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Catalog of requirements regarding occupational health and safety, fire safety and environmental protection to be taken into consideration in the offer

All and any works at the construction site must be performed in accordance with the requirements of the law, internal requirements as laid down in the Health & Safety and Environment Plan (BIOZ Plan) and standards of TR / BX / MHPSE (hereinafter referred to as the General Contractor). The requirements specified in this document are complementary to the requirements of the law. All costs related to occupational health and safety and environmental protection must be included in the offer price submitted by the subcontractor or the supplier.

Should you have any question, please contact the employee of TR / BX / MHPSE indicated in the Request for a Proposal. The manner of fulfilling each task and requirement as well as the related costs may be agreed on when negotiating and selecting the Contractor

1. Planning the performance of works

1.1. Occupational risk assessment related to the execution of the agreement (Risk Assessment Related to the Execution of the Task)

Each Contractor is obliged to assess risk of the works that are assigned to him under the Agreement. The assessment must take into consideration the technology planned for the performance of works as well as include specific technical and organizational solutions that the Contractor has or plans to implement during the works. Risk Assessment Related to the Execution of the Task is required in order to prepare a correct offer and a Job Related Erection Instruction with Risk Analysis (IBWR). Occupational Risk Assessment Related to the Execution of the Task is an extension to the occupational risk assessment for the project and is the first step in planning safe performance of works.

1.2. Work Method Statement (POR)




The Contractor is obliged to draw up a Work Method Statement. To this end the Contractor receives Work Method Statement guidelines. A draft Work Method Statement must be submitted 30 days before the works start. The Work Method Statement is to be drawn up according to the Contract requirements and should include e.g. selection of equipment, quality program, description of workplaces, construction site development plan, selection plan for hoists and cranes, logistical supply and unloading management, tests and control schedule, etc.

1.3. Job Related Erection Instruction with Risk Analysis (IBWR)

The aim of the IBWR is to plan and prepare safe execution of works. It includes all safety aspects, that is technical, organizational and human resources (TOL).

1.3.1. Job Related Erection Instruction with Risk analysis (IBWR) is required for the following types of works:

- works at height,
- works associated with the risk of collapse of soil or other bulk materials, e.g. earthworks associated with narrow or wide excavations,
- works associated with the risk of contact with chemical and biological substances which may pose a hazard to human safety,
- works performed in the immediate vicinity of power and gas lines,
- works performed in the immediate vicinity of vehicle traffic routes,
- works associated with erection and dismantling of heavy prefabricated elements,

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- works during which an employee needs to be present in the immediate vicinity (work area) of self-propelled construction machines,
- works performed in lift shafts, risers and other places, access to which is restricted or difficult due to process reasons,
- transport works during which hoists as well as stationary and mobile cranes are used,
- works during which baskets and cradles are used as work platforms,
- works during which explosives are used,
- works by watercourses,
- other works identified by the Site Management as hazardous and specified in the Health & Safety and Environment Plan.

1.3.2. IBWR preparation rules

- Job Related Erection Instruction with Risk Analysis (IBWR) may describe certain construction works or include a set of instructions on safe performance of works in the event it applies to complex construction works which are composed of multiple activities of medium to high risk.
- IBWR should include the information which is relevant to achieve its aim. All information irrelevant for the user are to be avoided as it makes the instruction less readable.
- The instruction should be easy to read and understand. It should contain straightforward and unmistakable information as well as charts, pictures and drawings, where possible.
- The instruction is to be based on the following information and documentation:
 - Health & Safety and Environment Plan (BIOZ),
 - Risk Assessment Related to the Execution of the Task (ORZ),
 - design documents, including Working Design and Technical Specifications,
 - Performance of Works Schedule,
 - Construction Site Development Plan,
 - Operation and maintenance manual of machines and equipment, operation instruction, Material Safety Data Sheets, etc.,
 - guidelines included in the law, procedures and standards,
 - information presented by the OHS coordinator on work processes conducted in the immediate vicinity of the planned works.
- An approved and accepted IBWR is a prerequisite for the commencement of works. The Instruction is approved upon signing by an authorized representative of the Contractor. The Site Manager of Budimex SA or a person s/he delegates accepts in writing the signed document.
- IBWR may be modified and updated according to construction or technological requirements. In such a case, the approval and acceptance procedure is the same.




