

Subcontractor Safety Manual

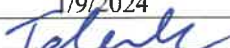
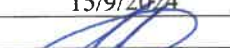

Rules for works and safety and environmental requirements applicable to all Subcontractors working on the premises of:

- Saint-Gobain Polska Sp. z o.o., Glassolutions Branch, Locations: Jaroszowiec, Barczewo, Szczecin, Lubartów, Poznań, Pruszków
- Saint-Gobain Polska Sp. z o.o., Vetrotech Branch in Namysłów

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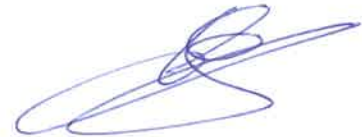
SUBCONTRACTOR SAFETY MANUAL*September 2024*

Welcome to our company,

Since your safety is very important to us, and our goal is to achieve “Zero accidents at work”, zero occupational diseases, zero environmental accidents and mitigate our environmental impact, we present to you the document with our requirements, rules, principles and internal regulations.

This Manual contains the essential requirements and rules regarding occupational health and safety, environmental protection and fire protection applicable on the premises of SGP, Glassolutions and Vetrotech branches. All subcontractors are obliged to observe these rules and all additional requirements defined by the law or the SGP representative.

Management Board of SGP



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2. TERMS AND DEFINITIONS

Subcontractor – a business or its subcontractor(s), other than the SGP company, that has received a written order pursuant to a written agreement (e.g., contract, purchase order, letter of intent) to perform a specific job at the SGP plant or work on the premises of or in an area controlled by SGP. Represented by the Subcontractor's Representative/Coordinator Supervisor.

Guest – a person visiting the premises of SGP, entitled to temporarily remain at the establishment, who does not interfere with the internal processes of the establishment, does not perform earthworks, repair works or structural works, e.g.: corporate representatives, customer representatives, auditors of external companies or applicants.

SGP – the client: Saint-Gobain Polska Sp. z o.o., Glassolutions and Vetrotech branches

SGP premises – the entire fenced-off area of the SGP plant (including above-ground and underground structures, roads, yards, buildings and production facilities).

Subcontractor's Representative/Coordinator/Supervisor – an employee of the Subcontractor.

Subcontractor's Supervisor – a **Subcontractor's Representative** appointed to monitor the safety of the works carried out on the premises of SGP. The person appointed as the subcontractor's representative (i.e., the supervisor) is indicated in the contract with the Subcontractor or in the Permit to Work. The appointment of a Coordinator does not release the individual Subcontractors from the obligation to ensure the occupational health and safety of their employees.

SGP Representative/Supervisor/Coordinator – an SGP Employee or another person authorised in writing by the Plant Manager to issue suitable documents before starting work at the premises of SGP and directly contact the Subcontractor in connection with the Subcontractor's works specified in the order or contract. He monitors the performance of the works and can interrupt them immediately in case of safety violations. He accepts the works after they are completed.

The SGP Representative/Supervisor/Coordinator has the right to:

1. inspect all the employees of the Subcontractor at the work site on the premises of SGP,
2. give instructions to improve the working conditions and ensure compliance with occupational health and safety and fire safety regulations and rules,
3. request the individual Subcontractors to rectify any identified accident hazards and OHS deficiencies,
4. promptly stop the operation of a machine or equipment in case of an immediate risk to the health or safety of the employees,
5. promptly stop an employee from working if their behaviour or working method presents an immediate risk to their own health or safety or to the health or safety of others.

EHS Employee – he has the same rights as the SGP Representative/Supervisor/Coordinator.

Permit to Work – a form containing the requirements of SGP that must be met by the Subcontractor before it can be permitted to work on SGP Premises.

Subcontractor's Risk Assessment – information about the result of the risk assessment conducted for works carried on by the Subcontractor (with the indication of preventive measures adequate to the level of identified hazards connected with the Subcontractor's work on SGP Premises).

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3. GENERAL REQUIREMENTS OF SGP

3.1. QEHS Policy

SGP has a quality, environment, health and safety policy approved by the top management that outlines the overall objectives in this regard and the obligation to improve performance in the area of quality, environment, health and safety.



3.2. General rules

- During work, it is prohibited to put oneself or other employees at risk of injuries or endanger any property.
- The SGP Representative/Supervisor/Coordinator must be notified of any identified breaches of safety rules, health or safety risks, environmental hazards or accidents.
- Failure to comply with the safety rules and environmental requirements may result in stopping the works, removing the employees from SGP Premises, penalties and, ultimately, termination of the contract/order.
- The Subcontractor is obliged to comply with EHS regulations and rules applicable in Poland.

3.3. Health and safety risks at SGP Premises

Information about the main hazards can be found in the *Subcontractor's Risk Assessment*.

