



pcc

safety first!

ABCs

OF A GOOD CONTRACTOR

Guide for Contractors of services
to the benefit of the **Companies of
the PCC Group** in Brzeg Dolny

EXEMPLARY EMPLOYEE



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INTRODUCTION

We present a set of the procedures which will help you organise your work in such a way that it is safe and compliant with the standards adopted by us as well as brings measurable benefits to both parties.

REMEMBER!

Creation of safe work conditions and motivating people to safe behaviour is not only fulfilment of a duty imposed by the law but also a profitable investment.

THE PERSON RESPONSIBLE FOR YOUR SAFETY IS:

NAME AND SURNAME:

MOBILE
TELEPHONE NUMBER:

LANDLINE
TELEPHONE NUMBER:

THE IMMEDIATE
SUPERIOR IS:



EMERGENCY TELEPHONE NUMBER:
+48 71 794 29 98

OCCUPATIONAL HEALTH & SAFETY POLICY OF THE PCC GROUP COMPANIES

Realising the strategic objectives, the PCC Group Companies are engaged in continuous improvement of safety standards. Every employee of the Company is responsible for his/her own safety as well as for the safety of his/her co-workers, of the business partners and of the visitors staying on the area of the Company. Our employees and our stakeholders are the greatest value for us. This is why we undertake to create such work conditions in our organisation that are compliant with the best practices, strategies and applicable systems. At the same time, we care about safety, health and respect of all employees, our customers, suppliers, subcontractors and other stakeholders.

‘Conducting our activity in compliance with the regulations that are applicable to us, we are focused on permanent protection of health and life of our employees and associates through continuous actions aimed at safe and healthy work conditions with maintenance of the safety of operation.’

We declare continuous improvement of the effects in the field of safety and we undertake to take appropriate actions in the field of:

- observance of legal provisions and other provisions, to the observance of which we have undertaken, as well as the safety rules and own requirements,
- systematic identification and monitoring of threats, risks and harmful factors as well as taking of preventive actions,
- counteracting injuries, occupational diseases and near misses,
- continuous improvement of organisation and conditions of the work environment through implementation of modern techniques and technologies, taking into account the top degree of employee protection,

- continuous improvement of occupational health & safety awareness as well as building of responsibility for own health and for health of other employees,
- ensuring safety to the stakeholders during their presence on the area of our premises,
- training of employees in order to enhance their professional qualifications and shaping of positive attitude of the employees to safety issues,
- promotion of the value of mutual responsibility for own safety and for safety of the co-workers among the employees and subcontractors,
- communication of objectives, actions and effects of our activity in the area of occupational health & safety inside and outside our organisation,
- securing of adequate resources and financial means for realisation of the objectives determined above.

The occupational safety issues are of top priority and the Management Boards of the PCC Group Companies are aware of their role and responsibility for the state of safety. Each work must be performed in compliance with safety provisions and rules, regardless of the costs and other charges connected therewith. From each employee we expect cooperation, personal engagement and favourable attitude to observance of safety rules. We will promote the Occupational Safety Policy understood in such a way and we will realise it with due diligence in each of the areas of our activity.

We assure that this Occupational Safety Policy is comprehensible, announced and realised on all levels of organisation of the PCC Group Companies.

10 OCCUPATIONAL HEALTH & SAFETY RULES

1. Safety is the most important for me – at any time, in any place, upon any activity.

I do not perform any task without prior training. In doubtful cases, when I am not certain about something, I do not improvise, I stop the work and I consult my superior.

2. I use the individual protective measures that are proper for the performed task.

I know when and what protective wear and individual protective measures to use, I know how to use them and how to maintain them.

3. I am prepared for sudden events.

I know what to do in case of a failure or fire, I know the manuals relating to the procedures in such situations and I regularly recall their content.

4. I report any accidents, near misses and failures to my superior.

I report any accidents, near misses as well as any irregularities which may lead to an accident or a failure immediately to my superior.

5. I use shields and protections of machines.

While working on machines, I do not switch off or dismantle shields and protective devices. I perform any renovation and maintenance works on switched off and properly protected machines.

6. I protect myself against fall from a height.

While working at a height, I use proper collective protective measures and/or individual equipment protecting against fall from a height. In case of lack of protections, I do not perform work at a height and I report this fact to my superior.

7. I recognise the occupational risk and I follow the manuals.

I am aware of the risk connected with the performed activities and I comply with the information contained in the manuals as well as in the operation and maintenance manual.

8. I work in confined spaces in a safe manner.

I work in confined and limited spaces only after proper training and obtaining of a written permit.

9. I protect myself against hazardous energy sources.

Before commencement of works on non-active machines and devices, I use proper protections of the energy source against the possibility of their activation. It relates inter alia to obligatory use of the lockouts/tagouts (procedures for disconnection of power and posting of warning boards) during performance of electric, mechanic, pneumatic, chemical or hot works.

10. I keep my work place in cleanliness and order.

I care about cleanliness and order in the plant and on my work place. I do not block the transport roads, I store the materials in a safe and stable manner, I segregate waste and I put it to specially designated containers, if possible.

WAREHOUSES

tel. 71 794 (...)

01	Sodium hydroxide and Sodium hypochlorite	(3780)
03	Chlorine hold	(3501)
05	Caustic soda	(3211)
06	Dichloropropane	(3727)
06	Rokopol	(3652)
010	(KOS BD) – PCC CP Kosmet	(3809)
12	Ethoxylates [PCC Exol]	(3314)
13	Chlorobenzenes	(3680)
14	Formulations [PCC Exol]	(3829)
15	Phosphor derivatives	(3604)
16	Rokryl	(3530)
17	Flame retardants	(3249)
20	Hydrochloric acid	(3359)
22	Aminopielik [ADAMA]	(3841)
24	Anti-lodger [ADAMA]	(2764)
25	Sulphated products I [PCC Exol]	
26	Sulphated raw materials I [PCC Exol]	(2206)
26	Sulphated products II [PCC Exol]	
30	Sulphated raw materials II [PCC Exol]	(3316)
30	Products [PCC MCAA]	
42	Raw materials [PCC MCAA]	(2260)
42	(S040) Products – main warehouse	(3508)
45E	Export products [ADAMA]	(3585)
45K	Domestic products [ADAMA]	(3585)
74	(S030) – Central warehouse	(3158)
85	Packaging warehouse	(2146)
MS	Salt warehouse	(3564)

