task is carried out safely,
- d) Completion of the task and liquidation of the working zone, which include in particular:
- checking if the task has been completed and equipment and tools removed from the working zone,
 - Team's leaving the working zone,
 - removing protective equipment used to prepare and secure the working zone or protective equipment that was used while working,
 - informing about completion of tasks and readiness of equipment or systems to operate;
- 2.2.** The Team Leader shall be appointed in each team.
- 2.3.** In the event, the Team Leader has left the working zone, further carrying out of the task must be discontinued and the team must be taken out of this zone.
- 2.4.** Each time, before resuming working the Team Leader shall be obliged to check carefully the protection of the working zone.
- 2.5.** If it is found while checking that safety conditions have deteriorated in the working zone, the task may be resumed after the conditions are brought back to the required safety level.
- 2.6.** While working it is forbidden in particular to:
- a) extend the task out of the scope and working zone as specified in the Permit,
 - b) make changes to safety devices used if such a change is to decrease the work safety.
- 2.7.** Special hazardous tasks on electrical-power generating equipment must be carried out based on written Permit to Work for electrical-power task – Attachment no. 1.

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- 2.8.** Detailed rules for arranging the system of issuing the Permits to Work on electrical-power generating equipment and systems / plants and key responsibilities are specified by Procedure / Manual regarding working on power-generating equipment UEA-IZ-5.
- 2.9.** The written Permit to Work shall be issued by the operating entity or persons authorised by such the entity.
- 2.10.** The written Permit to Work must include at least:
- a) numer of the Permit;
 - b) responsible people for task arranging and completion;
 - c) scope of the tasks to be carried out and the working zone;
 - d) conditions and protective measures necessary to ensure safe preparation and completion of tasks ordered,
 - e) date of commencement and completion of the task and interruptions in task completion.
- 2.11.** Permit to Work in writing shall be issued in two, three or four copies.
- 2.12.** The Permit shall be issued in two copies for most of the tasks to be conducted and copies given to:
- a) Team Leader or Supervisor and the Permit is handed over to the Acceptor,
 - b) for works to be carried out by one team of employees in one place.
- 2.13.** In three copies the Permit shall be issued in the following cases:
- a) when the works manager is appointed,
 - b) for work for which the Coordinator other than the Permit Issuer is appointed.
- 2.14.** In four copies the Permit shall be issued for work for which the works manager and the Coordinator other than the Permit Issuer are appointed.
- 2.15.** The person who manages the team of employees or Supervisor or the works manager shall collect the Permit directly from the Permit Issuer, acknowledging its receipt in the register of permits.
- 2.16.** The person who manages the team of employees or Supervisor or the works manager shall hand over the Permit to the Acceptor and the Acceptor shall confirm this by signing off the attachment to the Permit.
- 2.17.** The Coordinator shall receive a copy of the Permit via e-mail and thus confirm to the Permit Issuer the receipt of e-mail in the same way.
- 2.18.** Electrical Operation Coordinator shall maintain the Register of Permits.
- 2.19.** It is allowed to issue one permit for the same tasks that are carried out by one team of employees in other workplaces, when the team works at the same time only in one place and the safe working conditions are the same for all the places.

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- 2.20.** The Permit to Work shall remain valid for the time period specified by the Permit Issuer.
- if necessary, the Permit Issuer may change the dates of completion and number of people to compose the team that were prior specified.
 - the changes to the dates and number of employees shall be recorded in an appropriate box in the Permit.
 - it is forbidden to make changes other than the above-mentioned ones or amendments in the content of the Permit.
- 2.21.** Appendix to the Permit to Work:
- Appendix to the Permit is a detailed checklist of all activities that are necessary to prepare the workplace safely by the Acceptor. The checklist shall cover all supply circuits.
 - Appendix to the Permit is issued in two, three or four copies, depending on points 2.12, 2.13, 2.14. One copy shall be kept by the Acceptor and the other copy by the Team Leader or the Supervisor and/or the works manager, at the workplace.
 - the Acceptor shall become familiar with the content of the Appendix and clarify any possible reservations with the Permit Issuer and then sign the Appendix to the Permit.
 - templates of Appendices to the Permits to Work for most frequent tasks are presented in Appendix No. 1 to Procedure UEA-IZ-5.
- 2.22.** Permits to Work shall be recorded by the Permit Issuer in the electronic Register of Permits. As regards the oral permit, its content shall be recorded.
- 2.23.** The Register shall be kept in the department for the time of 24 months.
- 2.24.** Permits to Work shall be kept for 12 months after the date of completion of work.
- 2.25.** The original and copy of the Permit shall be archived by the Permit Issuer.
- 2.26.** The acknowledgement of the receipt of the copy of the Permit by the Coordinator, if the copy was sent to him / her, shall be kept jointly with the original and copy of the Permit.

Rejestr poleceń pisemnych na prace szczególnie niebezpieczne przy urządzeniach energetycznych - Wydział								
Nr	Data wystawienia	Nazwisko poleciodawcy	Przewidywana data, godzina		Obiekt, miejsce i rodzaj pracy	Przekazanie polecenia		
			Rozpoczęcia pracy	Zakończenia pracy		Data	Nazwisko / funkcja	Podpis

- 2.27.** Without the Permit, it is allowed to:
- perform human life or health saving activities;
 - protect power-generating equipment from damage;
 - conduct, by authorised and qualified persons, the operating activities that have been specified in operating manuals.

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3. Working on electrical-power generating equipment and systems / plants.

- 3.1.** Detailed rules regarding Permit issuance system for working on electrical-power generating equipment and plants / systems and the scope of obligations, shall be specified in the Procedure/Manual for working on electrical-power generating equipment UEA-IZ-5.
- 3.2.** Permit to Work must be issued for the tasks to be carried out by one team of employees at one workplace.
- 3.3.** The workplace for the tasks to be carried out in buildings shall be limited to one room or zone specified in the Permit. The Permit Issuer may permit the carrying out of the tasks by one or several employees of the team in various rooms by making a relevant entry in the Permit. When working in various rooms, the employees shall hold valid qualification certificates.
- 3.4.** Workplace preparation shall comprise of the following:
- a) obtaining approval to commence preparation of the workplace from the Coordinator, if s/he is appointed,
 - b) obtaining confirmation from the Coordinator that necessary switching has been completed and the permit to switch and install suitable security devices as specified by the Acceptor,
 - c) switching off the equipment as specified in the Permit and agreed with the Coordinator,
 - d) locking out switch drives in such the way that accidental start-up of equipment is prevented and placing padlocks and tags as per RB-IZB-13 (LOTO),
 - e) checking that hazard, i.e. voltage, has been removed from the equipment that has been shut down at the workplace,
 - f) using earthing on the equipment and systems that have been shut down,
 - g) barricading and placing safeguards at the workplace, if necessary,
 - h) demarcating the workplace and placing the warning tags – including remote control for drives of the equipment that has been shut down.
- 3.5.** When doing the preparatory activities, the Team Leader or Team Member who will be involved in the task, may take part in such activities under supervision of the Acceptor if the Leader or Member is the authorized person. The Acceptor shall be responsible for correct preparation of the workplace.
- 3.6.** Power supply on electrical-power generating equipment shall be switched off in such the way that an isolation gap is made in power circuits of equipment and systems / plants.
- 3.7.** Earthing shall be done in such the way that the workplace is located in the zone that is limited with earthing; at least one earthing should be visible from the workplace. For multi-sided supply, earthing must be ensured on each side of supply.
- 3.8.** If it is impossible to apply earthing to equipment and systems as specified above, other technical or organisational measures that ensure work safety and are prescribed in SOPs for such tasks shall be used.

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- 3.9.** Working on electrical-power generating equipment that involves using mechanised equipment is possible on condition that the operator determines the working conditions to be fulfilled, having in mind adequate work safety level shall be ensured.
- 3.10.** The isolation gap comprises:
- a) opened contactors of the switch for the distance as specified in the Polish standard or manufacturer's documents,
 - b) removed fuse links,
 - c) dismantled parts of the supply circuit,
 - d) interrupting the continuity of the connection of the supply circuit in the switches with closed housing, which is to be confirmed explicitly through locating the indicator that demonstrates the switch opening.
- 3.11.** The following is required before commencing to work on electrical-power generating equipment and systems that have been de-energised:
- a) check that suitable protection to prevent the equipment from being energised accidentally has been used,
 - b) check that a warning tag has been posted in the place of switching off / de-energising,
 - c) check that there is no voltage in the circuit de-energised,
 - d) check that the equipment de-energised has been earthed.
- 3.12.** It is obligatory to use interlocks, padlocks and warnings under the rules described in Procedure RB-IZB-13 regarding LOTO for dangerous energy to protect against accidental energising.
- 3.13.** It is allowed to commence the work if the workplace has been prepared and permit to work is prior given. This comprises of the following:
- a) checking of the workplace preparation by the Acceptor and the Team Leader or Supervisor,
 - b) jointly visiting the workplace with the working team,
 - c) instructing the working team about working conditions and indicating hazards that exist in the vicinity of the workplace,
 - d) proving that energy isolation at the workplace is effective,
 - e) confirming that the task is permitted by signing off the appropriate boxes of the Permit.
- 3.14.** After permitting to carry out electrical-power generating task, the original of the Permit shall be handed over to the works manager, the Team Leader or Supervisor, whereas the copy of the Permit shall be kept by the Acceptor.
- 3.15.** In the event it is necessary for the Team Leader or the Supervisor to leave the workplace, the task shall be discontinued, the team of employees shall be taken away from the workplace and the workplace shall be protected adequately to prevent from unauthorised access.
- 3.16.** After work is stopped it may be resumed once permit to work is given again. It is not required to obtain permission to commence the task after the break if the team did not leave the workplace during the break or the workplace was protected against unauthorized access while the team was absent.

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- 3.17.** The Team Leader or Supervisor shall be obliged to check the protection of the workplace before resuming the task after the break if it does not require another Permit to Work.
- 3.18.** If a change to the conditions is identified during the check, it is forbidden to resume work.
- 3.19.** The Team Leader or Supervisor must inform the Acceptor or Coordinator immediately about the discontinuation of the work and the time stopped shall be recorded in the Permit to Work.
- 3.20.** The Team Leader or Supervisor shall be obliged to inform the Acceptor or Coordinator about the discontinuation of work that requires another permit before resuming the task. The old permit shall be handed over to the Acceptor or Coordinator and signed off.
- 3.21.** If it is planned to liquidate the workplace when the work is stopped, the Team Leader shall be obliged to remove materials, tools and equipment from the workplace and notify the Acceptor or Coordinator of such removal.
- 3.22.** When the task is carried out by one team of employees in several places successively, the permit to work at the new workplace may be given after the task has been completed in the previous workplace. It is prohibited to change the workplace without the consent.
- 3.23.** The task carried is completed when the whole scope of the task, as specified in the Permit, has been executed fully.
- 3.24.** After completing the task:
- a. The Team Leader** or Supervisor shall be obliged to:
 - ensure that materials, tools and equipment are removed,
 - ensure that all team members are taken out of the workplace,
 - notify the Acceptor or Coordinator of completion of the task.
 - b. The Acceptor shall be obliged to:**
 - check and confirm that the task has been completed,
 - liquidate the workplace by removing technical protection measures that were used for preparing the workplace,
 - prepare the equipment to operate and notify the Coordinator of this (such the readiness).
- 3.25.** The Team Leader and the team members may take part in the activities connected with the liquidation of the workplace under the supervision of the Acceptor.
- 3.26.** The Coordinator shall permit to start up the electrical-power generating equipment or system / plant on which the task was carried out, after being informed by the Acceptor that the equipment is prepared and ready to start.

Working on power-generating equipment and systems / plants.


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- 3.27.** If the task was carried out by several teams of employees, the decision to start up the electrical-power generating equipment or system / plant may be taken by the Coordinator after receiving information from all the Acceptor about readiness of equipment to run.
- 3.28.** Permit to Work and working on power-generating equipment and systems / plants other than electrical-power generating ones.
- 3.29.** Special hazardous tasks on power-generating equipment and systems / plants other than electrical-power generating ones shall be carried out based on the Permit to carry out the special hazardous task.
- 3.30.** The preparation of the workplace requires preparing the equipment and systems / plants in such the way that it is impossible to create hazards with the use of existing switches or fittings. Preparation of the workplace comprises in particular:
- switching off the equipment in the scope specified in the Permit,
 - locking out valve drives and gate valves in order to eliminate the possibility of hazards or accidental start-up of the equipment that is switched off and placing the tags, according to the rules as described in Procedure RB-IZB-13 regarding LOTO for dangerous energy,
 - placing a suitable blind plug or removing the part of the pipeline if closing of the valve is insufficient to ensure protection due to leaks. Protection shall be installed at all sides of the workplace,
 - opening discharge / drain and aeration fittings in the equipment or sections being repaired,
 - checking that all hazards (pressure, temperature, water, gas, voltage, etc.) have been eliminated from the equipment to be worked on,
 - barricading, safeguarding and placing warning tags at the workplace, as necessary.
- 3.31.** Maintenance tasks for heating systems shall be carried out after the Team Leader presents to her / his employees the valid documentation of the system and agrees with the owner or user of the underground services the elements of territorial development before excavation commences.
- 3.32.** Maintenance tasks that require employees to enter heating equipment and systems / plants, in particular inside pipelines, tanks, exchangers, bins shall be regarded as working in confined spaces.
- 3.33.** If employees are required to enter the heating equipment and systems / plants, in particular inside pipelines, tanks, exchangers, bins, protection of the part of the pipeline or equipment that is maintained is required by installing blind plugs that are adapted to the working pressure that occurs when the system or equipment operates, or by shutting off the flow of media with two tight closing components from all sides from which the flow of this media may occur. The LOTO lock must be placed on each of the closing components.
- 3.34.** When working on electric motor driven equipment, the LOTO rules and earth rules as specified in Procedure RB-IZB-13 for dangerous energy shall be followed.

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Attachment no. 1. Permit to work for electrical-power task.