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In addition, before starting the works, the person requesting the works and the subcontractor fill in Appendix No. 3 to Procedure BHP130110_Method Statement.

3.3.1. Significant risks

Significant risks are the risks that may cause severe and irreversible bodily injury or death. They appear, in particular, during hazardous works. The main risks identified at SGP Premises include:

- cuts,
- contact with sharp and projecting parts,
- forklift truck traffic,
- electric shock,
- contact with and inhalation of chemical mixtures and substances,
- contact with moving machinery and its parts (impact, entanglement),
- being struck by falling objects (falling glass).

3.3.2. Other risks

During work at SGP Premises, there may also be other risks, such as:

- a. In material handling operations:
 - forklift truck traffic;
 - construction site;
 - unloading and loading operations;
 - pedestrian traffic;
 - floor condition.
- b. Works at height:
 - scaffolding, platforms, ladders;
 - works from ladders;
 - roof covering;
 - falling employees;
 - falling objects and tools.
- c. Other hazardous works:
 - work in a confined space;
 - glass breaking;
 - loss of consciousness, poisoning.
- d. Contact with sharp edges (glass).

3.3.3. Advising the Subcontractor's employees of the risks

The person requesting the work must ensure that the Subcontractor is familiar with the following:

- a. Subcontractor Safety Manual,
- b. Risks at SGP Premises,
- c. List of Hazardous Works,
- d. Subcontractor's Risk Assessment.
- e. Hazardous Work Permit – if such work is to be performed.

All employees of the Subcontractor working at SGP Premises must be advised of the risks at SGP Premises. To this end, the Subcontractor of SG will organise training for the subcontractor. Knowledge of the risks is certified in writing on the list. Advising the employees of the risks they may encounter during the works is an obligation of the Subcontractor as the employer. For hazardous works, the Subcontractor, after consultation with the SGP representative, fills in the method statement and the Risk Assessment. The Subcontractor prepares a personal list of its employees with signatures confirming that they are familiar with all the possible hazards.

3.4. Permission to perform the works

- The works cannot be started until suitable arrangements are made and permission is obtained to perform them (*Permit to Work*).
- During the works, the Subcontractor must take into account the activities of other Subcontractors.

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- If the works are stopped, they can be resumed only when another permission to perform them is issued.

3.5. Rules for the engagement of other companies by the Subcontractor

Situations where the Subcontractor engages other companies as its own Subcontractors to perform works at SGP Premises must be formally approved by the SGP Representative/Supervisor/Coordinator. In such cases, the Subcontractor requests that the Client issue documents for its Subcontractors. It is an obligation of the Subcontractor to provide the documents received from the Client to its Subcontractors. The Subcontractor should deliver the following to the Client:

1. List of Subcontractors,
2. signed Subcontractor Safety Manual,
3. signed Subcontractor Risk Assessment Report for each of its Subcontractors.

3.6. Business secrets

The Subcontractor shall regard all information acquired during the performance of works at SGP Premises as business secrets. Such information cannot be published without the consent of the Management Board of SGP.

3.7. Order and tidiness

- The Subcontractor must maintain order and tidiness at the work site and while moving around SGP Premises.
- Waste and tools should be collected separately and removed after every day of work or whenever they present a risk.
- The equipment, tools, containers, cylinders, vehicles, ladders and scaffolding used by the Subcontractor must not endanger other people and can be stored only in designated places and with the required labelling (where applicable).
- All leaks should be promptly removed and reported to the SGP Representative/Supervisor/Coordinator, and waste should be discarded into a designated container.
- After the works, the work site must be left in a condition consistent with the safety requirements.

3.8. List of essential requirements

Quote	We require a written quote.
General rules for works	We require the Subcontractors to comply with OHS rules and regulations and read our <i>Subcontractor Safety Manual</i> . We require the appointment of a Coordinator.
Certificates	We request that the Subcontractors produce their certificates for examination.
Licences and qualifications	The Subcontractor's Coordinator/Supervisor/Representative submits the list of people together with their licences and qualifications to perform the works for examination (before the commencement of the works). It is permitted to submit a Declaration. The SGP Coordinator/Supervisor/Representative verifies the compliance of their professional licences and certificates of the qualifications of the Subcontractor's employees who perform the works.
Risk assessment and risks	The Subcontractor should examine the <i>Subcontractor's Risk Assessment Report</i> and prepare a list with signatures of the employees certifying that they are familiar with the risks at SGP Premises.
Clothing and protective equipment	We require the use of labelled workwear (company name/logo) and using own protective equipment.
Chemical mixtures and substances	We require a list of the chemical products used by the Subcontractor. The Subcontractor must also have their Safety Data Sheets (so that they can be provided for examination) and the protective means used to protect people and the environment in case of emergencies, according to the provisions of the safety data sheets (absorbents, fire extinguishers, personal protective equipment, etc.).