MANUFACTURING DEPARTMENTS

CTP1	Chlorine Manufacturing Department
CTP2	Caustic Soda Manufacturing Department
CTP3	Polypropylene Oxide Manufacturing Department
CTP4	Hydrochloric Acid Chlorobenzenes Manufacturing Department
EC	Heat & Power Generation Plant, Energy Centre
ETE1	Ethoxylate Manufacturing Department [PCC Exol]
ETF1	Formulation Manufacturing Department [PCC Exol]
ETS1	Sulphate I Manufacturing Department [PCC Exol]
ETS2	Sulphate II Manufacturing Department [PCC Exol]
FTT1	Phosphor Derivative Manufacturing Department
FTT2	Flame Retardant Manufacturing Department
KOS	PCC CP Kosmet Manufacturing Department
MCAA	Monochloroacetic Acid Manufacturing Department [PCC MCAA]
PTP	Prepolymer Manufacturing Department [PCC PU]
PTPS	Polyester and System Manufacturing Department [PCC PU]
RTP2	Rokopol Manufacturing Department
RTP3	Rokopol and Rokryl Manufacturing Department
THERM	Insulation System Manufacturing Department [PCC Therm]

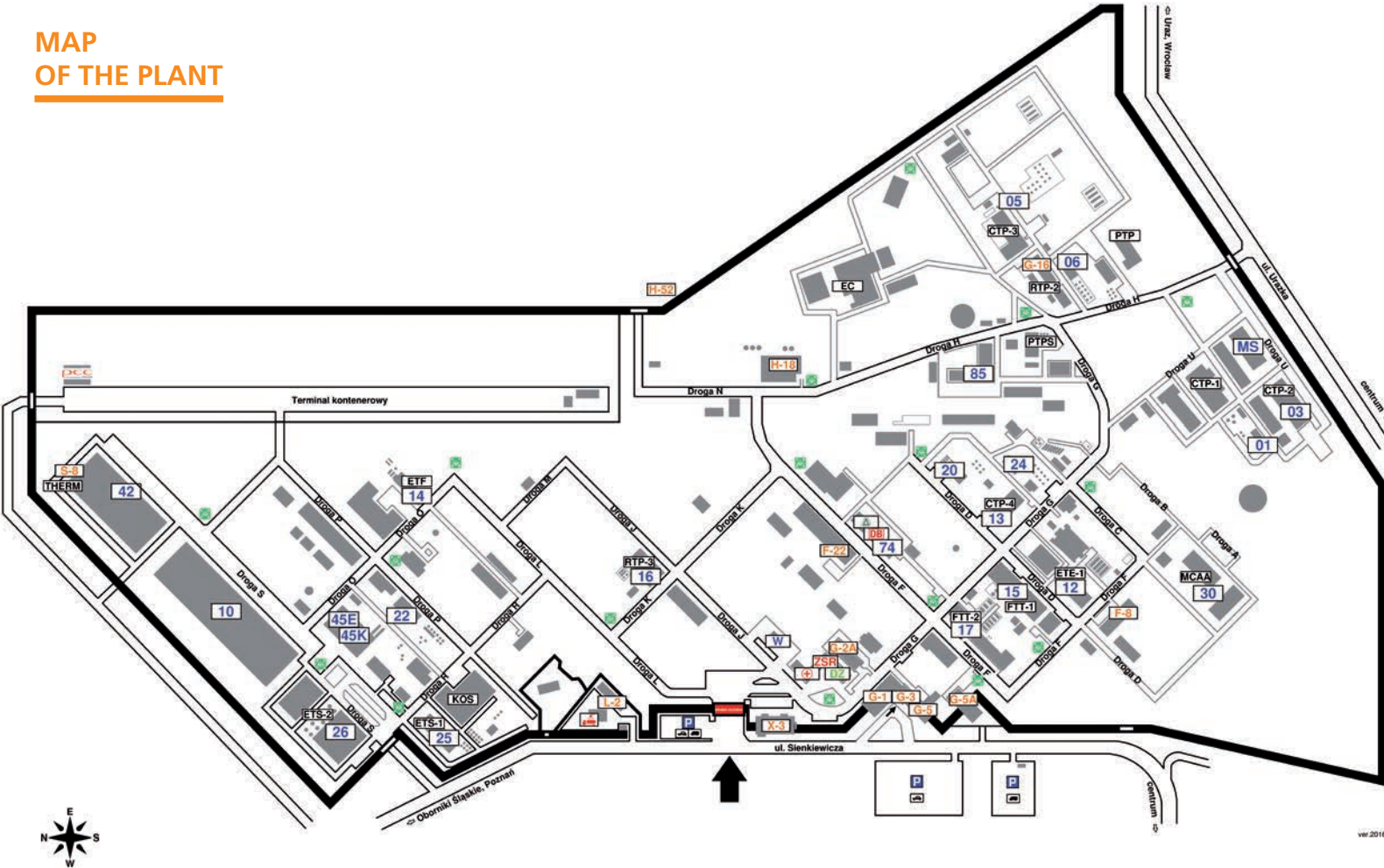
OFFICES (according to building No.)

F-8	PCC MCAA
F-22	PCC Apakor
G-1	LabAnalytika, CWB Partner
G-2A	LabMatic, PCC Exol
G-3	Reception Desk
G-5	Office of the Management Board
G-5A	PCC IT, PCC CP Kosmet
G-16	PCC PU
H-18	Energy Centre
H-52	Ekologistyka
L-2	PCC Autochem
S-8	PCC Therm
X-3	ChemiPark Technologiczny, Purchasing Office

OTHER

Main Gate (Pass Office)
W Weight for inter-weighing
Plant Dispatcher – tel. 71 794 2441
ZSR Company Rescue Service
Central Medical Point
PCC Intermodal
ADAMA
DB Schenker Rail Spedkol
Evacuation assembly point
Tank truck wash

MAP OF THE PLANT



MAP OF THE PLANT



ACCIDENT REPORTING

ACTIONS TO BE TAKEN IN CASE OF AN ACCIDENT:



SWITCH OFF THE MACHINE immediately – if the accident occurred in its neighbourhood or relates to it,



assess the occurring situation and as far as possible **PROVIDE FIRST AID** to the injured person,



ACCIDENT

in case of a threat – **WARN OTHER PERSONS** being in danger,



NOTIFY THE PLANT DISPATCHER and if needed call the **COMPANY RESCUE**

EMERGENCY TELEPHONE NUMBER:

+48 71 794 29 98



notify your **SUPERIOR AND THE SAFETY AND PREVENTION TEAM IN PCC ROKITA** of the accident immediately

+48 71 794 37 07



SECURE THE ACCIDENT SITE, do not change or move anything,



STAY ON THE ACCIDENT SITE by the time of arrival of the Company Rescue Services.

