SAFETY TRAINING

Contractor Certification Safety Training Material

Mondi Świecie S.A. 2021

Bezpieczni w pracy.
Bezpieczni w domu.
Wszyscy, każdego dnia.

ORGANIZATIONAL RULES

Please switch off your mobile during the training

No smoking across the entire Mill
(this applies to cigarettes, e-cigarettes novel tobacco products)

No photos allowed on Mondi premises

No drinking alcohol, no using of intoxicants and no being under influence of them

ORGANIZATIONAL RULES

Training duration: *approx.5 h*

Breaks:

After every teaching hour / 5 min

After 3rd teaching hour: 15 min

Exam:
Training ends with a test exam. A training participant shall fill in the test that is composed of 30 questions.
Caution: Two (2) mistakes are allowed.

The exam will be conducted at a later stage (not earlier than after one day) sin order that the knowledge of Contractor safety training material content is fixed.

EVACUATION FROM THE SAFETY BUILDING

1. Evacuation commences when fire alarm signal is activated through audio appliances from the fire alarm signaling system inside the building or when a message informing about the existing hazard is communicated by the speaker.
2. When alarm is activated you must walk immediately to the assembly point located out of the building.

Assembly point:
- **Waiting safely for help**
- **Verification of the presence of evacuated people**

INTEGRATED MANAGEMENT SYSTEM POLICY (selected elements of Safety&Health and Environmental Protection)

- **In the Integrated Management System our core values are:**
  - Work Safety and Occupational Hygiene is a primary obligation and responsibility of every person – we do not tolerate unsafe acts by us and by others
  - Integrity in all aspects of our business activity

- **Among other things, we are committed to:**
  - fulfil compliance obligations where the minimum level of such the obligations is specified by the legal requirements including corporate regulations
  - ensure the safe working environment, take measures that aim to improve work safety and occupational hygiene, prevent injuries at work, occupational diseases, close calls from occurring
  - protect the environment and prevent environmental pollution and contamination
  - improve our activities by investing in state-of-the-art and safe technology
  - develop competence of our people
  - provide suitable resources to implement our Integrated Management System Policy

OUR 9 SAFETY RULES TO LIVE BY

The objective of the Nine Safety Rules to Live By is to prevent harm to Mondi Employees and Contractors

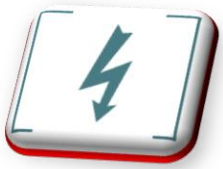
Rule one:
Work with a valid permit when required

Rule two:
Respect speed limits, keep travelling paths, using seat belts and only use a mobile phone with hands-free equipment while driving

Rule three:
Obtain authorisation before entering a confined space and take the necessary precautions

Rule four:
Protect yourself against falling when working at heights

OUR 9 SAFETY RULES TO LIVE BY (2)



Rule five:
Test isolation before work begins and use specified life-saving equipment

Rule six:
Obtain authorisation before overriding or disabling protective equipment

Rule seven:
Do not stand or walk under a suspended load

Rule eight:
Conduct a chemicals assessment and wear specified PPE when required

Rule nine:
When working in the forests, keep a safe distance at all times

SAFETY HAZARDS AT SITE OUT OF THE PRODUCTION AREAS

- Moving motor and railway vehicles.
- Working equipment used to unload and load materials (self-propelled loaders, trucks, cranes, gantries).
- Pressurized systems – e.g. hazardous substance, liquid, gas, vapour, air systems.
- Slippery, uneven floors – e.g. wet or oily floors, damaged floors or duct/ sewage covers, icy roads.
- Fire hazards.

PEDESTRIAN TRAFFIC RULES

Use designated walkways when walking on the Mill's area

It is forbidden to use mobile phones, smartphones, and similar devices when crossing the streets or manoeuvring and storage yards.

Unauthorised people must not enter into any production areas if they are not allowed to do so by a leading operator of the production process

Hold the handrail when climbing and descending the stairs

VEHICLE TRAFFIC RULES

Speed limit for cars/ trucks on the Company's roads is 30 km/h and speed limit at storage yards is 10 km/h. The vehicle speed limit in buildings is 5 km/h.

All persons in a vehicle must fasten seat belts.

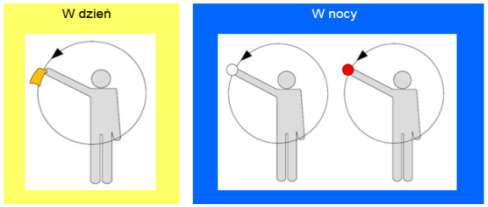
Talking on mobile phones when driving is banned if the mobile phone is held in hand by a driver.

It is an absolute must to stop before the STOP sign.

Special care should be taken on the railway crossings. Keep in mind: Rail vehicles have long braking distance! It is forbidden to park vehicles within the railway clearance gauge.

It is forbidden to enter and go along roads and pavements using scooters or other electric/ motorised means of individual transport, excluding bicycles.

If you see any hazards on rail track, show a manual signal „stop" toward the approaching rail vehicles



HAZARDS AT PRODUCTION AREAS AND SAFETY REQUIREMENTS

Bezpieczni w pracy.
Bezpieczni w domu.
Wszyscy, każdego dnia.

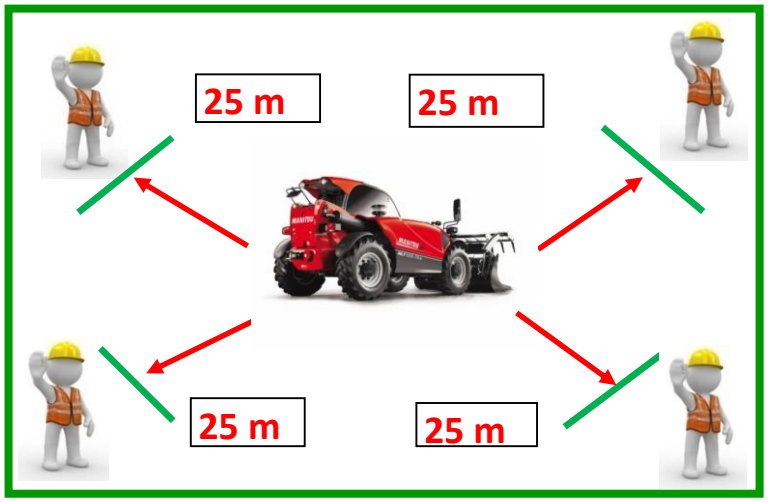
WOODYARD - HAZARDS

- Vehicle traffic: lorries, trains, mobile cranes, loading equipment.
- Wood logs stacks and chips piles.
- Moving machinery components – e.g. conveyors, screens, reclaimers.
- Uneven and slippery floors.
- Electromagnetic field near electromagnets of metal traps.
- Fire hazard.
- Noise in the debarking room and chips screening building.

WOODYARD – SAFETY REQUIREMENTS (1)

You must:

- Be wearing safety helmet, high- visibility vest and safety shoes.
- Stick to designated roads / walkways.
- Wear ear plugs when in the woodroom and chips screening room.
- Keep the safe distance of at least 3 m from wood logs and chips piles.
- Keep the safe distance of at least 25 m from unloading equipment in operation.



KRAFT PULP PLANT - HAZARDS

- Hazardous chemical substances/ mixtures:
  - liquors (corrosive)
  - hydrogen sulfide (toxic)
  - methanol, turpentine (inflammable and explosive)
- Hot surfaces of machinery and systems
- Pressurized systems
- Moving and rotating machinery components, e.g. conveyors, agitators
- Spillages of hazardous substances
- Slippery floors
- Noise

KRAFT PULP PLANT – SAFETY REQUIREMENTS (1)

You must:

- be wearing long sleeve clothes, safety goggles or face shield, safety helmet, safety shoes and hearing protection.
- be wearing chemical resistant clothes in the areas where you are exposed to the hazard of contact with chemical substance/ mixture.
- report any spillages and leakages from chemical systems to your supervisor.
- familiarise with the location of safety showers.
- use non-sparking equipment and anti-electrostatic tools and clothes in potentially explosive areas.

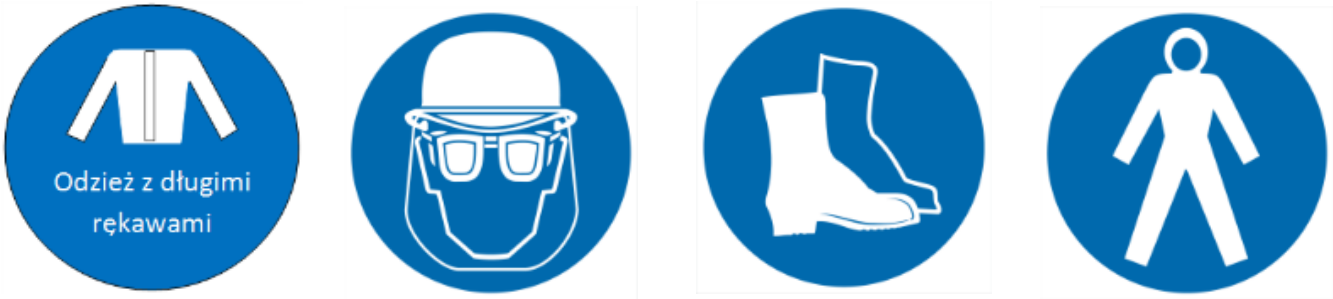
CHEMICALS RECOVERY - HAZARDS

- Hazardous chemical substances/ mixtures:
  - liquors (corrosive)
  - hydrogen sulfide (toxic)
  - methanol, turpentine, light fuel oil, natural gas (inflammable and explosive).
- Recovery Boiler explosion risk.
- Smelt having temperature of approx. 850 °C.
- Hot surface of equipment.
- Pressurized equipment, spillage and leak of hazardous chemicals.
- Slippery floor, rotating components.
- Lime spillage at the Recausticizing Plant.
- Noise.

CHEMICALS RECOVERY– SAFETY REQUIREMENTS (1)

You must:

- Before entering the Recovery Boiler building, go to the control room for getting the entry permission to the Boiler house, for registering the presence (by making a note on the notice board) and for renting an escape mask.
- Be wearing long sleeve clothes, safety goggles or face shield, full safety helmet, safety shoes and hearing protection.
- Be wearing chemical resistant clothes where you are exposed to the risk of contact with chemical substance/mixture.
- Report any spillages and leakages from chemical systems to your supervisor



CHEMICALS RECOVERY– SAFETY REQUIREMENTS (2)

You must:

- Familiarise with the location of safety showers.
- If you hear an alarm (sound or lights) go out immediately of the Recovery Boiler house and go to the indicated assembly point.
- Use non-sparking equipment and tools and be wearing antyelectrostatic clothes in explosive zones.

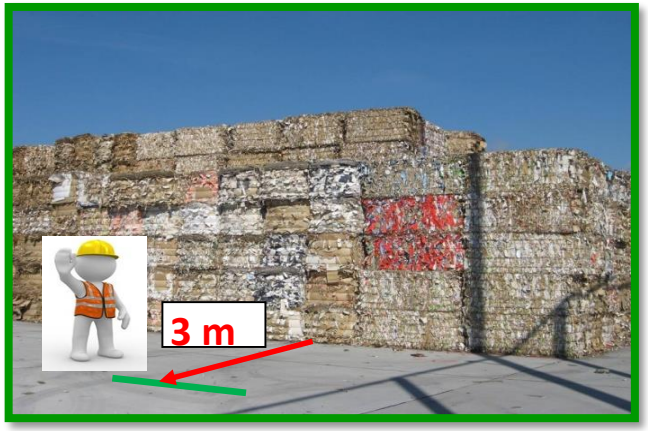
PAPER FOR RECYCLING PLANT – HAZARDS

- Moving lorries, unloading equipment.
- Paper for recycling and dried pulp piles.
- Moving machinery components (e.g. paper for recycling, waste conveyors).
- Hazardous chemical substances (sulfuric acid).
- Slippery and uneven floor.
- Fire hazard.
- Noise in the production areas.
- Harmful biological agents.

PAPER FOR RECYCLING PLANT – SAFETY REQUIREMENTS (1)

You must:

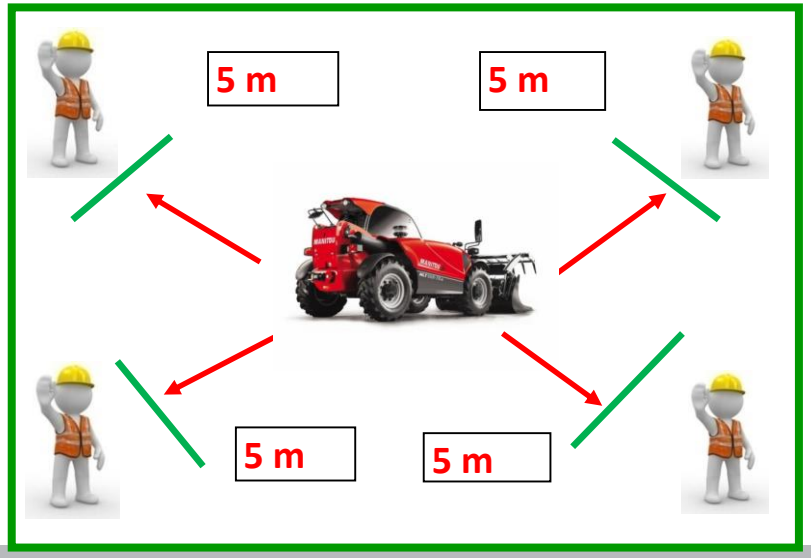
- be wearing high visibility vest and safety shoes.
- use ear plugs when in the production area.
- be wearing goggles and chemical resistant clothes in the areas where you are exposed to the risk of contact with chemical substance/mixture.
- stick to designated roads/walkways.
- keep the safe distance of at least 3 m from the paper for recycling pile.



PAPER FOR RECYCLING PLANT – SAFETY REQUIREMENTS (2)

You must:

- before entering the paper for recycling storage area, go to a recipient of paper for recycling to collect the anti-collision system device.
- keep the safe distance of at least 5 m from unloading equipment in operation.
- take special care when walking across the storage area due to uneven and slippery floor.



WASTE WATER TREATMENT PLANT - HAZARDS

- Open waste water tanks.
- Harmful biological agents.
- Hazardous chemical substances/ mixtures (acid, liquor, PIX, ammonia).
- Explosive substances (hydrogen sulfide, methane).
- Moving machinery components (scrapers, agitators, screw conveyors).
- Slippery and uneven floor.
- Noise in the blowers' house and waste water pumping station.
- Moving vehicles.

WASTE WATER TREATMENT PLANT – SAFETY REQUIREMENTS (1)

You must:

- be wearing safety helmet and safety shoes.
- be wearing goggles and chemical resistant clothes and gloves in the areas where you are exposed to the risk of contact with chemical substance or harmful chemical agents.
- wash you hands before eating meals and after finishing the job.
- use ear plugs in indicated locations (such as blowers' house).






WASTE WATER TREATMENT PLANT – SAFETY REQUIREMENTS (2)

You must:

- use an individual toxic substance detector (minimum one detector in a team).
- familiarise with the location of safety showers.
- when working in explosive areas you must use non-sparking tools.

WATER TREATMENT PLANT – HAZARDS

- Open water tanks.
- Hazardous chemical substances/ mixtures:
  - soda liquor, hydrochloric acid at the water demineralization plant.
  - sodium hypochlorite, ozone, PAX at the drinking water treatment plant.
  - hydrated lime, PIX 112, CO^2 at the water treatment plant.
- Slippery floor.
- Noise in the water pumping station house.
- Moving vehicles.

WATER TREATMENT PLANT – SAFETY REQUIREMENTS (1)

You must:

- be wearing the safety helmet and safety shoes.
- be wearing goggles and chemical resistant clothes in the areas where you are exposed to the risk of contact with chemical substance.
- use ear plugs when in the water pumping station house.
- use ear plugs when in the designated areas (e.g. 2nd stage pumping station).

PAPER MACHINES – HAZARDS

- Moving machinery components (shafts, rolls, dryers, conveyors).
- Handling loads with cranes.
- Hot substances (e.g. steam, condensate) and hot surface of dryers, calender rolls, steam and condensate pipes.
- Hazardous chemical substances/ MIXTURES (eg. sulfuric acid, biocides).
- High heat areas.
- Fire hazard and explosive zones.
- Slippery floor.
- Noise.

PAPER MACHINES – SAFETY REQUIREMENTS (1)

You must:

- be wearing safety helmet, safety shoes and hearing protection.
- be wearing goggles and chemical resistant clothes in the areas where you are exposed to the risk of contact with chemical substance.
- in explosive areas, you must use non-sparking equipment and tools and be wearing antistatic clothing.
- at the NSSC Plant, follow the same rules as these that are applicable at the Kraft Pulp Plant.

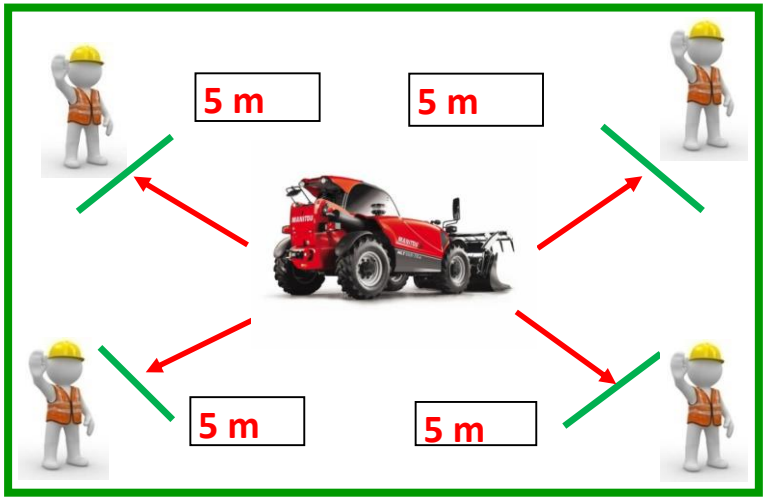
PAPER ROLL WAREHOUSES – HAZARDS

- Moving forklifts loading paper rolls.
- Paper roll stacks.
- Moving machinery components (e.g. paper roll conveyors).
- Slippery floor on the platforms in the winter time.
- Fire hazard.

PAPER ROLL WAREHOUSES – SAFETY REQUIREMENTS (1)

You must:

- be wearing high visibility vest and safety shoes.
- stick to designated walkways.
- keep the safe distance of at least 5 m from unloading equipment in operation.



POWER PLANT - HAZARDS

- 110 000V Substation.
- Electromagnetic field.
- Hot media leakages and spillages (water, steam, fuel oil).
- Hot surfaces of equipment.
- Pressurized systems (e.g. vapour, air).
- Moving vehicles and unloading equipment at the biofuel storage area.
- Biofuel piles at the storage area.
- Uneven and slippery floors.
- Fire and explosion hazards (coal dust, biofuel dust, methane).
- Noise.

POWER PLANT – SAFETY REQUIREMENTS (1)

You must:

- be wearing a safety helmet and safety shoes, ear plugs and high visibility vest when in the biofuel storage area.
- do maintenance work on active energy equipment only with the permit to work.
- in explosive zones use non- sparking equipment and tools and antistatic clothing.

ELECTRICAL MCC ROOMS AND ELECTRICAL EQUIPMENT - HAZARDS

- Live equipment, voltage from 230 to 110 000 V.
- Electric arc.
- Explosion hazards in MCC rooms with oil switches.
- Noise.
- Electromagnetic field.

ELECTRICAL MCC ROOMS AND ELECTRICAL EQUIPMENT – SAFETY REQUIREMENTS (1)

You must:

- be wearing a safety helmet without ventilation holes.
- do maintenance work in MCC rooms and on electrical equipment with the permit to work.
- be wearing suitable PPE and use dielectric equipment when working near live equipment or near unguarded live equipment.
- mark the work area by posting safety signs and safety notice boards.
- in case there are any variances from the permit, stop working immediately and notify Mondi employees.