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Equipment, machinery and special tools	We require safe equipment, machinery and special tools that have been approved for use (where required by the law). The Subcontractor should prepare a list of equipment, machinery and special tools with information about approvals (e.g., the Office of Technical Inspection (UDT)).
Involvement of sub-Subcontractors	The Subcontractor should draw up a list of the proposed Subcontractors and deliver filled-out documents as follows: List of Subcontractors, Subcontractor Safety Manual, <i>acknowledgement of the Subcontractor's Risk Assessment Report and the Method Statement</i> .
Safety Instructions	The Subcontractor should prepare Safety Instructions to be used for work at SGP Premises and provide them to SGP for examination when requested by SGP.
Procedure for emergencies, accidents at work and near misses	In case of an emergency, the Subcontractor shall rectify its consequences or cover all incurred costs of its removal. We require the Subcontractor to report all environmental emergencies, accidents at work and near misses.

4. EMPLOYEES OF THE SUBCONTRACTOR

4.1. Records of employees of the Subcontractor

The Subcontractor prepares and updates the list (first name, last name, function, licences used during the job) of its employees and the personnel of all engaged Subcontractors. The identification of the Subcontractor is consulted with the SGP Representative/Supervisor/Coordinator.

The Subcontractor delivers the list of employees to the SGP Representative/Supervisor/Coordinator.

Each day, before work, the Subcontractor reports the number of employees working on that day.

Every change requires a written form and must be reported to the SGP Representative by the date it is introduced.

4.2. Entry to/departure from SGP Premises by the employees of the Subcontractor

The Subcontractor's Coordinator/Supervisor/Representative managing the works for the Subcontractor provides the Security Personnel with a list of the Subcontractor's employees. The security guard at the Plant records the persons entering/leaving the premises of the ZGP plant.

4.3. Verification of licences, periodic training and medical fitness certificates

The employees of the Subcontractor must have valid periodic training, medical fitness certificates and licences adequate to the activities performed in connection with the requested job. The specific licences and qualifications are defined in Polish law. All requirements must be met.

We would like to point out several essential requirements (this is not the full extent):

Requirement	Type of work
Suitable OHS training (periodic training and initial training)	All works
Medical examination – fitness for work	All works
Medical examination – fitness for work at height	Work at a height above 1 m
Licences of the Association of Polish Electrical Engineers (SEP) – G1, G2 and G3	Work on electrical and gas networks, equipment and systems
It is not allowed to use old-type frame scaffolding	Work using scaffolding
Powered industrial trucks – an employee/contractor of the subcontractor of the Subcontractor can be permitted to drive trucks on the premises of SG Polska Sp. z o.o. only if he has the legally required qualifications to drive trucks and the required medical certificate of being fit for work	Driver of a powered industrial truck

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that involves driving industrial trucks.	
Licences of the crane operator, psychological examination	Travelling crane operation

Information about the validity of the above-mentioned documents must be confirmed in the Subcontractor's Declaration.

4.4. Monitoring of the Subcontractor's works

A representative of SGP, an EHS employee and Managers of the individual departments can verify the EHS compliance of the Subcontractor.

The SGP Representative/Supervisor/Coordinator prepares a monitoring plan based on the risk assessment.

4.5. Workwear, work footwear and personal protective equipment. Workwear labelling

The Subcontractor provides its personnel, by its own means, with workwear (labelled with a visible logo of the Subcontractor or other means enabling unambiguous identification of the Subcontractor, S1P safety footwear (with a steel or composite toe cap), Kevlar shoulder pads (class-E cut resistance), a safety helmet, safety glasses and protective equipment suitable for the type of work to be performed. The employees of the Subcontractor are obliged to wear high-visibility vests unless this would cause an additional risk during the works they perform. At SGP Premises, it is obligatory to wear long trousers (it is prohibited to wear shorts and skirts in production and warehouse buildings). The specific list of personal protective equipment will be considered and approved in the permit to work depending on the type of work performed by the Subcontractor.

Drivers who enter SGP premises to participate in (supervise) loading/unloading must wear long trousers, protective work footwear, safety glasses, a high-visibility vest, a safety helmet and Kevlar pads (not applicable to Namysłów) with the E resistance class or higher.

Drivers of Subcontractors who appear for loading and unloading must be provided with personal protective equipment as above.