NEAR MISS REPORTING

- immediately notify your immediate superior and secure the incident site if needed,
- follow the order on implementation of 'Procedure in case of manufacturing failures (chemical substance leakage, electric and mechanic failure occurrence, etc.) and non-manufacturing failures (road accidents, collisions, etc.)' if the near miss is qualified as an emergency situation. This order constitutes an appendix to the digest of safety information for external companies performing works on the area of PCC Rokita SA.

OBLIGATIONS OF THE CONTRACTOR

- appoint supervision employees for direct supervision over works,
- acquaint your subordinate employees in a documented manner with the requirements contained in the digest of occupational health & safety information for external companies performing works on the area of the PCC Capital Group; it constitutes a basis for admission of your employees to commencement of works by the Works Coordinator,
- participate in the training organised before commencement of works in the same way as other employees,
- contact the appointed Works Coordinator every day in order to obtain information on potential changes in the conditions of performance of works as well as to obtain consent for their continuation,
- ensure occupational health & safety for the employees employed with your company.



IMPORTANT:

DO NOT ADMIT THE EMPLOYEES WHO FAIL TO OBSERVE THE OCCUPATIONAL HEALTH & SAFETY PROVISIONS TO WORK SINCE THEY EXPOSE THEMSELVES AND OTHER PERSONS TO HAZARD.

OBLIGATIONS OF THE WORKS SUPERVISOR

- perform substantial supervision over occupational health & safety of all employees employed in the place of the conducted works,
- establish the principles of interaction – between the individual contractors of works – taking into account the procedures in case of occurrence of threats to life or health of the employees performing the works,
- designate the places for storage of materials and waste as well as mark them with plates with proper inscriptions,
- report the non-admission to work to relevant supervision employees and enter this fact in the renovation/construction logbook.



IMPORTANT:

DO NOT ADMIT THE EMPLOYEES WHO FAIL TO OBSERVE THE OCCUPATIONAL HEALTH & SAFETY PROVISIONS TO WORK SINCE THEY EXPOSE THEMSELVES AND OTHER PERSONS TO HAZARD.

OBLIGATIONS OF THE CONTRACTOR'S EMPLOYEE

- use safe work methods,
- use the tools and devices being in good technical condition,
- use the tools and the auxiliary devices in a safe manner,



IMPORTANT:

USE THE INDIVIDUAL PROTECTIVE MEASURES: SAFETY HELMET AND SAFETY GLASSES, CARRY A GAS MASK WITH FILTER – HALF OR FULL MASK – WITH YOU

- do not commence work in case of ascertainment of lack of proper protections or irregularities in their construction and report this fact immediately to your superior or to the Works Coordinator,
- you may be reprimanded for a failure to observe the occupational health & safety rules, orders and provisions with a yellow or red card, which results in a financial penalty determined in the contract terms & conditions.



PROHIBITIONS



Do not enter the prohibited zones, i.e. to the manufacturing or warehousing stations, unless you have been authorised thereto.



Do not use open flames outside the designated places

FINANCIAL PENALTY:
PLN 1,000.00



Do not smoke tobacco, including e-cigarettes, outside the designated places

FINANCIAL PENALTY:
PLN 1,000.00



Do not use the telephone in the zone at risk of explosion

FINANCIAL PENALTY:
PLN 1,000.00



Do not take photos and do not video-record without a written authorisation.



Bringing of alcohol and other intoxicants or being in the state after their consumption is strictly prohibited

FINANCIAL PENALTY FOR ALCOHOL:
UP TO PLN 10,000.00,
FOR OTHER INTOXICANTS:
UP TO PLN 20,000.00

DANGEROUS PLACES



Space, in which a mix of inflammable substance with air or with other oxidising gases may occur



Attention!
Zone at risk
of chlorine



Attention!
Level crossing
without barriers



Attention!
Vertical transport
devices



Attention!
Works at a height



Attention!
Hanging objects

INDIVIDUAL PROTECTIVE MEASURES



Use workwear or
protective wear,
necessarily with long
sleeves and legs



Carry a gas mask
with ABEK multi-gas
filter with you



Use safety glasses
that are proper for
the threat, protecting
against particles
or spattering