Załącznik nr 2		
<div style="border: 1px solid black; padding: 5px; text-align: center;"> Wypełnić czytelnie poprawki w tekście są niedozwolone </div>		
<p>imię i nazwisko poleceńodawcy _____</p> <p>numer telefonu _____</p>		
<h3>Polecenie wykonania pracy elektroenergetycznej</h3>		
Nr _____ z dnia _____ 20 ____ r.		
<p>1. Kierującemu zespołem, nadzorującemu * _____</p> <p>oraz członkom zespołu w liczbie _____ polecam wykonać następujące prace:</p> <p>_____</p> <p>_____</p> <p>w obiekcie, przy urządzeniach: _____</p> <p>_____</p>		
2. Planowany termin rozpoczęcia pracy	_____ 20 ____ r. godz. _____	_____
<small>dzień, miesiąc</small>		
3. Planowany termin zakończenia pracy	_____ 20 ____ r. godz. _____	_____
<small>dzień, miesiąc</small>		
4. Koordynujący:	_____	
<small>imię i nazwisko lub stanowisko</small>		
5. Kierownik robót:	_____	
<small>imię i nazwisko - Uwaga: wyznaczyć, gdy na jednym obiekcie pracuje więcej niż jeden zespół pracowników</small>		
6. Dopuszczający:	_____	
<small>imię i nazwisko lub stanowisko - wchodzi - nie wchodzi w skład zespołu</small>		
7. Asystujący elektryk:	_____	
<small>imię i nazwisko lub stanowisko - wchodzi - nie wchodzi w skład zespołu</small>		
<p>8. Warunki i środki bezpiecznego wykonania pracy:</p> <p>a) Przygotowanie miejsca pracy określa szczegółowa lista kontrolna czynności - załącznik nr 1 do polecenia pisemnego.</p> <p>b) Technologia, narzędzia, kolejność realizacji poszczególnych etapów, sposób komunikacji, zadaniową ocenę ryzyka, kontrolę i nadzór nad wykonywanymi pracami określa opracowana przez wykonawcę instrukcja bezpiecznego wykonania zadania (IBWZ)- załącznik nr do polecenia pisemnego. IBWZ została przyjęta do wiadomości przez kierującego robotami w dniu</p> <p>c) W przypadku jakiegokolwiek odstępstwa od realizacji pracy określonego w poleceniu należy bezzwłocznie i bezzwłocznie przerwać prace i poinformować Koordynującego.</p> <p>d) na czas wykonywanych pomiarów dopuszcza się zdjęcie uzziemień na zasadach określonych w instrukcji bezpiecznego wykonania zadania (IBWZ)- załącznik nr do polecenia pisemnego.</p>		
9. Numery lub oznaczenia pozostałych załączników: _____		
10. Planowane przerwy w czasie pracy: _____		
<small>planowany czas przerwy, warunki do spełnienia w czasie przerwy</small>		

<small>podpis poleceńodawcy</small>		
11. Zmiany w poleceniu: _____		
_____		_____
<small>data</small>		<small>podpis poleceńodawcy</small>

Working on power-generating equipment and systems / plants.

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Attachment no. 1. Permit to work for electrical-power task.

Załącznik nr 1	Załącznik do polecenia nr	
Przygotowanie miejsca pracy przy urządzeniach elektroenergetycznych		
Miejsce pracy:		
Wykonawca pracy: elektromonter zakładowy		
Konieczna liczba osób: praca wykonywana dwuosobowo		
Wymagane środki ochrony indywidualnej:		
Inne zabezpieczenia:		
Narzędzia specjalne:		
		Potwierdzenie dopuszczającego
Kolejne kroki niezbędne do bezpiecznego przygotowania miejsca pracy		
1)	_____	<input type="checkbox"/>
2)	_____	<input type="checkbox"/>
3)	_____	<input type="checkbox"/>
4)	_____	<input type="checkbox"/>
5)	_____	<input type="checkbox"/>
6)	_____	<input type="checkbox"/>
7)	_____	<input type="checkbox"/>
8)	_____	<input type="checkbox"/>
9)	_____	<input type="checkbox"/>
10)	_____	<input type="checkbox"/>
<i>Zapoznałem się, nie wnoszę uwag i potwierdzam przygotowanie miejsca pracy:</i>		
	 data i podpis dopuszczającego
<i>Zapoznałem się i przyjmuję do wiadomości sposób przygotowania miejsca pracy:</i>		
	 data i podpis kierującego zespołem lub nadzorujący



Working on power-generating equipment and systems / plants.

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Attachment no. 1. Permit to work for electrical-power task.

Załącznik nr 3

11. Dopuszczenie do pracy -przerwy w pracy.

Nr kolejny brygady,zespołu	Nr kolejny miejsca pracy	Dopuszczenie do pracy					Przerwy w pracy wymagające powtórnego dopuszczenia					
		Na przygotowanie miejsca pracy uzyskano zgodę		Do pracy dopuszczono - miejsce pracy przyjęto			Rodzaj przerwy - z lub bez likwidacji	Godzina	Podpis kierującego zespołem, nadzorującego	Podpis dopuszczającego	O przerwie w pracy z likwidacją miejsca pracy poinformowano	
		Data (dzień, miesiąc)	Godzina	Nazwisko koordynującego	Godzina	Podpis dopuszczającego					Miejsce pracy sprawdzono Podpis kierującego zespołem, nadzorującego	Godzina

12. Potwierdzenie udzielenia instruktażu przez dopuszczającego

- | | | |
|---------------------------|---------------------------|---------------------------|
| a) | b) | c) |
| (imię nazw isko - podpis) | (imię nazw isko - podpis) | (imię nazw isko - podpis) |
| d) | e) | f) |
| (imię nazw isko - podpis) | (imię nazw isko - podpis) | (imię nazw isko - podpis) |
| g) | h) | i) |
| (imię nazw isko - podpis) | (imię nazw isko - podpis) | (imię nazw isko - podpis) |

13. Pace zakończono, narzędzia i materiały usunięto, ludzi z miejsca pracy wyprowadzono w dniu o godz

.....
(podpis kierującego zespołem, nadzorującego *)

.....
(podpis dopuszczającego)

14. Zlikwidowano miejsce(a) pracy, urządzenie, instalację * przygotowano do ruchu, powiadomiono koordynującego w dniu o godz

.....
(podpis dopuszczającego)

15. Postępowanie w sytuacji kryzysowej:

Postępowanie w przypadku zaistnienia wypadku przy pracy

Postępowanie w sytuacji kryzysowej (np. pożaru)

<p>1. Wezwanie Zakładów Służby Ratowniczej (z kom.+48 52 332 1222, z tel. stacjonarnego Mondy nr 1222). Dyspozytor Zakładów Służby Ratowniczej wzwie karetkę pogotowia.</p> <p>2. Przystąpienie do udzielania pierwszej pomocy.</p> <p>3. Powiadomienie przełożonych o zaistnieniu wypadku przy pracy.</p>	<p>1. Zaalarmowanie osób znajdujących się w strefie zagrożenia.</p> <p>2. Wezwanie Zakładów Służby Ratowniczej (z kom.+48 52 332 1222, z tel. stacjonarnego Mondy nr 1222) lub za pomocą przycisku sygnalizacji pożaru.</p> <p>3. Przystąpienie do akcji ratowniczej przy użyciu dostępnych środków, po upewnieniu się, że można wykonać to w sposób bezpieczny.</p> <p>4. Stosowanie się do poleceń kierującego akcją ratowniczą.</p>
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Earth work / excavations

Version 1/2018

Appendix no. 8 – Earth work / excavations

1. Excavation is a type of temporary and permanent earth work to be referred to as a building object.
2. Excavations are classified regarding:
 - 2.1. The width of the bottom of the excavation:
 1. narrow-space / up to the width of 1,5 m,
 2. wide-space / with the width of more than 1,5 m
 - 2.2. The depth of the excavation:
 1. shallow / up to the depth of 1 m
 2. medium deep / up to the depth of 3 m
 3. deep / with the depth of more than 3 m.
3. The following earth work comprises special hazardous tasks:
 - 3.1. Working in excavations with depth of at least 1 m,
 - 3.2. Working in close neighbourhood (up to 2 m) of existing underground networks such as: power network, gas network, communication network, heat distribution network, water-pipe network and sewerage system.
4. **General requirements:**
 - 4.1. Before earth work classified as special hazardous task is performed, the safe method of doing such jobs shall be specified in the Permit, among others, the distance within which such tasks may be carried out away from the existing network.
 - 4.2. Earth work shall be performed based on the design specifications that specified the location of underground equipment and systems that may be reached when doing the job.
 - 4.3. Excavations with vertical, not reinforced walls, without stretcher bars or supports, may be made only up to the depth of 1 m in the compact soil in case when the area / ground near the excavation is not loaded within the zone whose width equals the depth of the excavation.
 - 4.4. Tie-ins to the underground system must be done based on the design specifications.
 - 4.5. Before performing earth work, area geodetic documentation shall be analysed and agreements shall be made with the owner or user of elements of the territorial development located in the close proximity of the work area.

Earth work / excavations

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5. Making excavations and performing work:

- 5.1.** When performing earth work, dangerous places shall be barricaded with protective barriers that are 1,10 m high and warning tags / boards shall be posted. The barriers shall be placed not closer than 1 m from the excavation edge.



- 5.2.** When making excavations in places that can be accessed by persons not involved in the jobs and in justified cases, at night, the area of the earth work shall be protected with barriers provided with red, warning light.
- 5.3.** In justified cases for safety reasons, the excavation shall be covered tightly so as the fall to the excavation is prevented. If the excavation is covered, instead of barricading, the work area may be demarcated with barricade tape extended along the excavation at the height of 1,1 m and in the distance of 1 m from the excavation edge.
- 5.4.** When making wide-space excavations with safe inclination cut slopes, the difference of levels shall be done to ensure easy outflow of rain water directed away from the excavation. The difference of levels shall be done in the area adjacent to the upper edge of the slope, within the width of the slope area that equals three times as much as the depth of the excavation.
- 5.5.** For excavations with vertical walls which are more than 1 m deep, the walls should be supported.
- 5.6.** The supporting structure of the excavation should stick out at least 10 cm over the surface / ground.
- 5.7.** The protection of the excavation shall be checked after rain, freezing conditions or after a long break.
- 5.8.** Earth work in close proximity of underground systems and shafting of search excavation shall be conducted using manual tools. Inspect trenches to determine the location of conduits may be dug using mechanical equipment only up to the depth of 40 cm.
- 5.9.** When making excavations in places that can be accessed by persons not involved in the jobs and in justified cases, at night, the area of the earth work shall be protected with barriers provided with red, warning light.
- 5.10.** If it is not possible to barricade the work area where earth work is carried out, the Contractor shall be obliged to provide permanent supervision of the work area.

Earth work / excavations

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- 5.11.** It is required to check the condition of the supporting structure of the excavation or the cut slope each time before commencing the work in the excavation.
- 5.12.** When making excavation with safe inclination cut slope, the following shall be done:
1. ensure that the slope facilitates easy outflow of rain water directed away from the excavation, the width of the slope area shall be equal to three times as much as the depth of the excavation,
 2. remove the disturbed part of the slope soil ensuring the safe inclination at every place of the slope,
 3. check the condition of the slope after rain, freezing conditions or after a long break at work.
- 5.13.** For excavations that are deeper than 1 m, the excavation edges shall be secured against soil slidding and entrance to the excavation shall be made. The distance between entrances to the excavation shall not be more than 20 m.
- 5.14.** For narrow-space excavations (up to the width of 1,5 m), with the difference of levels alongside, it is recommended to begin making the excavation from the lowest point of the duct / channel to be dug and continue in the direction opposite to the expected flow of underground water.
- 5.15.** When narrow-space excavations are being made with an excavator / a digger, the structure support shall only be done with the use of the reinforced part of the excavation or prefabricated support and the previously planned mechanical equipment shall be used.
- 5.16.** Heating, thawing or freezing of soil shall be conducted in accordance with the design documentation and safe work method statement.
- 5.17.** It is required to install a temporary trench boxes or temporary prefabricated support structures when installing support structures or pipes in the previously made excavation that has vertical walls and the depth of more than 1m.
- 5.18.** It is forbidden to store excavated material, materials and products:
1. less than 1 m away from the excavation edge, if the steening is used on excavation walls and if the excavated material load is considered when selecting the steening,
 2. in the zone where soil / ground may fall naturally, if the support structures of the excavation walls is not used.
- 5.19.** When the work is performed an excavator / digger shall be located at least 0,6 m away from the excavation out of the zone of soil / ground natural fall and risk assessment shall be taken into account.
- 5.20.** If work is performed in the narrow-spaced excavation and excavated material is removed at the same time, the excavation shall be covered with tight and resistant cover.
- 5.21.** The method used to secure the walls of excavation whose depth is more than 4 m, shall be thoroughly defined in the specially developed design documentation for this purpose.

Earth work / excavations

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6. Excavations /trenches backfilling:

- 6.1. Excavations backfilling shall be made in successive stages / sections, every 30 – 50 cm.
- 6.2. When backfilling excavations for which support structures are used, the protection shall be removed from the excavation bottom, section by section as the backfilling of the excavation proceeds.
- 6.3. Each of the backfilled sections shall be compacted.
- 6.4. Employees not working with the compactor shall keep a safe distance from this equipment as they may be exposed to feet injuries and to excessive noise emitted by the compactor.
- 6.5. Mechanical compactor shall be operated only by a qualified person.
- 6.6. Equipment operators shall wear a safety helmet, ear protection, anti-vibration gloves and safety shoes.

7. Forbidden activities:

- 7.1. People being present between the excavation wall and the digger / excavator, even during the shutdown.
- 7.2. People being present within the zone of equipment's operating extension arm.
- 7.3. Entering and exiting the excavation using stretcher bars and carrying people on equipment to be used for removing excavated material.
- 7.4. Vehicles coming to the zone of soil / ground natural fall.
- 7.5. Storing of excavated material, storing of materials and products within the distance of less than 0,6 m from the edge of the excavation.
- 7.6. Allowing deposits of soil to be created when making excavations.
- 7.7. Filling up the tanks intended to transport the excavated material above the surface of the tanks top edge or to the tanks edge surface.

Tasks that are hazardous due to fire related reasons

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Appendix no. 9 – Tasks that are hazardous due to fire related reasons.