FORBIDDEN ACTION WHILE WORKING IN PRODUCTION AREAS

You must not:

- enter storage yard and production areas without authorisation.
- enter danger zones marked without authorisation.
- enter hazardous areas if you are not wearing personal protective equipment (PPE) as required.
- enter the area where you are exposed directly to the chemical substance/ mixture spillage risk.
- enter areas in the event of activation of the alarm signaling
- enter the danger zone of the electromagnetic field, if you have an artificial pacemaker.




FORBIDDEN ACTION WHILE WORKING IN PRODUCTION AREAS

You must not:

- stay near forklift in operation and others unloading or loading equipment.
- use mobile phones or other means of communication when walking through the storage yard , the warehouse.
- wear jewellery, including watches, earrings, wedding rings, chains, etc., during work. It is also forbidden to wear it during control activities, including auditing of tasks.
- jump down the platform, vehicle.
- touch hot surfaces of equipment or instalation.
- approaching moving and rotating parts of machines.
- removing covers without authorization.

FORBIDDEN ACTION WHILE WORKING IN PRODUCTION AREAS

You must not:

- make changes to the applied security
- operate machines and equipment without valid professional license and authorisations.
- control/ touch working devices
- use naked flame near explosive zones.
- lean out of the railings near open tanks.
- eat meals in other places than designated ones for this purpose.
- walk into water or swim in the area of the water intake station in Kozłowo.
- extending the work beyond the scope and zone specified in the work documents

Explosive zone

REQUIREMENTS TO MEET BEFORE COMMENCING THE WORK

You must:

1. **hold the safety certificate issued by Mondi Świecie S.A.**
2. **familiarise with the scope of the task to be done.**
3. **get a permit to work if the task is classified as a Special Hazardous Task.**
4. **identify the hazards and access the risks.**
5. **determine the work method and safety requirements.**
6. **use protection as required for the specific task, including PPE according to the Task Description Sheet and work permit for special hazardous task if necessary.**
7. **make sure that the jobsite has been prepared properly – the Task Description Sheet to be signed by an authorised person.**
8. **get a written permit to commence working from a Mondi Task Supervisor**
9. **receive the health and safety briefing.**

SPECIAL

HAZARDOUS

TASKS

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SPECIAL HAZARDOUS TASKS

Special hazardous tasks comprise tasks/ pieces of work/jobs

that involve a risk of serious injury

which may result in death or disability.

For detailed requirements see Safe Operating Procedure no. RB-IZB-4

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.

SPECIAL HAZARDOUS TASKS – LEGAL REQUIREMENTS

REGULATION OF THE MINISTER OF LABOUR AND SOCIAL POLICY as of 26 September 1997on general safety regulations. Section 6 – Special hazardous tasks.

- Special hazardous tasks may be carried out only with the Permit to work
- In the permit to work the Permit Issuer shall:
  - appoint a person to provide direct supervision of these works,
  - specify safety requirements (suitable protective measures).

- Special hazardous task supervisor shall ensure/ provide:
  - Safety briefing to the employees that shall include in particular:
    - individual distribution of tasks,
    - sequence/ steps of doing the task,
    - safety requirements for specific steps,
    - procedure to be followed in emergency,
  - only authorised and suitably trained people shall have the access to the jobsites for such tasks.

PEOPLE HAVING SPECIFIC FUNCTIONS FOR SPECIAL HAZARDOUS TASKS

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ORDERING PERSON (ZLE)

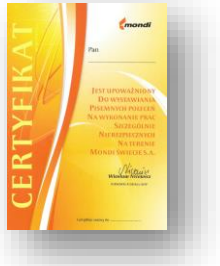
- **Ordering person (PO)** is an employee of MŚ, appointed by the manager of the department. E.g. Planner, Contract Manager (CM) may be the ordering person.
  - **Responsibilities of the ordering person include, among others:**
    - Issuing the Task Description Sheet (TDS),
    - Describing in detail the task in the TDS,
    - Identifying task related hazards in the TDS,
    - Specifying whether the task is or not the special hazardous one in the TDS,
    - Specifying the requirements for safe performance of the task in the TDS,
    - Making the Contractor's Permit Issuer familiar (directly or through the appointed person) with the scope of the task at the jobsite and discussing the hazards and conditions for safe performance of the task.

TASK SUPERVISOR (TS)

- **Task Supervisor (TS)** is an employee of MŚ, appointed by the Contract Manager (CM) or by the manager of the department.
- **Responsibilities of the TS:**
  - giving a permit for the Contractor to use a mobile self-travelling platform or lifting equipment reported after prior external inspection and checking the validity of the maintenance service certificate,
  - giving the permit to the Team Leader to commence the task which is proved by the fact that TDS was signed; before the TS shall make sure that:
    - Authorised person confirmed that the jobsite had been prepared by signing off the TDS,
    - Contractors fulfils the requirements for safe performance of the task as laid down in the TDS and work permit for special hazardous tasks,
  - monitoring and recording technical, process and safety comments about the tasks carried out,
  - confirming that the task has been done (TS does not accept finally),
  - evaluating the Contractor in the TDS for the specific task in terms of safety performance, quality and keeping the time-limits/ deadlines.

PERMIT ISSUER (1)

- **Contractor's Permit Issuer** is an employee of the Contractor who is authorised by the employer to issue work permits provided that she or he holds the safety certificate and has passed the exam and has been certified as the Permit Issuer – certificate issued by Mondi/ certificate is valid for 3 years/
- The list of Contractor's Permit Issuers is available in the Register of Tasks and Work Permits for Special Hazardous Tasks.
- In the event, the Contractor does not have the Permit Issuer authorised to issue work permits on MŚ premises, the work permit shall be issued by Mondi's Permit Issuer or Permit Issuer of the Contractor for which they are a subsupplier or subcontractor.
- For tasks on power-generating equipment, the Permit Issuer must hold the valid qualification certificate for a supervising position (of D type) and authorisaton to be issued by the operator / operating entity of power-generating equipment.



PERMIT ISSUER (2)

- **Permit Issuer's responsibilities:**
  - becoming familiar with the scope of the task at the jobsite and discussing it on site with the Team Leader and Mondi Świecie's Ordering Person,
  - Identifying hazards for doers of special hazardous tasks and for other people who can be exposed to and making the risk assessment,
  - Determining the work method and necessary safety measures,
  - Issuing the work permit which shall specify as follows:
    - Team Leader (by name),
    - Supervisor of special hazardous task (by name),
    - date of planned commencement and completion for the task as work breaks,
    - method statement and necessary safety measures,
    - Whether working environment measurements are necessary or not, type and time intervals of such measurements
  - Familiarising the Team Leader with the work permit and making sure that the Team Leader understands the permit and knows how to execute it.

SUPERVISOR OF THE SPECIAL HAZARDOUS TASK/VERIFIER

- **Supervisor of the special hazardous task** is the employee appointed by the Permit Issuer to supervise directly the performance of the special hazardous task.
- A member of the working team may not be the Supervisor of the special hazardous task.
- The Supervisor shall be competent in the process and/ or equipment related to the special hazardous task under his supervision and shall receive the training applicable to Permit Issuers and shall pass the exam to prove his knowledge of rules to be followed when carrying out special hazardous tasks.
- Responsibilities of the Supervisor of special hazardous tasks include causing that the safety requirements as specified in the work permit for special hazardous tasks and in the Task Description Sheet for doers of special hazardous tasks are fulfilled.
- Permit Issuer may also appoint himself as the Supervisor of the special hazardous task.
- When working in confined spaces, the person having the function of the Supervisor of the special hazardous task may also be a Assisting person unless such the person is able to supervise all the tasks in the confined space
- When supervising the tasks on power generating equipment,

  the Supervisor of the special hazardous task must be certified, which is must hold a valid qualification certificate.

TEAM LEADER (APPROVER OF THE WORK PERMIT) (1)

- **Team Leader** carrying out the special hazardous task is the employee who leads/ manages the performance of special hazardous task; he is appointed by the Permit Issuer and his name is put/ entered in the work permit.
- If possible the Team Leader shall take part in preparing the risk assessment for the planned special hazardous tasks.
- Team Leader shall discuss the scope of the tasks jointly with the Permit Issuer at the jobsite before commencing the tasks.
- **Before commencing the tasks, the Team Leader shall be responsible for :**
  - Making sure that no other jobs will begin unless all measures have been applied/ implemented and all signatures are put,
  - dividing responsibilities among team members,
  - Giving the briefing on hazards, work organisation, rules of carying the task safely and procedure to be followed in emergency,
  - Making a list to be signed by team members to confirm they have received the briefing. The list shall be an integral part of the work permit,
  - Up-dating the list signed by team members (adding new people) in case team members change,

TEAM LEADER (APPROVER OF THE WORK PERMIT) (2)

- **Team Leader is also responsible for:**
  - making sure that Mondi Świecie's authorised person confirmed by signining off, in the TDS, that the jobsite preparation was done,
  - making sure before entering the confined space that working environment measurement were done if necessary,
  - appointing a person who shall be responsible for inspecting the jobsite of the hazardous task due to fire hazard,
  - checking if the keys to lock out padlocks and information tags are placed on one deposit hanger and if they are locked with the shift leader padlock (**green**),
  - putting his individual padlock on the hanger dedicated to the specific task and inserting his individual padlock key to the deposit box which shall be locked as a next step by other team members with their individual padlocks. The deposit box shall be located at the jobsite.
  - making sure that necessary safety equipment as specified in the work permit is applied,

TEAM LEADER (APPROVER OF THE WORK PERMIT) (3)

- When carrying out the task, the Team Leader shall be responsible for managing the team in such a way that the adherence to the safety requirements laid down in the work permit is ensured.

- Ensures that the job is stopped in case the conditions or circumstances have changed and reports this fact to the Permit Issuer.

- After the task has been completed, the Team Leader is obliged to ensure that equipment and facilities are safe and shall report this fact to the Task Supervisor and the Shift Leader.

- For operating tasks on power-generating equipment, the Team Leader must hold the valid qualification certificate for the position of the operator of power-generating equipment.

DOERS / PERFORMERS OF SPECIAL HAZARDOUS TASKS

- Special hazardous tasks may be carried out by qualified employees who hold the valid medical certificate and safety training certificate.
- Special hazardous tasks carried out with the work permit must be carried out by at least two persons.
- Special hazardous task doers shall not commence the task:
  a) before the work permit is issued,
  b) if the doer has not received the briefing by the Team Leader.
- Special hazardous task doers shall stop working if any doubts arise about the conditions, compliance and effectiveness of control measures.
- After completing the work permit (when the Team Leader reported the task completion), the tasks covered by the work permit shall not be continued.

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Bezpieczni w domu.
Wszyscy, każdego dnia.

TASK DESCRIPTION SHEET

- **The Task Description Sheet (TDS)** is a basic document describing the kind of the task, hazards, safe working conditions for the task, and whether the specific task is classified or not as the special hazardous task.
  - The TDS shall be issued by the Permit Issuer.
  - The TDS must always be available at the jobsite.
  - The TDS shall be issued for the planned duration of the task and it is not necessary to extend its validity if the duration of the task is exceeded.
- In the event one TDS and several work permits apply to the special hazardous tasks, it is a must to make a copy of the TDS and attach it to each work permit.

TASK DESCRIPTION SHEET (2)

Example - Task Description Sheet

KARTA ZADANIA

KZ	Wymagana jest dla wszystkich zadań wykonywanych przez Dostawców Usług (DU) oraz dla nierutynowych zadań wykonywanych przez wydziały Mondi Świecie S.A. Karta znajduje się zawsze w miejscu realizacji Zadania. Karta powinna być podpisywana w kolejności od góry do dołu.	118616	mondi

Zlecenie API	0	**Opis Zlecenia**	Przegląd, rewizja połączeń silników w poszczególnych układach.	**Data wystawienia Karty**	2020-12-29 07:26:15	**Nr wieszaka LOTO**	
Zamowienie							
Nr Zadania	118616	**Szczegółowy Opis Zadania**	Przegląd, rewizja połączeń silników w poszczególnych układach.				
Miejsce Pracy	Suwnica tamborowa MP2						

Termin wykonania Zadania	*Od (Data,Godzina)*	*Do (Data,Godzina)*
	2020-12-29 07:30	2020-12-29 14:00

Zagrożenia związane z Zadaniem - wypełnia Zlecający ze strony Mondi Świecie S.A.

Hałas	Prąd elektryczny	Prace na wysokości
Ostrza i ostre krawędzie	Śliskie, nierówne powierzchnie	Ruchome i wirujące elementy maszyn
Praca przy użyciu urządzeń dźwigowych	Poruszające się pojazdy lub urządzenia	Przemieszczające się, osypujące lub spadające przedmioty

Praca szczególnie niebezpieczna PSzN? (wstaw„x" w polu Tak lub Nie)	**TAK**	**X**	**Wymagane Polecenie pisemne na PSzN!**
	NIE		

Wymagania dotyczące bezpiecznego wykonania zadania - wypełnia Zlecający ze strony Mondi Świecie S.A.

(1) Środki techniczne	**(2) Środki organizacyjne**	**(3) Środki ochrony indywidualnej**	**(4) Wymagania P-Poż**
(2) Kamizelka odblaskowa	(2) Kontrola urządzeń przed użyciem	(2) Wizualna kontrola urządzeń i osprzętu przed rozpoczęciem podnoszenia	(3) Hełm do prac na wysokości
(3) Obuwie z podeszwą antypoślizgową	(3) Ochronniki słuchu	(3) Szelki bezpieczeństwa	(3) Urządzenie samohamowne
(3) Zarękawki kewlarowe			

TASK DESCRIPTION SHEET (3)

Example - Task Description Sheet

Zlecający (ZLE)	*Imię i Nazwisko*	*Dział*	*Nr Telefonu*	*Podpis*
Nadzorujący Zadanie ze strony Mondi Świecie (NZ)	*Imię i Nazwisko*	*Dział*	*Nr Telefonu*	
Kierujący Zespołem	*Imię i Nazwisko*	*Dział/Firma*	*Nr Telefonu*	*Akceptuję wymagania* / *Podpis*

Potwierdzenie Przygotowania Miejsca Pracy (PMP) przez upoważnioną osobę	Potwierdzam, że miejsce pracy jest przygotowane zgodnie z instrukcją PMP lub Poleceniem	
	Data/Godzina	*Czytelny podpis*

Zezwalam na rozpoczęcie pracy po sprawdzeniu, że		
	Data/Godzina	*Czytelny podpis NZ*
Upoważniona osoba potwierdziła podpisem przygotowanie miejsca pracy. Nie mam uwag do pisemnego Polecenia na Prace Szczególnie Niebezpieczne		

Praca wykonywana wg SOP		
Wymagany Raport remontowy	**NIE**	Uwagi

Ocena Dostawcy Usługi	BHP	Jakość	Terminowość

Odbiór Zadania	*Data/Godzina*	*Podpis*	*Podpis Kierującego Zespołem*
1. Potwierdzenie realizacji Zadania przez NZ			
2. Potwierdzenie odbioru końcowego przez NDU			

Uwaga. Monitoring zadania należy dokumentować na odwrocie karty zadania wpisując: uwagi, data, godzina , podpis >>>>

Rejestrator Zadań i Poleceń na Prace Szczególnie Niebezpieczne, Mondi Świecie S.A.

DOCUMENTS FOR SPECIAL HAZARDOUS TASKS

- **Documents applicable to Special Hazardous Tasks:**
  - Documents for preparation of the jobsite :
    - Jobsite preparation procedure (JPP)
    - Work permit for preparing the jobsite
  - Work permit for carrying out the special hazardous task

  Note!

  Another kind of work permit is applicable for working on power-generating equipment. Such the work permit covers both the jobsite preparation as well as performance of the task.

- It is a must to print out the documents which shall be signed off by responsible people – original documents are a must.
- The TDS and Work permit for special hazardous tasks shall always be available/ shall be kept at the jobsite.

WORK PERMIT FOR THE SPECIAL HAZARDOUS TASK (1)

- Work permit is a necessary document for special hazardous tasks ; it specifies the requirements for working safe and indicates the responsible people for fulfilling such the requirements.
- Work permit specified the procedure to be followed in case LTI or emergency (e.g. fire) occurs.
- Work permit shall be issued by the Contractor's Permit Issuer - Mondi's external or internal one:
  - Permit Issuer shall be obliged to hand the work permit over directly to the Team Leader,
  - Before commencing the task, a permit to commence the task, confirmed with the signature placed on the TDS shall be obtained from the Task Supervisor.
- Work permit shall be issued for a defined time, which shall not be longer than one day.
- It is allowed to extend the validity of the work permit for next days by the Permit Issuer who issued the specific Permit povided 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 calandar days.

WORK PERMIT FOR THE SPECIAL HAZARDOUS TASK (2)

- 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 calandar days.
- To extend the work permit for special hazardous tasks, in the work permit sheet:
  - it must be confirmed that the work method, conditions and environment remain unchanged,
  - date, time must be entered and the sheet must be signed off by Permit Issuers, Team Leader and the Leader.
- If it is planned to work continuously for two changing teams, the Permit Issuer shall appoint the Team Leader and the Supervising Person for the special hazardous task for each team in the work permit.
- The task shall be transferred / taken over by one team to another one on the basis on the records/ entry to be made at page no. 2 of the work permit for special hazardous tasks in the box „Work permit take-over between teams". In this box, the names and surnames of the Team Leader of the Team taking the task (Work permit) , Supervisor of the special hazardous task, date and time shall be entered and the work permit shall be signed off.