IBWR is to be drawn up and submitted to be accepted 4 weeks prior to the commencement of works. The Contractor must have the IBWR accepted 1 week prior to the commencement of works at the latest.

Notice.

Guidelines to prepare IBWR are available at <http://www.porozumieniedlabezpieczenstwa.pl>

2. Work safety and environmental protection management

2.1. Management and supervision of works

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- 2.1.1. The Contractor must ensure permanent supervision of employees and performed works by a person who has qualifications required by the labor law to manage works pursuant to the Labor Code.
- 2.1.2. For the construction works, the Contractor must ensure direct supervision by a person holding a proper building license. A person holding a building license and trained to manage works may also manage and perform the supervision described in Section 2.1.1
- 2.2. The Contractor must ensure the supervision described in Sections 2.1.1 and 2.1.2 at all times.
- 2.3. During the performance of works, the Contractor must ensure permanent presence of persons designated to give first aid, as this is an obligation of every employer or work organizer. Such persons should be trained in giving first aid.
- 2.4. During the performance of works, the Contractor must ensure permanent presence of persons designated for fire-fighting and evacuation purposes.
- 2.5. The Contractor must ensure OHS supervision and advice by qualified OHS specialists or by persons who received appropriate training and who hold license (employer, designed person in accordance with current law):
- one employee of the occupational health and safety service who has qualifications specified for the Occupational Health and Safety Specialist for every fifty employees. The OHS supervision shall be executed at the Construction Site for the whole period when works are performed by the contractor's employees,
 - if works at the Construction Site are performed by more than 20 and fewer than 50 employees of the contractor, the Contractor is obliged to ensure implementation of the obligations of the OHS service by the OHS Specialist for at full-time.
 - if works at the Construction Site are performed by fewer than 20 employees of the contractor, the Contractor is obliged to ensure implementation of the OHS obligations for at half-time. The person who has custody OHS may also perform other functions, and must stay for the entire duration of the works on the construction site.

OHS supervision is to include all employees and all persons who are involved in the performance of works. All persons responsible for OHS aspects are obliged to visit workplaces and keep documentation on their activities in the scope of observed irregularities and corrective measures.

- 2.6. The Contractor must submit to the General Contractor daily written report on the number of staff, machines and performed supervision. The Contractor must report daily to the General Contractor on the number accidents, incidents, volume of generated waste etc. The scope of reporting is detailed in Section 3.4.5 of the BIOZ Plan.
- 2.7. The Contractor must provide and/or maintain collective protection equipment which includes supervision over barriers at the assigned section of works. The Contractor may leave the assigned section of works only after restoring collective protection equipment.

3. Preparing employees to perform work

- 3.1. The Contractor is obliged to guarantee that works are performed by the staff fully capable of executing assigned tasks who hold required qualifications and licenses. The capacities to perform work and qualifications are documented individually for each employee, including his/her position and assigned work. The documents which certify licenses and qualifications are as follows:
- valid occupational medical certificates issued by a physician entered into the register of medical practitioners who conduct initial/periodic medical examinations, maintained by the voivodeship

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occupational medicine centre (medical certificates may be translated by a sworn translator in case of foreign employees from EU countries),

- valid certificate confirming periodic training in the field of occupational health and safety. Repeated periodic trainings on occupational health and safety are required at least once a year for persons employed as labour, and at least once every three years for employers and persons employed in a supervisory position,
- documents certifying additional qualifications (if required to perform assigned works, e.g. license for excavator operator, scaffold erectors). Employees performing these works must have the above-mentioned documents at their workstation.

In the event the employee may not present the documents, it is assumed that s/he does not meet the requirements listed above and therefore the employee is refused to start work or removed from work.

4. Work clothes and footwear as well as personal protective equipment.



The Contractor must equip the employees with work clothes and footwear of at least S3 type (and additional properties in case of welders, electricians etc.) as well as with personal protective equipment adjusted to identified hazards (see Risk Assessment Related to the Execution of the Task, section 1.1.). Regardless of the measures adjusted to the performed work, basic equipment of an employee and each person entering the construction site will be as follows:

- work clothes which cover arms and legs,
- high-visibility vest in accordance with PN-EN 471 (visibility class 2) with the contractor's logo/name,
- safety footwear category S3 protecting the ankle in accordance with PN-EN ISO 20345.
- safety helmet in accordance with EN 397 (used colors: supervisors – white, riggers - yellow with a reflective strap, other employees – any color, except for white)
- protective goggles, at least class 1F, in accordance with EN 166,
- protective gloves,
- when using angel grinders face shields compatible with the helmet double eye protection
- other requirements specified by the Site Manager and described in the BIOZ plan.