1. Tasks that are hazardous due to fire related reasons are tasks which require working with open fire or when sparks, heating exists, etc.:
 - 1.1. welding and gas and electrical cutting,
 - 1.2. heating equipment, systems, valves with open fire,
 - 1.3. grinding performed in objects,
 - 1.4. roofwork and insulation work that require open fire to be used.
2. Tasks that are hazardous due to fire related reasons must be carried out based on the Permit for carrying out the special hazardous task.
3. Permit to work shall not be a must for hazardous above-mentioned works which are performed in selected and adapted areas in the workshops.
4. Permit to work must be approved by the Task Supervisor.
5. Before commencing the task, the Permit Issuer shall be obliged to:
 - 5.1. assess the fire hazard on the site where the task is to be done,
 - 5.2. determine the kinds of measures with the aim to prevent fire (causing and spreading of fire) or explosion,
 - 5.3. determine if the Rescue Service needs to check and accept the quality of the workplace preparation for the task hazardous due to fire reasons and/or if the Rescue Service needs to be present on the worksite while working, or not,
 - 5.4. appoint employees as responsible for preparing the workplace right, for the performance of the task and protection as well as for conducting checks at the workplace after the job is completed,
 - 5.5. ensure that the task is carried out only by authorised and qualified employees,
 - 5.6. ensure that the employees who carry out the task are aware of the fire hazards in the area of doing the job and of the measures the aim of which is to prevent the fire or explosion.
6. When carrying out the tasks that are hazardous due to the fire hazard, it is necessary to:
 - 6.1. secure flammable materials at the workplace and nearby so as they will not set on fire, including the building's structural elements and technical systems inside such the building,
 - 6.2. ensure that employees who carry out hazardous tasks due to fire related reasons do not wear flammable clothing.
 - 6.3. When working in the paper machine's drying part, it is necessary to:
 1. obtain approval by the department's manager or by the person appointed by the Manager / a person who replaced the Manager, of the workplace preparation method and working method,
 2. obtain the approval by the Company's Rescue Service of the quality of the workplace preparation for the tasks that are hazardous due to the fire hazard,
 3. switch off air exhaust fans and supply vents from the drying part's hoods,

Tasks that are hazardous due to fire related reasons

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4. ensure continuous supervision in terms of fire hazard,
- 6.4. carry out the tasks that are hazardous due to the fire hazard in rooms (equipment) threatened with explosion or in the rooms where other jobs involving flammable liquid or gas were prior done only when concentration of liquid or gas vapour in the mixture with air at the workplace is not higher than 10% of their lower explosive limit,
- 6.5. have the following items at the workplace:
 1. equipment to liquidate all sources of fire,
 2. Permit to Work,
 3. emergency plan,
 4. and use only equipment that is in working order and secured against possibility of causing the fire to do the job.

Caution. If the Permit Issuer decides that the Rescue Service needs to check and accept the quality of the workplace preparation for the task hazardous due to fire reasons or that the Rescue Service needs to be present on the worksite while working, the checklist should be signed by the Rescue Service representative.

7. It is allowed to commence the task after the workplace has been prepared by process personnel and after the Task Supervisor has signed off the Permit, thus permitting the commencement of the work.
8. For tasks to be carried out more than 10 m away from process buildings, objects and systems – the workplace shall be prepared by maintenance personnel.
9. The Team Leader shall be obliged to appoint in the Permit the person responsible for checking the workplace where tasks hazardous due to fire related reasons were done while the task is conducted and for the period of 1 hour after the job completion.
10. The Leader shall be responsible for additional checking of the workplace where tasks hazardous due to fire related reasons were done. It is recommended to check 2, 4 and 8 hours after the job was completed. The records of such checks shall be made in the shift report.

Working in explosive zones.

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Appendix no. 10 – Working in explosive zones.

1. Explosive zone – space where concentration of flammable substances as specified in explosion limits may occur.
2. If there is the explosive zone in a specific department, the Manager of such the department shall be responsible for preparing the Explosion Protection Document that should include the risk of explosion and implementation of all preventive measures for employee safety and health, preparing the departmental manual for operating equipment in explosive zones and static electricity protection procedure.
3. Departmental manuals for operating equipment in explosive zones shall be complied with while working.
4. Working in the explosive zones should be based on the written Permit to Work.
5. Careful cleaning of the systems and equipment to remove dust and draining of all explosive substances from all the systems shall precede any tasks in the explosive zones.
6. Before commencing the task, concentration of flammable component in the mixture with air shall be measured at the workplace.
7. Concentration causes a hazard if the concentration of flammable component in the mixture with air is higher than 10% of the lower explosion limit for the explosive mixture.
8. When the concentration exceeds the allowed limits, the concentration of the flammable component shall be decreased at least to the allowed level.
9. If the explosive conditions include various flammable gases, vapours, mists or dust, protective measures suitable for the hazard should be used.
10. Employees who deal with the explosive zone at work shall have the hazards to be faced at the workplace presented by a representative of the department where such work is performed and the safe working method statement shall be presented during the briefing concerning the special hazardous tasks.
11. When working in the explosive zone, the following shall be done:
 - 11.1. demarcate and mark the safety zone,
 - 11.2. develop an emergency plan,
 - 11.3. ensure that the Company's Rescue Service is present, if this is found necessary by the Permit Issuer,
 - 11.4. use tools, portable lighting and ventilation, clothes, shoes, PPE, mobile phones suitable for use in the EX zone.
12. It is allowed to carry out routine operating tasks specified in the departmental specification of tasks

Working in explosive zones.

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as routine tasks, for which Standard Operational Procedures have been developed, by qualified employees without the written Permit.

- 13.** Maintenance works on the debarking and chipping process line shall be done after the plant is shutdown, connections with other equipment and facilities are cut off, dust is removed accurately from equipment.
- 14.** Having done the aforesaid preparatory actions to the maintenance works, there is no explosive zone in the debarking and chipping building during the shutdown.

Working with high pressure water jet with working pressure above 200 bar (20 MPa) at Mondi Świecie S.A.

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Appendix no. 11 – Working with high pressure water jet with working pressure above 200 bar (20 MPa) [in Polish – MWC]

1. General requirements.

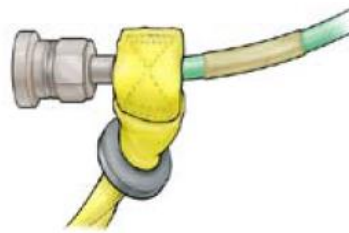
- 1.1. High pressure water jet shall be used for descaling, removing deposits from heat exchangers, tanks, pipelines, boilers and also for cleaning screen baskets or other equipment and structures.
- 1.2. Working with water jet shall be carried out based on written Permit to Work.
- 1.3. Before high pressure water jet is used, first, it should be considered if other, less hazardous methods, for example, cleaning with the use of flushing, may be applied or not.
- 1.4. For working with high pressure water jet, the task risk assessment shall be conducted and the safe work method statement shall be prepared, which documents shall be kept at the site where the works are carried out.
- 1.5. Manufacturer's technical-operating documentation / manual of pumping units and of other equipment used for cleaning should be translated into Polish and should be kept at the workplace.
- 1.6. The person who works with high pressure water jet shall be obliged to fill in the checklist „Working with water jet” every time before commencing to work.
- 1.7. Requirements to be met by employees who work with high pressure water jet:
 1. all employees must receive training on risk assessment and safe work method statement as well as one day briefing, which must be confirmed by signing off. Training checklists shall be kept at the workplace,
 2. operators of pumping units, operators of high pressure water jet equipment such as: shotguns, lances, nozzles, shall be trained on the use of the equipment periodically but at least once every 24 months,
 3. employees must be competent and capable of checking the equipment before commencing to work,
 4. employees must be in possession of a medical certificate providing that they are able to work in a specific discipline, for example, working at heights of above 3 m, working in confined space, working in gas masks, working in noise of above 85 dB,
 5. employees must have valid S&H training certificate for the specific workplace.
- 1.8. Before commencing the work with high pressure water jet, it is required to:
 1. ensure that the equipment to be cleaned is secured against self-movement or secure the equipment to be cleaned, if it is necessary,
 2. ensure housekeeping at the workplace,
 3. secure the zone within the distance of at least 6 m from the work area,
 4. make sure that:
 - all manholes to tanks / equipment and the area in front of them are correctly demarcated and suitable signs are placed,
 - tasks are not carried out within the distance of 6 m from the end of the equipment / pipeline where it is possible that the nozzle falls out during cleaning,
 - all zones where possible jets of water can impact employees or equipment are correctly marked, demarcated and secured against being accessed by employees.

Working with high pressure water jet with working pressure above 200 bar (20 MPa) at Mondi Świecie S.A.

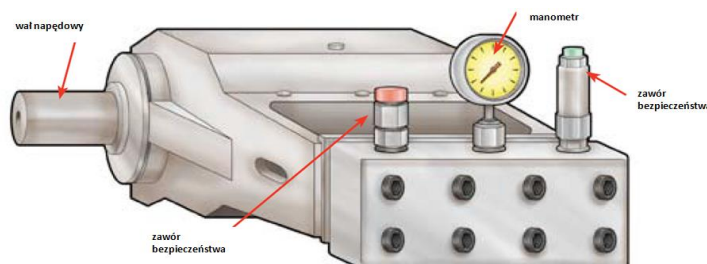
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2. Requirements to be met by equipment used for working with high pressure water jet:

- 2.1. equipment must be compliant with legal requirements and Polish and European standards,
- 2.2. all units of equipment should be regarded as controlled working equipment which means that they should be marked, registered and inspected on a periodical basis and records of such periodic inspections / reviews conducted by authorized persons shall be kept,
- 2.3. hoses (high pressure cords) should be adapted to operating pressure, in working order, their wiring shall not be damaged and they shall have permanent marking with maximum working pressure,
- 2.4. all couplings, shotguns, nozzles, heads should at least comply with European regulations and be marked permanently with information about maximum operating pressure,
- 2.5. it is recommended to use single hoses of minimum length to connect the pumping unit to the lance,
- 2.6. hoses shall be connected to equipment and other hoses on the high pressure side with the use of threaded connectors for suitable pressure; quick couplers shall not be used,
- 2.7. on the hose connections, bridges shall be applied with the use of ropes to protect from so-called “whipping” when the hose connection disconnects,



- 2.8. hoses must be protected from damages, if any, caused by road traffic, hot pipelines / equipment, outer abrasions and shall be laid / arranged in such a way that a tripping hazard is prevented,
- 2.9. pumping unit shall be equipped with the high pressure gauge, safety valve that shall be set for the maximum operating pressure of the weakest element of the pressure system and shall be checked on a regular basis during periodical inspections / reviews,



- 2.10. pumping unit shall be earthed, when it is possible that static electricity occurs, the unit of equipment to be cleaned shall also be earthed,
- 2.11. while working, minimum pressure and flow that ensure the task completion shall be used,

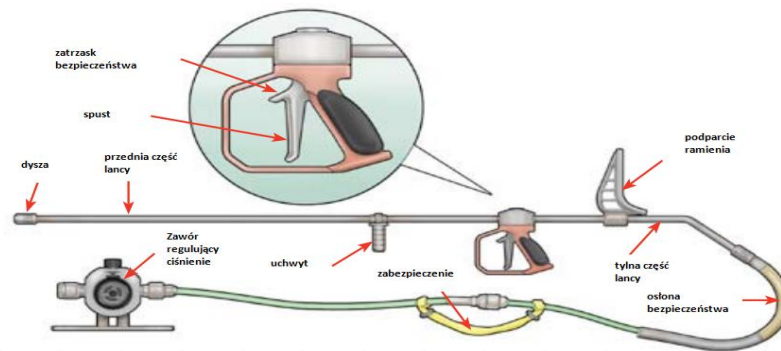
Working with high pressure water jet with working pressure above 200 bar (20 MPa) at Mondi Świecie S.A.

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2.12. tasks shall always be carried out by at least two people, an operator and a watchman. The watchman shall be provided with an emergency stop button which button may be used to switch off the pump immediately in case of emergency.

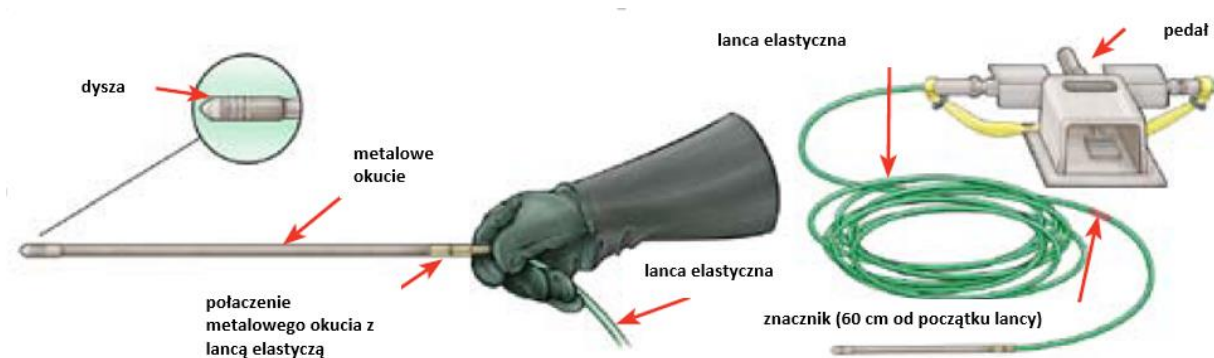
2.13. Requirements applicable to manual spray-guns:

1. spray-gun barrel should be at least 1,2 m long,
2. manual spray-gun should be equipped with a shoulder brace/support for recoil forces above 150 N,
3. maximum working pressure must be marked clearly,
4. maximum reading should not exceed 250 N when working with manual spray-gun,



2.14. Requirements for flexible lances used for pipeline cleaning:

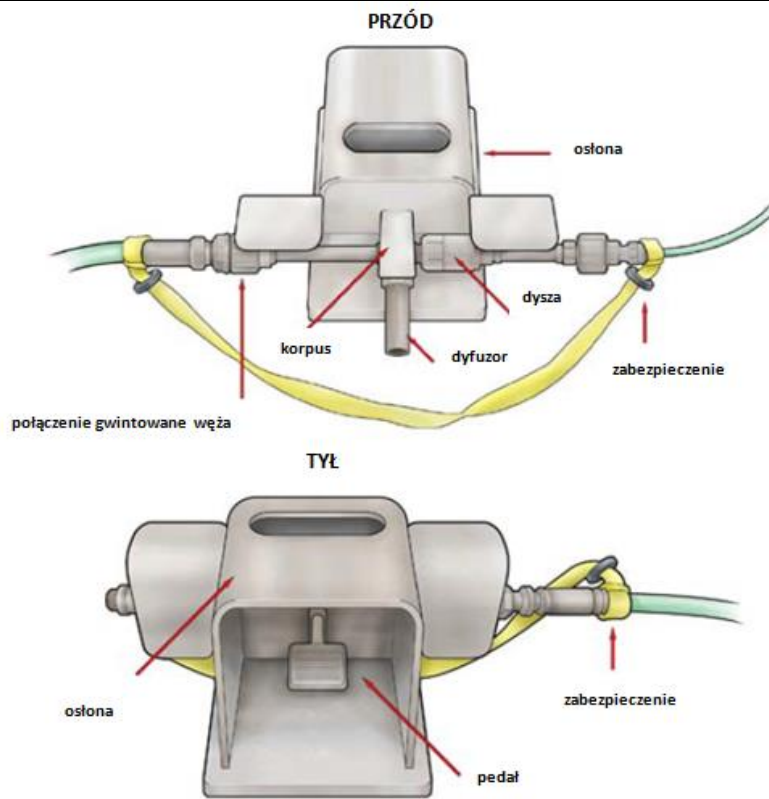
1. at the end of the flexible lance there should be a nozzle and ferrule that should be at least 300 mm long,
2. in the event, the above-mentioned requirement is not fulfilled due to technical reasons, it is allowed not to fulfill such the requirement after the Permit to carry out special hazardous task has been obtained,
3. to indicate the nozzle location, the lance shall be marked within the distance of 600 mm away from the end (from the nozzle),



2.15. foot pedal that controls the flow of water into flexible lances shall be operated by lance operator. Operating the pedal by another employee is forbidden.