WORK PERMIT FOR THE SPECIAL HAZARDOUS TASK (3)

Example – Work permit for special hazardous task

Nr Zadania	133560	Polecenie na wykonanie Pracy Szczególnie Niebezpiecznej		Strona 1
Nr Polecenia PSzN	63950			
Opis Zlecenia (API)	Maszyna Papiernicza- MP7, poziom 7,5 m., Przegląd sortownika	Miejsce Pracy	RB	
Szczeg. Opis Zadania	Przegląd zaworu sortownika			

Ocena Ryzyka (po zastosowaniu wymagań dotyczących bezpiecznego wykonania Zadania)			
Zagrożenia	Ciężkość możliwej szkody (urazu)	Prawdopodobieństwo	Poziom Ryzyka
	S (1, 2, 3, 4, 8, 15)	P (1, 2, 3, 4, 5)	RL = S x P
Prace na wysokości	4	2	8
Ostrza i ostre krawędzie	2	2	4
Hałas	2	2	4
Śliskie, nierówne powierzchnie	2	1	2

Środki Ograniczające Ryzyko			
(1) Środki techniczne	(2) Środki organizacyjne	(3) Środki ochrony indywidualnej	(4) Wymagania P-Poż
(3) Hełm do prac na wysokości; (3) Obuwie z podeszwą antypoślizgową; (3) Ochronniki słuchu; (3) Rękawice antyprzecięciowe klasy min.4; (3) Szelki bezpieczeństwa; (3) Urządzenie samohamowne; (3) Zarękawki kewlarowe			

Dodatkowe wymagania dotyczące bezpiecznego wykonania zadania, poza wymienionymi powyżej (W razie potrzeby załączyć IBWR lub opis, rysunki)

WORK PERMIT FOR THE SPECIAL HAZARDOUS TASK (4)

Akceptacja właściwego przygotowania miejsca pracy pod względem pożarowym przez Zakładową Służbę Ratowniczą, jeżeli jest wymagana (patrz Karta Zadania).	Data/godzina	Czytelny podpis

ZESPÓŁ 1				
Data	2021-05-11 12:51	Imię i Nazwisko	Wydział/Firma	Podpis
Kierujący zespołem PSzN		Marek Wojtalik	M7	
Nadzorujący PSzN		Paula Folega	RB	
Poleceniodawca PSzN		Paula Folega	RB	
Odpowiedzialny za kontrolę miejsca pracy niebezpiecznej pod względem pożarowym w trakcie prac oraz 1 godzinę po ich zakończeniu (wyznacza Kierujący zespołem).			Imię i Nazwisko	

ZESPÓŁ 2				
Data	2021-05-11 12:51	Imię i Nazwisko	Wydział/Firma	Podpis
Kierujący zespołem PSzN				
Nadzorujący PSzN				
Poleceniodawca PSzN				
Odpowiedzialny za kontrolę miejsca pracy niebezpiecznej pod względem pożarowym w trakcie prac oraz 1 godzinę po ich zakończeniu (wyznacza Kierujący zespołem).			Imię i Nazwisko	

Postępowanie w przypadku zaistnienia wypadku przy pracy	Postępowanie w sytuacji kryzysowej (np. pożaru)
1. Wezwanie Zakładowej Służby Ratowniczej (z tel. kom. +48 52 332 1222, z tel. stacjonarnego Mondi nr 1222). Dyspozytor Zakładowej Służby Ratowniczej wezwie karetkę pogotowia. 2. Przystąpienie do udzielania I-szej pomocy. 3. Powiadomienie przełożonych o zaistniałym 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 Mondi 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

WORK PERMIT FOR THE SPECIAL HAZARDOUS TASK (5)

Nr Zadania		Polecenie na wykonanie Pracy Szczególnie Niebezpiecznej	Strona 2
Nr Polecenia			

Przedłużanie Polecenia

Data	Godz.	Podpis Poleceniodawcy	Podpis Kierującego zespołem	Podpis Lidera	Data	Godz.	Podpis Poleceniodawcy	Podpis Kierującego zespołem	Podpis Lidera	Data	Godz.	Podpis Poleceniodawcy	Podpis Kierującego zespołem	Podpis Lidera

Przekazywanie Polecenia pomiędzy zespołami

Kierujący zespołem przejmujący pracę (polecenie)	Data	Godz.	Podpis	Kierujący zespołem przejmujący pracę (polecenie)	Data	Godz.	Podpis

Skład zespołu nr 1 wykonującego PSzN

Kierujący zespołem	Imię i nazwisko	Data	Podpis

Potwierdzam, że udzielono mi instruktażu nt. zagrożeń, organizacji pracy oraz bezpiecznego wykonania pracy i zobowiązuję się do przestrzegania tych zasad.

		Imię i nazwisko	Podpis	Imię i nazwisko	Podpis
Zespół 1	Osoby wykonujące prace				

Skład zespołu nr 2 wykonującego PSzN

Kierujący zespołem	Imię i nazwisko	Data	Podpis

Potwierdzam, że udzielono mi instruktażu nt. zagrożeń, organizacji pracy oraz bezpiecznego wykonania pracy i zobowiązuję się do przestrzegania tych zasad.

		Imię i nazwisko	Podpis	Imię i nazwisko	Podpis
Zespół 2	Osoby wykonujące prace				

Uwagi:

TASK REGISTRATION AND GENERATION OF DOCUMENTS

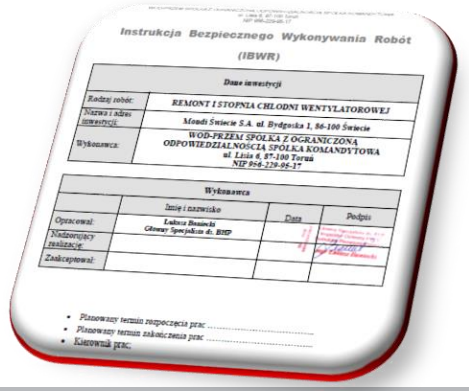
- At Mondi, the task is registered, the TDS and work permit are generated electronically in the Company's *Register of Tasks and Work Permits for Special Hazardous Tasks.*
- Contractors' Permit Issuers shall be authorised by the Ordering Person to use the Register of Work Permits for Special Hazardous Tasks to issue the work permit on-line.

SAFE OPERATING PROCEDURE (1)

- In justified cases, the third party Contractor shall prepare/ develop and attach the method statement (MS) to the work permit.

- In particular, the MS shall be prepared for building, demolition work and for highly complex special hazardous tasks.

- The MS is the document to be prepared by the Contractor. The content of this document shall be agreed with the Task Supervisor and also with Mondi Safety Service if the Task Supervisor decides it is necessary.


Instrukcja Bezpiecznego Wykonywania Robót
(IBWR)
Dane inwestycji
Rodzaj robót: REMONT I STOPNIA CHŁODNI WENTYLATOROWEJ
Nazwa i adres inwestycji: Mondi Świecie S.A. ul. Bydgoska 1, 86-100 Świecie
Wykonawca: WOD-PRZEM SPÓŁKA Z OGRANICZONĄ ODPOWIEDZIALNOŚCIĄ SPÓŁKA KOMANDYTOWA ul. Lisia 4, 87-100 Toruń NIP 956-229-95-17
Wykonawca
Imię i nazwisko | Data | Podpis
Opracował: Lukasz Bosiacki Główny Specjalista ds. BHP
Nadzorujący realizację:
Zaakceptował:
Planowany termin rozpoczęcia prac: .....
Planowany termin zakończenia prac: .....
Kierownik prac:

SAFE OPERATING PROCEDURE (2)

METHOD STATEMENT shall include:

- name of the task,
- jobsite
- date/ timefeame of completion,
- scope and sequence of completing the specific/ individual phases of the task,
- required tools/ technical equipment/ devices,
- specification of used hazardous materials,
- requirements for applying LOTO,
- work safety and health requirements when completing the specific/ individual phases of the task (actions),
- applied Personal Protective Equipment (PPE),
- staff number and staff qualifications/ certifications needed for doing the task,
- control and supervision of work,
- procedure to be followed in emergency (fire, accident),
- prohibited activities,
- task Risk Assessment.

ANNULMENT OF THE VALID WORK PERMIT

- **It is necessary to annul the valid permit when the following conditions occur:**
  - Work method, conditions or working environment changes or evacuation is necessary,
  - Conflict with other tasks performed or planned at the same location,
  - When it is found that tasks are carried out contrary to the requirements specified in the work permit or when tasks are carried out contrary to legal regulations or Mondi requirements.

After the work permit has been annulled, its Permit Issuer shall be obliged to get the conformation from the work permit receiver that all people have left the jobsite and no tasks may be continued.

PERFORMING SPECIAL HAZARDOUS TASKS WITHOUT WORK PERMIT FOR SPECIAL HAZARDOUS TASKS

- It is allowed to do the following without having a Permit for carrying out the special hazardous task:
  - human life and health rescue activities,
  - securing equipment and installations against damage in case there is a threat,
  - arrange inspections or audits conducted by supervision employees, S&H service, National Labour Inspection [in Polish – PIP] and Technical Supervision Office [in Polish – UDT].
  - operational, process-related works and maintenance works classified in the departmental specification of special hazardous tasks as routine tasks.
- Only simple, not complicated, repeated tasks carried out at least once a month for which standard operating procedures or method statements have been developed and which are carried out by employees who have been trained in safe work method may be considered as **routine tasks.**
- Departmental specification of special hazardous tasks classified as routine tasks for which the work permit does not need to be issued must be agreed in writing with the Manager of Safety Department.

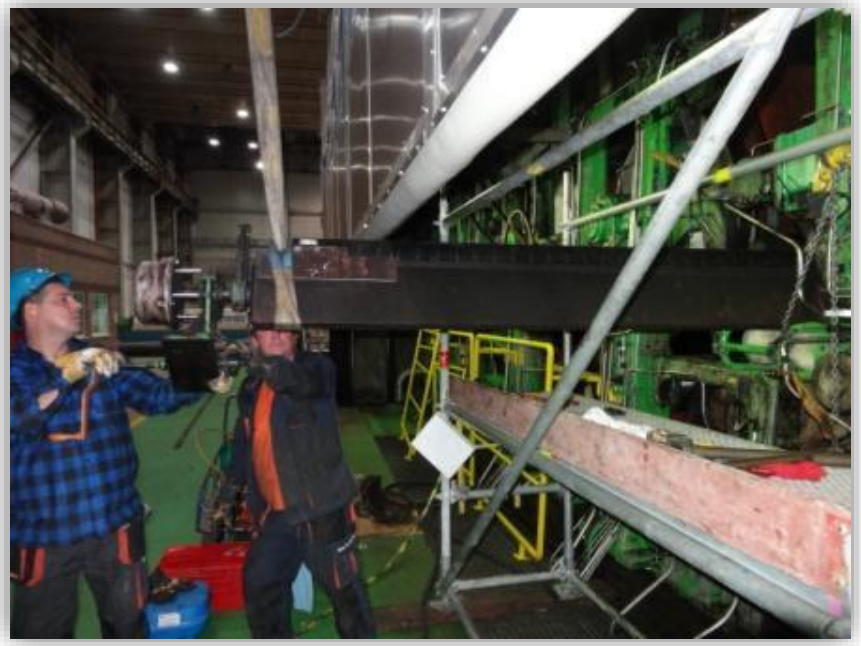
MAJOR REQUIREMENTS FOR SPECIFIC KINDS OF SPECIAL HAZARDOUS TASKS

Detailed requirements applicable to specific kinds of special hazardous tasks specified in the Special Hazardous Tasks Procedure (RB-IZB-4)

Bezpieczni w pracy.
Bezpieczni w domu.
Wszyscy, każdego dnia.

1. CONSTRUCTION (BUILDING), MAINTENANCE AND ERECTION WORK (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.



1. CONSTRUCTION (BUILDING), MAINTENANCE AND ERECTION WORK (2)

- Employees who are or may be present at or near the jobsite shall be informed about ongoing tasks and about necessary safety measures that shall be taken when working.
- The jobsite should be demarcated and barricaded clearly. In hazardous location, information signs about kinds of hazards shall be posted as well as other protection measures from hazard consequences (nets, barriers, etc.) shall be used.
- If at the same jobsite and at the same time tasks are carried out by workers hired by various employers, the Manager of the Department where tasks are carried out shall be responsible for appointing a Safety Coordinator for the task.

Caution! Working at heights

1. CONSTRUCTION (BUILDING) WORK, MAINTENANCE AND ERECTION WORK (3)

Working near electrical-power generating equipment

- It is not allowed to locate the jobsites, product, material or building machinery and equipment storage areas under overhead power lines or within the horizontal distance from the outermost power lines less than:
  - 3 m - for power line having rated voltage not more than 1 kV,
  - 5 m - for power line having rated voltage more than 1 kV, but not exceeding 15 kV,
  - 10 m - for power line having rated voltage more than 15 kV, but not exceeding 30 kV,
  - 15 m - for power line having rated voltage more than 30 kV, but not exceeding 110 kV,
  - 30 m – for power lines having rated voltage more than 110 kV.

2. DEMOLITION AND CLEARANCE WORK AND BREAK-INS (1)

2. DEMOLITION AND CLEARANCE WORK AND BREAK-INS (2)

- Demolition work of buildings and structures shall be supervised by Buildings and Roads Maintenance Department (URB), whereas demolition work for equipment, plants, machines etc. shall be supervised by maintenance departments.
- URB shall be consulted to determine whether the demolition permit to be issued by a competent authority and demolition plan is needed or not for the specific demolition project.
- Task Risk Assessment and Safe Operating Procedure (SOP) shall be developed for demolition work. SOP shall include safety conditions for every working stages and shall be attached to the work permit.
- A person having construction (building) qualifications / certificate only is authorised to issue the work permit for buildings demolition and clearance work.

2. DEMOLITION AND CLEARANCE WORK AND BREAK-INS (3)

- Demolition area should be barricaded and marked with warning boards and transport routes and walkway paths shall be indicated as well as temporary adequate lighting shall be provided.
- Walkways for pedestrians shall be secured and fitted with protection roof if necessary.
- Mechanised demolition should be used as first choice.
- When carrying out demolition and clearance tasks, all persons and equipment operator's cabins should be out of the danger zone.
- Before commencing the task, all systems/equipment and potential sources of energy (energised and/ or pressurized equipment/ systems) shall be identified.
- Before commencing the break-ins tasks, the systems and potential sources of energy at specific site/ location shall be disconnected.

2. DEMOLITION AND CLEARANCE WORK AND BREAK-INS (4)

- Before commencing the demolition work, the object/plant networks should be disconnected: process network, gas system, heat distribution network, power system, tele-technical network, water-pipe network and sewerage system and LOTO shall be applied.
- Cranes, truck cranes and machines fitted with posts shall be situated within a safe distance from energised power lines.
- It is prohibited to fall walls and other parts of the structure down by undercutting.
- It is prohibited for Employees located one over another one to work at various heights.
- It is prohibited to leave unstable and unsecured walls and other elements at the end of the shift.

3. CONFINED SPACE ENTRY (1)

Confined spaces comprise tanks, channel/ducts, 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.

3. CONFINED SPACE ENTRY (2)

- **Confined space entry:**
  - Make sure if the jobsite has been properly prepared – check the signature of the authorised person on the TDS.
  - At least **two persons** in the team must be provided with personal detectors – metres of hydrogen sulfide and other gases and vapours classified as hazardous which may arise in the confined space when working.
  - One individual hydrogen sulfide, other gas and hazardous substance vapour detector may be used when only one person enters the confined space.
  - 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.
  - 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 scaffoling;

c. if this is the case, the fact must be recorded in the Work Permit.

3. CONFINED SPACE ENTRY (2)

- **Confined space entry:**
  - Use of respiratory protection (respirator) is a must if the oxygen content in the confined space is below **19,5%** or the air contains harmful substance for human health and its consistency exceeds the allowable limits for harmful substances in the working environment or there is a danger such substance may appear.
  - If it is possible to enter the confined space only with an oxygen apparatus, an additional risk assessment and a separate work permit are a must.
  - Air temperature in the confined space shall not exceed 40 ^{0}C.

3. CONFINED SPACE ENTRY (3)

- **Assisting/ standby person for people who are inside the confined space.**

  - The employees who work inside the confined space should be assisted by at least one standby person outside.
  - The standby person and the Team Leader shall agree on the communication method among employees inside the tank and the standby person.
  - The standby person shall control, on a current basis, the number of people inside the confined space.
  - **Every person** entering the confined space must leave his identification documents (safety certificate, entry permit, etc.) at the deposit board.
  - The standby person shall be equipped with the communication devices and shall be instructed how to call the Company's Rescue/ Emergency Service and have a Mondi emergency number entered in your telephone **52 332 1222**

3. CONFINED SPACE ENTRY (4)

- **Requirements to be fulfilled when working in the confined spaces:**

  - All open manholes to the confined space shall be controlled:
    - At the manhole or opening used by employees the tag shall be posted: „Caution. Confined space”.
    - Manholes and openings that shall not be used by people, open ones, due to ventilation, shall be secured to prevent random people from entering them.

  - When using power tools and other equipment supplied with voltage higher than 25 V it is a must to use power supply through a separating transformer.

  - When welding inside the tank, regular mechanical ventilation shall be used. <u>It is prohibited to put the technical gas cylinder inside the tank</u>.
  - If substance causing the threat may arise when working, the tank’s effective ventilation shall be provided and air measurement shall be taken at time intervals as specified in the work permit for special hazardous tasks).

3. CONFINED SPACE ENTRY (5)

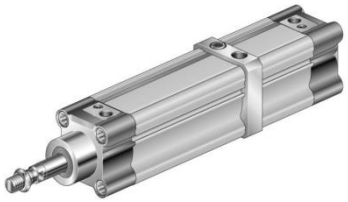
- **Working in sewage wells and sewage channels**
  - When entering the sewage well or channel, the employee shall be fitted with the hydrogen sulphide detector, escape mask and safety harness with a rope to the outside used for assistance.
  - The standby person shall be fitted with the hydrogen sulphide detector, escape mask and shall be trained in evacuation and first aid for injured persons in case the threat to life or health occurs.
  - A tripod and hoisting winch shall be provided outside for evacuating people.

4. WORKING WITH HAZARDOUS MATERIALS AND ON SYSTEMS/ FACILITIES WITH EXPOSURE TO HAZARDOUS ENERGY (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.

4. WORKING WITH HAZARDOUS MATERIALS AND ON SYSTEMS/ FACILITIES WITH EXPOSURE TO HAZARDOUS ENERGY (2)

- **Kinds of energy and substances that needs being isolated and locked:**
  - **Electric,**
  - **Heat (steam, condensate, water and other substances with temperature of above 50◦C or below -5°C),**
  - **Mechanical kinetic and potential,**
  - **Pneumatic (gas pressure),**
  - **Hydraulic energy (liquid pressure),**
  - **Chemical,**
  - **Gravity,**
  - **Tension (e.g. spring).**



4. WORKING WITH HAZARDOUS MATERIALS AND ON SYSTEMS/ FACILITIES WITH EXPOSURE TO HAZARDOUS ENERGY (3)

- Instruction on how to handle the substance must be kept in the substance storage and use area. The Material Safety Data Sheet should also be available for the employees.

- One employee must not handle/ carry any liquid materials – hot, corrosive or having harmful properties for human health the weight of which materials including its container and holder exceeds 25 kg for men and 10 kg for women.

- When transporting, storing and using hazardous substance and preparation, suitable collective and personal protective equipment specified in the instruction must be used and worn.

- Hazardous substance and preparations tanks, containers etc. must be designed for storing/ containing them and must be marked.

4. WORKING WITH HAZARDOUS MATERIALS AND ON SYSTEMS/ FACILITIES WITH EXPOSURE TO HAZARDOUS ENERGY (4)

- **When unscrewing flange connections and when untightening other connections special care shall be exercised as follows:**
  - People carrying out the above-mentioned tasks shall be wearing: face protection, gloves, safety shoes, overalls of 3rd category, minimum protection grade 3 (clothing protecting from liquid stream),
  - Be staying out of the potential spillage zone and separate gradually connected elements,
  - Minimise a number of people exposed,
  - Unscrew / untighten screws by making several rotations or make loose/untighten other connection,
  - Protective clothing and PPE shall be suitable for the kind of hazardous material.

The above-mentioned requirements shall be specified each time in the TDS and work permit for special hazardous tasks for working on facilities and / or on equipment with hazardous substance.

4. WORKING WITH HAZARDOUS MATERIALS AND ON SYSTEMS/ FACILITIES WITH EXPOSURE TO HAZARDOUS ENERGY (5)

- **When cutting or drilling the equipment, special care shall be exercised as follows:**
  - People carrying out the above-mentioned tasks shall be wearing: face protection, gloves, safety shoes, overalls of 3rd category, minimum protection grade 3 (clothing protecting from liquid stream),
  - Minimise a number of people exposed,
  - Be staying out of the potential spillage zone,
  - Cut or drill the pipeline gently,
  - Protective clothing and PPE shall be suitable for the kind of hazardous material.

The above-mentioned requirements shall be specified each time in the TDS and work permit for special hazardous tasks for working on facilities and / or on equipment with hazardous substance.