5. EQUIPMENT OF THE SUBCONTRACTOR BROUGHT ONTO SGP PREMISES

5.1. Entry with cars/trucks and other vehicles

Cars/trucks and other vehicles of the Subcontractor (aerial work platforms, manlifts, excavators, etc.) can enter SGP Premises based on a written permit of the SGP Representative (*Permit to Work*). Every car/truck/vehicle entering SGP Premises is recorded by the security guard. It is prohibited to enter and park in the production buildings (excluding loading and unloading operations). Where necessary to enter a production building, approval of the SGP Representative/Supervisor/Coordinator is required. Drivers entering the plant must observe the rules defined in the brochures or signs for the drivers.

5.2. Bringing equipment, tools, devices

In each case, the Subcontractor consults the amount and type of the equipment, tools or devices brought to SGP Premises with the SGP Representative/Supervisor/Coordinator. The updated list of special equipment of high value is submitted by the Subcontractor to the Security Personnel upon entering the SGP Premises. The list is verified by the Security Personnel upon departure from SGP Premises.

The SGP Representative/Supervisor/Coordinator must have information about the equipment, tools and devices used by the Subcontractor to perform work at SGP Premises. The equipment, tools and devices must be in good working order, be periodically inspected and have relevant certificates. The certificates, approvals, etc., must be available for inspection throughout the duration of works at SGP premises.

5.3. Bringing chemical mixtures and substances

In each case, the Subcontractor consults the amount and type of all chemical mixtures and substances brought to the SGP Premises and produces their Safety Data Sheets.

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See also section 9.2.

6. TRANSPORT OF PEOPLE AND VEHICLES ON SGP PREMISES

6.1. Rules for moving around SGP Premises

The employees of the Subcontractor only move along designated traffic routes and in the area in which they perform their works.

Employees of the Subcontractor cannot stay in areas where they do not perform the requested works (production departments, offices, warehouses).

It is prohibited to move on SGP Premises using routes other than the designated circulation routes.

6.2. Rules for vehicle traffic

At SGP Premises, the maximum speed of vehicles outside production buildings is limited, as indicated by the speed limit signs. Road traffic rules apply. Particular attention should be paid to forklift truck traffic. In the production building, the forklift truck has the right of way.

A vehicle or equipment that is out of order and presents a hazard to other internal traffic participants or to the natural environment will be removed from SGP Premises. SGP reserves the right to refuse to permit re-entry to vehicles that have been removed as described above.

6.3. Parking areas

On SGP Premises, there are designated parking areas and spaces for the Guests. Parking on SGP Premises is permitted only upon the consent of the SGP Representative/Supervisor/Coordinator. Parking areas are marked with traffic signs or pavement markings. On SGP Premises, it is mandatory to reverse park in the available parking areas.

7. DETAILED REQUIREMENTS

7.1. Alcohol and drugs

It is prohibited for persons under the influence of alcohol and narcotic drugs to enter the SGP Premises or to bring and consume such products on SGP Premises.

Persons under the influence of the above-mentioned products will be immediately removed from SGP Premises. SGP reserves the right to refuse to permit such persons to enter SGP Premises in the future.

Smoking on SGP Premises is prohibited except in the designated areas.

7.2. Taking photos, recording

Taking photos, recording and copying documents is permitted only upon approval by the Management Board of SGP.

7.3. Guests of the Subcontractor

All visits of the Subcontractor's guests should be consulted with the SGP Representative/Supervisor/Coordinator.

7.4. Damage caused by Subcontractors

Only the Subcontractor is responsible for damage caused to SGP or other Subcontractors working on SGP Premises due to the actions of the Subcontractor's employees (including its own Subcontractors).

If any damage is identified, SGP reserves the right to take every action stipulated in Polish law.

7.5. Theft

It is prohibited to remove any materials owned by SGP or another Subcontractor from SGP Premises.

It is permitted to remove materials or goods from SGP Premises only after producing suitable documents in the guard booth.

If the Subcontractor does not observe the above-mentioned provision, SGP reserves the right to take all and any legal actions.

SGP is not responsible for the theft of the Subcontractor's materials and equipment it brought; insuring such property is a responsibility of the Subcontractor.

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7.6. Other prohibitions

Employees of the Subcontractor cannot stay in the immediate vicinity of operating machinery or touch machines, products and semi-finished products not directly connected with the works they perform.

The following prohibitions also apply at SGP Premises:

- ✓ no children allowed,
- ✓ no animals allowed,
- ✓ no guns allowed,
- ✓ no radio/music and music equipment (radios, tape players, MP3 players, etc.) allowed.