Working with high pressure water jet with working pressure above 200 bar (20 MPa) at Mondi Świecie S.A.

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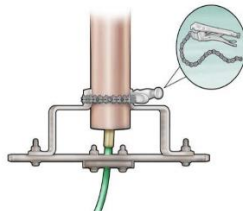
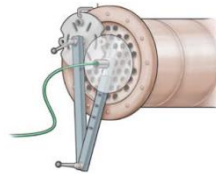
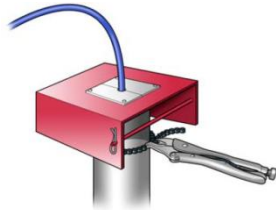


- 2.16.** on the inlet flange to the pipeline / heat exchanger to be cleaned, “catcher” - the protection from accidental removal / falling out of the nozzle from the pipe under cleaning should be used (it is a must while cleaning heat exchangers).

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Examples of “catchers” - protection from accidental removal / falling out of the nozzle



Examples of protection from accidental removal / falling out of the nozzle from the pipeline without the flange

Protection from accidental falling out of the nozzle installed on the inlet flange to the pipeline.

3. Requirements for location of the pumping unit and the place of working with high pressure water jet:

3.1. the place shall be arranged for pedestrians beyond the main walkways and within a safe distance to equipment that is running,

Caution. If it is impossible to arrange the place within the safe distance from walkways and running equipment, the Permit Issuer shall be obliged to determine other safety measures, for example, screens / shields.

3.2. danger zone shall be barricaded and demarcated with the use of warning notices “Do not enter. Working with high pressure water jet. If you enter, you are in danger of disability or death” and effective prevention from unauthorized access shall be provided (obligation of the Contractor),

3.3. for working with high pressure water jet in the confined space or at height, the conditions specified in applicable chapters of this Procedure shall also be fulfilled.

4. Required personal protective equipment for working with high pressure water jet:

4.1. For working with high pressure water jet it is required to use special personal protection equipment which should provide protection from pressure used while cleaning with water jet. Such the equipment shall be compliant with CE 89/686/EEC and shall comprise of the following protection:

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1. body and legs (at least high pressure apron), with the protection class adapted to the operating pressure:
 - working clothes type 5/5/2 - up to 500 Bar at the flow up to 16,9l/min
 - working clothes type 10/28 – up to 1000 Bar at the flow of 19,8l/min (point nozzle)
 - working clothes type 20/30 – up to 2000 Bar at the flow of 17,9l/min. (point nozzle)



2. hands (special hand and forearm protection) at above-mentioned conditions,
3. feet (special safety boots or gaiters) at above-mentioned conditions,

4.2. Other required personal protective equipment:

1. safety helmet with three-point fixing chin strap and integrated face shield,
2. hearing protection,
3. safety glasses,
4. rubber gloves,
5. others, if arises from the task risk assessment.



5. It is forbidden to:

- 5.1. use high pressure water jetting equipment for persons who have not been trained as required to use such equipment,

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- 5.2. carry out the task without watchman protection who is provided with operating emergency stop button,
- 5.3. carry out the task without “catcher”- protection from accidental removal / falling out of the nozzle from the pipe or heat exchanger,
- 5.4. aim the water jet at other people and beyond the designated working zone,
- 5.5. put a wedge on or tie the lance trigger or the lance trigger pedal,
- 5.6. stand with legs apart over the high pressure hose when working, in particular, with a lance,
- 5.7. use ladders when working with high pressure water jet,
- 5.8. use damaged or out of working order units of equipment and modify equipment if such modification has not been agreed with the equipment manufacturer,
- 5.9. use quick couplers in order to connect high pressure hoses,
- 5.10. continue working with high pressure water jet when any abnormalities in performance of equipment have been found.

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Checklist – working with water jet			
<i>Team Leader representing the Contractor shall be obliged to fill in the checklist and have the checklist while performing the task.</i>			
Company:			
Date:			
Workplace: <i>Mondi department</i>			
Method (put x next to the chosen method)	Shotgun	Flexible lance for pipe cleaning	Automated cleaning

Training requirements

No.	Requirement	Yes	No	Not applicable (NA)
1	Employees are adequately trained to perform this specific task.			

Safety requirements

No.	Requirement	Yes	No	Not applicable (NA)
2	All employees have proper personal protective equipment and collective protective equipment for the specific job.			
3	The equipment operator has the ability to control the pump flow.			
4	The watchman in the cleaning area is provided with emergency stop button to switch off the pump immediately, if it is necessary.			

Site requirements

Lp.	Requirement	Yes	No	Not applicable (NA)
5	Site selected for the equipment location is out of major personnel traffic area and is a safe distance from operating equipment.			
6	The area around the hydroblast equipment is barricaded and warning signs are adequately placed.			
7	If hydroblasting equipment cannot be adequately spaced from process equipment or personnel traffic, additional sturdy barriers/panels are installed to provide protection.			
8	Hoses are properly barricaded and protected against damage and they do not present a tripping hazard.			
9	Equipment to be cleaned is unable to move or secured, if necessary.			
10	Arrangements are in place to ensure that the material being blasted is contained or being disposed of properly.			

Pumping units and hoses requirements

No.	Requirement	Yes	No	Not applicable (NA)
11	Hoses are of the correct pressure rating that is to be used.			
12	Hoses are joined by threaded couplings.			
13	Hoses have safety bridges (restraining devices) across couplings.			
14	Hoses are free of damaged wire braids.			
15	Pumping unit is equipped with safety relief devices.			

Flexible lance requirements

No.	Requirement	Yes	No	Not applicable (NA)
16	The starter bar length is at least 300 mm			
17	To indicate nozzle location, the lance is marked within the distance of 600 mm away from the end (from the nozzle)			
18	An anti-withdrawal device „catcher” is attached to the inlet flange to prevent the nozzle coming out of the pipe/equipment being cleaned			
19	Foot pedal is used to control water flow			

Shotgun requirements

No.	Requirement	Yes	No	Not applicable (NA)
20	Shotgun barrel is at least 1,2 m long			
21	Shotgun has at least one control valve to control water flow and pressure or two control valves where necessary.			

Team Leader's signature:

Lifting and handling with cranes.

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Appendix no. 12 – Lifting and handling with cranes.

1. Lifting equipment comprises of:
 - 1.1. Gantry cranes
 - 1.2. Jib cranes
 - 1.3. Truck mounted cranes
 - 1.4. Electric chain hoists
 - 1.5. Manual chain hoists with loading capacity of above 2 t.
 - 1.6. Mobile lift trucks with the mechanical drive of lifting
2. Lifting and handling with cranes is a special hazardous task and it shall be carried out based on the Permit to Work.
3. Permit to carry out the special hazardous task is not required for lifting activities connected with mill's normal operation and tasks carried out in workshops and warehouses, which activities are carried out on a permanent basis by qualified and authorized persons in accordance with prepared safe work method statement.
4. Rules regarding lifting with cranes.
 - 4.1. When lifting loads with mass exceeding 10 t or when the working conditions make is possible for cranes to collide with each other or with the load, it it necessary to prepare safe work method statement which shall be attached to the Permit to carry out the special hazardous task.
 - 4.2. When the working conditions involve possible collision, the safe work method statement shall define:
 - borders and signage of the working zone and the place of possible collision together with a drawing;
 - safety means or warning boards used in the collision zone;
 - traffic priority;
 - working zones for slow movements only;
 - an effective way of communication between the crane operator and the Banksman;
 - a way of coordination of the cranes' work;
 - procedure to follow in case injury at work or damage occur;
 - the wind speed at which crane operators shall stop their work, if the work safety of the crane is endangered in the collision zone.
 - 4.3. Crane operators who work in the collision zone shall be provided with communication devices.
 - 4.4. The mass of the load to be lifted shall be defined in the Permit to carry out the special hazardous task.
 - 4.5. Lifting equipment and attachments shall comply with legal requirements and company's requirements and they shall be approved / permitted to use.
 - 4.6. Slings and traverses shall be in good technical condition.
 - 4.7. Tag lines and /or tag rods shall be provided to maneuver loads.
 - 4.8. Capacity of lifting equipment and attachments shall be known and suitable for the load to be lifted.
 - 4.9. All hooks shall be secured with safety latches.
 - 4.10. Visual inspection of lifting equipment and attachments shall be conducted before the lift.

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- 4.11. The work zone of the crane shall be demarcated and secured.
- 4.12. Drag and danger zones shall be barricaded off and supervised.
- 4.13. Weather conditions (including wind speed) shall be defined and assessed before a lift.
- 4.14. Proper means of communication shall be agreed and ensured (radio, hand signals).
- 4.15. In case of non-routine lifting with cranes listed in items 1.1 to 1.4, a crane operator is obliged to fill in the checklist (attachment no. 2) „Lifting and handling with cranes” before commencing handling activities.
- 4.16. Crane operator is obliged to be in possession of the completed checklist mentioned in item 4.13 and show it to the supervising persons.
- 4.17. Cranes shall only be operated by authorised and qualified persons.
- 4.18. Cranes shall be in good operating condition, be subjected to required periodical inspections and be approved / permitted to use by an authorised body, for example, by Technical Supervision Office.
- 4.19. The load of the crane when operating shall not exceed 90% of safe working load [in Polish DOR] specified by manufacturer or Technical Supervision Office.
- 4.20. It is not allowed to leave the suspended load unattended, the control device must be placed within reach.
- 4.21. In case when the lifting device is damaged and it is not possible to lower the load, danger zone shall be demarcated and access to the danger zone shall be closed.
- 4.22. It is prohibited to transport any loads over human heads.
- 4.23. During transport the load must always be in front of the crane operator, within her / his clear view.
- 4.24. Operation of specific working systems shall be checked before crane’s start-up.
- 4.25. When carrying out lifting it is necessary to observe the location of the object being transported.
- 4.26. Cranes must have information about maximum safe work load clearly displayed.
- 4.27. When operating lifting devices, proper lighting of the operating radius of the device shall be ensured.
- 4.28. If needed reasonably and there are no other possibilities during installation of pipelines, it is allowed to temporarily perform the installation of the pipelines in the danger zone, however, some additional safety requirements must be fulfilled:
 - a) instruction that specifies the way of hanging the pipeline with the use of slings attached to the crane’s hook, shall be prepared,
 - b) crane’s maximum safe work load shall be at least twice as big as the weight of the pipeline to be lifted,
 - c) double leg slings, each with maximum safe work load at least twice as big as the weight of the pipeline to be lifted, shall be used,
 - d) Rigger shall be specially trained in the methods of attaching loads,
 - e) instruction that specifies the way of temporary installation of pipeline at the location where the pipeline is to be installed, shall be developed,
 - f) direct, continuous supervision by an appointed person shall be ensured when hanging pipelines to a crane’s hook and when attaching the pipelines after being transported to the installation area.

Lifting and handling with cranes.

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5. Requirements regarding handling with cranes.

5.1. Gantry cranes

1. Before commencing a new shift and when the gantry crane is hired by an external company or by employees from other Mondi departments, it is necessary to:
 - a) ensure that no people or other obstacles are present on the gantry crane and on the trackway,
 - b) check the condition of ropes, treverses and hooks,
 - c) ensure that the buttons on the crane control panel are operational, in particular, the „stop” button and emergency stop button.
2. Drop zone shall be demarcated with barriers or with red-white tape and warning signals shall be provided before transporting the load in the lift shaft. A whistle shall be used to warn people, if it is necessary.



3. Small-sized elements and elements whose size / dimension poses a threat of being caught on the lift shaft edge or on other construction, shall be lifted in a special chest equipped with tag lines. Lifted elements shall be fastened with transport belts that prevent the elements from slipping out.



4. Emergency limit switch shall not be launched during the task being carried out.
5. Gantry crane shall not be moved in the opposite direction before it stops completely.

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6. Long-lasting impulse work (a big number of motor's start-ups in a short time) in order to move a short distance is prohibited. This may cause a failure of control devices and motors.
7. In the event that a few gantry cranes are moving simultaneously on the same rail or on the rails that are located one above the other, it is necessary to keep a safe distance (at least 2 m) between the gantry cranes and warn each other with signals.
8. A gantry crane shall move with low speed when approaching limit switches.