Use protective wear
with a toecap



Use head
protection



Use hand
protection



Use safety
harness



Use special
footwear



Use an
anti-dust mask



Protect
your face

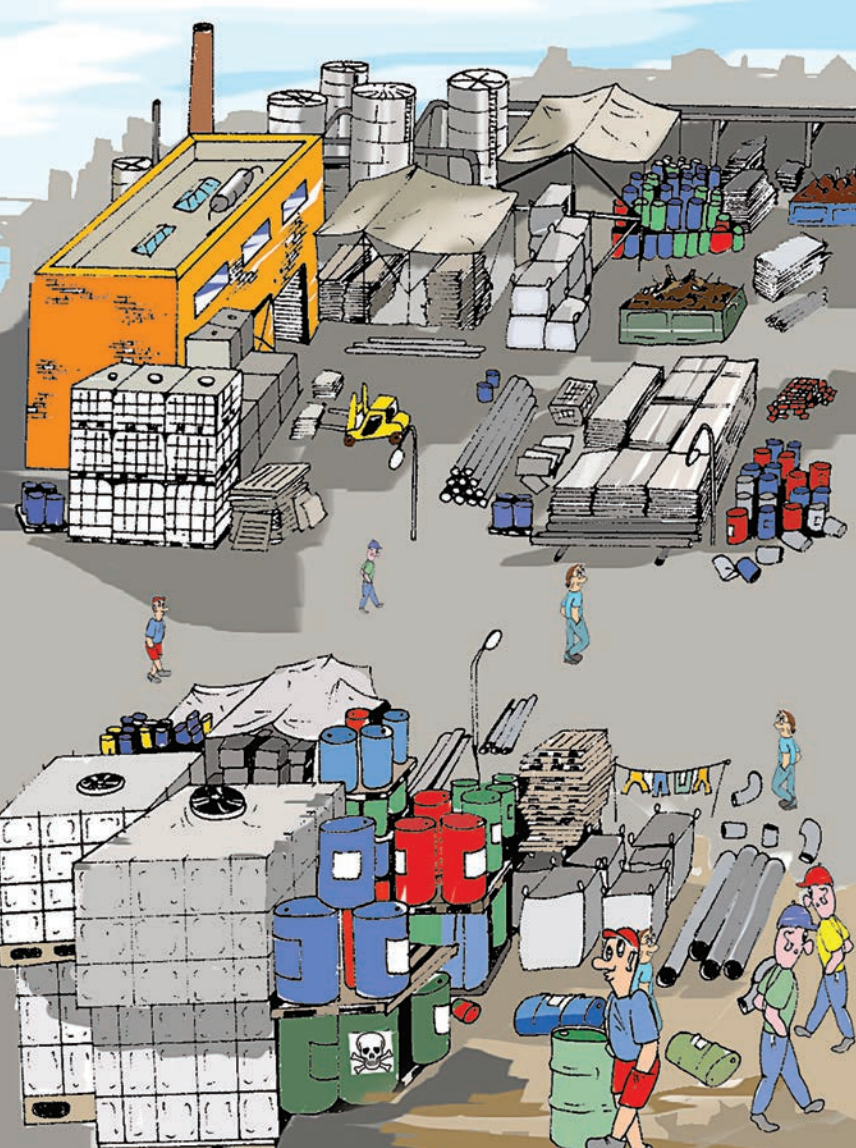


Use hearing
protection



**PRINCIPLES FOR SAFE
PERFORMANCE OF WORKS**

**CARE ABOUT SAFETY
EVERY DAY!**



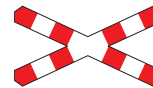
WORKPLACE ORGANISATION

- make sure that you know what task you are to perform,
- check whether the access and exit way is ensured,
- check whether you have sufficient space for performance of work,
- make sure that you have proper documents and permits,
- make sure that you have proper tools,
- make sure that you know what to do with waste,
- check where the following items are located:
 - rescue equipment,
 - extinguishing equipment,
 - escape ways and doors,
 - emergency shower,
 - eyewash,
- check whether the tools are in proper technical condition,
- check whether you have proper personal protective measures,
- check whether you will be using chemical substances,
- check whether your work will cause a threat to other persons,
- check whether the edges, from which it is a risk of falling, are protected by means of safety barriers or in other way that is proper for protection of the edges,
- check whether the holes and pitches are protected against falling in, sliding or pouring by means of clearly marked and installed shields,
- make sure that there is tidiness and order on your work place,
- make sure that sufficient lighting is ensured,
- make sure that you have access to sanitary & welfare rooms,
- make sure that you have access to the changing room as well as to proper wear and individual & collective protective measures.



TRAFFIC OF VEHICLES AND PEDESTRIANS

- on the internal roads on the area of the premises of the PCC Group, observe the road traffic provisions being in force,
- on foot, move on pavements and in case of their lack – along the left-hand side of the road,
- have a relevant licence for driving of vehicles if you are a driver of motor vehicles,
- if you are a driver of vehicles, while moving by the vehicles on the internal roads you undertake to put special attention to:
 - traffic of pedestrians,
 - traffic of motorcyclists,
 - road signs,
 - other motor vehicles,
 - trestle bridges over the roads,
 - level crossings which are unguarded in the PCC Group,



- have valid registration cards or temporary permits for every motor vehicle, including special vehicles, tractors and trailers,
- motor vehicles, including cars and special vehicles, tractors, trailers and mobile plant, by which you move on the internal roads, should be in good technical condition.



IMPORTANT:
THE MAXIMUM ACCEPTABLE SPEED OF
MOTOR VEHICLES ON THE AREA OF
THE PREMISES OF PCC ROKITA SA IS **30**
KM/H.



EQUIPMENT IN TOOLS AND MACHINES

- make sure that you have the tools and machines that are properly selected for the work performed by you,
- make sure that all dangerous elements, i.e. chain drivers, protruding motor shafts, etc., have been protected,
- make sure that all shields, which are in good technical condition, have been installed,
- make sure that the tools and machines are maintained in good technical condition and that all protections function properly,
- make sure that all operators are trained and competent.



WORKS IN CONFINED SPACE

- make sure that you have **written permits for performance for particularly hazardous works**,
- the permit is valid for 8 hours (e.g. from 7:00 a.m. to 3:00 p.m., etc.),
- make sure that you will be working under constant supervision,
- check whether the organisational and technical preparation allows for safety during performance of works,
- check whether the device is emptied from the chemical substances contained therein (washing, blowing with steam or with neutral gas as well as blowing with air),



IMPORTANT:
BLOWING OF THE DEVICE WITH PURE OXYGEN IS UNACCEPTABLE

- make sure that you have proper fire protection measures and collective protective measures,
- check whether you can ensure the possibility to provide first aid in case of a sudden need or accident,
- check whether the device is properly protected (closed, dismantled, with cut-off inflows of materials and chemical substances from other devices, equipment and pipelines),
- check whether the space, in which you will be performing work, is insulated from permanent inflow of electric, mechanic and heating energy,
- make sure that the device and its control elements have been properly marked,
- immediately before commencement of work inside the device, perform air analysis in terms of oxygen content (min. 18% O₂), toxic substances (they may not exceed the Maximum Acceptable Concentrations) as well as inflammable and explosive mixes (max. 10% of the Lower Explosive Limit).



HOT WORKS

- make sure that you have **written permits for performance for particularly hazardous works**,
- the permit is valid for 8 hours (e.g. from 7:00 a.m. to 3:00 p.m., etc.),
- make sure that you will be working under constant supervision,
- check whether the organisational and technical preparation allows for safety during performance of works,
- make sure that you have proper fire protection measures and collective protective measures,
- make sure that all threats have been assessed (e.g. whether there are no inflammable materials, which should be removed or protected, in the neighbourhood),
- make sure that the area of work has been protected in a proper way (e.g. against spreading of sparks),
- after completion of works, notify the competent persons.



WORKS AT A HEIGHT

- make sure that the employees have been acquainted with the 'Manual for safe performance of works at a height, works on ladders and works on scaffoldings',
- make sure that the works have been properly planned and that relevant measures ensuring their safe performance have been taken,
- check whether potential other manner of work or devices, which could be used in order to avoid works at a height, have been taken into consideration,
- check whether it is possible to use the equipment ensuring protection against fall, e.g. a scaffolding or a mobile working platform,
- check whether it is necessary to use the measures limiting the effects of fall, e.g. a safety net, a fall prevention system or protection platforms,
- make sure that weather conditions do not threat the health and safety of the persons performing the works,
- check whether safety upon vertical transport and upon access to the work place has been ensured,
- check whether the area of the performed works has been fenced and marked.