7.7. Violations of EHS regulations

For violations of EHS regulations and provisions of this Manual, the Subcontractor may be:

- ✓ charged with a penalty of PLN 1000 net for every EHS violation – the specific principles for the penalties are described below,
- ✓ removed from SGP Premises,
- ✓ not permitted to enter SGP Premises in the future,
- ✓ charged with the costs connected with work stoppage, clean-up of SGP Premises and removal of waste (if any),

OHS regulations referred to in this manual should be understood as the provisions of the generally applicable European law that are in force in Poland according to European membership agreements, provisions of Acts and national regulations, provisions of internal agreements and regulations and provisions of contracts and documents appended to such contracts.

In case of a violation of EHS provisions and/or provisions included in this manual that result in actions taken against the Subcontractor as referred to in section 7.7, the violation must be formally recorded in the form appended to this manual. The form is filled out in two copies, which should be provided, respectively:

1. Copy 1 – to the financial department to issue a debit note or set off the payment for the provided services,
2. Copy 2 – to the Subcontractor's Coordinator/Supervisor/Representative charged with the contractual penalty who managed the works during which the violation of rules and regulations was identified

Requests to charge a contractual penalty of PLN 1000 can be submitted by: the EHS representative, the SGP Representative/Supervisor/Coordinator who coordinates the Subcontractor's works, the Manager of the area in which the Subcontractor's works are performed and managers of SGP down to the level of the Foreman, inclusive.

8. RULES FOR USING PERSONNEL FACILITIES

8.1. Toilets, showers

The Subcontractor can use the indicated SGP showers and toilets after consultation with the SGP Representative/Supervisor/Coordinator.

8.2. Meals

The SGP canteen can be made available to the Subcontractor upon approval of the SGP Representative/Supervisor/Coordinator. It is prohibited to eat meals in the production building and keep unsecured liquids.

9. USING SGP RESOURCES

9.1. Electricity

SGP will provide the Subcontractor with a connection to the internal electrical system upon approval by the SGP Representative/Supervisor/Coordinator. The Subcontractor provides the suitable wires by its own means, according to the applicable standards.

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9.2. Water and compressed air

SGP permits the Subcontractor to use the internal water supply and compressed air system – the quantity and type of connection must be approved by the SGP Representative/Supervisor/Coordinator.

The costs of the connection and additional systems will be borne by the Subcontractor – unless agreed otherwise.

9.3. SGP tools, equipment and machinery

The Subcontractor can use tools, equipment and machinery of SGP only upon the consent of the SGP Representative/Supervisor/Coordinator. If the Subcontractor rents equipment from the Client, it shall confirm the working order/condition of the equipment before and after it is used in the equipment rental form (handover certificate).

Tools, equipment and machines are used at the Subcontractor's responsibility.

The Subcontractor may choose to only permit persons with training and suitable qualifications to operate the equipment.

10. SPECIAL REQUIREMENTS FOR THE WORKS**10.1. Performing hazardous work**

The SGP Representative should advise the Subcontractor of the types of hazardous works.

Hazardous works are performed only after the Subcontractor obtains a permit. (The written *Permit to Work is issued depending on the type of works to be performed*). Every plant has its own list of hazardous works.

Hazardous works include the following:

- works at height,
- works in confined spaces,
- works in pits and channels,
- construction, demolition, renovation and installation work performed in active or partially active production facilities,
- work on electrical systems and equipment (requirements according to section 10.6),
- work using hazardous materials,
- work that requires locking various sources of energy,
- hot works.

10.2. Using dangerous chemical mixtures and substances

Before using dangerous chemical mixtures and substances at SGP Premises, the Subcontractor must submit the relevant Safety Data Sheets to the SGP Representative/Supervisor/Coordinator. The Sheets must be prepared in Polish and must be available at the place of work of the Subcontractor. It is not required to submit the Sheets if the Subcontractor uses substances and mixtures used by SGP. Chemicals should be kept in original packaging or replacement packaging with suitable labelling.

The Subcontractor should train its personnel in the reading of information labels, precautionary measures and first aid measures regarding the chemical mixtures and substances it uses.

The Subcontractor provides the required personal protective equipment and ensures that it is correctly used by its personnel.

The SGP Representative/Supervisor/Coordinator, EHS Employee and Department Managers may request directly from the Subcontractor that it produce Safety Data Sheets for the substances and mixtures used during the works as well as documents certifying that the Subcontractor's employees are aware of health and safety hazards.

The Subcontractor must have suitable neutralisers to use in case of a spill of a specific chemical mixture/substance.

10.3. Marking of the work sites and hazards

The work site must be accordingly marked by the Subcontractor (signs indicating the hazards) and fenced off (caution tape, safety barriers) until the completion of all works connected with the service.

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10.4. Using gas cylinders

Gas cylinders, welding equipment and equipment for metal cutting must be operated and stored according to relevant regulations (in the vertical position, with correct protection against falling, dirt, etc.).

The location for their storage is always consulted with the SGP Representative/Supervisor/Coordinator.