4. WORKING WITH HAZARDOUS MATERIALS AND ON SYSTEMS/ FACILITIES WITH EXPOSURE TO HAZARDOUS ENERGY (6)

- **Rules to be followed when spillage/ leak is identified on process and power equipment with hazardous substance.**
  - In the event spillage/ leak is noticed, a competent shift manager/coordinator shall be informed immediately. He shall initiate activities to secure the danger zone.
  - Safe distance from the spillage/ leak source shall be kept and the danger zone shall be barricaded and demarcated.
  - If spillage / leak causes a hazard for people and the mixture having dangerous properties or other properties that may cause injuries (temperature, pressure, etc.) is involved, you must:
    - alert people in danger about possible danger,
    - alert the Company's Rescue/ Emergency Service (tel. 1222/ break the fire push button ROP),

4. WORKING WITH HAZARDOUS MATERIALS AND ON SYSTEMS/ FACILITIES WITH EXPOSURE TO HAZARDOUS ENERGY (7)

- **Working on electrified equipment**
  - Before commencing to work on electrified equipment, the following must be checked:
    - whether electrical energy sources has been isolated,
    - if the work permit for special hazardous task has been issued,
    - if the danger zone has been barricaded and demarcated.
  - Supervision and authorisation when working on electrified equipment shall include:
    - Permit to inspect electrified equipment to be issued by a manager,
    - Continuous and direct supervision of the task execution,
    - Work permit for the special hazardous task issued by the authorised Permit Issuer,
    - The SOP has been developed and employees have been trained.

    After completing the tasks, protective equipment shall be made fully operational.

5. WORKING AT HEIGHTS (1)

Working at heights is to perform any piece of work surface located at least 1.0 m over the floor or ground level.

Working on the surface, irrespectively of the height of surface, shall not be classified as working at heights, if the surface is:

- protected all sides, up to the height of at least 1.5 m, with walls or walls with glass windows,
- equipped with other fixed structures or pieces of employee fall protection equipment,
- has a fixed platform with barriers.

Work permit for special hazardous tasks shall be issued for working at height of more than 2 m.

5. WORKING AT HEIGHTS (2)

Fall protection equipment

- At first, collective fixed protection equipment such as temporary barriers, temporary walls shall be used.
- Employees who:
  - hold a valid medical certificate for working at heights.
  - have safety helmet for working at heights, with chin strap, with minimum three point fixing.
  - have attached safety harness when working at the height of more than 2 m

are allowed to work at heights.

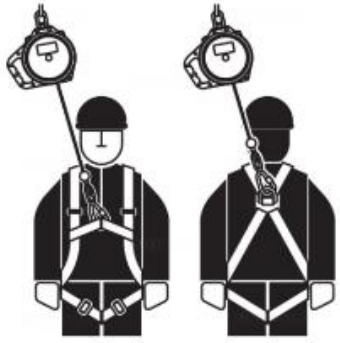
Personal fall protection equipment shall be numbered, registered and inspected periodically as well as shall be marked in such a way that the date of expiry of the certificate for use is indicated.

5. WORKING AT HEIGHTS (3)

Fall protection equipment

- Personal protection equipment such as safety harness and lanyard shall be suitable to restrict the person's access to the drop zone.
- Safety harness and lanyard shall not comprise the fall protection for people who are exposed to be present in the drop zone when working, because such the protection equipment limits the fall effects only, whereas it does not protect from falling and from being injured.
- It is a must to use retractable fall arresters at smaller heights as standard safety lanyards with shock absorbers are not proper protection equipment for minor heights.

Caution! Before commencing the task, remember to attach safety harness properly to the anchor point (fixed or portable).



General rules to be followed when organising working at heights

- It is forbidden to use machines structures, control equipment, cable racks, shaft guards/ covers, couplings and motors, etc. as a support/ platform/ stand when conducting the task above the floor level.
- In exceptional justified cases, it is allowed to use machine structural elements to carry out tasks, provided that effective fall protection is ensured, which protection comprises safety harness with two lanyards, with one of them being attached all the time.
- If it is necessary to lean out of the platform when working on fixed platforms, employees shall be obliged to wear safety harness.

5. WORKING AT HEIGHTS (5)

Danger zones:

- Before commencing the tasks at heights with the hazard of objects' falling down, the danger zone shall be barricaded and demarcated.
- For construction (building) works, such the danger zone shall have the smallest linear size which is calculated from the building object's plane as follows: may not be less than 1/10 of the height where objects may fall from, not less than 6 m.
- If impossible, the danger zone may be smaller provided that other engineering/technical solutions are used to protect from falling objects (e.g. roofs, nets).

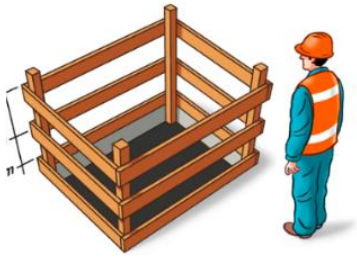
Working on an incomplete platform or scaffolding

In case it is necessary to remove the railing/ barrier or/ and platform on a temporary basis to carry out the task, the following rules shall be followed in order to ensure safety of people who can be exposed to the fall hazard due to the missing railing and platforms:

- Railings or platforms may be removed with permit to work by authorised people who shall be protected from falling,
- The access to the place where there is a fall hazard must be barricaded and demarcated with the tag „No entry” and/ or a pictogram,
- If it is necessary to work in the area where the railing or platform has been removed, the work permit for special hazardous tasks is a must, if the fall hazard from height of more than 2 m exists,
- After completing the task, the railings or platforms removed for carrying out maintenance tasks shall be installed back with no delay.

Working on an incomplete ceiling

- Openings in the ceilings where tasks are carried out or that are accessible for people shall be covered to prevent falling in or shall be barricaded.
- Temporary covers for openings made of wooden boards or plates shall be suitable for expected load and shall be protected from accidental movement,
- In case the covers are not designed for people walking on them, „No entry” sign shall be posted,
- Openings left in the walls while working, in particular the openings for doors, balconies, crane shafts must be barricaded or must be filled in with wooden boards or plates on a temporary basis.



Roof works

- **Working at heights includes roof works if the structural fall protection has been provided on the roof, e.g. there is a wall or fixed railing that are at least 1.1. m high on the roof and the roof is entered through the stair case.**
- **While doing roof works the following safety requirements must be complied with:**
  - Portable protection platforms shall be installed on roofs that are covered with low strength elements.
  - Vertical handling of materials, tools to the roof shall be conducted in such a way that the possibility of their falling and employees' exposure to falling is excluded.
  - Materials on the roof shall be stored taking into account the roof strength and they shall be protected from sliding.
  - During work breaks and after completing the roof works, materials, tools, containers etc. shall be removed from the roof or fixed/ fastened in such a way so as they do not fall to a lower level.

Roof works – cont.

- If collective protection equipment does not ensure complete fall protection, personal protective equipment (PPE) shall be used (safety harness to be attached to anchor points).

- Stacks or other fixed structural elements having the adequate strength located on the roof may be used as anchor points; fixed anchor points designed for this purpose and horizontal anchoring ropes or portable anchoring mass may also be applied.
- In case the roof is inaccessible through the fixed stair case or fixed ladder fitted with a vertical guiding element, the scaffolding with stairs inside shall be used.

Roof works- cont.

You must not:

- work without fall protection applied,
- walk on / step on roof lights, roof windows and smoke vents,
- work on the roof in fogy, rainy, snowy, windy (more than 10 m/2) conditions, during the glaze, storm, when lighting is insufficient,
- Leave the roof opening unattended, which causes the fall hazard.

Use of portable ladders

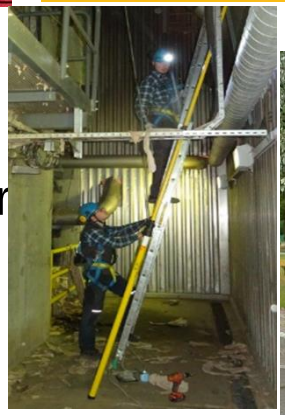
Use of portable ladders

- Portable ladders may be used for short-term working at heights.
- It is allowed to use metal ladders only (excluding working on electrical power-generating equipment).
- Portable ladders may be used for working at heights up to 6 m from the employee's feet.
- Ladders shall be technically fit for use and shall not be damaged.
- Portable ladders shall be registered and reviewed by conducting technical inspections.

5. WORKING AT HEIGHTS (13)

- **Rules to be followed when using ladders:**
  - Portable ladders must be must be based on stable surface and be protected against moving

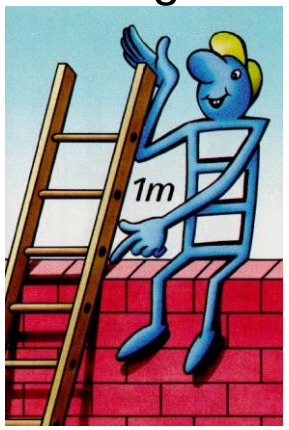
  - When working on the ladder up to 2 m, it is allowed for another person to support the ladder to protect it from moving.



  - Multi-part or retractable ladders must be used in such the way that the movement of ladder parts is prevented.
  - Three-point contact with the ladder must be maintained at all times : 2 hands + 1 feet, 2 foot +1 hand.

ZERO URAZÓW

- **Rules to be followed when using ladders:**
  - Rigid ladders must be leaning at an angle of **65º - 75º** (inclination x height = 1 x 4)



  - Ladders used for accessing the place must be of sufficient length, so as they are at least 1 m higher over the access platform.
  - If both hands are needed for working – safety harness with a hip belt shall be used for working supported and harness shall be attached to the fixed structure.

  - It is allowed to use, on the ladder, power tools with power not exceeding 1200W.

- **Rules to be followed when working on the portable ladder at the height > 2m:**
  - Work permit is a must.
  - The following fall protection must be used:
    - Install a vertical guide rail with a self-clocking device using a telescoping pole or otherwise safely,
    - Attach safety harness to a self-locking device using a rope that is max. 0.5 m long.
  - Ladders must be secure from moving by being fixed at the top.

5. WORKING AT HEIGHTS (16)

5. WORKING AT HEIGHTS (17)

- **In particular, when using portable ladders it is prohibited to:**
  - climb top three steps of the ladder,
  - use the ladder as a regular transport route and to carry objects that are heavier than 10 kg,
  - support one leg on the ladder, and the other leg on another object,
  - use trestle ladder as a rigid/ leaning ladder,
  - place the ladder on unstable base or surface,
  - lean the ladder against slippery surface, light objects or tip-up objects or piles of materials that do not ensure stability of the ladder,
  - place the ladder in front of the closed door if the door is not locked with the key on the ladder side,
  - place the ladder in close vicinity of machines and other equipment in a way that causes a hazard for users of the ladder,
  - not to face the ladder when climbing and descending the ladder
  - perform masonry and plastering works from leaning ladders,

Use of fixed ladders equipped with retractable fall arresters

- You must wear safety harness and safety helmet for working at heights.
- Pull down the lanyard with the fall arrester hook using an auxiliary rope.
- Attach the fall arrester hook to the safety harness clamp (on the chest or on the back).

5. WORKING AT HEIGHTS (19)

Scaffolding erection

All the scaffoldings having working platform that is located at the height of more than 2 m may be erected only by authorised erectors on Mondi Świecie's premises.

This requirement also applies to the situation where the scaffolding platform is located at the height of 2 m or less from the floor, and the scaffolding is erected at the edge of the ceiling or a fixed platform where there is a risk of falling from the height of more than 2 m.

Scaffoldings must comply with the following requirements:

- scaffolding must be fitted with complete platforms with toe boards, having a sufficient surface/ area for workers and for storing tools and necessary quantity of materials,
- scaffolding must be fitted with complete railing and intermediate rails,
- scaffolding's structure must be stable and suitable for load transfer,
- scaffolding must ensure safe communication and free access to the jobsites.

Scaffolding erection – cont.

- It is forbidden to use, for one scaffolding, elements from various scaffolding systems.
- The scaffolding foot shall be placed on the bases/ foundation pieces that are ≥ 35 mm thick, in such the way that the full foot can be placed on such the base/ foundation piece.
- Platform shall be made of prefabricated elements, to be prepared by the scaffolding manufacturer; in justified cases when it is necessary to use wooden boards, they shall be protected from moving. Gaps in the platform shall not be bigger than 25 mm.
- Incomplete scaffolding (when its erection is in ongoing), scaffolding that is not certified/ accepted for use or that does not comply with requirements must be marked with the red tag: **„Warning. No entry on the scaffolding. If you enter, you are in imminent danger of disability or death!"**
  An erector of the scaffolding shall be responsible for marking the scaffolding during its erection and before certifying/ accepting it for use.

Erection of scaffolding with platform above 2 m

- For erection and disassembly of the scaffolding with platform at the heigh of more than 2 m and all non-standard scaffoldings, the work permit is a must. After completing the erection, the scaffolding technical acceptance protocol must be issued.
- In justified cases when the incomplete scaffolding is accepted, a note shall be made in the Protocol in Comments box where the missing elements and why shall be specified.
- It is a must, in teams composed of several persons, that at least one employee out of every five employees erecting or disassembling the scaffolding shall be a qualified/ certified scaffolding erector.
- During the erection, employees are obliged to use safety harness with two lanyards; one of them shall always be attached to the scaffolding structure, according to the scaffolding manufacturer's instruction (DTR).
- Scaffolding must be anchored when it is higher than 4 m. In the work permit, the anchoring method and the scaffolding anchor erection and disassembly sequence shall be specified.
- The Contractor that have erected the specific scaffolding shall be responsible for providing the signed scaffolding technical acceptance protocol, the scaffolding green card and the red tag for every scaffolding and for posting them in a visible location on the scaffolding, near the scaffolding entry.

Use of scaffoldings

- Before commencing to use the scaffolding, the Team Leader (scaffolding user) is obliged to check the scaffolding based on the check list included in the register of scaffolding acceptance and inspections (Green card).

- Team Leader (user) shall be also obliged to check the scaffolding every day before commencing to use the scaffolding, which shall be confirmed by making a note in the Green card – page 2.

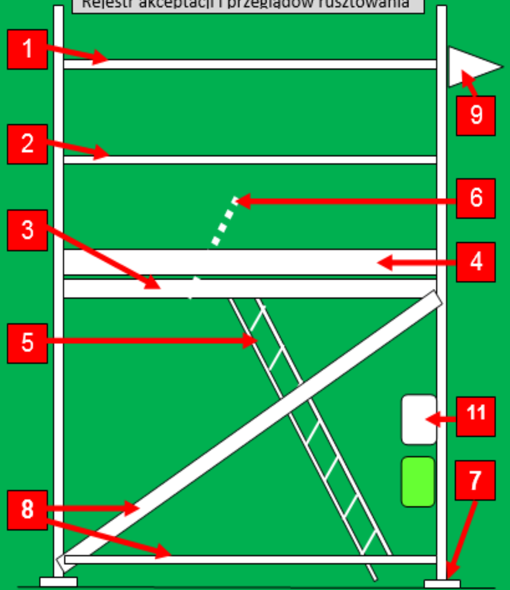
- It is allowed for several teams to use the scaffolding on condition that the Team Leader of every team has checked the scaffolding according to the check list before commencing to use - this shall be confirmed by making the note in the Green card – page 2.

5. WORKING AT HEIGHTS (23)

Green card

Rejestr akceptacji i przeglądów rusztowania

1	Kompletne poręcze
2	Kompletne barierki pośrednie
3	Kompletne i zamocowane pomosty ze szczeliną ≤ 25mm
4	Zainstalowane bortnice
5	Drabiny wejściowe
6	Zainstalowane klapy wejściowe
7	Stopy w całości spoczywają na podkładach o grubości ≥ 35mm
8	Zainstalowane stężenia poziome i ukośne
9	Zakotwienie (powyżej 4m)
10	Elementy (1 do 9) bez uszkodzeń lub korozji
11	Podpisany protokół odbioru
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 prace.



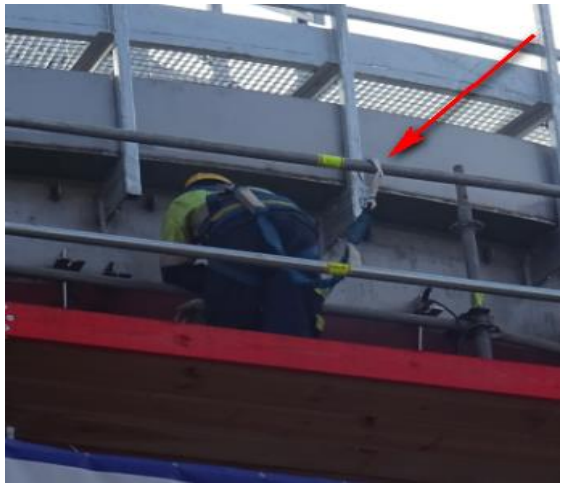
	Sprawdzenie rusztowania: Zgodne (√), Niezgodne (-) Nie dotyczy (nd) Kierujący zespołem DU (użytkownik rusztowania)
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
Data i czytelny podpis	

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	

Use of scaffolding – cont.

- If the scaffolding platform is located above 1 m but less than 2 m and is incomplete, safety harness and fall arrester shall be used.
- It is allowed to carry out tasks/ to work at various levels of the scaffolding at the same time on condition that the jobsites at lower levels are moved/ shifted horizontally to a safe distance.
- For Working on the scaffolding, platform located above 2 m the work permit must be issued and safety harness shall be attached.



- **When using the scaffolding, it is forbidden to:**
  - Leave communication flaps open,
  - Store materials on scaffolding platforms in piles with no guarantee of their stability,
  - Store loose, on the scaffolding, small objects the fall of which may cause the hazard to people staying at the lower level; containers, buckets must be used,
  - Throw down tools, equipment, materials or elements of the scaffolding that is being disassembled,
  - Talk on the mobile phone when working or when walking on the scaffold,
  - Work outdoor during very foggy, rainy, snowy conditions and in the glaze, during the storm and when it is very windy (wind speed > 10 m/s),
  - Move mobile scaffoldings in case people are present or objects are stored on them.

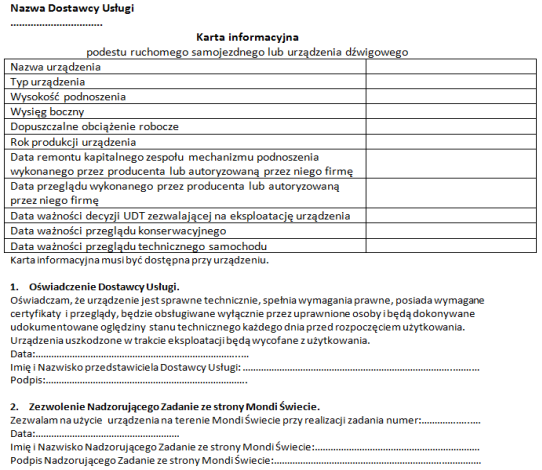
Use of mobile work platforms

- For tasks to be carried out on a periodic basis or rarely, where the fixed work platform may not be installed due to the process, machine construction, mobile work platforms shall be used.
- Mobile work platforms shall be placed on the stable floor/ base and secured from unexpected change of the location.
- When working on the mobile work platform you shall not lean because this may result in the loss of stability.
- For mobile work platforms fitted with complete rails, the safety harness does not need to be used.

Use of self- propelled mobile work platforms

It is allowed for Contractors performing building, erection, installation and maintenance works to use self-propelled mobile platforms and other people lifting equipment only after the following conditions are fulfilled:

- Equipment has been certified for use by UDT and certificate is valid and maintenance reviews are made and records are kept,
- Equipment information sheet is filled in by the Contractor; the sheet must be kept with the equipment when working on MS premises,
- Permit from MS Task Supervisor is obtained.



Nazwa Dostawcy Usługi

.....

Karta informacyjna

podestu ruchomego samojezdnego lub urządzenia dźwigowego

Nazwa urządzenia	
Typ urządzenia	
Wysokość podnoszenia	
Wysięg boczny	
Dopuszczalne obciążenie robocze	
Rok produkcji urządzenia	
Data remontu kapitalnego zespołu mechanizmu podnoszenia wykonanego przez producenta lub autoryzowaną przez niego firmę	
Data przeglądu wykonanego przez producenta lub autoryzowaną przez niego firmę	
Data ważności decyzji UDT zezwalającej na eksploatację urządzenia	
Data ważności przeglądu konserwacyjnego	
Data ważności przeglądu technicznego samochodu	

Karta informacyjna musi być dostępna przy urządzeniu.