UWAGA!
ROBOTY
NA WYSOKOŚCI

ATTENTION!
WORKS AT A HEIGHT

UWAGA!
PRACE
NA WYSOKOŚCI
PRZEJŚCIA NIE MA

ATTENTION!
WORKS AT A HEIGHT.
NO PASSAGE



WORKS ON SCAFFOLDINGS

- make sure that the scaffoldings are erected, modified and dismantled by competent employees who have completed a training,
- make sure that the scaffolding is admitted to use,
- check whether all stands rest on the bases,
- check whether the scaffolding is safely fixed to the building or to the structure in the sufficient number of anchoring points in order to prevent its collapse,
- check whether all edges of the scaffolding are equipped with fall protections,
- make sure that additional shields (toe boards) preventing falling of materials from the scaffoldings have been provided,
- make sure that working platforms are covered with platform boards and that the boards have been installed in a manner preventing stumbles or slips,
- make sure that cautions warning against the use of incomplete or non-accepted scaffoldings have been placed,
- check whether the weight of the materials found on the scaffolding does not exceed the maximum load and whether they are equally spread,
- check whether the scaffoldings are properly maintained,
- make sure that the scaffolding is regularly inspected by a competent person, i.e. about once a week and each time after its modification, damage or occurrence of unfavourable weather conditions,
- check whether the inspection results are properly recorded,
- make sure that towers are erected in a manner consisting in installation of so-called leading handrails or with the use of the hole in the platform and the standard scaffolding elements,
- make sure that during the use of the tower the wheels are blocked and during its movement there are no employees on the platforms.



WORKS ON LADDERS

- check whether the ladders are in good technical condition,
- check whether the ladders have been put on stable ground and not on fragile or dangerous materials,
- check whether the ladders have been secured at the top and at the base in order to prevent spreading aside and deviation from vertical,
- make sure that the ladders protrude at least 75 cm (3 steps) above the surface that their lead to and that the angle between the ladder and the horizon is 65°-75°,
- check whether the ladders have been placed in such a way that the employee using them does not have to reach too far,
- check whether the employee must use the last three steps of the A-frame ladder – if YES, **the ladder is too short!**
- make sure that the body weight of the person always rests on three points: two feet and a hand or two hands and a foot, etc.,
- make sure that the employee using the ladder is competent as well as trained in the field of its safe use.



ROOFING WORKS/ SNOW REMOVAL FROM THE ROOF

- check whether the edges of the roof have been protected in order to prevent fall of the employees and materials,
- check whether during industrial roofing works safety nets protecting from fall from the leading edge and from partially installed roof panels have been installed,
- make sure that in case of the use of safety nets they have been hung in a safe manner,
- check whether some fragile materials, such as cement boards, and skylights that may have a fragile structure are being used,
- make sure that precautions preventing falls of employees caused by fragile materials during roofing works, i.e. safety barriers, covers protecting holes or working platforms, have been taken,
- make sure that there are no people directly below the place of the roofing works,
- make sure that the roofers are properly trained and experienced in identification of threats as well as verified in the field of the performed works.