10.5. Explosives and radioactive materials

Before bringing any materials that could cause an explosion or radioactive materials, the Subcontractor must first consult the SGP Representative/Supervisor/Coordinator.

10.6. Electrical systems and equipment

Operating activities related to electrical systems and equipment should be understood as activities concerning electrical systems and equipment connected with their operation, maintenance, repairs, tests, measurements, installation or dismantling according to the requirements of applicable codes and instructions.

As part of the operating activities related to the systems or equipment, the Subcontractor shall ensure the readiness to perform any activities concerning the maintenance, de-energisation or re-energisation of electrical equipment and systems.

As part of the operating activities related to the systems or equipment specified in the contract/order, the Subcontractor will ensure the correct functioning of the entrusted electrical systems and equipment owned and operated by SGP.

The Client, i.e., SGP, appoints the external Contractor to perform the operating activities related to the electrical systems and equipment within specific boundaries of operations and to a specific extent (operation, maintenance, repairs, installation, tests and measurements).

As part of the operating activities, the Subcontractor is responsible for the following:

- condition and safety of operation of the electrical equipment after it is handed over by the Client,
- safe organisation of works performed on electrical systems and equipment according to the guidelines and rules specified in the Safe Working Instructions for work on electrical equipment (applicable to each location).

The Subcontractor will receive the status entitling it to conduct operating activities on electrical systems and equipment after meeting the following conditions:

- 1) The persons designated by the Subcontractor and responsible for the operating activities related to the electrical systems and equipment of the Client, in accordance with the Regulation of the Minister of Economy, Labour and Social Policy of 28 April 2003 on the specific rules for certifying qualifications of persons who operate and maintain equipment, systems and networks (Journal of Laws of 2003, No. 89, item 828), are obliged to have qualifications certified with a licence issued by qualification committees – according to Article 54(1) of the Energy Law Act.
- 2) The Subcontractor must submit a written declaration of having read the instructions required to perform the works and accepted them for use during the performance of the contract/order.
- 3) The Subcontractor will perform the scope of the contract with due care and efficiency and also according to the best professional practice, ensuring that the works covered by the contract are planned in a way that enables them to be performed within the periods arising from the issued permits.

The Subcontractor is obliged to observe the provisions of the applicable law when performing works under the contract/order and act with due care, according to the current state of the art and according to the rules, instructions and requirements of the Client.

In particular, the Subcontractor must observe the following:

1. Energy Law Act of 10 April 1997 (consolidated text: Journal of Laws of 2012, item 1059).
2. Construction Law Act of 7 July 1994 (consolidated text: Journal of Laws of 2013, item 1409).

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3. Fire Protection Act of 24 August 1991 (consolidated text: Journal of Laws of 2009, No. 178, item 1380, as amended).
4. Regulation of the Minister of Energy of 28 August 2019 on occupational health and safety during work on power equipment (Journal of Laws of 2019, item 1830).
5. Regulation of the Minister of Economy, Labour and Social Policy of 28 April 2003 on the specific rules for certifying qualifications of persons who operate and maintain equipment, systems and networks (Journal of Laws of 2003, No. 89, item 828, as amended).
6. Regulation of the Minister of Labour and Social Policy of 28 May 1996 on the types of work that require special mental and physical abilities (Journal of Laws No. 62, item 287).
7. Regulation of the Minister of Labour and Social Policy of 26 September 1997 on general occupational health and safety provisions (consolidated text, Journal of Laws No. 169 of 2003, item 1650, as amended).
8. Regulation of the Minister of Infrastructure of 6 February 2003 on occupational health and safety during construction works (Journal of Laws No. 47, item 401).
9. Regulation of the Minister of Economy of 8 July 2010 on the minimum requirements for occupational health and safety related to potentially explosive atmospheres at work (Journal of Laws of 2010, No. 138, item 931).
10. Operation and maintenance manuals for electrical systems and equipment of SGP, instructions of the manufacturer of such equipment and systems (or operation and maintenance manuals) or other documents concerning working safety.
11. Safe Working Instructions for work on electrical equipment at Saint-Gobain Polska Sp. z o.o.

The Client requesting operating activities related to electrical systems and equipment, i.e., SGP, may perform the following functions in relation to the Subcontractor in connection with safe work organisation:

ORDER ISSUER

COORDINATOR (person in charge representing the Client only, i.e., the authorised SGP Representative/Supervisor/Coordinator)

APPROVER

or it may appoint personnel of the Subcontractor to perform functions connected with the organisation of safe work on electrical systems and equipment, i.e.:

ORDER ISSUER

APPROVER

The above-mentioned equipment should be specified before the commencement of work between the Subcontractor and the SGP Representative/Supervisor/Coordinator.