1. Oświadczenie Dostawcy Usługi.

Oświadczam, że urządzenie jest sprawne technicznie, spełnia wymagania prawne, posiada wymagane certyfikaty i przeglądy, będzie obsługiwane wyłącznie przez uprawnione osoby i będą dokonywane udokumentowane oględziny stanu technicznego każdego dnia przed rozpoczęciem użytkowania. Urządzenia uszkodzone w trakcie eksploatacji będą wycofane z użytkowania.

Data:.....

Imię i Nazwisko przedstawiciela Dostawcy Usługi: .....

Podpis:.....

2. Zezwolenie Nadzorującego Zadanie ze strony Mondi Świecie.

Zezwalam na użycie urządzenia na terenie Mondi Świecie przy realizacji zadania numer:.....

Data:.....

Imię i Nazwisko Nadzorującego Zadanie ze strony Mondi Świecie:.....

Podpis Nadzorującego Zadanie ze strony Mondi Świecie:.....

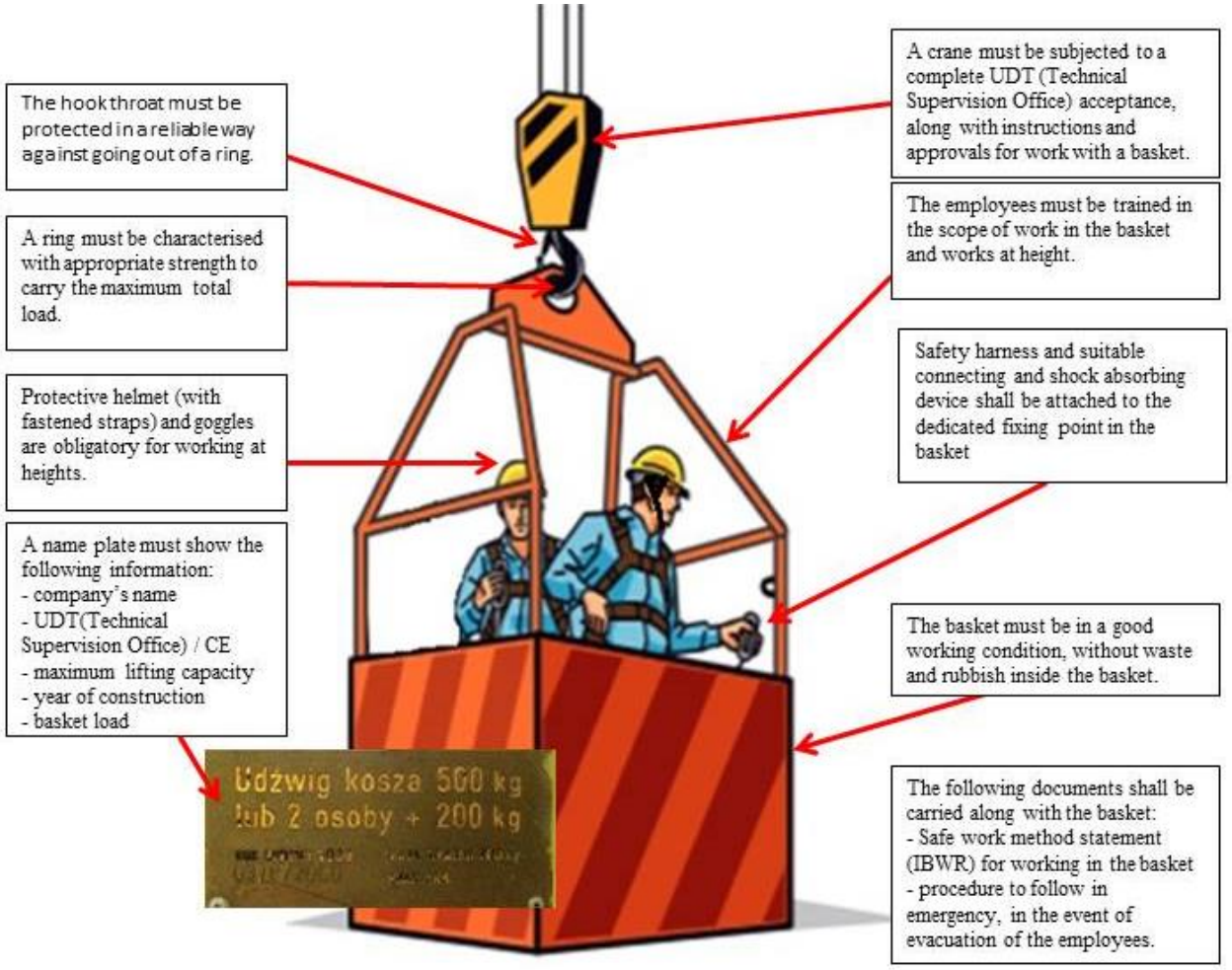
Use of self-propelled mobile work platforms – cont.

- Permit by MŚ Task Supervisor for using a self-propeller work platform shall be valid for one month, for all tasks and works to be done on MŚ premises.
- The user of the mobile platforms shall be obliged:
  - have the operating manual that shall be available for an operator,
  - Ensure that the equipment is operated by an authorised operator,
  - Ensure that records of reviews/ inspections and maintenance are kept,
  - Ensure that technical condition is inspected on a daily basis and records of such inspections are kept
- Operators of mobile self-propelled platforms shall be qualified and certified for operating equipment of 1P group – shall hold the certificate to be issued by UDT qualification committee.
- Equipment shall be controlled from the work platform.

Use of self-propelled mobile work platforms – cont.

- Mobile self-propelled platforms shall not be older than 10 years since the manufacture date or major repair of the lifting mechanism made by the manufacturer or manufacturer's authorised service provider or since the review/inspection conducted by the manufacturer or the manufacturer's authorised service provider and records of such inspection shall be kept/
- When present on mobile self-propeller platforms, employees must attach safety harness.
- When not used, the work platform shall be lowered and be secured from starting up by unauthorised people.

Working in crane suspended basket for passenger transport



People in the suspended basked 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.

Working in crane suspended baskets – cont.

Necessary documents:

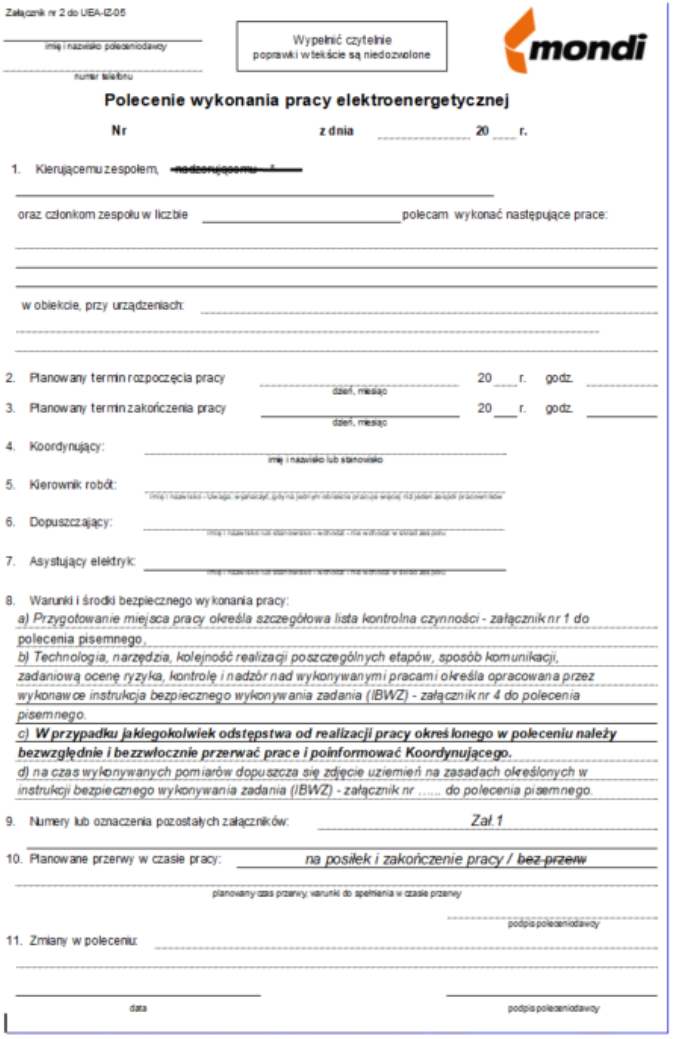
- Decision- permit by the Technical Supervision Office (UDT) for using a crane with a suspended basket.
- Safe operating procedure for working from the basket which shall include the procedure to be followed in emergence and for evacuating employees.
- Logbook of basket's periodical inspections by a person who has been certified by UDT (inspections at least once a month).
- Logbook of daily inspections of the crane and basked to be conducted before commencing the task.
- List of people who have received the training in working from the basket , who have valid medical certificates with no contraindications for working at heights.

6. WORKING ON POWER GENERATING EQUIPMENT (1)

Detailed conditions for working safe shall be specified in the work permit

6. WORKING ON POWER GENERATING EQUIPMENT (2)

When working on electrical power generating equipment „Work electrical power generating work permit” is a must and it shall be issued by an operating entity of such equipment or by an authorised person by such the entity.



Załącznik nr 2 do UEA-IZ-05

imię i nazwisko poleceniodawcy

numer telefonu

Wypełnić czytelnie
poprawki w tekście są niedozwolone

Polecenie wykonania pracy elektroenergetycznej

Nr **z dnia** ..... 20 ... r.

1. Kierującemu zespołem, ~~nadzorującemu~~ .....

oraz członkom zespołu w liczbie ..... polecam wykonać następujące prace:

w obiekcie, przy urządzeniach: .....

2. Planowany termin rozpoczęcia pracy ..... 20 ... r. godz. .....
dzień, miesiąc
3. Planowany termin zakończenia pracy ..... 20 ... r. godz. .....
dzień, miesiąc
4. Koordynujący: .....
imię i nazwisko lub stanowisko
5. Kierownik robót: .....
imię i nazwisko - Uwaga: wypełniać, gdy na jednym obiekcie pracuje więcej niż jeden zespół pracowniczy
6. Dopuszczający: .....
imię i nazwisko lub stanowisko - wypełnić, gdy wymagane w zakładzie pracy
7. Asystujący elektryk: .....
imię i nazwisko lub stanowisko - wypełnić, gdy wymagane w zakładzie pracy
8. Warunki i środki bezpiecznego wykonania pracy:
a) Przygotowanie miejsca pracy określa szczegółowa lista kontrolna czynności - załącznik nr 1 do polecenia pisemnego,
b) Technologia, narzędzia, kolejność realizacji poszczególnych etapów, sposób komunikacji, zadaniową ocenę ryzyka, kontrolę i nadzór nad wykonywanymi pracami określa opracowana przez wykonawcę instrukcja bezpiecznego wykonywania zadania (IBWZ) - załącznik nr 4 do polecenia pisemnego.
c) W przypadku jakiegokolwiek odstępstwa od realizacji pracy określonego w poleceniu należy bezwzględnie i bezzwłocznie przerwać prace i poinformować Koordynującego.
d) na czas wykonywanych pomiarów dopuszcza się zdjęcie uziemień na zasadach określonych w instrukcji bezpiecznego wykonywania zadania (IBWZ) - załącznik nr ..... do polecenia pisemnego.
9. Numery lub oznaczenia pozostałych załączników: *Zał.1*
10. Planowane przerwy w czasie pracy: *na posiłek i zakończenie pracy / ~~bez przerw~~*
planowany czas przerwy, warunki do spełnienia w czasie przerwy
podpis poleceniodawcy
11. Zmiany w poleceniu: .....

data

podpis poleceniodawcy

6. WORKING ON POWER GENERATING EQUIPMENT (3)

Kinds of tasks:

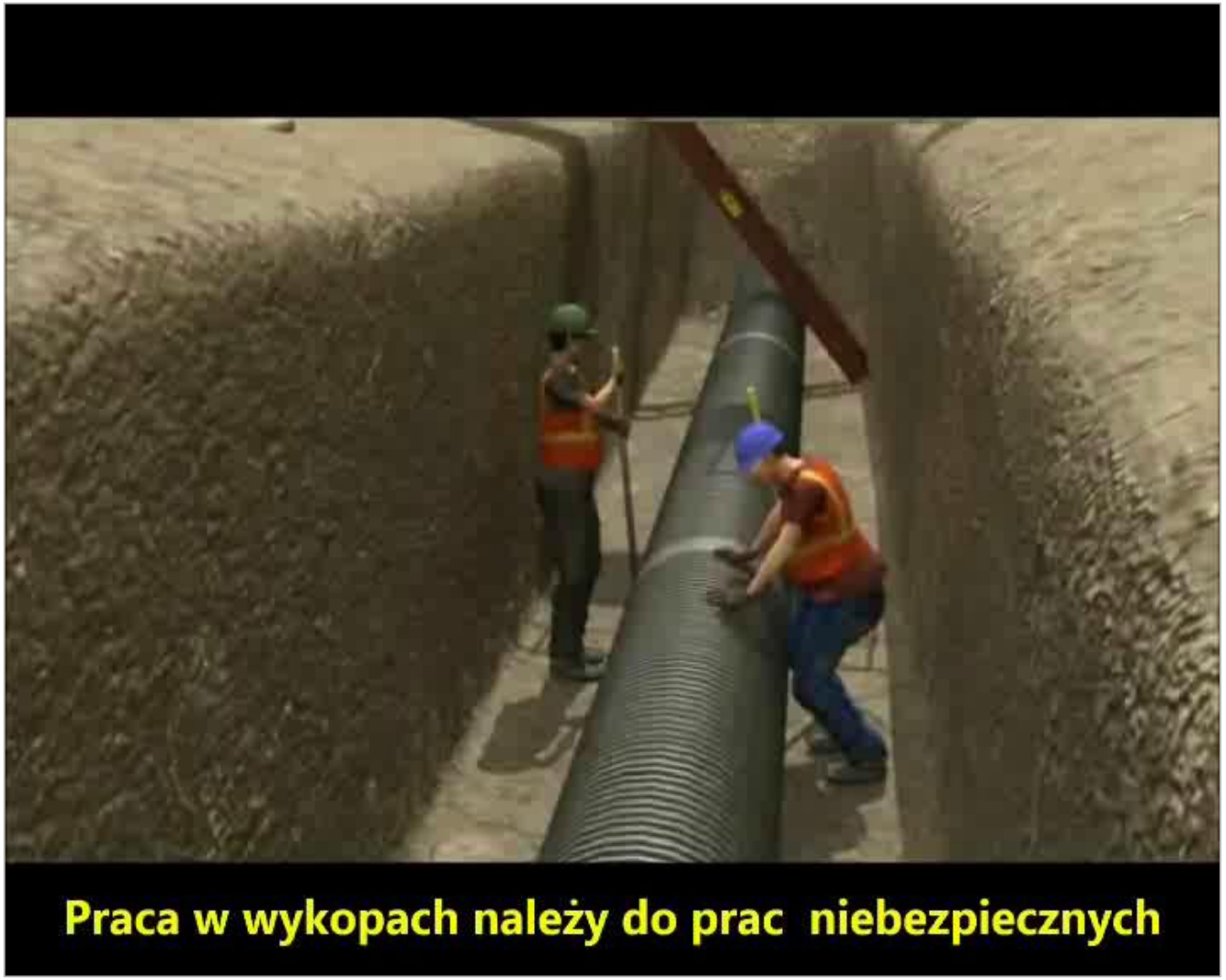
1. Maintenance, modernisation and repair tasks on live/electrified electrical-power generating equipment.
2. Tasks carried out close to live/ electrified electrical-power generating equipment or its parts that are not safeguarded.
3. Tasks on electrical-power generating equipment that has been switched off/ de-energised but has not been earthed or has been earthed in such a way that no earthing device is visible from the jobsite.
4. Tasks related to identification and cutting of electrical-power cables.
5. Tasks when one circuit of a double circuit overhead 1 kV or more line is switched off/ de-energised if any of other circuits remains live/ electrified.
6. Tasks carried out when making trials and measurements, excluding the tasks that are carried out on a permanent basis by authorised personnel in the fixed places.
7. Inside hazardous confined spaces, furnace chambers of boilers, flue gas ducts, electrostatic precipitators, absorbers, boiler drums, channels and discharge chutes, heating system pipes as well as in liquid and gas fuel tanks.

6. WORKING ON POWER GENERATING EQUIPMENT (4)

Kinds of tasks – cont.

1. Inside coal, biomass, slag and ash bins and other tanks and rooms that may contain poisonous, caustic, suffocating, flammable or explosive gas or liquids.
2. In water circulations of the Power Plant that require entering the ducts, pipelines, suction pipes and tanks.
3. In excavations, maintenance, repair, controlling-measuring tasks on gas lines or other gas equipment and on heating system pipelines;
4. Maintenance and repair and erection tasks on liquid and gas fuel unloading equipment.
5. Inside tanks and rooms that contain compressed air or compressed air may be supplied, on compressed air pipes having working overpressure equal to or higher than 50kPa, where compressor elements need to be disassembled.
6. On water, water steam, compressed air, biogas, oil, mazut pipelines, fire fighting systems with working overpressure equal to or higher than 50 kPa, where fittings or a pipe section needs to be disassembled or supports and pipe suspension elements need to be interrupted.

7. EARTH WORKS (1)



Earth work is classified as a hazardous task

7. EARTH WORKS (2)

Special hazardous tasks include:
Working in excavations with depth of at least 1 m and working in the distance of less than 2 m from existing underground systems/ networks such as power network, gas network, communication network, heat distribution network, water-pipe network and sewerage system.

- Before earth work as specified above is performed, the safe method of carrying out such jobs must be specified in the Permit, among others the safe distance within which such tasks may be carried out away from the existing network is to be laid down.
- Earth work must be performed on the basis of the engineering that shall specify the location of the underground equipment which may be situated within the reach of work.

Digging trenches and conducting works

- During earthworks, dangerous areas should be fenced with 1.10 m high security barriers and marked with warning boards. The security barriers must be installed at least 1 m away from the trench edge.
- Manual tools must be used for earthworks near underground systems, as well as for deepening of exploration trenches.
- Mechanical equipment can be used for digging exploration trenches used to determine layout of underground cables only to the depth of 40 cm.
- Each time before starting any works in the trench, a condition of its shoring or slopes must be inspected.

Digging trenches and conducting works

- Trenches with vertical walls that are not reinforced can only be dug to a depth of 1 m in compact soils, when the ground near the trench is not burdened within a belt of a width equal to the trench depth.
- For trenches of a depth exceeding 1 m, trench edges must be secured against landslide, and an access to the trench must be constructed, where a distance between individual access points should not exceed 20 m.
- When narrow trenches are dug by an excavator, shoring must be installed only from the already secured part of the trench, or prefabricated shoring must be installed, using mechanical devices.
- When shoring or pipelines are installed in the previously constructed trench with vertical walls and at a depth exceeding 1 m, people must be secured with a protective cage or prefabricated shoring.

Backfilling of trenches:

- Trenches should be backfilled in layers of 30–50 cm.
- The wall shoring should be dismantled starting at a bottom of the trench, and removed gradually as the trench is filled.
- Each backfilled layer must be compacted.
- Only persons having required qualifications can operate a mechanical compactor or a tamper.
- Workers operating this equipment should use:
  - protective helmet;
  - hearing protection;
  - anti-vibration gloves;
  - protective footwear.