5.2. Self-propelled cranes.

1. Before commencing work of a self-propelled crane it is necessary to provide sufficient space to place the crane safely.
2. Ground load-bearing capacity shall be checked paying attention to the type of the surface, distances, for example, from the edges of the excavations. If it is necessary, geological tests of the soil shall be conducted and the soil shall be compacted.
3. A vehicle shall be levelled thoroughly.
4. Stabilizing foot plates shall be placed under crane outrigger.
5. The area around the work zone of the crane shall be demarcated with barriers or red-white tape.
6. The crane's work zone shall be checked for any objects that may cause a collision.
7. It is forbidden to move and carry out work by other people in the crane's work zone.
8. It is forbidden to leave the crane that is running without supervision and operation.

5.3.Chain hoists

1. An operator of electric chain hoist is obliged to check the technical condition of the chain hoist's attachments, supporting structure, a rope, a hook, the location of power cables and control cables (the cables cannot be placed near the rope and the load to be lifted), operation of the break, limit switch, emergency STOP button, each time before commencing the task. It is not allowed to use the chain hoist if any cracks of the rope's wiring, distortions or permanent deformations are detected.
2. Before commencing the working shift it is always necessary to check if the chain hoist is in good working condition. It is necessary to check the break by lifting of the load slightly, stopping the load and checking if the load falls down or not. It is not allowed to use chain hoist

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whose wire is twisted, jammed, looped or damaged. It is not allowed to use the chain hoist if the wire skips, emits excessive noise, or there is jamming or overloading.

3. It is necessary to check if the strength of supporting beams or structural components is suitable for the weight of the load before mounting the chain hoists. It is prohibited to attach chain hoists to pipelines.
4. In the event that a temporary trolley mounted on the supporting beam that is intended for the chain hoist is used, it is necessary to make sure if the trolley's loading capacity is suitable for the load, if the structure of the trolley is suitable for the specific beam and if the beam is provided with stopper blocks to prevent the trolley from falling. There must be an information about the maximum safe work load on the supporting beams.
It is required to obtain an approval by UDT authorised maintenance person each time when mounting the trolley or a set comprising of a trolley and a chain hoist with lifting capacity of above 2 t. In the event that the Contractor carries out the tasks that require mounting trolleys on the beams, the Contractor is obliged to provide an authorized and qualified maintenance person.
5. Chain hoist shall be placed in the way that prevents this chain hoist leaning or the chain hoist's wire leaning against contiguous structural components when being operated.
6. Chain hoists shall have maximum safe work load displayed.
7. Only loads whose weight does not exceed 0,9 of nominal lifting capacity of the chain hoist shall be lifted.
8. It is forbidden to leave suspended load without supervision and for a longer period of time.

5.4. Rules to use slings and traverses.

1. Slings – are special ropes, stripes, hoses, shackles, chains used to suspend loads transported by cranes.

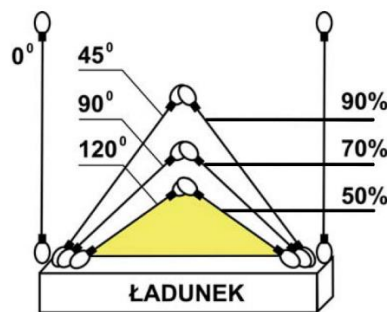


2. Traverse – is a supporting beam, whose shape and size is adapted to carry specific loads. Traverses are used, in particular, to lift and transport loads that are long, heavy and of a big size. Traverses are also used, in particular, when the load to be lifted requires a few suspension points, whose location makes it impossible to use only slings during lifting activities.

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3. Traverses are also hook connectors that adjust gantry cranes to transport paper drums and all elements (including baskets and containers) used for suspending and transporting loads.
4. Selection of sling or traverse shall always depend on the mass of the load, the type of the load, the size of the load and conditions at the site / workplace.
5. A traverse shall be attached to the gantry crane's grip element and to the load in a safe way.
6. The weight of the traverse shall be assessed and the maximum weight of the load to be lifted shall be reduced respectively.
7. A sling shall be attached to the grip element and to the load in a safe way. If it is reasonably necessary, it is recommended to use special protection against being damaged as a result of touching sharp edges of the load.
8. Location of the sling with the load shall be proceeded by finding the centre of gravity.
9. Hooks shall be equipped with safety locks (latches) that protect from falling out of the load.
10. When using chain slings, the tip of the hook should be fitted in the lug from the inside of this lug.
11. When performing lifting tasks, it is necessary to take notice of the load of two leg slings and multi leg slings, which load depends on the angle of the sling's legs:
 - a) vertically suspended leg transfers the load of 1Q DOR,
 - b) leg at an angle up to 45° - 0,9 Q, DOR,
 - c) leg at an angle up to 90° - 0,7 Q, DOR,
 - d) leg at an angle up to 120° - 0,5 Q DOR.



12. Hooks and slings used for lifting loads shall have maximum safe work load clearly marked.

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13. Apart from the information provided by the manufacturer, a sling must have a clear indication of the internal records system, including among others, slings used by Mondi Świecie and the Contractor must have the following information: owner's name, internal records number and date of the next inspection.
14. Slings shall be subjected to inspections based on the manufacturer's guidelines and applicable standards, at least once every 12 months.
15. In case of projects, modernization investments and construction works, slings shall be checked before commencing the task and after every three months of the investment, as appropriate to the rule. As confirmation of the conducted inspections, slings shall be additionally marked with plastic tags and it shall be done in the following way:
 - quarter I – red tag,
 - quarter II - yellow tag,
 - quarter III - white tag,
 - quarter IV - green tag.
16. Slings that are damaged or slings whose degree of fatigue exceeds maximum safe level, shall be permanently withdrawn from usage.

5.5.Responsibilities:

1. The owner, user of the equipment is responsible for:
 - a) ensuring that cranes used by employees are suitable and adapted to perform a specific job,
 - b) providing with an up to date operation manual of the crane,
 - c) qualification certificates of crane operators and providing training in the scope of cranes operation,
 - d) ensuring protection of cranes against unauthorised access by the use of:
 1. blocking bag

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- in case of wired panels that are not equipped with a blocking key or a lock fitted on the main switch.

or

2. blocking key – in case of panels equipped with locking mechanism,

or

3. lock, deposit box – in case of wireless cassettes.

Caution: It is allowed to leave overhead spool cranes without using security means mentioned in item d, only during normal production cycle. The above mentioned situation does not refer to scheduled shutdowns – in this case effective security means must be used.

e) ensuring that danger zone is correctly supervised (barricaded off and supervised by appointed persons),

f) keeping records of slings and traverses inspections and correct keeping and storing of the slings and traverses.

g) keeping Register of crane use – according to a template (Appendix 3)

2. Crane operator is obliged:

- a) to hold the qualification certificate of adequate category from Technical Supervision Office (UDT) to operate specific group of cranes,
- b) to be familiar with and comply with the crane's operation manual,
- c) to ensure appropriate selection of slings and correct load suspension,
- d) to ensure control of the location of the transported load during the whole transport route, and when a crane with two hooks is used, the crane operator is also obliged to ensure the control of the location of the hook that is not used.
- e) not to commence lifting activities in case of identifying crane's failure, the load being suspended, secured incorrectly, and / or when tag lines are not used, if it is required, as well as when the danger zone is not barricaded off or not sufficiently supervised in other way,
- f) discontinue the task when people accessing the danger zone are noticed,
- g) report identified crane's failure to the supervisor and immobilize the crane efficiently.

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- h) to be in possession of the completed checklist – attachment no. 1 – in case of non-routine lifting tasks, for example, handling of structural components, shafts, etc.

Caution.

It is not required to appoint a banksman / a rigger and to use a whistle when handling is carried out in the danger zone that is permanently barricaded.

It is required to appoint a trained / competent banksman / rigger if the crane operator is not capable of suspending the load directly, controlling the location of the load or of the second hook that is not used and s/he is not capable of controlling the danger zone.

In case of non-routine lifting activities, the operator is obliged to wear a helmet and a warning vest.

3. Banksman / Rigger is obliged to:

- a) become familiar with the load, know the load's weight, the position of the centre of gravity, the position of fixing points,
- b) use proper equipment for hanging and fixing the load. It is necessary to check the condition of slings before use,
- c) attach slings to the load and the crane's hook as recommended by crane's operator,
- d) attach necessary number of tag lines,
- e) control the maneuvers of a crane operator using radio communication or hand signals in the way that ensures safety for the lifted load and the people being present nearby.
- f) supervise the danger zone. In case of emergency, Banksman / Rigger is obliged to stop lifting work and warn against danger

Banksman / Rigger shall be provided with a whistle and means of radio communication, and if it is necessary s/he shall also be provided with one or more recognition elements, such as: a vest or a band with the inscription: "Banksman / Rigger" or a red helmet.

Caution.

The employee who acts as a banksman / a riggers shall receive a briefing from the employer on the banksman / riggers responsibilities and s/he shall be authorized by the manager, for example, in the scope of duties. The briefing is not required if the employee holds the qualification certificate of adequate category from Technical Supervision Office (UDT) to operate specific equipment (eg. qualification certificate to operate gantry cranes) or if the employee received a training based on Technical Supervision Office Program on Certification of People who act as Banksman – Rigger.

4. Rules of hand signalling.

- a) The banksman controls the maneuvers in the way that ensures safety for the people being present nearby.
- b) If it is impossible for the crane operator to perform the orders given by the banksman, the crane operator shall discontinue the maneuver that has been started.

Lifting and handling with cranes.

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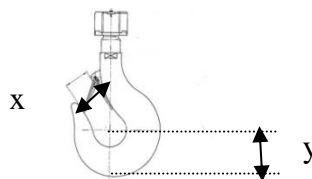
Checklist for crane maintenance inspection

Date of inspection
 Equipment gantry crane chain hoist crane other
 Location
 UDT identification number
 Loading capacity

Condition codes (I and II)*

- | | | |
|----------------------|------------------------|-----------------|
| 1. - checked | 4. - repaired | 7. - recovered |
| 2. - adjusted | 5. - needs replacement | 8. - lubricated |
| 3. - needs repairing | 6. - replaced | 9. - measured |

Lifting	Code (I)	Code (II)	Trolley travel	Code (I)	Code (II)	Bridge travel	Code (I)	Code (II)	Electricity	Code
Motors			Motors			Motors			Emergency stop button	
Brakes			Brakes			Brakes			Control panel	
Releasing elements			Releasing elements			Releasing elements			Fuses	
Gears			Gears			Gears			Monitoring system	
Couplings			Couplings			Couplings			Contactors	
Limit switches			Limit switches			Limit switches			Transmitters	
Ropes			Bumping blocks / stops			Bumping blocks / stops			Protection devices	
Hooks			Travel track			Travel track			Cables and wires	
Pulley blocks and rope pulleys			Trial start-up			Trial start-up				
Rope drums										
Bumping blocks / stops										
Trial start-up										
Power supply lines and current collectors										
Doors										
Guide bars, counterweights										



9.Measurement of hook's opening x =

9.Measurement of hook's throat y =

Remarks:.....

Housekeeping on the gantry crane's footwalk and equipment components has been checked during inspection, which housekeeping is considered as:

- good** **satisfactory** **needs vacuuming and cleaning**

It is to declare that no moving components, replaced components, tools, cables' ends, etc. have been left on gantry crane's footwalk and equipment components.

As a result of the inspection it is decided that the crane is **suitable for use** / **unsuitable for use**

* (I and II) refer, for example, to the first and the second trolley

Maintenance worker's signature /certificate's number

Lifting and handling with cranes.

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Checklist for non-routine lifting and handling of loads - page 1 and 2.

Podnoszenie i transport z użyciem dźwignicy			
Lista kontrolna			
Operator dźwignicy zobowiązany jest wypełnić listę i posiadać ją przy sobie podczas wykonywania nierutynowego podnoszenia i transportu ładunku			
Zaznacz "√" właściwą odpowiedź dla wszystkich pytań			
Pytania kontrolne	Tak	Nie	Uwagi
Posiadam ważne uprawnienia			
Znam instrukcję obsługi dźwignicy			
Znam maksymalny ciężar ładunku		 kg
Znam Dopuszczalne Obciążenie Robocze dźwignicy (DOR)		 kg
Znam Dopuszczalne Obciążenie Robocze zawiesi (DOR)		 kg
Obciążenie dźwignicy oraz zawiesi nie przekroczy 90% DOR			
Wyznaczony został sygnalista/hakowy			
Rodzaj zawiesia/trawersy i sposób mocowania jest odpowiedni			
Sprawdziłem zawiesie - jest sprawne i ma ważny przegląd			
Haki wyposażone są w zapadki			
Wymagane jest stosowanie lin kierunkowych		 liczba lin
Przygotowano miejsce docelowe ładunku			
Strefa niebezpieczna jest:			
obarirowana			
oznakowana taśmą czerwono - białą			
nadzorowana osobiście przeze mnie			
nadzorowana przez wyznaczoną osobę/osoby			
.....			
Data			Czytelny podpis operatora dźwignicy

Na terenie Mondi obowiązują Zasady Kardynalne
Zasada Kardynalna nr 4

Zakaz transportu ładunku nad głowami osób oraz zakaz wejścia w strefę upadku ładunku zawieszono na urządzeniu do podnoszenia, w przypadkach:

- transportu ładunku nad głowami osób;
- transportu ładunku nad pomieszczeniem sterowni, w którym przebywają osoby;
- podnoszenia i transport ładunku bez zabezpieczenia strefy upadku (oznakowanie czerwono – białą taśmą lub bezpośredni nadzór wyznaczonej osoby);
- wejścia w strefę upadku ładunku pomimo, że jest oznakowana lub pomimo otrzymania ostrzeżenia od osoby nadzorującej tę strefę.

Nieprzestrzeganie Zasady stwarza zagrożenie dla życia i dlatego jej złamanie będzie traktowane jak o ciężkie naruszenie zasad bezpieczeństwa i może być podstawą do rozwiązania umowy o pracę z pracownikiem Mondi, a w przypadku pracownika dostawcy usługi będzie podstawą do odebrania certyfikatu oraz zastosowania kar umownych.

Working with asbestos containing materials

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Appendix no. 13 – Working with asbestos containing materials.