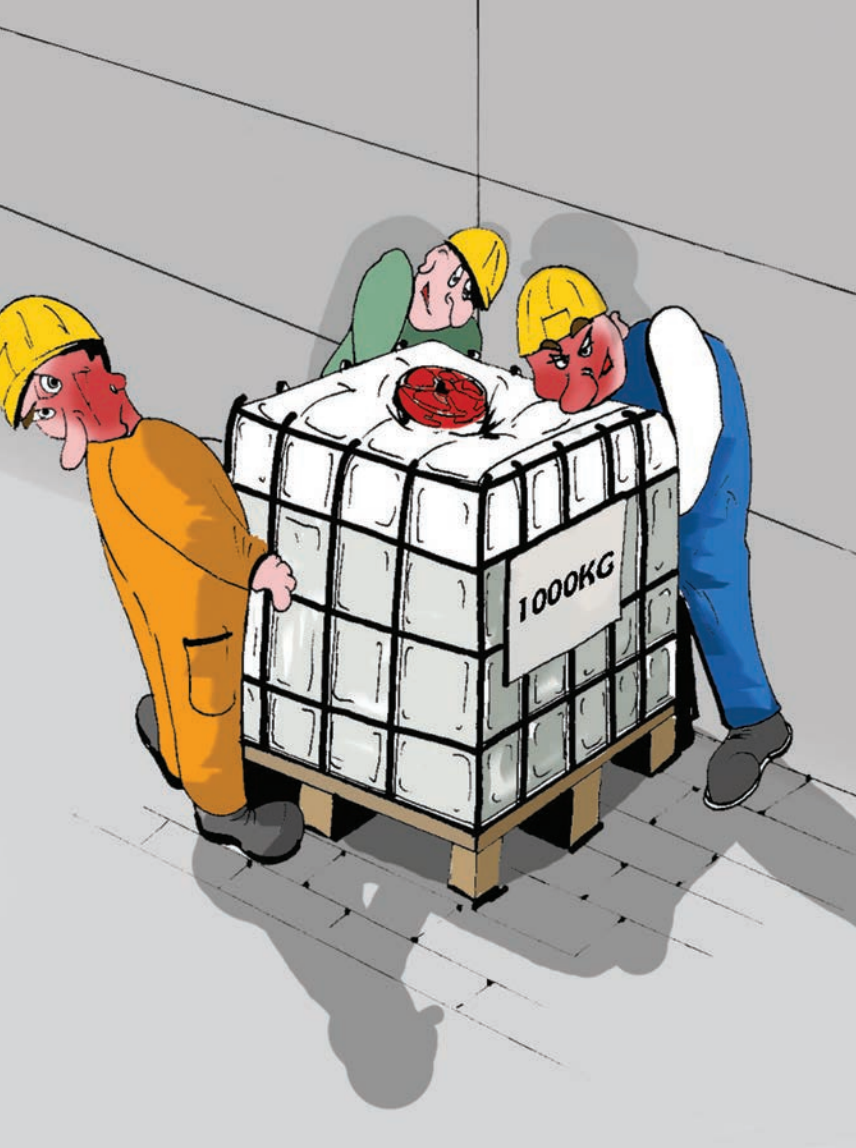


WORKS IN PITS/EARTHWORKS

- make sure that you have all necessary **written permits – one-day admission to earthworks**,
- notify the will to commence the earthworks to the Works Coordinator via e-mail (by 1:00 p.m. on the day preceding the works commencement day),
- in case of performance of the earthworks with the use of the construction equipment, confirm in writing the acknowledgement of the necessary documents in this scope and comply with these arrangements in the course of the earthworks,
- check whether the slopes of the pits have been properly reinforced or profiled and whether they are inclined at a safe angle,
- check whether you have safe access to the pit, e.g. by means of a sufficiently long and stable ladder,
- check whether you have installed barriers or other precautions preventing falling of people and vehicles in the pit,
- check whether proper drag shoes preventing the dump trucks from falling in the pit have been installed,
- check whether there is a risk that the pit will threaten the stability of the neighbouring structures or installations,
- check whether the materials, waste, output and devices are stored in proper distance from the edge of the pit,
- check whether the protruding and non-secured elements are properly protected,
- fence and mark the site of the excavations with warning boards in a manner preventing entry of non-authorized persons,
- in cases justified by safety issues, cover the pit tightly in the manner preventing from falling in the pit as well as mark it with a warning white & red tape in the distance of about 1 m from the edge of the pit,
- during the excavations in places accessible for third parties, for the time of dark and night mark this place through placement of safety barriers equipped with red warning light around the pit,
- protect the pit against self-filling – put the boarding.

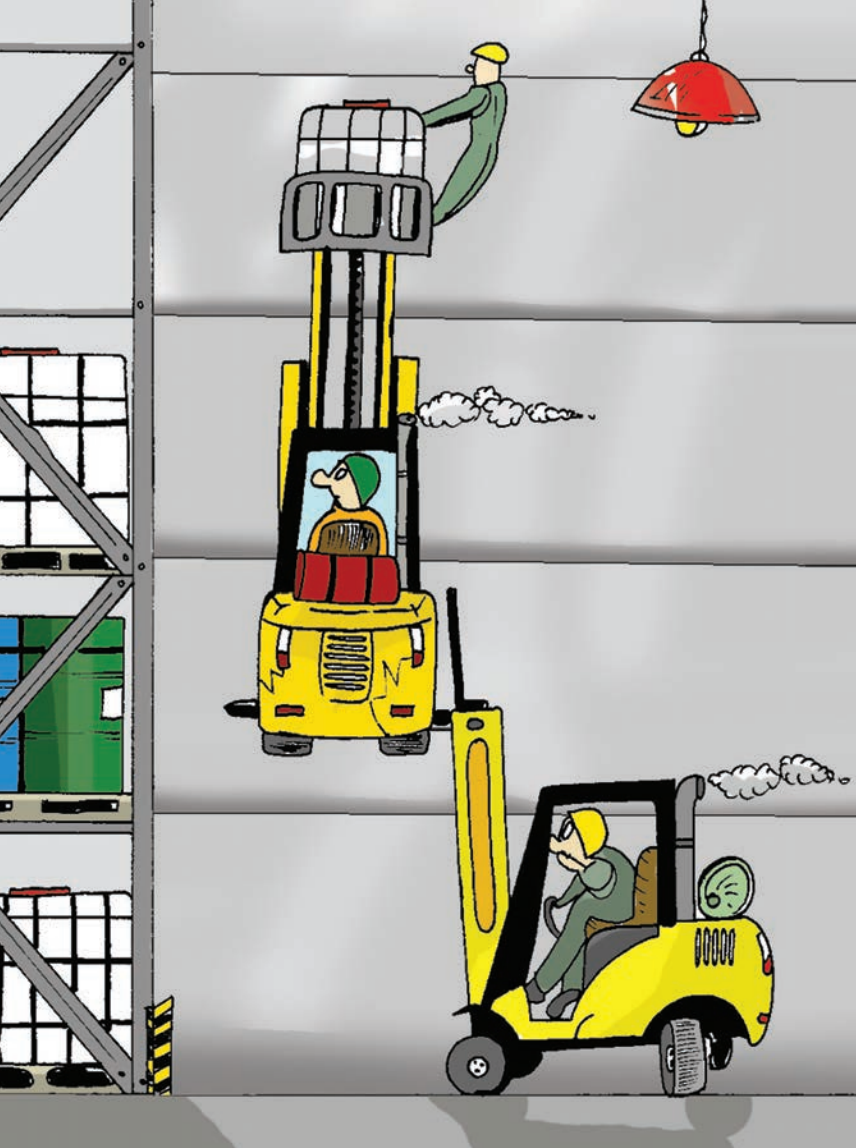


- make sure that you have all necessary written permits,
- check whether the crane has valid inspection of the Office of Technical Inspection (UDT),
- check whether the self-propelled crane has maximally extended supports, put on proper ground,
- make sure that a competent rigger signaller has been appointed,
- make sure that you know the weight and the centre of gravity of the lifted load,
- check whether the lines are in vertical position,
- perform a visual inspection in terms of damages, select the slings and fasteners with proper Safe Working Load as well as make sure that you know the place and the manner of load fastening,
- make sure that the area is properly fenced and that solely authorised persons are staying thereon,
- make sure that you have notified all interested persons on the intention to commence the lifting.



MANUAL HANDLING WORKS

- check whether heavy materials, i.e. concrete lintels, curbs or bag materials, the manual handling of which may be difficult, are being used,
- if YES, check whether it is possible to:
 - select some lighter materials,
 - use the forklifts or other machines or devices in order to limit manual heavy weight lifting to minimum,
 - order the materials, e.g. cement, in 25-kg bags,
 - avoid repetitive manual movement of heavy structural blocks or other elements of the weight exceeding 20kg,
- make sure that the employees have been instructed and trained in the field of safe use of lifting devices and other materials handling equipment,
- make sure that the employees have been trained in the field of safe heavy weights lifting.



LOADING AND UNLOADING WORKS

- make sure that it has been checked whether the transported load did not move or destabilise during the transport,
- make sure that a closed zone for third parties has been created around the loading/unloading area,
- check whether the loading/unloading method has been planned,
- make sure that all valid inspection certificates, issued for the used lifting devices, are available,
- check whether access on the level of the truck semi-trailer is necessary or whether it is possible to perform the preparatory works on the ground,
- if NOT, check whether:
 - a safe manner of entering and leaving the semi-trailer is available,
 - precautions preventing fall of the employee from the truck semi-trailer have been applied,
 - the employees have been equipped with proper protective footwear with good ground adhesion.