Max. 30 minutes in one cycle

7. EARTHWORKS (6)

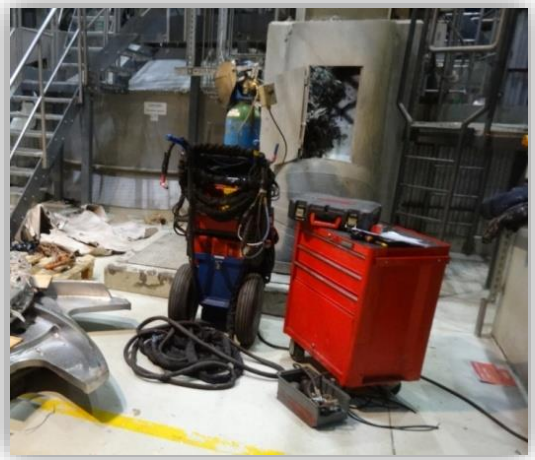
The following behaviours/activities are forbidden:

- People present between the trench edge and an excavator, even when it is not working.
- People present within an operating range of a machine working arm.
- Accessing/exiting a trench over braces, and transporting people on equipment used to dig spoil.
- Vehicle movement within a range of a natural soil wedge.
- Storage of spoil, materials and products at a distance below 0.6 m from the trench edge.
- Allowing ground overhangs to form during digging of trenches.
- Filling containers for transport of spoil up to or above their top edge.

8. WORKS POSING A FIRE HAZARD (1)

Are understood as works requiring use of a naked flame or which may generate sparks, heat, etc.

- welding, and gas and electrical cutting;
- heating of systems, devices and valves using a naked flame;
- grinding performed indoors;
- works on roofing and insulation systems requiring use of a naked flame.



8. WORKS POSING A FIRE HAZARD (2)

- **Before starting work, a person in command is required to:**
  - assess fire risks in the area of works;
  - identify activities preventing starting and spreading of a fire or explosion;
  - determine whether quality of preparation of a location of works presenting a fire hazard should be inspected and approved by the Plant Emergency Services (PES) and/or PES presence on site during the works is required;
  - appoint persons responsible for appropriate preparing of the workplace, conducted works, and for securing and inspecting the workplace when works are completed;
  - ensure the works are conducted solely by workers appropriately authorised, having necessary qualifications;
  - acquaint people performing works with fire hazards present in the works area and with actions aiming at preventing a fire or explosion.

8. WORKS POSING A FIRE HAZARD (3)

- **When performing works posing a fire hazard, the following must be ensured, amongst the others:**
  - securing against ignition flammable materials present at the location when works are to be performed and in its vicinity, including also structural components of the building and technical systems inside;
  - ensuring that workers performing all works posing a fire hazard do not wear flammable clothing;
  - providing at the works location equipment for extinguishing sources of fire.
  - A team leader is obliged to appoint in the Order a person responsible for inspection of the location of works posing a fire hazard during these works and for one hour after their completion;
  - when performing electrical welding works, the earthing (circuit closing) should located as close as possible to the welding location.

9. WORKS IN EXPLOSION HAZARD ZONES (1)

9. WORKS IN EXPLOSION HAZARD ZONES (2)

Explosion hazard zone - a space within which concentrations of flammable substances determined by explosive limits may occur.

- Works in explosion hazard zones require a written order.
- Works should be preceded by thorough cleaning of systems and devices of dust and emptying the systems of explosive materials, followed by their rinsing (blowing), and measuring levels of a flammable component in a mixture with air at a works location.
  The concentration is hazardous when the concentration of the flammable component in the mixture with air exceeds 10% of the value of the lover explosive limit for the mixture.
- The workers should be acquainted with hazards occurring at a location where the task is performed, as well as with a safe operating procedure.

9. WORKS IN EXPLOSION HAZARD ZONES (3)

- **When working in explosion hazard zones:**
  - designate and mark a safe zone;
  - develop an emergency plan in the event of a hazard;
  - ensure presence of the Plant Emergency Services when the ordering person decides it is necessary;
  - use tools, portable lighting and ventilation, clothing, footwear, PPE, and mobile phones appropriate for the EX zone.

10. WORKS WITH A WATER JET OF A WORKING PRESSURE EXCEEDING 200 BAR (20 MPa) (1)

These works are used to remove scale and deposits from heat exchangers, tanks, pipelines, and boilers, as well as to clean sorter sieves or other devices and structures using a water jet under pressure (WJC)

- When performing WJC a possibility to use other, less hazardous methods should be considered.

- Each time before starting WJC, the worker performing works is obliged to complete a checklist “Water Jet Cleaning”.

Lista kontrolna - Mycie wysokociśnieniowe

Kierujący zespołem ze strony wykonawcy prac zobowiązany jest wypełnić listę i posiadać ją przy sobie podczas wykonywania pracy

Firma:			
Data:			
Miejsce pracy: *wydział Mondi*			
Metoda mycia (zaznacz x wybraną metodę mycia)	**Pistolet**	**Elastyczna lanca do czyszczenia rur**	**Automatyczne czyszczenie**

Wymagania w zakresie szkolenia

Lp.	Wymaganie	Tak	Nie	Nie dotyczy (ND)
1	Pracownicy są odpowiednio przeszkoleni do wykonania konkretnego zadania			

Wymagania w zakresie środków bezpieczeństwa

Lp.	Wymaganie	Tak	Nie	Nie dotyczy (ND)
2	Wszyscy pracownicy mają odpowiednie do konkretnego zadania środki ochrony zbiorowej i środki ochrony indywidualnej			
3	Operator urządzeń ma możliwość kontroli ciśnienia i przepływu pompy			

Wymagania w zakresie przygotowania miejsca pracy

Lp.	Wymaganie	Tak	Nie	Nie dotyczy (ND)
4	Miejsce wybrane dla urządzeń jest poza głównymi drogami komunikacyjnymi dla pieszych i jest w bezpiecznej odległości od innych pracujących urządzeń			
5	Miejsce wokół urządzeń jest wygrodzone i oznakowane tablicami ostrzegawczymi			
6	Jeżeli urządzenia MWC nie mogą być poza głównymi drogami komunikacyjnymi dla pieszych i w bezpiecznej odległości od pracujących urządzeń, zastosowano ekrany dla zapewnienia bezpieczeństwa			
7	Węże wysokiego ciśnienia są odpowiednio zabezpieczone przed uszkodzeniem mechanicznym oraz nie stwarzają zagrożenia potknięcia się lub upadku osób			
8	Urządzenia, które będą czyszczone nie będą się przemieszczać lub są zabezpieczone, jeżeli jest to konieczne			
9	Ustalony jest sposób składowania i usuwania odpadów powstałych w trakcie czyszczenia			

Wymagania dotyczące urządzeń pompujących i węży

Lp.	Wymaganie	Tak	Nie	Nie dotyczy (ND)
10	Węże są przystosowane do ciśnienia roboczego, które będzie stosowane			
11	Węże są połączone przez złączki gwintowane			
12	W miejscu łączenia węży są zastosowane mostki – linki bezpieczeństwa			
13	Węże nie mają uszkodzeń oplotu drucianego			
14	Urządzenie pompujące jest wyposażone w zawory bezpieczeństwa			

Wymagania dla elastycznych lancy

Lp.	Wymaganie	Tak	Nie	Nie dotyczy (ND)
15	Długość metalowego okucia elastycznej lancy jest co najmniej 300 mm			
16	Lanca jest oznakowana w odległości 600 mm od końca aby wskazywać lokalizację dyszy			
17	Jest zastosowany sprzęt chroniący przed przypadkowym wyjęciem/wysunięciem dyszy z czyszczonej rury/ urządzenia			
18	Jest zastosowany pedał do sterowania dopływem wody			

Wymagania dla pistoletów

Lp.	Wymaganie	Tak	Nie	Nie dotyczy (ND)
19	Długość lufy pistoletu wynosi co najmniej 1,2 m			
20	Pistolet ma co najmniej jeden zawór do kontroli przepływu i ciśnienia lub dwa zawory, gdy jest to wymagane			

Podpis kierującego zespołem:

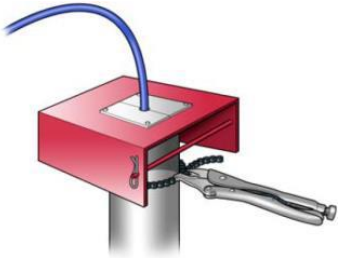
10. WORKS WITH A WATER JET OF A WORKING PRESSURE EXCEEDING 200 BAR (20 MPa) (2)

- It should be ensured that devices to be cleaned will not move, or secure them, if necessary.
- A zone of at last 6 m in radius from the region of works should be ensured.
- When put aside, a lance should be secured in a way preventing its any unintended movement.
- Hoses (high pressure hoses) should be suitable for a working pressure, in a good operating condition, and their wire braid is not damaged.
- The hoses must have permanent marking specifying their acceptable working pressure.
- On the high pressure side hoses should be connected using threaded connectors.

10. WORKS WITH A WATER JET OF A WORKING PRESSURE EXCEEDING 200 BAR (20 MPa) (3)

- At hose connections, line bridges should be used protecting against so-called flogging, when the connection between the hoses is disconnected.

- On an inlet flange of the cleaned pipeline install a protection against accidental removal/falling out of a nozzle/lance from the cleaned system (it is obligatory when cleaning heat exchangers).



- The hazardous zone should be fenced off and marked with warning boards “No entry. High pressure works. Entrance may result in disability or death”. When necessary, use security screens.

10. WORKS WITH A WATER JET OF A WORKING PRESSURE EXCEEDING 200 BAR (20 MPa) (4)

- Specialist personal protection equipment should be used for high-pressure cleaning, ensuring protection against the pressure used for cleaning, conforming to CE 89/686/EEC, and should consist of protections of:
  - Body and legs (at least a protective apron), of a protection class appropriate for the working pressure
  - Hands (special protection for hands and forearms), of the above-mentioned class
  - Feet (special footwear or caps for protective footwear), of the above-mentioned class
- Other required PPE
  - A safety helmet with an underchin chin strap (three-point fastening), with an integrated visor
  - Hearing protection
  - Protective goggles
  - Protective gloves

10. WORKS WITH A WATER JET OF A WORKING PRESSURE EXCEEDING 200 BAR (20 MPa) (5)

- **Forbidden actions:**
  - operation of devices used for WJC by people without a relevant training on this subject;
  - work without assistance of an observer equipped with a working emergency stop;
  - work without a trap installed on a pipeline or a heat exchanger;
  - directing a water jet towards other people, and outside the zone of works;
  - blocking or tying a gun trigger or an operating pedal of the lance;
  - standing astride over a high pressure hose during works, especially with the lance;
  - use of ladders during WJC;
  - use of quick connects to connect high pressure hoses;
  - use of damaged or faulty devices, and any modifications to the equipment not agreed with its manufacturer;
  - continuing WJC when any deviations in the device operation are noticed.

11. LIFTING AND TRANSPORT WITH A CRANE (1)

- Cranes are understood as:
  - Gantries
  - Cranes
  - Crane trucks
  - Electric hoists
  - Manual hoists of a load bearing capacity exceeding 2 tonnes.
  - Motorized forklift trucks

- Lifting and transport with cranes belong to particularly hazardous works and require an order for performance of particularly hazardous works.

- The PHW order is not required for lifting and transport operations related to the production process and works performed at workshops and warehouses, conducted regularly by trained and authorised personnel on a basis of a developed instruction.

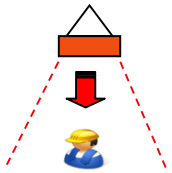
11. LIFTING AND TRANSPORT WITH A CRANE (2)

- A weight of the lifted load should be specified in the PHW order.
- Tag lines and/or pike poles should be used to manoeuvre the load.
- The cranes can only be operated by duly authorised personnel.
- The cranes must be in a good operating condition, approved for use by an authorised body, e.g., The Office of Technical Inspection (UDT), and undergo required periodic maintenance.
- The crane load during operation cannot exceed 90% of the working load limit (WWL) specified by a manufacturer or by UDT.
- It is forbidden to leave a suspended load unattended, and the control device must be within reach.
- The working load limit should be clearly marked on the cranes.
- Weather conditions (including wind) must be specified and evaluated before lifting.

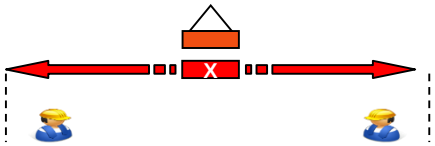
11. LIFTING AND TRANSPORT WITH A CRANE (3)

- It is strictly forbidden to transport loads over heads of other people, and to enter the fall and the danger zones.

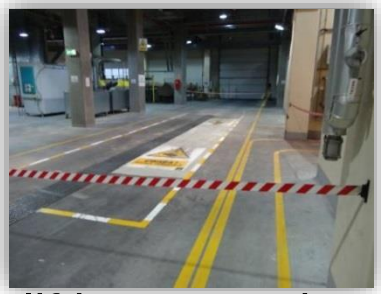
Fall Zone



Danger Zone



- A person operating the crane is responsible for ensuring that there are no people in the danger zone.
- The danger zones and the load fall zones should be fenced off and monitored.



- When non-routine lifting operations with a crane are performed, before starting work the crane operator is obliged to complete “**The checklist Lifting and transport with a crane”** and have it with them.

11. LIFTING AND TRANSPORT WITH A CRANE (4)

Gantries

- Before moving a load in an assembling hatch, a load zone must be first fenced off with a barrier or a red and white tape, and warning signals must be switched on. When necessary, use a whistle to warn other people.

- Components of small dimensions and components of dimensions that pose a hazard of hitting the hatch edge or other structure during transport should be transported in a special box with tag lines. Transported components must be strapped with transport tapes in a way preventing their sliding out.

- Long-term pulse work (a motor started many times for a moment) to achieve small movements is forbidden. It may result in a damage to control equipment and motors.

- The gantry should approach limit switches at a low speed.

11. LIFTING AND TRANSPORT WITH A CRANE (5)

Self-propelled cranes

- Before starting work with a self-propelled crane, an appropriate space should be ensured, required for its safe setting.
- Check the load bearing capacity of the ground, taking into account the substrate type and, e.g., a distance to the trench edge.
When necessary, conduct a geological study
of the ground and compact it.

- Level the vehicle appropriately.
- Unfold all stabilising supports and use supporting blocks.
- The area around the crane operating zone should be fenced off with barriers or a red and white tape.
- Check whether there are no components in the crane operating zone that may cause a collision.
- Traffic and work of other people within the crane operating zone is forbidden.
- It is forbidden to leave the crane switched on unattended and without an operator.

11. LIFTING AND TRANSPORT WITH A CRANE (6)

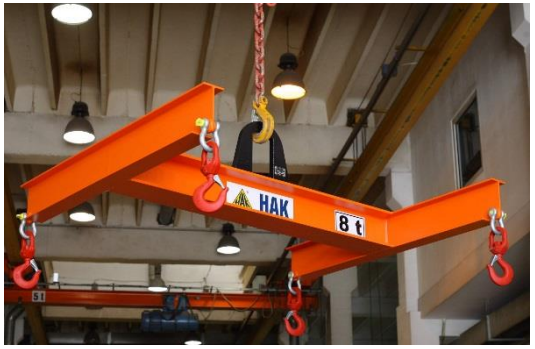
Hoists

- Before starting work with an electrically powered rope hoist, operating condition of its fastenings, lifting structure, line and hook must be verified and routing of its power supply and control cables (they cannot be routed close to the line and lifted load), and brake, limiting switch and STOP button functions must be checked. When any breaks, kinks or permanent deformation in rope wires are found, the rope hoist cannot be used.
- The chain hoist cannot be used when a chain slips, or there is an excessive noise, jamming, obstruction, or overload.
- The hoist should be installed in such way that during its operation neither it or its chain are touching structural components in its vicinity.
- The maximum load limit should be clearly marked on the hoist.
- Lift only loads of a weight not exceeding 0.9 of the nominal load limit of the hoist.
- It is forbidden to leave a suspended load unattended and for a long time.

11. LIFTING AND TRANSPORT WITH A CRANE (7)

- Slings are special ropes, belts, hoses, clamps, and chains used to suspend loads transported by cranes.

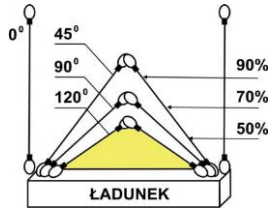
- Boom is a load-bearing beam of a shape and dimensions adopted to transport of specific loads. Booms are used, in particular, for lifting and transport of loads that are long, heavy, or large. In particular, whenever during the transport a component must be suspended at several points, spaced at distances making the use of slings alone impossible.



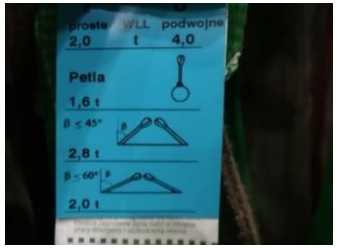
- A selection of a sling or a boom must always depend on the load weight, type and size, and on conditions at the workplace.

11. LIFTING AND TRANSPORT WITH A CRANE (8)

- Before the sling is placed on the load, a centre of gravity must be established.
- Hooks must be equipped with security locks (**latches**) preventing the load from falling.
- During transport works, pay attention to loading of two- and multi legged slings, which depends on an angle between their legs:
  - a sling hanging vertically carries a load of 1 Q WWL,
  - a sling at an angle of 45^0 - of 0.9 Q WWL,
  - a sling at an angle of 90^0 - of 0.7 Q WWL,
  - a sling at an angle of 120^0 - of 0.5 Q WWL.



- Hooks and slings intended to transport loads should have their maximum load limit clearly marked.
- Apart from information provided by a manufacturer, the sling must be clearly marked with an internal register reference and a date of the next inspection.
- Slings that are damaged or worn to the extent exceeding the acceptable wear should be withdrawn from use permanently.



11. LIFTING AND TRANSPORT WITH A CRANE (9)

Tag lines

- During lifting and transport, use tag lines to prevent:
  - swaying of the load;
  - a need to enter a zone at a risk of the load fall;
  - a need to manipulate the load manually to place it in a position.
- Use of tag lines (the tag lines must be attached to the load before it is lifted).
- Rods/pike poles should be used to pick the tag lines.

11. LIFTING AND TRANSPORT WITH A CRANE (10)

The crane operator must:

- Have an UDT qualification certificate of a relevant category to operate a given group of cranes;
- Know and follow a crane operating manual;
- Ensure correct selection of slings and correct load suspension;
- Ensure monitoring of a position of the transported load throughout its transport route, and when one hook of a two-hook crane is used, also monitoring of a position of the hook that is not in use;
- Stop the work when any people entering the danger zone are noticed;
- Notify all crane damages to their superior and effectively immobilise the crane.

11. LIFTING AND TRANSPORT WITH A CRANE (11)

When the crane operator cannot directly suspend the load, monitor a position of the transported load or of the second unused hook, and a situation in the danger zone, a trained banksman/rigger must be appointed.

The banksman/rigger must:

- Become acquainted with the load, know its weight, centre of gravity, and location of attachment points;
- Attach the slings to the load and the crane hook as instructed by the crane operator;
- Attach the required number of tag lines;
- Direct operator's manoeuvres using radio communication or hand signals in a way ensuring safety of the transported load and workers in the vicinity.
- Control the danger zone; when a hazardous situation occurs, the banksman/rigger is obliged to stop transport works and warn about the danger.

11. LIFTING AND TRANSPORT WITH A CRANE (12)

- **The banksman/rigger** must be equipped with:
  - *A whistle and equipment for radio communication, when necessary;*
  - *A red helmet;*
  - *A vest or an armband with a word Banksman/Rigger;*

- The worker performing operations of a banksman/rigger should undergo relevant training in this area provided by the employer, and be authorised by their manager, e.g., in description of their responsibilities.
  Instruction is not required when a worker holds relevant licences to operate a given group of devices, issued on a basis of the UDT regulations (e.g., a licence to operate gantries) or completes a training based on the UDT Programme for Certification of People Performing Operations of a Banksman/Rigger.