1. Working with asbestos containing materials shall only be ordered to the Contractors that comply with the legal requirements in the scope of removing asbestos containing materials.
2. The way of conducting the task shall be described in safe work method statement, which safe work method statement shall be an attachment to the Permit for carrying out the special hazardous task.
3. Before commencing to work the Contractor should send a notification to:
 - a) District / County Inspector of Construction Supervision
 - b) District Labour Inspector
4. The notification should comprise of the following:
 - a) planned date of task commencing and completion,
 - b) type or name of asbestos containing products,
 - c) address of the object, construction equipment or plant, where asbestos containing materials are to be removed,
 - d) copy of the latest assessment of condition of products to be removed,
 - e) number of employees who are to be working with asbestos containing materials,
 - f) inform local authorities where it is legally required.
5. The Contractor is obliged to ensure the following working conditions:
 - a) The working area shall be secured / sealed off to prevent the escape of asbestos dust,
 - b) The sealed area shall be ventilated by a negative pressure ventilation system with high-efficiency particulate-air filters,
 - c) Monitoring of asbestos dust levels in the air both inside and outside of the sealed working area shall take place at defined frequencies,
 - d) Warning signs shall be displayed at all entrances and entrance shall be prohibited,
 - e) Worker exposure shall not exceed a defined limit,
 - f) Tools and machines which create low dust shall be used,
 - g) The sealed enclosure shall only be removed once monitoring has confirmed that asbestos dust levels have dropped below safe limits and permission has been given,
 - h) The working area shall be isolated from the environment with the use of protective screens that protect from penetration of asbestos dust into the environment,
 - i) The working area shall be barricaded within the safe distance of at least 1 m from the walking paths. In order to barricade the area, special screens that protect from asbestos dust shall be used,
 - j) Warning boards „Attention! Danger of asbestos dust” shall be placed in the work area in a visible place.
 - k) Asbestos containing materials shall be disposed of at a hazardous waste site which is licensed to receive asbestos containing materials.

Working with asbestos containing materials

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- l) Asbestos containing materials shall be removed, securely double-bagged and labelled.
6. Additional requirements to be fulfilled by the Contractor:
 - a) Employees conducting the task shall be authorised and competent,
 - b) Training for employees, Team Leaders and Supervisors shall be conducted by an authorised S&H Institution in the scope of working with asbestos containing materials and removal of such the materials,
 - c) Employees working with asbestos containing materials or their representatives shall be made familiar with safe work method statement, in particular with safety requirements for working with asbestos containing materials.
 7. Personal Protection Equipment
 - a) Employees who remove asbestos shall be provided with working clothes and shoes and PPE including protecting clothing and respiratory protection means.
 8. After completion of the task, the Contractor is obliged to write a statement at Mondi Świecie, which statement shall confirm that all tasks have been conducted correctly and the area has been cleaned of asbestos dust in accordance with technical and sanitary regulations.
 9. The above-mentioned statement shall be archived for the period of time not shorter than 5 years.

Scuba diving and surface provided air diving activities

Version 1/2018

Appendix no. 14 – Scuba diving and surface provided air diving activities

1. Scuba diving and surface provided air diving activities shall be carried out each time based on the consent granted by the Mondi Group Head of Safety and Health.
2. Before commencing the task it is required to:
 - a) identify hazards and make risk assessment,
 - b) develop the safe work method statement (IBWZ) which must be approved by dive supervisor of underwater tasks.
 - c) conduct a briefing for persons who do diving activities and for the standby divers.
3. Scuba diving activities shall only be carried out by divers with necessary professional qualifications who hold necessary diving certificates.
4. The diving zone should have:
 - a) safe access to the place where the tasks are to be carried out,
 - b) access and dive site free of possible collapsing of sides,
 - c) no fuel combustible engines permitted around the dive site.
5. Requirements while carrying out the tasks:
 - a) Communication systems available for divers and dive supervisor,
 - b) Surface air supplied,
 - c) Air filters cleaned,
 - d) Quality of air supply checked and within limits,
 - e) Tag lines for zero visibility conditions,
 - f) Dive suits and equipment inspected and declared safe.
6. Requirements in emergency:
 - a) Buddy system in place with at least two divers,
 - b) Standby diver available on surface in case of emergency,
 - c) The Rescue Service on site,
 - d) Emergency equipment available at the dive site.

Replacement of machine clothing

Version 1/2018


Appendix no. 15 – Replacement of machine clothing.

1. Replacement of machine clothing is a special example of work which comprises of preparation of the workplace as well as the tasks connected with replacement of the machine clothing, which tasks are performed by the same team.
2. A separate Permit to Work must be issued for replacement of machine clothing – Appendix no. 16.
3. A safe work method statement [in Polish - IBWZ] for replacement of machine clothing is an integral part of the Permit to Work. IBWZ includes successive steps to be followed for preparation of the workplace and replacement of machine clothing.
4. Appendix no. 16 is a template for safe work method statement for replacement of machine clothing.
5. The Manager of the department shall be responsible for ensuring that Permits to Work for replacement of machine clothing are prepared and available for every kind of machine clothing replacement.
6. The Permit Issuer, who is authorised by the Manager of the department to issue Permits for machine clothing replacement, shall be obliged to issue the Permit to Work for replacement of machine clothing.
7. The Permit Issuer shall be obliged to print out the Permit to Work, appoint the Special Hazardous Task Supervisor and the Team Leader, sign the Permit to Work and hand it over to the Special Hazardous Task Supervisor.
8. The Team Leader shall be responsible for conducting a briefing for his / her team, which briefing shall be recorded in the Permit to Work.
9. In the event when the task is to be carried out by two changing teams, the Permit Issuer shall appoint the Team Leader and the Special Hazardous Task Supervisor for both teams (team no. 1 and team no. 2).
10. The task carried out by team no. 1 shall be handed over to team no. 2 based on the records in the Permit to Work which records shall comprise of date and time of commencing the task by the Special Hazardous Task Supervisor and the Team Leader of team no. 2.

Replacement of machine clothing.

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Appendix no. 16 – Replacement of machine clothing - a template.

Polecenie wymiany odzieży maszynowej				
Nr Instrukcji wymiany odzieży maszynowej				
Poleceniodawca	Data/godzina	Imię i nazwisko		Podpis
Zespół I	Nadzorujący	Data/godzina	Imię i nazwisko	
	Kierujący zespołem			
Potwierdzam, że udzielono mi instruktażu nt. zagrożeń, organizacji pracy oraz zasad bezpiecznego wykonania pracy i zobowiązuję się do przestrzegania tych zasad.				
Osoby wykonujące prace	Imię i nazwisko	Podpis	Imię i nazwisko	Podpis
Zespół II	Nadzorujący	Data/godzina	Imię i nazwisko	
	Kierujący zespołem			
Potwierdzam, że udzielono mi instruktażu nt. zagrożeń, organizacji pracy oraz zasad bezpiecznego wykonania pracy i zobowiązuję się do przestrzegania tych zasad.				
Osoby wykonujące prace	Imię i nazwisko	Podpis	Imię i nazwisko	Podpis
Nadzorujący jest odpowiedzialny za sprawdzenie wykonania poszczególnych czynności				
Dodatkowe wymagania (określa Poleceniodawca):				

Replacement of machine clothing.

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Instrukcja wymiany odzieży maszynowej nr		
		Nr wieszaka LOTO
Opis zadania	Wymiana susznika 2 grupy	
Miejsce pracy - Wydział/Rejon	MP7 - poz. 7,5m - część sitowa, ochałbienie suszarni	
Zagrożenia (opisać zagrożenia, np. ruchome elementy maszyn: mieszadło)	1. Ruchome elementy maszyn i urządzeń 2. Śliskie podesty i powierzchnie konstrukcji MP 3. Ostrza 4. Podnoszenie i transport za pomocą suwnicy, urządzeń dźwigowych 5. Upadek z wysokości - zdemontowane barierki 6. Przemieszczające się, spadające przedmioty 7. Obciążenie fizyczne - podciąganie susznika, narzędzi 8. Instalacja pod ciśnieniem - mycie wysokociśnieniowe 9. Pył papierowy 10. Gorące powierzchnie 11. Mikroklimat gorący	
Wymagane środki techniczne	Turbinka, przewody hydrauliczne, wciągniki ręczne szt. 2, zawiesia 1t - min. 6 sztuk, łapki 4 sztuki, pas do ręcznego hamulca, linka	
Wymagane środki organizacyjne	Wyznaczona osoba nadzorująca prace i kierująca zespołem	
Wymagane środki ochrony indywidualnej	Szelki bezpieczeństwa z linką i amortyzatorem lub urządzeniem samohamownym, hełm ochronny z trzypunktowym paskiem podbródkowym, rękawice robocze o odporności na przecięcie klasy 5 lub minimum C , bluza z długimi rękawami lub zarękawki, okulary ochronne	
Wymagana minimalna liczba osób do wykonania zadania	4-5	
Ocena ryzyka	ZOR nr 134	
Lp	Kolejność czynności	Potwierdzenie wykonania (podpis)
1	Przeprowadzić instruktaż bezpiecznego wykonania zadania	
2	Rozbroić i zablokować LOTO napędy : 1 grupy 30757001.M01, 30757003.M01, 30757005.M01; 2 grupy 30758004.M01, 30758008.M01; 3 grupy 30759006.M01 30759009.M01 30759012.M01	
3	Odciąć dopływ pary do suszarni zaworami 30769-V674 i 30769-V675 i zablokować LOTO	
4	Wyluzować 2 susznik - zamknąć zawory hydrauliki 30758505-HV4 i 307505-HV5 do napinacza i zablokować LOTO	
5	Kierujący zespołem sprawdza skuteczność zastosowanych blokad energii - blokuje kłódką osobistą odpowiedni wieszak następnie umieszcza klucz w skrzynce depozytowej, na której pozostali pracownicy wieszają swoje kłódki osobiste. Wyznacza zadania pracownikom zespołu i przerwy w pracy.	
6	Wyznaczona osoba wyłącza wentylatory nr. 30768005.M01 30768034.M01 30768032.M01 30768033.M01 30768038.M01 30768041.M01 30768035.M01 30768039.M01 pierwszej sekcji poza wyciągowym spod okapturzenia nr. 30768043.M01 którym po przełączeniu trybu pracy w manual zadaje 80% wydajności	

Replacement of machine clothing.


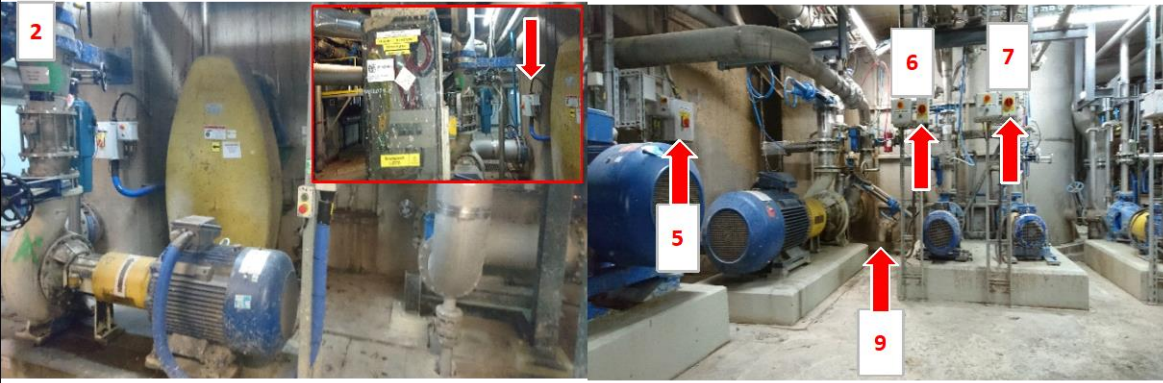
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7	Osoba wyznaczona odstawia belki skrobakowe-skrobaki 2 grupy, zamyka powietrze do listew teflonowych													
8	Osoba wyznaczona wygradza taśmą biało-czerwoną rejon pod oknem gdzie wkładane będą turbina i susznik													
9	Podczas pracy i przechodzenia po podeście montażowym stosować założone szelki bezpieczeństwa - zapinać do zamontowanej na stałe w poprzek suszarni liny zabezpieczającej													
10	Oczyścić z zalegającego kurzu i papieru belkę wciągnika oraz wózki (podczas tej czynności stosować okulary ochronne), podest do spinania suszniaka oraz drugi zestaw wózków oraz trasę ich przesuwu na belkach nad podestem (jeśli będą używane)													
11	Przetransportować skrzynkę z przygotowanymi narzędziami pod podest susznika, zawiesić bloczki na szynie montażowej przygotować zawiesia													
12	Wstawić za pomocą suwnicy i wciągów turbinkę oraz susznik w okulary montażowe. Aby zabezpieczyć się przed niekontrolowanym przesuwem wstawianego lub wyciąganego susznika w tym celu należy wykorzystać drugi zestaw wózków transportowych lub odciągi łańcuchowe. W TRAKCIE WSTAWIANIA TURBINKI I SUSZNIKA PRACOWNICY PRZEBYWAJĄCY PRZY OKNIE STOSUJĄ SZELKI BEZPIECZEŃSTWA I SA PRZYPIĘCI DO KONSTRUKCJI. PO ZAKOŃCZENIU OPERACJI PRZESTRZEŃ PRZY OKNIE MUSI BYĆ ZABEZPIECZONA BARIERKĄ. Uwaga: susznik podpinać za połowę długości aby nie przeważało ciężaru.													
13	Przeciąć zdejmowany susznik - do jednego końca podwiązać linke za drug koniec zamocować na turbince i przewinąć stary susznik na turbinkę jednocześnie wprowadzając linkę na cylindry suszące (w przypadku braku susznika przeprowadzić linki przez pętle susznika)													
14	Dowiązać fartuch nowego susznika do linki i powoli wciągać susznik na cylindry - kontrolować brzegi wciąganego susznika po SN i SO - spinkę ustawić nad podestem a następnie zamontować tzw "łapki" i zablokować przed samoczynnym odwinieniem													
15	Spiąć brzegi na zamek błyskawiczny, usunąć fartuch i przystąpić do spinania susznika													
16	Po spięciu nowego susznika, usunąć turbinkę ze starym susznikiem oraz pozostałą rurę na zewnątrz suszarni. W TRAKCIE TEJ CZYNNOŚCI PRACOWNICY PRZEBYWAJĄCY PRZY OKNIE SĄ W SZELKACH I PRZYPIĘCI DO KONSTRUKCJI. PO ZAKOŃCZENIU OPERACJI PRZESTRZEŃ PRZY OKNIE MUSI BYĆ ZABEZPIECZONA BARIERKĄ. Uwaga: susznik i rurę podpinać za połowę długości aby nie przeważało ciężaru.													
17	Narzędzia, bloczki pasy złożyć w skrzynce i przetransportować w miejsce składowania													
18	Wyznaczyć osobę do skontrolowania miejsca montażu jak i pętli susznika aby nie pozostawić tam niepożądanych rzeczy													
19	Zdjąć kłódki osobiste LOTO, zgłosić wykonanie zadania													
<table border="1"> <thead> <tr> <th>Instrukcję opracował</th> <th>Imię i nazwisko</th> <th>Podpis</th> <th>Instrukcję zweryfikował</th> <th>Imię i nazwisko</th> <th>Podpis</th> </tr> </thead> <tbody> <tr> <td>Data</td> <td></td> <td></td> <td>Data</td> <td></td> <td></td> </tr> </tbody> </table>			Instrukcję opracował	Imię i nazwisko	Podpis	Instrukcję zweryfikował	Imię i nazwisko	Podpis	Data			Data		
Instrukcję opracował	Imię i nazwisko	Podpis	Instrukcję zweryfikował	Imię i nazwisko	Podpis									
Data			Data											