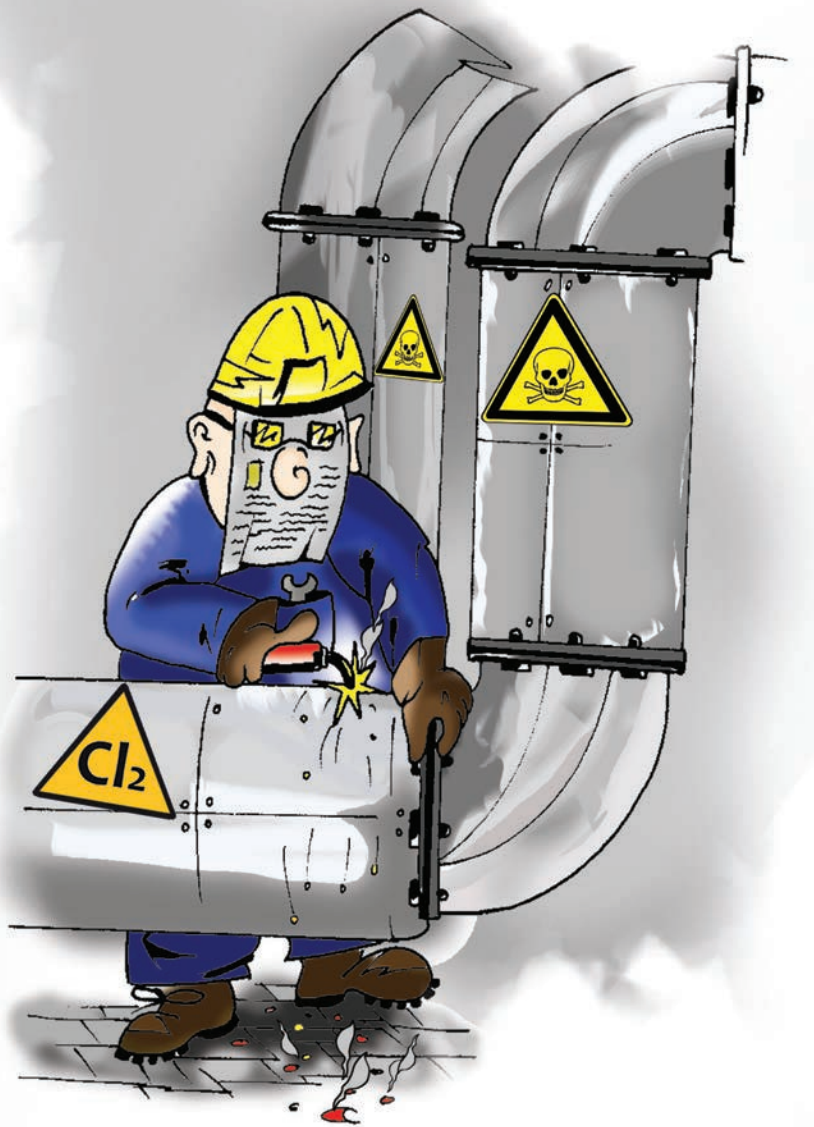
EMERGENCY SITUATIONS

- make sure that emergency procedures e.g. in case of evacuation or fire are available,
- make sure that the persons staying in the zone of the works know the emergency procedures and the location of the evacuation assembly points,
- check whether alarm devices are available and whether they are in working order,
- make sure that you have the possibility to contact the emergency services from the zone of the work,
- check whether escape ways have been provided in proper number and whether they are passable,
- make sure that sufficient first aid measures have been provided,
- make sure that the employees are familiar with the system of alarming of the neighbourhood and of the services in case of a fire, an accident or another local event.



MIEJSCE ZBIÓRKI
DO EWAKUACJI

EVACUATION
ASSEMBLY POINT



HAZARDOUS SUBSTANCES

- make sure that the employees have been properly trained in the field of the threats connected with hazardous substances in the place of performance of works,
- make sure that the chemical substance data sheets occurring in the place of performance of works are available,
- make sure that the employees having contact with specific hazardous substances are covered by medical examinations,
- exercise special caution and use proper personal protective measures in the place of occurrence of hazardous substances.

THREATS TO HEALTH



- caustic effect on skin
- serious eye damage



- skin/eye irritation
- skin sensitisation
- organ toxicity



- carcinogenicity
- mutagenicity
- respiratory sensitisation



- acute toxicity category 1, 2, 3

PHYSICAL THREATS



- explosive



- inflammable
- self-reactive
- self-heating releasing gases in contact with water



- oxidising



- corrosive to metals



- pressurised gases

THREATS TO THE ENVIRONMENT



- acute/chronic threat to water environment



- threat to ozone layer



NOISE

- make sure that the level of exposure of the employees to noise has been measured and assessed,
- make sure that the employees have been properly instructed and trained in the field of threats connected with noise as well as the manner of its avoidance,
- check whether it is possible to limit the noise level through application of other work methods or more quietly working machines,
- check whether the employees who do not participate directly in the perform works stay in proper distance from the source of the noise,
- make sure that proper hearing protection measures have been provided and that they are used in the places of performance of works,
- check whether the hearing protection zones have been marked,
- make sure that hearing tests of the persons exposed to high noise level are performed.





VIBRATIONS

- make sure that exposure to vibrations has been eliminated or maximally limited thanks to application of proper work methods and devices,
- make sure that the tools selected for the work are the tools of the lowest available vibration level, which may effectively perform the given work,
- make sure that the vibration tools, i.e. breakers, grinding machines and drilling machines, are used for limited working time if possible,
- make sure that the employees have been instructed and trained in the field of threats connected with vibrations occurring in the place of the performed work,
- make sure that the vibration tools are properly maintained, including maintenance of proper sharpness of elements and drills,
- make sure that medical examinations of the employees exposed to high level of long-term vibrations are performed.



ELECTRICAL POWER INSTALLATIONS

- make sure that you have all necessary **written permits – a written works performance order**,
- make sure that the installations located in the place of performance of works have been identified and that effective actions aimed at their proper protection have been taken,
- check whether the equipment and the tools are connected to low-voltage power,
- check whether the wires and cables are equipped with proper protectors,
- check whether all connections to the network have been constructed in a correct way and with the use of proper connectors,
- check the equipment and the tools as well as control them visually in the place of the performed work,
- check whether the overhead electric lines have been switched off during special works or whether precautions, i.e. marking by means of gates of lines, have been taken.