12. WORKS WITH MATERIALS CONTAINING ASBESTOS (1)

Works with materials containing asbestos may be ordered solely at Service Suppliers meeting the legal requirements for removal of material containing asbestos.

- A way of performing such works should be described in a method statement, which will form an appendix to the order for particularly hazardous works.
- Before starting its work, the contractor should notify:
  - a poviate construction supervision inspector;
  - a district labour inspector.

- The notification should contain, amongst the others:
  - a date of starting and planned ending of works;
  - a type or a name of products containing asbestos;
  - an address of facilities, construction equipment or an industrial system from which product containing asbestos will be removed;
  - a copy of a current assessment of a state of products that will be removed;
  - a number of workers who will perform these works.

13. DIVING WITH AN AQUALUNG AND AIR SUPPLIED FROM THE SURFACE (1)

In each case, diving with an aqualung and air supplied from the surface requires a permit of the Mondi Group OHS Director.

Underwater works can only be performed by divers having required professional qualifications and diving licences.

- Before starting work, the following must be performed:
  - hazards identification and risk assessment;
  - development of a method statement.

    The method statement must be approved by a supervisor of underwater works;
  - training for people diving and people assisting them.
- The diving zone must have:
  - a safe access to a site where works are conducted;
  - measures securing side surfaces against collapsing.
- It is forbidden to use diesel engines in the diving zone.

13. DIVING WITH AN AQUALUNG AND AIR SUPPLIED FROM THE SURFACE (2)

Requirements during underwater works

- Systems for communication between divers and a person supervising underwater works must be provided.

- Continuous supply of air from the surface and cleanness of air filters must be ensured (monitoring and confirmation of the air quality are required).

- When works are conducted in conditions of zero visibility, security lines must be used.

- Inspection and confirmation of safety of wetsuits and equipment are obligatory.

In the event of a crisis situation, it must be ensured that diving is performed at least in pairs, with a reserve diver waiting on a surface, as well as availability of emergency rescue equipment and Rescue Services at a location where diving works are conducted.

14. REPLACEMENT OF MACHINERY CLOTHING (1)

- Replacement of machinery clothing is a special case of works, which includes both PMP and works related to related to replacement of clothing performed by the same team.
- Replacement of the machinery clothing requires a separate order.
- An integral part of the Order is a Method statement for replacement of machinery clothing, describing successive activities associated with preparing the location of works and with replacement of given clothing.
- A department manager is responsible for ensuring that orders for replacement of clothing are developed and available for each type of machinery clothing replacement.
- The order for replacement of machinery clothing is issued by an Ordering person authorised by a department manager to issue orders for clothing replacement.

ADDITIONAL REQUIREMENTS WHEN WORKING ON MONDI ŚWIECIE'S PREMISES

Bezpieczni w pracy.
Bezpieczni w domu.
Wszyscy, każdego dnia.

LOTO SYSTEM (1)

System LOTO System (Lock Out Tag Out) comprises the rules to be followed when isolating and locking out energy and hazardous substance in order to mitigate the risks for people who carry out maintenance tasks on machinery and equipment.

- **Isolation and lock out / tag out of electric energy** comprises causing a physical break/ gap in the electric supply circuit by means of: opening a circuit breaker or removing a fuse or dismounting the part of equipment and subsequently by locking out this area against accidental switch-on, with the use of the padlock to lock out the electric energy isolation place and posting a warning tag on the locked device and discharging stored energy if it may occur, and checking that electric energy has been isolated and locked out properly.

- **Isolation and lock out/ tag out for energy other than electric power** comprises preventing, in a physical way, the potentially hazardous energy or substance from occurring in a specific place by closing a valve, installing a blind plug, dismantling a part of the pipeline, installing other mechanical locks, for example, a pin/bolt and subsequently locking out this element to prevent accidental opening using a blue lockout padlock and affixing the warning tag and discharging stored energy if necessary. Before commencing the job, you must ensure that energy has been isolated and locked out properly.

LOTO SYSTEM (2)

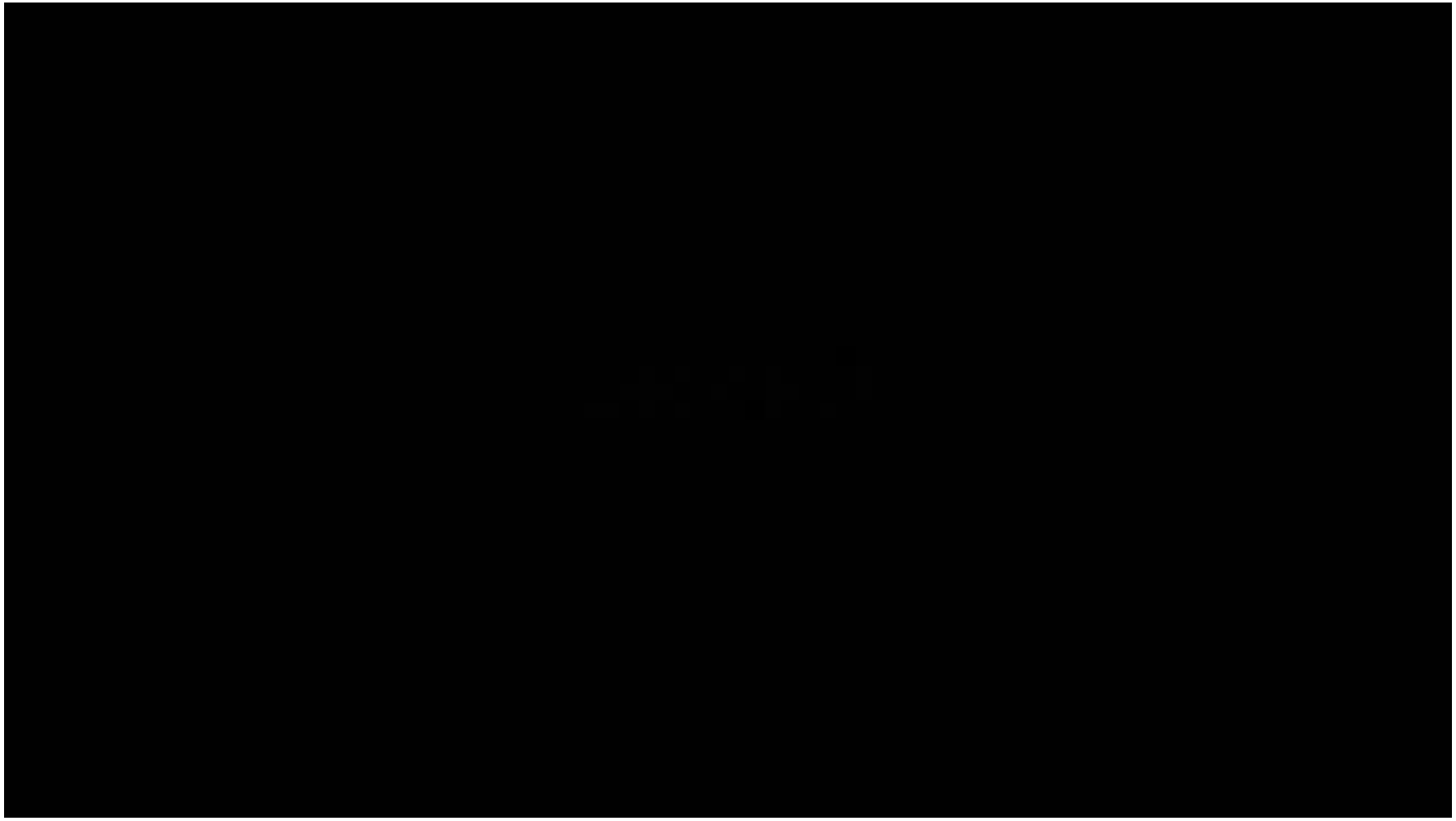
Before commencing the task, the Contractor's Team Leader shall be obliged to put his individual LOTO padlock on the LOTO deposit hanger which is located near/ at the control panel of the specific department.

Next, the Team Leader shall be obliged to place a key of his individual LOTO padlock to the deposit box.
All other team members shall lock the box using their individual LOTO padlocks and they **shall keep their keys with them.**
The deposit hanger shall be located at the jobsite.

ONE MAN – ONE PADLOCK
NO PADLOCK – NO WORK!!!!

In addition, LOTO tag shall be posted in the location where LOTO lock has been put.

LOTO SYSTEM (3)



LOTO SYSTEM – PADLOCKS (4)

Padlock for locking electric power – yellow

Padlock for locking a local switch and locking other energy than electric power – blue

Shift leader's padlock – green

Contractor workers' padlock – red

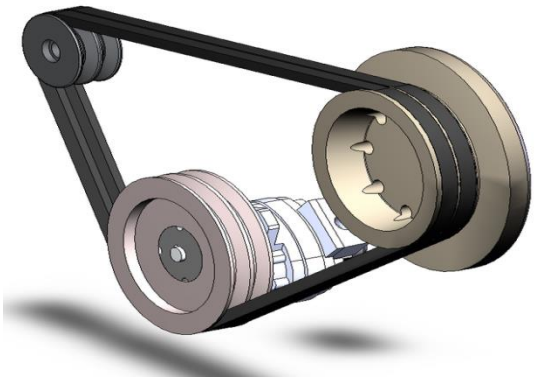
All Contractor workers must have their personal LOTO padlocks.

ROTATING AND MOVING MACHINERY COMPONENTS (1)

- Across the mill, in all production areas there are a number of machines and equipment with rotating and moving components.

- All rotating and moving machinery components must be safeguarded or be located in the areas where human access is prevented.

- *Permit to work must be issued for the jobs that need a safeguard to be removed or the area where human access is prevented to be entered, except for cases as defined in special hazardous task operating procedure and departmental procedures.*



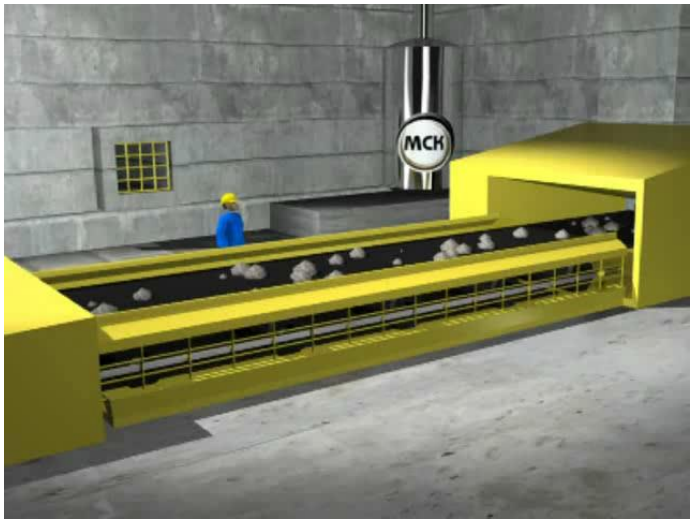
ROTATING AND MOVING MACHINERY COMPONENTS (2)

NIP POINTS

Nip point is a point of convergence between two rolls, the roll and the safeguard or the belt and roll. Such points pose a hazard of being caught and pulled, thus causing a danger of serious body injury or death.

SAFETY ROPES

Safety ropes (Rope pull switches) are located on the side of belt conveyors. They are used to stop the belt in emergency.
It is prohibited to use rope pull switches to stop the belt instead of applying LOTO.



MANUAL HANDLING (1)

- When lifting, take a good posture
  - Put your feet stable to provide a balance
  - Hold the load well
  - Bend your knees and keep your back straight
  - While lifting, straighten your legs
  - Keep the load in close to your waist
  - Avoid twisting your back or bending/leaning to the sides
  - Keep your head up when walking

Never lift / carry a load exceeding the maximum allowed weight specified in the regulations or the load you cannot handle easily.

MANUAL HANDLING (2)

MANUAL HANDLING (3)

- Weight of objects handled by one employee shall not exceed:
  - **Women**: 12 kg – regular work,
    20 kg – temporary work,
  - **Men**: 30 kg – regular work,
    50 kg – temporary work.

- If the objects are handled by one employee for the distance longer than 25 metres, the weight of the objects handled shall not exceed:
  - **Women**: 12 kg
  - **Men**: 30 kg

- **Team lifting**
  - Loads that are longer than 4m and heavier than 30 kg for men and 20 kg for women must be handled by a team on condition that one employee does not carry the load that is heavier than:
    a) 25 kg for men and 10 kg for women – for regular work,
    b) 42 kg for men and 17 kg for women – for temporary work.

MECHANICAL HANDLING ON THE MILL'S PREMISES (1)

- Only qualified people who hold manager's authorisation are allowed to drive forklifts and other mechanised vehicles.

- People can be transported only with the use of vehicles designed for this purpose.
- No entry for unauthorised vehicles in the wood, biomass, paper for recycling unloading and storage areas as in the paper rolls warehouse and loading areas.
- No parking on fire escape roads and within the structure gauge of railway track.

Fire escape road. No Park.

WORKING WITH POWER TOOLS (1)



All power tools, extension cords and portable switch gears used on Mondi premises shall be certified for use, with the certificate of periodical review to be issued by a competent and authorised third-party company and shall be marked and the date of next review shall be provided on the mark/ tag.

Before using power tools you must:

1. make sure you are competent for using tools and equipment
2. make sure power tools are CE marked
3. check the condition of equipment – check cable, plug and case/ housing i
4. suspend supply cables on hooks or place them in chutes /trough in the area of roads/ passages


You must no use damaged power tools unless they are checked and repaired by an authorised electrician.

WORKING WITH A GRINDER (1)

Angle grinders are universal, portable common tools used in industry, in particular in metal converting industry.

Wide range of applications of them is related to the fact that various caps and discs may be used to perform different works.

- **Major hazards:**
  - The most frequent cause of injuries at work when working with angle grinder include wounds caused by being hit with cracked disc which moves at the speed of a bullet when cracked.
  - Lurch is a grinder's movement backwards, toward the operator's body or face in the situation where the cutting or grinding disc gets stuck suddenly in the material treated.

Angle grinder and disintegrated disk

WORKING WITH A GRINDER (1)

- **How to minimise the risk of disc cracking?**

  - Use a suitable flange and a fixing nut and make sure all is matched according to the manufacturer's manual. The type of the flange and fixing manner may vary for cutting and grinding discs.
  - Make sure the disc diameter is suitable for the speed of the disc outer edge.
  - Make sure the maximum rated speed of the disc is higher than the maximum speed of the angle grinder.
  - Always use the angle grinder with a suitable shield provided by the manufacturer.
  - Check the expiry date of the disc.

  - Hold the grinder in two hands and make sure that the side handle is fixed, which ensures the best grip when working.
  - Make sure used discs are disposed of as they shall not be reused.

WORKING WITH A GRINDER (3)

A grinder may be operated by the employee who:

- has received the safety training dedicated to his position, which training confirms his practical knowledge and awareness of safe operation of the grinder and of proper arrangement of the jobsite
- has required PPE:
  - Safety helmet integrated with a face shield
  - Ear plugs
  - Safety gloves
  - Dust mask (if dusting occurs)




WORKING WITH SHARP TOOLS (1)

- When performing works requiring manual cutting, use only safe tools specially designed for a given task.
  - *Safe cutting tools are such the tools the structure of which allows to have the contact with a blade or where a spring-loaded retraction mechanism is used at the moment where the blade losts its contact with the material cut or a user drops the tool. Such the tools eliminate the risk of accidental cut due to lack of caution as well as when handling or storing.*
- When performing tasks with safe cutting tools, protective gloves of at least level 4 cut resistance must be worn or minimum B .

WORKING WITH SHARP TOOLS (2)

- In the cases when the use of a safe tool is not possible, the use of knives with a fixed blade is accepted, as an exception. Tools of this type can be available at the department, but cannot be a part of employee's individual equipment. In that case, the following requirements apply:

a. Tailor-made tools designed for the specific task shall be used.
b. Obtain line manager consent.
c. Select a knife appropriate for a task to be performed.
d. Use safety gloves of level 5 cut resistance or minimum C and long-sleeved clothes, or kelvar protective sleeves.
e. When operating a knife, always have it in your field of vision, never turn your eyes away from it.
f. Do not cut items keeping your hands too close to each other, and take the applied force into account - the greater the amount of force applied, the wider your hands should be spaced.
g. Ensure no other people are within a range of the operated knife.
h. When a given task is completed, immediately put the knife in a safe place.
i. Do not leave the knife with an uncovered, unprotected blade unattended.
j. It is forbidden to use a knife with a fixed blade when standing on a ladder or on a slippery surface.
k. It is forbidden to cut items stabilised by your body.
l. It is forbidden to make movements with a knife towards your body.
m. When you are not sure that a task can be performed in a safe way, do not do it.