Instruction of Workplace Preparation (PMP) – a template

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Appendix no. 17 – Instruction of Workplace Preparation [in Polish PMP] – a template

Instrukcja Przygotowania Miejsca Pracy (PMP)			
Nr Instrukcji PMP	30430-1		Nr wieszaka LOTO
Nr KZ	Szczegółowy opis zadania	Spawanie przecieku na rurociągu masy przyjętej z I? stopnia hydrocyklonów w rejonie pompy 30430002	
Obszar pracy	Zadanie	A - Przegląd i czyszczenie hydrocyklonów	
Remont hydrocyklonów		B - Remont I? hydrocyklonów	
		C - Remont II? hydrocyklonów	
		D - Remont III? hydrocyklonów	
		E - Remont IV? hydrocyklonów	
Wydział	M4-5	Rejon	MP4 - poz. 0,0m i 6,6m - część OPM
Zagrożenia (opisać zagrożenia, np. ruchome elementy maszyn: mieszadło)	<ol style="list-style-type: none"> Śliskie, nierówne powierzchnie Ostrza Instalacje pod ciśnieniem Hałas Gorące powierzchnie i substancje Poruszające się pojazdy i urządzenia 		
Wymagane środki ochrony indywidualnej	ochronniki słuchu, długi rękaw lub zarekawki, hełm ochronny, rękawice ochronne, okulary antyodpryskowe		
Wymagana minimalna liczba osób do wykonania zadania	1		
			

Instruction of Workplace Preparation (PMP) – a template

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Lp	Czynności do wykonania	A	B	C	D	E	Potwierdzenie wykonania (podpis)	Nr kłódki	
		X							
1.	Odstawić układ hydrocyklonów z ruchu	x	x	x	x	x			
2	Rozbroić rozłącznikiem lokalnym pompę masy z kadzi maszynowej 17202 - zastosować LOTO	x	x	x	x	x			
3	Rozbroić rozłącznikiem lokalnym pompę na I? hydrocyklonów 16001 - zastosować LOTO	x	x	x	x	x			
4	Rzobroić rozłącznikiem lokalnym pompę wody na economizery 30015 z drugiej wody podsitowej - zastosować LOTO	x	x	x	x	x			
5	Rozbroić rozłącznikiem lokalnym pompę na II? hydrocyklonów 16003 - zastosować LOTO	x		x	x	x			
6	Rozbroić rozłącznikiem lokalnym pompę na III? hydrocyklonów 16005 - zastosować LOTO	x			x	x			
7	Rozbroić rozłącznikiem lokalnym pompę na IV? hydrocyklonów 16007 - zastosować LOTO	x				x			
8	Opróżnić zaworem spustowym zbiornik I wody podsitowej i pozostawić zawór otwarty		x	x	x	x			
9	Opróżnić zaworem spustowym zbiornik wody na hydrocyklony 16009 i pozostawić zawór otwarty		x	x	x	x			
10	Oczyszczyć rejon prac z przedmiotów łatwopalnych i zmyć wodą		x						
Potwierdzam, że miejsce pracy jest przygotowane zgodnie z instrukcją		Odpowiedzialny za przygotowanie miejsca pracy							
		Data/godz.	Imię i Nazwisko		Podpis				
Ocena ryzyka		ZOR nr 234							
Czy PMP jest PSzN? (wstaw „x” w polu Tak lub Nie)					Tak		Nie		
IPMP opracował	Imię i nazwisko	Podpis	IPMP zweryfikował	Imię i nazwisko	Podpis				
Data	08-07-2016		Data	11-07-2016					

Permit for preparation of the workplace for special hazardous task

Version 1/2018


Appendix no. 18 – Permit for preparation of the workplace for special hazardous task

POLECENIE PRZYGOTOWANIA MIEJSCA PRACY - PRACA SZCZEGÓLNIE NIEBEZPIECZNA																																											
Nr Karty Zadania		Nr wieszaka LOTO																																									
Według Instrukcji PMP nr		Czynności do wykonania określone w Instrukcji PMP w kolumnie nr																																									
Data		Imię i Nazwisko		Wydział	Podpis																																						
Poleceniodawca																																											
Nadzorujący PSzN																																											
Odpowiedzialny za przygotowanie miejsca pracy. (kierujący zespołem)																																											
Potwierdzam, że udzielono mi instruktażu na temat zagrożeń, organizacji pracy oraz zasad bezpiecznego wykonania pracy i zobowiązuję się do przestrzegania tych zasad.																																											
Osoby wykonujące pracę	Imię i Nazwisko	Podpis	Imię i Nazwisko	Podpis	Imię i Nazwisko	Podpis																																					
	1.		4.		7.																																						
	2.		5.		8.																																						
	3.		6.		9.																																						
Poleceniodawca określa dodatkowe wymagania poza określonymi w instrukcji PMP. Gdy nie ma Instrukcji PMP wymagany jest szczegółowy opis sposobu przygotowania miejsca pracy (w razie potrzeby załączyć listę kontrolną).																																											
<p style="text-align: center;">Nie wypełniać, gdy pomiary środowiska pracy oraz interpretacja są wpisane do "Karty pomiarów tlenu i niebezpiecznych, szkodliwych czynników w środowisku pracy" umieszczonej przy wejściu do przestrzeni zamkniętej</p> <table border="1"> <thead> <tr> <th rowspan="3">Pomiary środowiska pracy oraz interpretacja są wymagane (zaznacz "X")</th> <th rowspan="3">Częstotliwość pomiarów</th> <th rowspan="3">Wyniki pomiarów</th> <th colspan="5">Interpretacja wyników</th> <th rowspan="3">Podpis wykonującego pomiar</th> </tr> <tr> <th colspan="5">Czynniki (wpisz nazwy) ▶▶▶</th> </tr> <tr> <th></th> <th></th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td></td> <td>Data/godz</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Data/godz</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>							Pomiary środowiska pracy oraz interpretacja są wymagane (zaznacz "X")	Częstotliwość pomiarów	Wyniki pomiarów	Interpretacja wyników					Podpis wykonującego pomiar	Czynniki (wpisz nazwy) ▶▶▶											Data/godz									Data/godz							
Pomiary środowiska pracy oraz interpretacja są wymagane (zaznacz "X")	Częstotliwość pomiarów	Wyniki pomiarów	Interpretacja wyników							Podpis wykonującego pomiar																																	
			Czynniki (wpisz nazwy) ▶▶▶																																								
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Przedłużanie polecenia																																											
Data	Godzina	Podpis Poleceniodawcy	Data	Godzina	Podpis Poleceniodawcy																																						
Postępowanie w przypadku zaistnienia wypadku przy pracy			Postępowanie w sytuacji kryzysowej (np. pożaru)																																								
1. Wezwanie Zakładowej Służby Ratowniczej (z kom. +48 52 332 1222, z tel. stacjonarnego Mondy nr 1222). Dyspozytor Zakładowej Służby Ratowniczej wzwie karetkę pogotowia. 2. Przystąpienie do udzielania I-szej pomocy. 3. Powiadomienie przełożonych o zaistnieniu wypadku przy pracy.			1. Zaalarmowanie osób znajdujących się w strefie zagrożenia. 2. Wezwanie Zakładowej Służby Ratowniczej (z kom. +48 52 332 1222, z tel. stacjonarnego Mondy nr 1222) lub za pomocą przycisku sygnalizacji pożaru. 3. Przystąpienie do akcji ratowniczej przy użyciu dostępnych środków, po upewnieniu się, że można wykonać to w sposób bezpieczny. 4. Stosowanie się do poleceń kierującego akcją ratowniczą.																																								

Permit for preparation of the workplace - if PMP Instruction is not developed

Version 1/2018

Appendix no. 19 – Permit for preparation of the workplace – if PMP Instruction is not developed and PMP is not a special hazardous task.

POLECENIE PRZYGOTOWANIA MIEJSCA PRACY				
Nr Karty Zadania		Nr wieszaka LOTO		
Data	Imię i Nazwisko		Wydział	Podpis
Poleceniodawca				
Odpowiedzialny za przygotowanie miejsca pracy (kierujący zespołem)				
Sposób przygotowania miejsca pracy - określa Poleceniodawca. (W razie potrzeby załączyć listę kontrolną)				
Postępowanie w przypadku zaistnienia wypadku przy pracy			Postępowanie w sytuacji kryzysowej (np. pożaru)	
1. Wezwanie Zakładowej Służby Ratowniczej (z kom. +48 52 332 1222, z tel. stacjonarnego Mondy nr 1222). Dyspozytor Zakładowej Służby Ratowniczej wezwie karetkę pogotowia. 2. Przystąpienie do udzielania I-szej pomocy. 3. Powiadomienie przełożonych o zaistniałym w wypadku przy pracy.			1. Zaalarmowanie osób znajdujących się w strefie zagrożenia. 2. Wezwanie Zakładowej Służby Ratowniczej (z kom. +48 52 332 1222, z tel. stacjonarnego Mondy nr 1222) lub za pomocą przycisku sygnalizacji pożaru. 3. Przystąpienie do akcji ratowniczej przy użyciu dostępnych środków, po upewnieniu się, że można wykonać to w sposób bezpieczny. 4. Stosowanie się do poleceń kierującego akcją ratowniczą.	

List of authorised Permit IssuersVersion 1/2018

Appendix no. 20 – List of authorized Permit Issuers.

Department:

No.	Name and surname	Position	Type of tasks	Area / dept.	Date of expiry

Date and signature of the Head of the Area:

Oxygen and hazardous, harmful agents in the working environment testing sheet.

Version 1/2018

Appendix no. 21- Oxygen and hazardous, harmful agents in the working environment testing sheet.

Karta pomiarów tlenu i niebezpiecznych, szkodliwych czynników w środowisku pracy



Nr karty

Wydział:	Miejsce pracy:									
Czynnik	Wymagane zaznaczenie	Pomiary								
		Wynik pomiaru	Interpretacja poniżej NDS Tak/Nie *	Data /godz Podpis	Wynik pomiaru	Interpretacja poniżej NDS Tak/Nie *	Data /godz Podpis	Wynik pomiaru	Interpretacja poniżej NDS Tak/Nie *	Data /godz Podpis
Tlen O ₂										
Siarkowodór H ₂ S										
Wybuchowość CH ₄										
Dwutlenek siarki SO ₂										
Tlenek węgla CO										
Dwutlenek węgla CO ₂										
Terpentyna C ₁₀ H ₁₆										
Amoniak NH ₃										
Metanol CH ₃ OH										

* W przypadku przekroczenia wartości NDS konieczne zastosowanie środków chroniących drogi oddechowe

Tabela wartości NDS, NDSCH niebezpiecznych, szkodliwych czynników oraz tlenu



Czynnik	Wartości graniczne koncentracji				Uwagi
	NDS		NDSCH		
	mg/m ³	ppm	mg/m ³	ppm	
Tlen O ₂	bezpieczne, gdy zawartość tlenu jest w zakresie 19,5-21 %				
Siarkowodór H ₂ S	7	4,9	14	9,8	
Wybuchowość CH ₄	do 9 Lel - nie ma zagrożenia wybuchem. 10 i powyżej Lel występuje zagrożenie wybuchem				
Dwutlenek siarki SO ₂	1,3	0,4	2,7	1,0	
Tlenek węgla CO	23	19,7	117	100,4	
Dwutlenek węgla CO ₂	9000	4917,2	27000	14751,8	
Terpentyna C ₁₀ H ₁₆	112	19,9	300	53,0	
Amoniak NH ₃	14	19,7	28	39,5	
Metanol CH ₃ OH	100	75,1	300	225,3	

Najwyższe dopuszczalne stężenie (NDS) - wartość średnia ważona stężenia, którego oddziaływanie na pracownika w ciągu 8-godzinnego dobowego i przeciętnego tygodniowego wymiaru czasu pracy, przez okres jego aktywności zawodowej nie powinno spowodować ujemnych zmian w jego stanie zdrowia oraz w stanie zdrowia jego przyszłych pokoleń.

Najwyższe dopuszczalne stężenie chwilowe (NDSCh) - wartość średnia stężenia, które nie powinno spowodować ujemnych zmian w stanie zdrowia pracownika, jeżeli występuje w środowisku pracy nie dłużej niż 15 minut i nie częściej niż 2 razy w czasie zmiany roboczej, w odstępie czasu nie krótszym niż 1 godzina.

ppm (ang. parts per million) - liczba części na milion, oznaczenie stosowane m.in. przy wyrażaniu stężeń.