ATTENTION!
SHOCK HAZARD



ENERGY INSTALLATIONS

- make sure that you have all necessary **written permits – a written works performance order**,
- make sure that you have proper qualifications confirmed by Qualification Certificate for works on energy networks, installations and devices,
- notify the will to commence the works on energy networks, installations and devices to the Electric Dispatcher,
- notify the completion of performance of the works on energy networks, installations and devices to the Electric Dispatcher,
- remember that the works on energy networks, installations and devices are works relating in particular to:
 - heating oil,
 - nitrogen gas,
 - compressed air,
 - steam,
 - heating water.



PROTECTION OF THIRD PARTIES

- protect the area of the performed works against unauthorised entry,
- fence the place of the performed works and light it,
- ensure proper marking for third parties, e.g. warning against falling materials,
- after completion of works on a given day:
 - remove the ladders or cover the steps so that they may not be used,
 - cover or fence pits and holes,
 - immobilise all machines in order to prevent their unauthorised use,
 - store the materials in a safe manner,
 - protect inflammable or hazardous substances.

ENVIRONMENT

OBLIGATIONS OF THE WORKS COORDINATOR:

- designate the storage place for waste and materials in consultation with the Facility Administrator and with the Environmental Protection Office and then indicate it to the Contractor,
- supervise the works of the Contractor, including the actions connected with:
 - waste segregation,
 - order maintenance,
 - compliance with waste management guidelines,
 - observance of places designated for waste storage,
 - ongoing removal of waste from the place of performance of works,
- file a request to the Environmental Protection Office Director for a permit for removal of waste by the Contractor outside the area of the Plant, obtain a confirmation of legal management of the waste from the Contractor and deliver a copy of the waste transfer note to the Environmental protection Office,
- check whether the containers provided by the Contractor for construction waste or other waste are not damaged and then give a consent to their use.

OBLIGATIONS OF THE CONTRACTOR:

- remember that you are responsible for:
 - provision of proper containers for collection of municipal solid waste and industrial waste,
 - generation and legal management of waste coming from materials and substances used in the course of the performed works,
 - collection of waste owned by the organisational unit in the storage place designated by the Works Coordinator,

- remember that you are obliged to limit the negative impact of the generated waste on the environment through ensuring of the following actions:
 - waste storage, which takes place if the storage need results from technological or organisational processes and does not exceed the deadlines justified by application of these processes,
 - waste storage, which takes place in compliance with environmental protection requirements as well as human life and health protection requirements, in particular in a manner taking into account the chemical and physical properties of the waste, including the physical state, as well as the threats that may be caused by this waste, in a selective manner, protected against operation of weather conditions and access of third parties, on hardened impermeable ground,
 - selective storage of waste in designated places on ground hardened with impermeable material, in conditions preventing its negative impact on the environment,
 - recycling of the generated waste and if for technological reasons it is impossible or it is not justified due to ecological or economic reasons, waste neutralisation in a manner that is compliant with the environmental protection requirements,
 - waste transfer to specialist entities holding relevant licenses for the purposes of recycling and/or neutralisation, with consideration of the waste handling hierarchy determined in the Waste Act,
 - waste management in a manner ensuring protection of human life and health as well as preventing its negative impact on the environment, with observance of the principles resulting from the Environmental Protection Law Act, the Waste Act and the specific provisions in this field,
 - provision of containers designated for storage of hazardous materials, made of materials resistant to operation of waste components and equipped with tight shutters,
 - transport of hazardous materials, which takes place with observance of the provisions applicable to the transport of hazardous materials.

WASTE MANAGEMENT

- do not remove any waste outside the area of the plant without consent of the Works Coordinator,
- for the consent to removal of waste outside the area of the plant, prepare and provide the Works Coordinator with information on the place of waste neutralisation, of the entity managing the waste; in order to confirm legality of operation of these entities, provide the Works Coordinator with a copy of the administrative decisions of these entities in the field of waste management,
- transfer all waste generated in the place of the work for recycling or utilisation to a company holding relevant licenses, in compliance with the findings of the Works Coordinator,
- do not pour the effluents e.g. from washing of the tools or individual protective equipment to washbasins or toilet bowls, to the sewage system or to the ground,
- do not collect any industrial waste – solid or liquid, generated in the course of performance of works – in the containers for the municipal solid waste,
- transfer all used and expired chemical substances for utilisation to a company holding relevant licenses,
- put the waste generated during performance of works to specially marked containers places in proper designated place,
- collect the waste that is conflicting with each other in chemical terms in order to avoid its mixing,
- do not pour liquid waste to washbasins or sewer manholes,
- do not release and do not remove waste to the environment.

Remember! Expired products, such as paints, paint spray cans (also empty ones), used varnishes, solvents, oils or fragments of materials polluted with these materials constitute hazardous waste.



REMEMBER!

IN THE COURSE OF THE WORKS THE CONTRACTORS BEAR THE ENTIRE LEGAL LIABILITY FOR SAFETY IN THE FIELD OF ENVIRONMENTAL PROTECTION.

WASTE CONTAINERS

- provide containers for the municipal solid waste generated by your employees as well as for construction waste and for other waste created in the course of works; the containers must be tight and must be made of a material that is resistant to the waste collected therein,
- cover the containers located outdoors in order to prevent the waste against operation of weather conditions,
- put the waste containers on hardened area in places distant from sewage manholes in order to avoid the possibility of penetration of the potential leakages from the containers during collection or transport,
- mark the containers in a manner informing on the waste found therein (name and code of the waste) as well as with the logo and with the telephone number.

RULES OF ETHICAL CONDUCT

We honour the rules relating inter alia to respecting human rights determined in the UN Global Compact guidelines, in the Universal Declaration of Human Rights and in the Convention of the International Labour Organisation (ILO).

Consequently, we expect our Contractors to respect the following rules:

- **PROMOTION OF AND RESPECTING HUMAN RIGHTS,**
- **ELIMINATION OF ALL CASES OF VIOLATION OF HUMAN RIGHTS,**
- **RESPECTING THE FREEDOM OF ASSOCIATION,**
- **ELIMINATION OF ALL FORMS OF FORCED LABOUR,**
- **AVOIDANCE OF CHILD LABOUR,**
- **EFFECTIVE COUNTERACTING DISCRIMINATION IN EMPLOYMENT,**
- **COUNTERACTING CORRUPTION IN ALL FORMS, INCLUDING EXTORTIONS AND BRIBERY.**



FIRST AID



Due to care about the environment, this publication has been printed on ecologic mat coated Cocoon Silk paper, produced in 100% from recycled paper, in environmentally friendly technology. The FSC® certificate confirms that the raw materials used for paper production originate from well-managed forests as well as from other certified and controlled sources.

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36

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5

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1 299

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