SAFE CUTTING TOOLS – EXAMPLES (1)

Lp.	Activity description	Examples for tools
1	Removing insulation from cables	Haupa 201040 - cable stripper - a system with an automatic blade guard  Haupa 110581- external insulation stripper  Szczypce VST 25– for stripping conductors from strand 
2	Cutting of plastic pipes, hoses	Nożyce 1130 BMX 

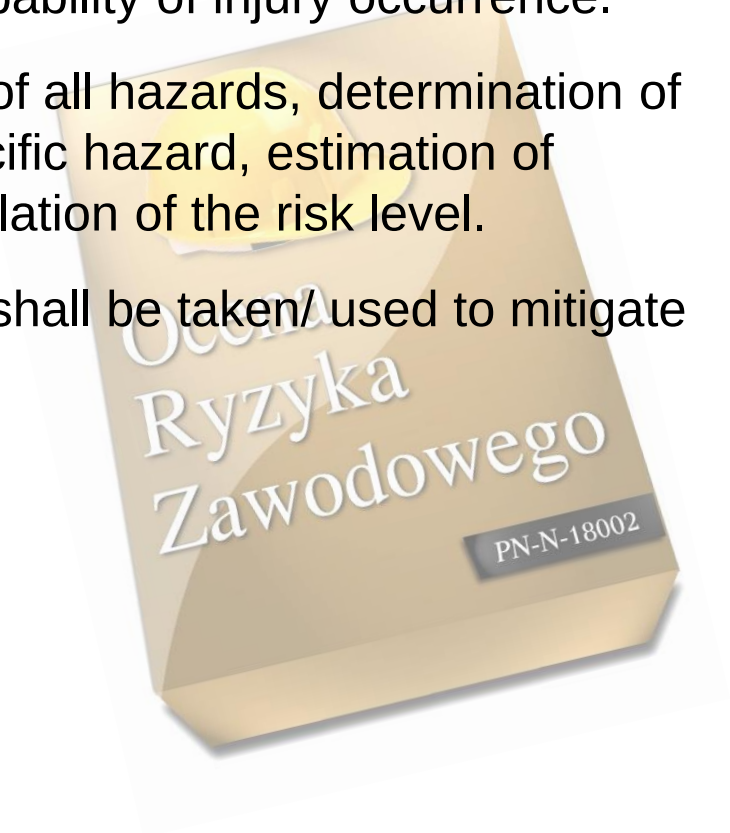
SAFE CUTTING TOOLS – EXAMPLES (2)

Lp.	Activity description	Examples for tools
3	**Cutting of non-standard rubber**	**Nożyce Safe-T-Guard –** scissors for small, thin gaskets  **Nożyce 1130 BMX** – scissors for bigger, thicker gaskets 
4	**Cutting of insulation tar paper, wool, foam**	**Mega Safe –** extending blade, automatically retracted into the handle as soon as it loses contact with the material being cut.  **Mizar** – extending blade, automatically retracted. 
5	Unpacking the packaging	**Combi** - for cutting foil, plastic bands and packaging tapes 

TASK RISK ASSESSMENT (1)

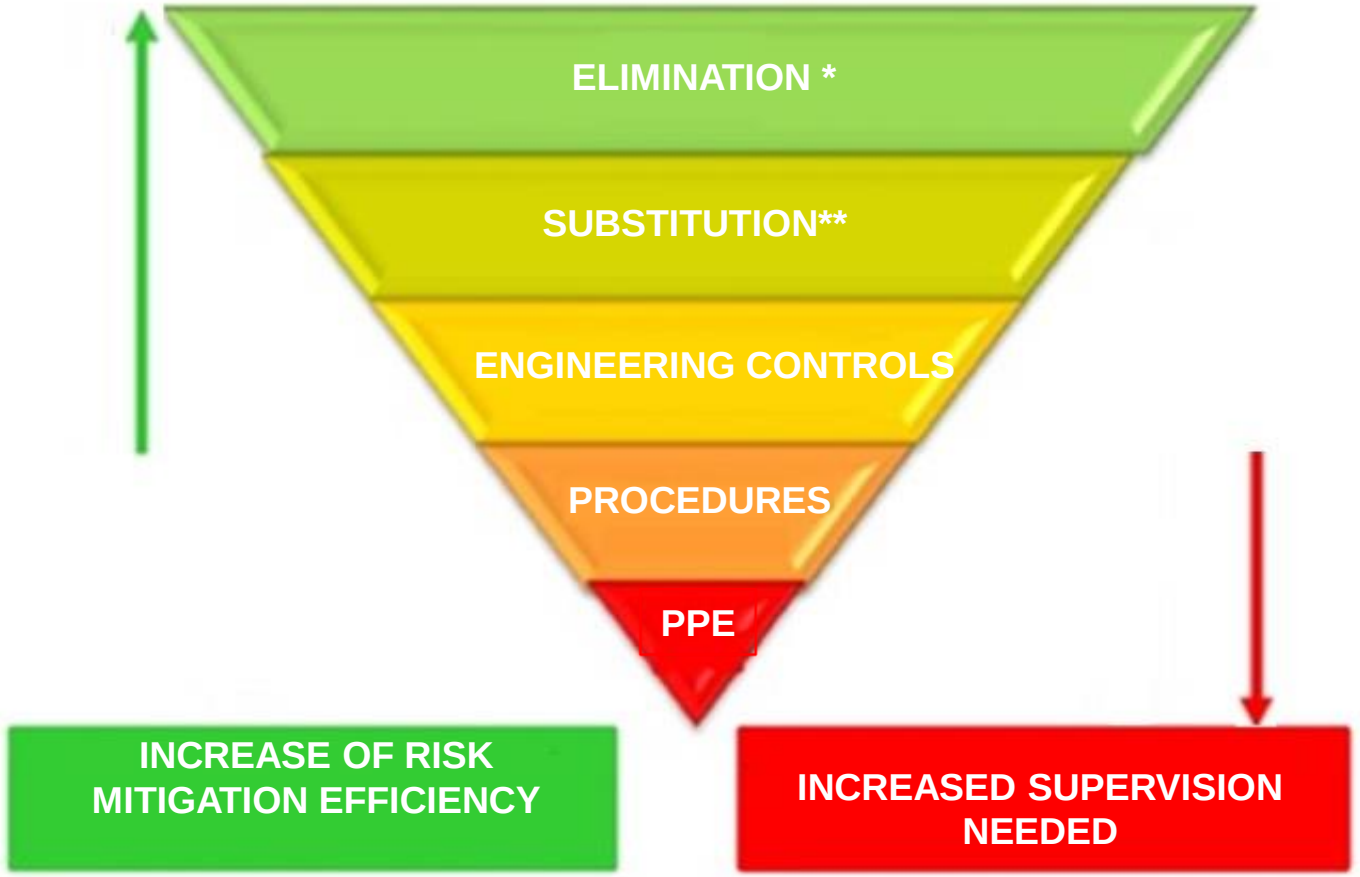
Before commencing every task, the risks shall be assessed

- Risk is a function of a possible injury and probability of injury occurrence.
- The risk assessment comprises identification of all hazards, determination of severity of a possible injury related to the specific hazard, estimation of probability of injury occurrence and then calculation of the risk level.
- Depending on the risk level, suitable controls shall be taken/ used to mitigate risks.



TASK RISK ASSESSMENT (2)

Hierarchy of risk mitigation controls



*** - Task shall not be done if the risk level cannot be reduced to an acceptable level.**

**** - Other (safer) way of doing the task.**

PERSONAL PROTECTIVE EQUIPMENT (1)

- Personal protective equipment must be used in situations where hazards cannot be avoided through elimination or substitution of the task with another method of work, hazards cannot be limited sufficiently through using engineering controls or work organisation procedures.

- Personal protective equipment (PPE) is provided to employees free of chargé.

- You must read the operating manual of PPE as provided jointly with PPE.

- Employees are obliged to use/ wear provided PPE in compliance with the purpose PPE is designed for, the risk assessment and safety rules as specified in the operating procedures for specific positions and in the safe system of work.

- At the entrances to hazardous areas the pictograms are posted to inform about PPE required to be used/ worn when staying in such the specific areas.

PERSONAL PROTECTIVE EQUIPMENT (2)

When doing maintenance tasks, you must be wearing:

Safety helmet

Long sleeves work clothing

Safety shoes with toe protection and anti slip shoe sole

Protective gloves

Other PPE shall be used / worn as required and applicable in the specific area and to the specific task.

SAFETY COLOURS (1)

Red and white signs, barriers and tapes – no entry

Yellow and black signs, barriers and belts – warning / caution against danger

SAFETY COLOURS (2)

No.	Colours for marking equipment / pipelines Kind of media	Colour	Master colour
1	Water (liquid)	green	
2	Steam	silver grey	
3	Oils and flammable liquids	brown	
4	Gas (including condensed gas)	yellow	
5	Acid and base	violet	
6	Compressed air	blue	
7	Other liquids	black	

SIGNS (1)

PROHIBITION SIGNS

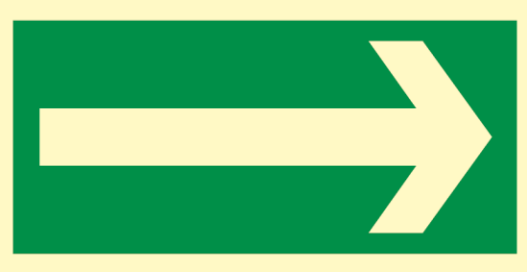
MANDATORY SIGNS

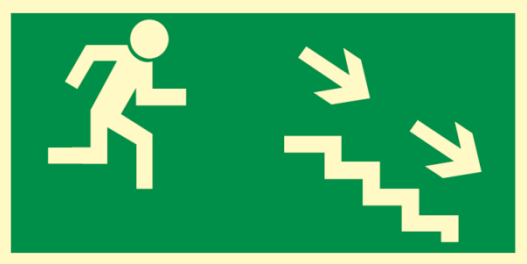
CAUTIONARY SIGNS

INFORMATION PICTOGRAMS

EVACUATION SIGNS AND HAZARDOUS SUBSTANCE PICTOGRAMS (2)

EVACUATION SIGNS





HAZARDOUS SUBSTANCE PICTOGRAMS

Explosive

Corrosive

Flammable

PROCEDURE TO BE FOLLOWED WHEN AN INJURY OCCURS (1)

Injury witnesses shall call the Mill's Rescue Service and then they shall commence providing the first aid to injured persons.
When calling for the Mill's Rescue Service, three major information items shall be provided in response to the following questions:

1. **Where did the accident occur?**

   (example: PM1, 0 level, drying part)

2. **What happened?**

   (example: fall from height)

3. **What is the condition of the injured person?**

   (example: conscious, bleeding heavily)

IN THE EVENT OF INJURY OR FIRE, CALL IMMEDIATELY 52 332 1222 FOR THE MILL'S RESCUE SERVICE

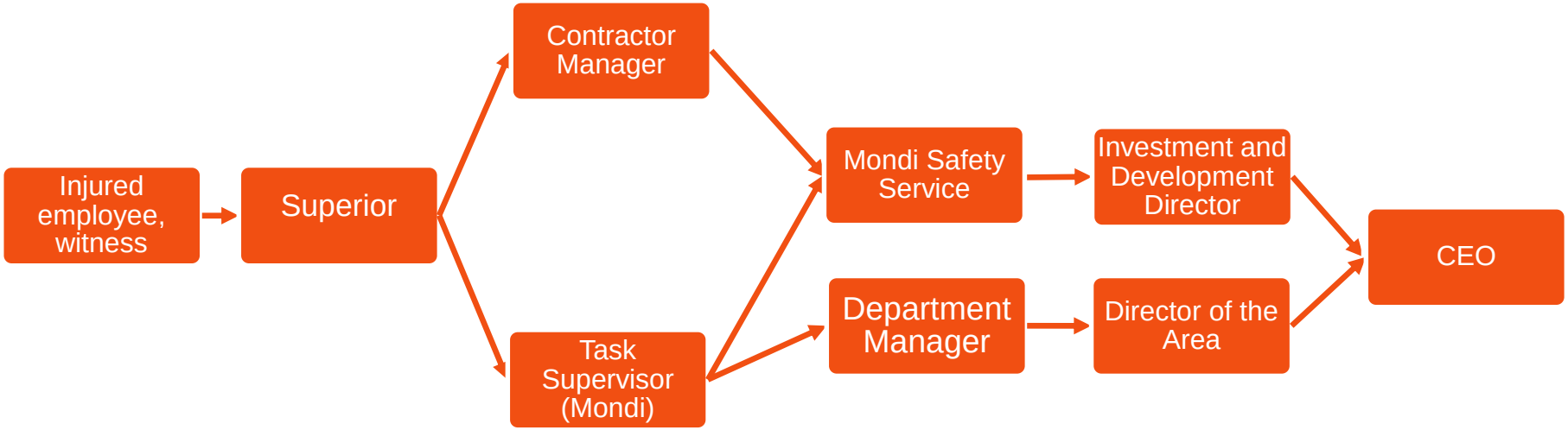
THE COORDINATOR OF THE MILL'S RESCUE SERVICE SHALL CALL THE AMBULANCE

PLEASE ENTER THE ABOVE PHONE NUMBER TO YOUR MOBILE DURING THE TRAINING AS „A – Mill's Rescue Service"

Other emergency numbers: 112 – Emergency; 999 – Ambulance; 998 – Fire Brigade; 997 - Police

PROCEDURE TO BE FOLLOWED WHEN AN INJURY OCCURS (2)

Notification scheme to be followed when Contractor's worker is injured and injury needs medical treatment



Contractor Manager is obliged to inform Mondi Safety Manager of the incident (tel. 1514, mobile 692 43 56 51, if the Manager is unavailable, safety specialists must be informed , phones: 1339, 1476, mobiles: 604 247 101, 602 414 555).

PROCEDURE TO BE FOLLOWED WHEN AN INJURY OCCURS (3)

- *Participants and first hand witnesses of the incident are obliged to secure the incident scene:*

  a) *do not allow unauthorised people to access the incident scene,*
  b) do not allow to change the location of technical equipment and other objects that may help recreate the incident circumstances until the circumstances and causes investigation team arrives

- <u>It is allowed to make changes at the incident site when people or property must be rescued or it is necessary to prevent the danger.</u>

FIRE SAFETY

Bezpieczni w pracy.
Bezpieczni w domu.
Wszyscy, każdego dnia.

FIRE HAZARDS ON THE MILL'S PREMISES

- Residual flammable dust
- Fire starting at paper for recycling, chips storage piles
- Residual paper waste after paper web breaks
- Autoignition and fire starting at biofuel storage piles
- Refuelling of vehicles
- Loading of turpentine tank trucks
- Doing the jobs involving fire hazards

SOURCES OF HEAT

Sources of heat that may cause fire:

- Naked flame
- Electric spark
- Hot surface
- High heat of surroundings

Key factors causing a threat for people during fire :

- Toxic products that are produced when firing
- Smoke
- Direct impacts from flames

PROCEDURE TO FOLLOW WHEN FIRE OCCURS

1. **Alert other people who are present in the danger zone using a manual call point and/ or using a sound alarm.**

2. **Call the Company's Rescue (Emergency) Service:**

WHEN THE INJURY (LTI) OR FIRE OCCURS, CALL IMMEDIATELY THE COMPANY'S RESCUE SERVICE, TEL.: 52 332 1222

3. **Make sure that you are not exposed to danger and then start fire extinguishing with the use of fire fighting equipment that is available at the incident scene.**

4. **If present people are in danger, leave the area using evacuation route.**

5. **After the Rescue Service arrives, you should abide by the orders/ instructions given the person who manages the extinguishing-rescue operation.**

EVACUATION

- **Evacuation shall start after people who are present in the building or the fire protection system gives the evacuation signal.**
- Having heard the signal, you must stop working in a safe way and leave the building fast using the nearest evacuation exit.
- You must go to the designated assembly point, where the roll call will be done and information will be communicated to the person who manages the rescue operation.
- You may leave the assembly point and re-enter the area in danger only if the person who manages the rescue operation permits to do so.

DURING EVACUATION YOU MUST NOT

- use elevators
- stop or walk/ move in the direction opposite to the evacuation direction

SAFETY DISTINCTIONS AND SANCTIONS

- As recognition for positive safety behaviours and acts that are outstanding in a clear way when compared to the practices used until now, employees may be handed a Green Card.

- The employee may receive a warning – Yellow card for at risk behaviour.

- As recognition for contribution in improvement of Mondi safety standards and performance, the Contractor's employee may be awarded with Safety Leader medal: brown, silver or gold

CARDINAL RULES

Cardinal Rules comprise one of the key components of the rules and order that are in force on site.

Non-compliance with these rules causes a life hazard. For this reason, any breach of such the rules shall be deemed a gross violation of safety rules and shall be the cause for withdrawing the employee's safety certificate and applying liquidated damages.

CARDINAL RULES

1. ***It is absolutely prohibited to drink or be under influence of alcohol on the Company's premises.***

2. ***It is a must to report incidents below if noticed:***

- Medical Treatment Case (MTC),
- Injury (LTI).

3. It is prohibited to work at height of more than 2 m without tying up the safety harness in the following situations:

- leaning out of the scaffolding or going beyond the scaffolding;
- working on the scaffolding that is incomplete but it was certified for use;
- scaffolding erection and disassembling;
- being on a portable ladder;
- entering the service platform in the zone where barriers are incomplete;
- working in the basket that is suspended to the crane or to the support structure;
- working on the self-propelled mobile elevating work platform;
- working on a flat roof (the inclination angle is no bigger than 10 degrees) at a distance of less than 3 m from the edge of the roof that is not provided with the structural fall protection;

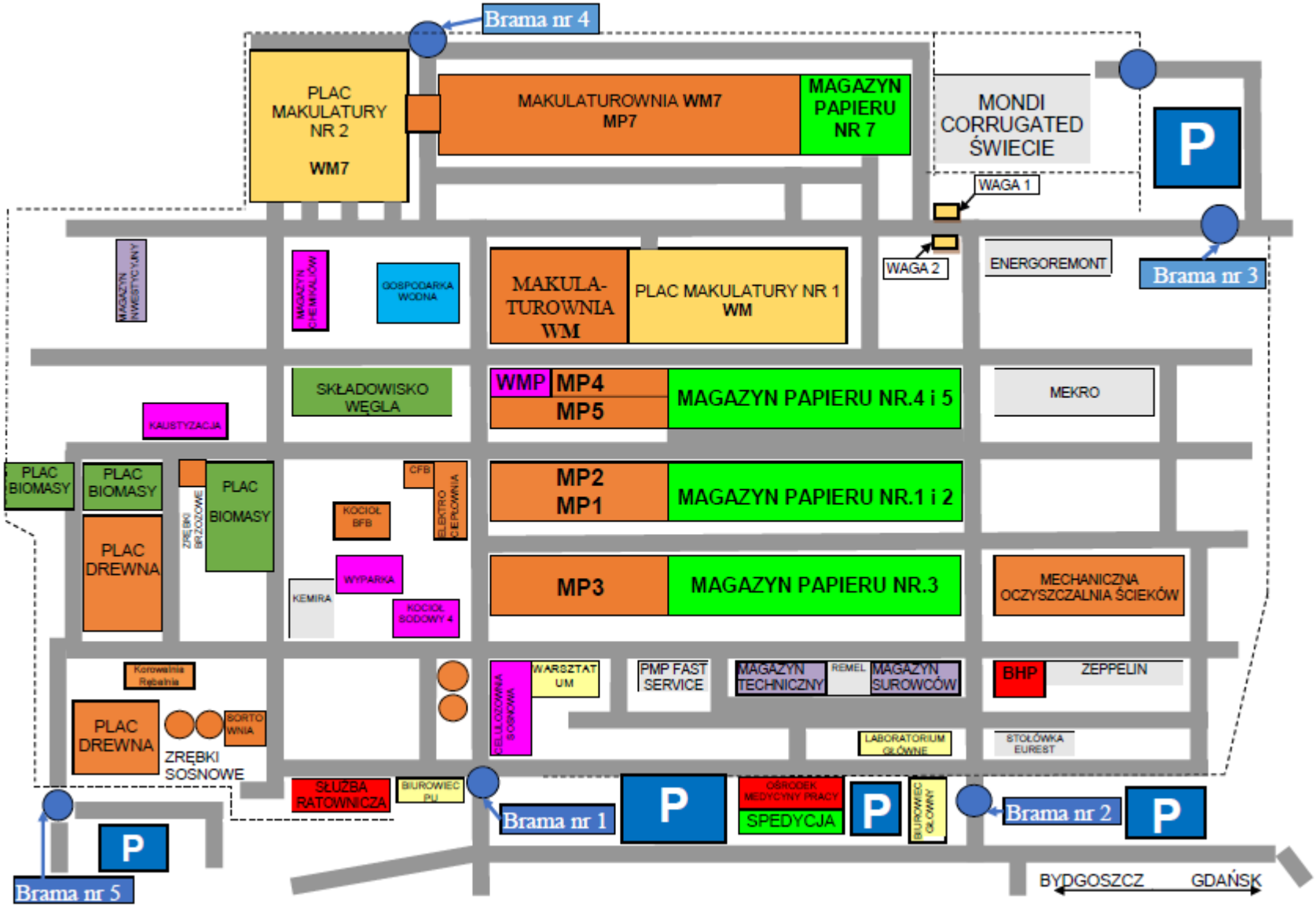
3. It is prohibited to work at height of more than 2 m without tying up the safety harness in the following situations: - cont.:

- working on the roof where the inclination is bigger than 10 degrees;
- working on a structure that is not designed for people to stay on it;
- staying at/ next to an unprotected edge of the ceiling/ floor or opening in the ceiling/ floor or exterior wall at a distance of less than 3 m;
- leaving the unprotected space in the ceiling / floor or in the platform causing the danger of falling from height.

4. It is forbidden to handle any loads over people's heads and to enter a drop zone of a suspended load or a load placed in a clamp of a lifting device, as well as a danger zone where any uncontrolled fall or lowering of a mechanism or machinery component (for example: a jubilee wagon, an excavator's arm) is possible, in the following cases:

- load handling over the heads of people;
- load handling over the control room where people are staying in;
- load lifting and handling if the drop zone is not secured (demarcated with the use of a red-white tape or directly supervised by the appointed person);
- entering the drop zone despite the fact such the zone has been demarcated or that a warning has been received from a supervisor of such the zone.

MONDI ŚWIECIE'S MAP




Thank you for your attention
Wishing you a safe work