Before the commencement of work by the Subcontractor, the Client will provide the Subcontractor with the instructions and documents required to perform the works related to the operation of electrical systems and equipment, including the following:

- Safe Working Instructions for work on electrical equipment at the premises of Saint-Gobain Polska Sp. z o.o. (depending on the location)
- Operation and maintenance manuals for electrical systems and equipment, instructions of the manufacturer of such equipment and systems (or operation and maintenance manuals) or other documents connected with safe work.

The Subcontractor will certify the receipt of these instructions.

The Subcontractor will perform works requiring a written permit according to the guidelines and rules specified in the Safe Working Instructions for work on electrical equipment of SGP (depending on the location)

The SGP Representative/Supervisor/Coordinator, EHS Employee and Department Managers have the right to inspect the Subcontractor's crews and examine if the works are performed correctly,

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including, in particular, the compliance with occupational health and safety rules and regulations, instructions, quality requirements for the works and the use of technologies consistent with the technical documentation and specifications of the Client.

Ensuring safe and healthy working conditions is the responsibility of the Subcontractor. This obligation will be implemented, in particular, by only allowing the personnel to work if they:

- 1) have a valid medical certificate of fitness to perform the relevant job at the Contractor's company;
- 2) have valid certificates of OHS training according to the applicable regulations and internal SGP training;
- 3) have qualifications certified with a certificate issued by qualification committees – according to Article 54(1) of the Energy Law Act – and have received the authorisation to perform the works defined in the contract from the Contractor;
- 4) have been advised of the occupational risk connected with the performed work and the ways of reducing the level of risk during work;
- 5) have received and use during work the equipment and machinery, chemical substances, workwear and work footwear, collective protective equipment and personal protective equipment adequate to the performed work and consistent with the requirements defined in the regulations, standards, instructions and procedures effective at SGP.

11. FIRE SAFETY

a. Fire protection

Hot works are hazardous works and can only be performed based on a written permit (*Hazardous Work Permit*).

Within the buildings as well as in the adjacent areas, it is prohibited to perform any activities that may cause the outbreak or spreading of fire or hinder rescue operations or evacuation, including, in particular, using naked flame, smoking and using any other media that may ignite materials in areas:

- with highly flammable materials,
- with other flammable materials, specified by the owner or use and marked according to the Polish Standards,
- with marked firefighting systems.

Stringent compliance with the prohibition on using naked flame in areas with easily ignitable materials is one of the primary conditions of fire safety.

According to relevant regulations, it is prohibited to prevent or restrict access to:

- firefighting equipment and fire extinguishers;
- ex-rated pressure relief devices;
- sources of water for firefighting;
- equipment activating the firefighting systems and controlling such systems or other systems affecting the fire safety of the building;
- emergency exits;
- electrical disconnects and switchboards and main shutoff valves of the gas system.

Access to firefighting equipment enables effective firefighting operations in case of a fire.

b. Firefighting equipment

In case of a fire or a fire hazard, the use of portable firefighting equipment (fire extinguishers, hoses and water nozzles, fire hose cabinets, etc.) to eliminate the fire is not restricted in any way!

The use of any portable firefighting equipment must be reported to the SGP Representative/Supervisor/Coordinator promptly, as soon as possible.

Firefighting equipment placed in designated areas should be used only for firefighting. If its location is not disturbed, the equipment will always be there when it is urgently required.

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c. Fire

In case of a fire, all persons are obliged to take action to eliminate it and promptly alert, using all available means, the persons within the affected area and the SGP Representative/Supervisor/Coordinator, the relevant Department Manager or EHS employee. Firefighting should be started immediately using local firefighting equipment – portable firefighting equipment is generally available.

Effective alerting and immediate commencement of firefighting operations guarantee the safety of people and minimal losses due to the fire.

In case of a rescue action, the employees must evacuate outside the Plant via the shortest possible evacuation routes.

The muster point is the place shown in the flyers or signboards, visibly marked with a sign reading MUSTER POINT FOR EVACUATION.

The Subcontractor's Coordinator/Supervisor/Representative is obliged to:

- evacuate all his employees to the muster point,
- check if any employees are missing,
- notify the SGP Representative/Supervisor/Coordinator of the personnel present at the muster point promptly after the completion of evacuation,
- follow the instructions of the incident commander.

12. ACCIDENTS AND FIRST AID

a. Accidents

Every accident at work resulting in an injury of the Subcontractor's employee should be promptly reported to the SGP Representative/Supervisor/Coordinator or EHS Employee.

Reporting the accident does not release the Subcontractor from the obligation to conduct the accident investigation procedure as defined in the relevant provisions of the labour law.