Task Description Sheet

Version 1/2018

Appendix no. 22 – Task Description Sheet



Permit for carrying out the special hazardous task

Version 1/2021

TASK DESCRIPTION SHEET				Place for QR code	
The Sheet shall apply to all jobs / tasks to be carried out by Contractors as well as to no-routine tasks to be carried out by Mondy Świecie departments. The Sheet shall always be kept at the place where the job / task is carried out. The Sheet shall be signed in order from top to bottom.					
API number Contract / Order number		Order description		Sheet issued on (date)	LOTO deposit hanger
Task number		Detailed Task description			
Workplace					
Date of Task / Job completion	From (date, time):		Until (date, time):		
Hazards related to the Task / Job - to fill by Task Issuer representing Mondy Świecie.					
Special hazardous task / job? (put "x" for YES or No)	Yes	No	Permit to Special Hazardous Task is required!		
Requirements for carrying out the Task / Job in a safe manner - to fill by Task Issuer representing Mondy Świecie.					
Technical Measures	Organizational Measures	Personal Protection Means	Fire Protection Requirements		
Task Issuer (ZLE)	Name and Surname	Department	Telephone number	Signature	
Task Supervisor (NZ) representing Mondy Świecie	Name and Surname	Department	Telephone number	Signature	
Team Leader	Name and Surname	Department / Company	Telephone number		
Acknowledgement of workplace preparation by an authorised person.			I confirm that the workplace has been prepared according to the PMP Instruction or Permit to work.		
			Date/ time	Signature (legible)	
I allow to commence working after checking that: Authorised person acknowledged with signature the preparation of the workplace. I have no comments about the Permit to carry out the Special Hazardous Task.			Date/ time	Task Supervisor's (NZ) signature (legible)	
Task will be performed based on the SOP					
Repair report required (enter Yes or No)	No				
Contractor's evaluation	OHS		Quality	Punctuality	
Task / Job acceptance	Date / time	NZ's signature	Team Leader's signature		
1. Task completion acknowledgement by Task Supervisor (NZ)			Signature		
2. Final acceptance acknowledgement by Contractor Supervisor representing Mondy (NDU)					
Note. Records of task / job monitoring shall be kept on the back side of the Task Description Sheet by entering: comments, date, time, signature. ►►►					

Permit for carrying out the special hazardous task

Version 1/2021

Appendix no. 23 – Permit for carrying out the special hazardous task.

Permit for carrying out the special hazardous task

Version 1/2021

Task number		Permit for carrying out the Special Hazardous Task			Page 1
Permit number					
Order description		Workplace			
Detailed task description					
Risk assessment (after applying all the requirements for the safe execution of the task)					
Hazards		Estimated severity of injury	Likelihood	Risk level	
		S (1,2,4,8,15)	P (1,2,3,4,5)	RL=SxP	
Measures reducing the risk					
Technical Measures		Organizational Measures		Personal Protection Means	Fire Protection Requirements
Additional requirements regarding conducting the task in a safe manner, apart from above- mentioned ones. (Attach safe work method statement (IBWR) or description, drafts, if necessary)					
Approval of the preparation of the workplace in terms of protection against fire by the Company Rescue Service, if required (see Task sheet)				Date/time	Signature (legible)
Team no. 1	Date		<i>Name and surname</i>	<i>Department / Company</i>	<i>Signature</i>
	Team Leader (Permit acceptor)				
	Special Hazardous Task Supervisor Permit verifier				
	Permit Issuer				
	<small>Person responsible for checking the workplace that is hazardous due to fire related reasons, inspecting the area when working and for 1 hour after the work is completed (appointed by Team Leader)</small>			<i>Name and surname</i>	
Team no. 2	Date		<i>Name and surname</i>	<i>Department / Company</i>	<i>Signature</i>
	Team Leader (Permit acceptor)				
	Special Hazardous Task Supervisor Permit verifier				
	Permit Issuer				
	<small>Person responsible for checking the workplace that is hazardous due to fire related reasons, inspecting the area when working and for 1 hour after the work is completed (appointed by Team Leader)</small>			<i>Name and surname</i>	
Procedure to follow in case injury at work occurs			Procedure to follow in case of emergency (eg. fire)		
1. Call the Company's Rescue Service (tel. +48 52 332 1222 - mobile phones , tel. 1222 - Mondilandline). Appointed person of the Company's Rescue Service will call the ambulance. 2. Provide first aid to the injured employee. 3. Notify your superior about the injury at work.			1. Alert other people who are present in the danger zone. 2. Call the Company's Rescue Service (tel. +48 52 332 1222 - mobile phones , tel. 1222 - Mondilandline) or press the Fire button. 3. Make sure that you are not exposed to danger and then start rescue operation with the use of equipment that is available at the incident scene. 4. Abide by the orders / instructions given by the person who manages the rescue operation.		

Permit for carrying out the special hazardous task

Version 1/2021

Task number		Permit for carrying out the Special Hazardous Task											Page 2			
Permit number																
Extension of the Permit																
Date	Time	Permit Issuer's signature	Team Leader's signature	Leader's signature	Date	Time	Permit Issuer's signature	Team Leader's signature	Leader's signature	Date	Time	Permit Issuer's signature	Team Leader's signature	Leader's signature		
Permit handover between the teams																
Team Leader who takes over the task (permit)		Date	Time	Signature		Team Leader who takes over the task (permit)		Date	Time	Signature						
Members of Team no. 1 who perform Special Hazardous Task																
Team Leader		Name and surname					Date		Signature							
I confirm that I have received the briefing on hazards, work arrangement and rules of safe system of work. I undertake to comply with such rules.																
Team no. 1	Persons who carry out the task	Name and surname				Signature				Name and surname				Signature		
Members of Team no. 2 who perform Special Hazardous Task																
Team Leader		Name and surname					Date		Signature							
I confirm that I have received the briefing on hazards, work arrangement and rules of safe system of work. I undertake to comply with such rules.																
Team no. 2	Persons who carry out the task	Name and surname				Signature				Name and surname				Signature		
Remarks:																

Standard on measurements of the atmosphere inside the confined space

Version 1/2021

Appendix no. 24 – Standard on measurements of the atmosphere inside the confined space.

1. The standard specifies the rules of taking measurements and the requirements to be met by a measurement maker.
2. The department manager shall define the locations where the atmosphere shall be measured before commencing the work.
3. Kinds of factors to be measured shall be determined for specific locations.
4. It is prohibited to give a permit or enter the confined where no atmosphere measurements have been taken.
5. The employee who is measuring the atmosphere shall be provided with the individual hydrogen sulfide and other gas and hazardous substance vapours detector, no matter he enters the confined space or is standing near the entrance manhole.
6. The method of atmosphere measurements:
 - 6.1. The person who is taking the measurements:
 - a. Toxicology tests may be conducted by employees who have appropriate knowledge and competence, i.e. they know how to use the measuring equipment or other measuring apparatus, are familiar with the measurement method and know how to interpret the measurement results.
 - b. The person taking the measurements shall be appointed and authorised by the department manager to take the measurements of the atmosphere inside the confined space.
 - 6.2. Time of measuring:
 - a. It is recommended that the atmosphere in the confined space should be measured shortly before commencing the work, however, not earlier than one hour before the planned commencement of the work.
 - b. It is allowed to take measurements earlier, when the measurements cannot be taken within an hour before the planned commencement of the work for organisational reasons.

Standard on measurements of the atmosphere inside the confined space

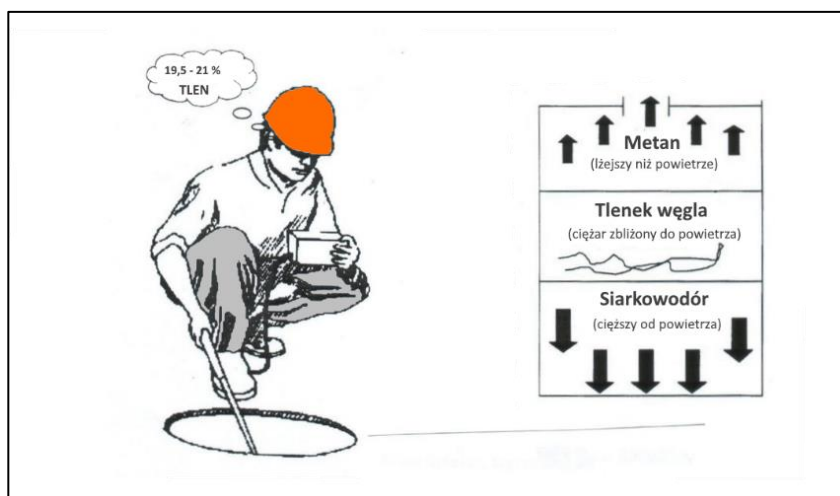
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6.3. The place of taking the measurements:

- a. When making toxicology tests the atmosphere inside the confined space shall be checked for content of: oxygen (O₂), hydrogen sulfide (H₂S), carbon monoxide (CO), explosiveness (CH₄) and other gas and vapours of substances classified as hazardous which is related to the specific characteristic of the confined space or the area under review.
- b. Characteristics and recommended locations for taking the measurements due to substance properties:
 1. Oxygen (O₂)
 - Characteristics: colorless and odorless gas.
 - Measurement location: at least 1.5 m from the entrance manhole and as close as possible to the jobsite.
 - Thresholds: it is safe when the oxygen content is 19.5-21 %.
 2. Hydrogen sulfide (H₂S)
 - Characteristics: colorless gas that is heavier than air, highly toxic and flammable.
 - Measurement location: minimum **in the bottom part** of the confined space, at least 1.5 m from the entrance manhole.
 - Thresholds : maximum exposure limit (NDS) is 7 mg/m³ /4,9 ppm.
 3. Carbon monoxide (CO)
 - Characteristics: Colorless and odorless gas that has similar weight to air
 - Measurement location: as minimum in the middle part of the confined space.
 - Thresholds: maximum exposure limit (NDS) is 23 mg/m³ /19,7 ppm
 4. Explosiveness (CH₄)
 - Thresholds: up to 9 LeI - no explosion hazard.
 - 10 and above 10 LeI – there is explosion hazard.
- c. Recommended locations for taking the measurements – visualisation

Standard on measurements of the atmosphere inside the confined space

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- d. When selecting the location for taking the measurement, substance properties shall be taken into consideration as gases and vapours may collect at different levels of the confined space.
- e. If the measured values are not within the allowed limits, the confined space shall be ventilated one more time and the atmosphere measurement shall be repeated. Confined space entry is banned until repeated ventilation is provided and measurement is taken.

6.4. Measuring equipment:

- a. Measurements shall be taken using equipment that shall be calibrated and in working order.

6.5. Personal protective equipment:

- b. The employee who is taking the atmosphere measurements inside the confined space shall be provided with:
1. long sleeve work clothes,
 2. safety shoes,
 3. safety helmet,
 4. protective glasses,
 5. safety gloves,
 6. respiratory protection.

7. Measurement results:

Standard on measurements of the atmosphere inside the confined space

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- 8.1. The measurement results shall be recorded in the “Oxygen and hazardous, harmful agents in the working environment sheet”– Appendix no. 21 to Procedure RB-IZB-4.
- 8.2. The measurement results shall be posted near the confined space entrance.

Standard on developing the Safe Work Method Statement.

Version 1/2021

1. Specification of items to be included in the Safe Work Method Statement:

1.1. Name of the Task

1.2. Jobsite:

- The exact location of the planned task shall be specified; in particular: area, department, installation/ plant/ equipment and / or machine shall be determined.

1.3. Date / timeframe of completion:

- The planned timeframe of the task completion shall be specified, eg. work shifts, working hours.

1.4. Scope and sequence of completing the specific/ individual phases of the task:

- The scope of the intended task shall be described and the sequence of completing the specific/ individual task phases, eg. preparation of the jobsite, handling of materials, dismantling, etc. shall be determined.

1.5. Required tools/ technical equipment/ devices:

- All tools, machines, pieces of equipment intended to be used by employees when doing the specific/ individual actions shall be mentioned.

1.6. Specification of used hazardous materials:

- If any hazardous materials are to be used when doing the task, eg. gas, liquid, lubricants, etc., they shall be specified and material safety data sheets or shorted procedure on how to handle such substance shall be attached.

1.7. Requirements for applying LOTO:

- Please describe the manner of using LOTO to protect employees from uncontrolled release of hazardous energy.

1.8. Work safety and health requirements when completing the specific/ individual phases of the task (actions):

- Please specify, for all task phases, the safety and health requirements to be implemented when working. Eg. dismantling of the cabinet – employees shall be using a manual tool that has no drive and is in working order, shall be wearing safety helmet, long sleeve clothes, safety shoes and safety gloves, etc.
- When defining the requirements, please include the information about used work methods, incl. technical/ collective protection eg. barriers, safeguards, PPE and communication means.

1.9. Applied Personal Protective Equipment (PPE):

- Please specify which PPE is to be used when working.

1.10. Staff number and staff qualifications/ certifications needed for doing the task:

- Please specify how many employees will be working during one shift, working hours for the shift. Also, determine what qualifications/ certifications are necessary for employees, eg. UDT certificate for forklift operators.

1.11. Control and supervision of work

Standard on developing the Safe Work Method Statement.

Version 1/2021

- The method of supervision to be provided when doing the task shall be determined and supervising persons shall be identified.
- 1.12. Procedure to be followed in emergency (fire, accident):
- Information how to call help in case the injury/ fire occurs at Mondy Świecie shall be provided :

Accident/ injury witnesses shall be obliged to provide help immediately to the injured employee.

In case the accident or fire occurs, the Company's Emergency Service shall be called with no delay: tel. 52 332 1222

The coordinator of the Company's Emergency Service shall call for ambulance.

When calling for the Company's Emergency Service, you shall provide three key pieces of information:

- Where did the accident happen?

(eg: PM1, level 0 , drying part)

- What happened?

(eg.1: fall from height ;eg. 2: hand crushing; eg. 3:finger steam burn)

- What is the condition of the injured person?

(eg. 1: conscious/ awake, heavy bleeding; eg. 2:open leg fracture; eg. 3: unconscious, is breathing)

- Information about situations that are not planned but they are likely to occur, eg. the problem to unscrew bolts, where cutting with a grinder is to be used instead of a standard wrench shall also be included in this item of the document.
- 1.13. Prohibited activities
- Key safety elements to be highlighted to employees who will be doing the task , e.g. it is banned to work at heights when safety harness is not attached, etc. shall be included under this item.

1.14. Task Risk Assessment

The risk assessment must be prepared for the planned task. The risk assessment shall be attached to the document.