The accident investigation procedure for accidents taking place on SGP Premises should always be consulted with the EHS Employee. An SGP employee appointed by the Management Board of SGP will participate in the accident investigation procedure.

b. Near misses

After a near miss (without an injury), the witness of the event promptly reports the incident to the SGP Representative/Supervisor/Coordinator or the EHS Departments.

c. Procedure in case of an accident

In case of an accident, the Subcontractor must:

- promptly provide aid to the affected person,
- secure the accident site,
- where required, report the accident using the emergency phone number,
- promptly report the accident to the SGP Representative/Supervisor/Coordinator, EHS Employee or Department Manager in whose area the accident occurred.

d. First aid

Every person who has suffered an accident on SGP Premises should receive first aid. The use of an SGP first aid kit is not restricted. The fact of using the first aid kit should be reported to the Client and/or EHS Employee.

Next to every SGP first aid kit, there is a list of persons trained in first aid.

13. ENVIRONMENTAL PROTECTION

a. Waste

Subcontractors are obliged to observe the requirement for selective storage of the waste they produce. Subcontractors selectively collect large-sized and hazardous waste produced when they perform orders on SGP Premises in containers of the Subcontractor and then remove them outside the plant so that they can be correctly disposed of according to the applicable law.

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The places for the collection of the waste must be consulted by the Subcontractor with the SGP Representative/Supervisor/Coordinator.

All departures from the above-mentioned rules must be agreed upon with and approved by the SGP Representative/Supervisor/Coordinator.

b. Wastewater

It is prohibited to discharge any wastewater into sewer manholes, into the ground and into septic tanks.

The Subcontractors are obliged to remove all the wastewater they produce outside the SGP Premises according to the applicable law and relevant permits so that it can be correctly disposed of according to the applicable provisions of the Environmental Protection Law.

c. Neutralisation of chemical mixtures and substances

If chemical substances are scattered, spilt or leaked, including oils and fuels, the Subcontractor must use the neutralising agent (e.g., sorbent) specified in the Safety Data Sheet and collect it into a sealed, accordingly labelled container. The container and relevant neutralisation agent must be provided by the Subcontractor by its own means. The waste produced as a result of the collection of the chemical substance should be handled according to section 13.a. Waste

The Subcontractor must immediately report the incident to the SGP Representative/Supervisor/Coordinator or EHS Employee.

d. Vehicle failures

The Subcontractor is obliged to ensure the correct condition of vehicles entering SGP Premises. In case of vehicle failure presenting an environmental hazard (e.g., spills of motor oils, hydraulic fluids, fuels or brake fluids), the responsibility for taking suitable measures rests with the Subcontractor (see section 13.c, Neutralisation of chemical mixtures and substances).

At SGP Premises, it is prohibited to repair, clean and wash vehicles. The only possible exceptions include changing tyres and other simple activities; each such activity will have to be approved by the SGP Representative/Supervisor/Coordinator.

14. IMPORTANT PHONE NUMBERS

14.1. For the branch in Jaroszwiec

Guard House / Security of the plant	32 649 95 81
EHS	602420681 / 572775249
Ambulance	112 / 999
Fire department	112 / 998

14.2. For the branch in Szczecin

Guard House / Security of the plant	666-028-452
EHS	609-991-840
Ambulance	112 / 999
Fire department	112 / 998

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Guard House / Security of the plant	666-020-683
EHS	571-407-335/ 724-147-597
Ambulance	112 / 999
Fire department	112 / 998

14.4. For the branch in Poznań

Guard House / Security of the plant	61 860 54 21
EHS	602 420 607
Ambulance	112 / 999
Fire department	112 / 998

14.5. For the branch in Lubartów

Guard House / Security of the plant	818550148
EHS	504948608
Ambulance	112 / 999
Fire department	112 / 998

14.6. For the branch in Pruszków

Guard House / Security of the plant	22 738 47 02 22 738 47 01
EHS	+48 666 032 710
Ambulance	112 / 999
Fire department	112 / 998

14.6. For the branch in Namysłów

Guard House / Security of the plant	539 691 474 517 650 920
EHS	666 032 743
Ambulance	112 / 999
Fire department	112 / 998

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15. RELATED DOCUMENTS

- 1st Method Statement
- 2nd Hazardous Work Permit
- 3rd Subcontractor's Risk Assessment
- 4th List of Employees Designated to Perform the Work Permit to Work
(depending on the type of work to be performed).
- 5th REQUEST TO CHARGE A CONTRACTUAL PENALTY FOR NON-COMPLIANCE WITH OHS REGULATIONS.



I confirm that I have read the contents of this Book and I commit to complying with the requirements contained therein.

.....
Date, location

.....
Signature

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