The above described safety measures must be provided for the employees performing works as well as persons entering the construction site. This obligation applies to all and any persons, regardless of the work they perform or the aim of the visit.

All pieces of personal protective equipment used at the Construction Site should meet the following requirements:

- bear the visible CE marking and protection class marking,
- be used before their expiry dates specified by the manufacturer,
- be provided with documents confirming their inspection, as specified by the manufacturer,
- be in good working condition,
- be sufficiently clean.

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Type and quantity of personal protective equipment and the relating costs must be assessed based on the Risk Assessment Related to the Execution of the Task and the number of employees and persons who will be performing works or entering the construction site.

5. Machines, equipment and technical equipment

5.1. The Contractor is obliged to ensure that all machines and technical equipment used at the construction site meet the requirements under the law and EU directives and bear the visible CE marking. If there is no CE marking, the prerequisite for approval to performance is a declaration of conformity with essential requirements of relevant EU directives. The declaration must be written in Polish or English language. If the declaration is written in English only, it must have a sworn translation.

This principle applies in particular to any type of construction machines, handling equipment, pressure equipment, equipment whose operation requires a license issued by Institute of Mechanised Construction and Rock Mining (*Instytut Mechanizacji Budownictwa i Górnictwa Skalnego*).

5.2. All and any vehicles, machines and self-propelled equipment must be equipped with warning/flashing light (signaling movement of vehicle) and sounder for reversing.

5.3. In case of supply of scaffolds, including their erection, or works requiring scaffolds, including erection and removal works, it is necessary that the erection be performed by persons holding a scaffold erection license and that each time commission be performed by a person holding a building license or having qualifications to supervise erection works and to commission and confirm proper performance of scaffold erection. The erection of scaffold must be complete (including handrails, main and side toe boards, angle braces, feet or wheels with brakes) in accordance with the Operation and Maintenance Manual or an individual design.

5.4. The Contractor must keep at the construction site the documentation which is the basis for safe operation of equipment, scaffolds and machines, e.g. scaffold designs, acceptance protocols, documents from controls of UDT (Office of Technical Inspection).

5.5. The Contractor must designate and maintain danger zones where machines, hoister and scaffolds are operated and must submit to the General Contractor a plan indicating their location. Each danger zone must be marked with warning notices, whereas the plan must be attached to the IBWR instruction.

6. Operational safety of electrical systems

6.1. During the performance of works, the Contractor is obliged to use power tools which meet the minimum protection requirements against external factors IP44.




6.2. All electric cords at the construction site, including extension cords, must be sheathed (marked with letter "O") and authorized for outdoor use. According to law or norm?

6.3. All power tools used at the construction site must comply with the norms and be marked with CE sign.

6.4. Under no circumstances may the switching stations at the construction site be opened. This absolute prohibition excludes authorized supervising staff only.

6.5. The Contractor will arrange tests and verifications of electrical equipment:

1. Monthly visual inspections confirmed by a changed marking of the equipment

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2. Quarterly testing of protective cable continuity and continuity of insulation. The test must be followed by a report which will be kept in the Contractor's File Binder.

7. Works at height

- 7.1. Works during which an employee is at height should be performed with professional foot-plates and work platforms.

As a rule, the use of ladders while working at height is prohibited.




Ladders may only be used for particular activities, provided it was specified in the IBWR instruction and accepted by the Site Manager.

- 7.2. While designing works at height, the first step is to design safety measures at workstations with the use of collective protective equipment. In the event it is not possible, personal protective equipment may be used instead, provided its types and usage are specified in the IBWR instruction and are approved by the Site Managers.
- 7.3. The Contractor is obliged to provide system collective protection, namely handrails, protective meshes to prevent falling from heights, permanent separation of dangerous zones, in the area of works at heights, and provide roofing to cover communication paths in dangerous zones. openings in floors/ceilings and walls must be covered. Carpentry solutions may only be applied in justified cases according to their accepted execution designs.
- 7.4. The Contractor must provide personal protective equipment in line with the General Contractor standards. For the works on scaffolding or platforms, the Contractor will provide equipment necessary to evacuate employees from such locations and will guarantee that each employee is trained in their use. For works on scaffolding and platforms, the Contractor will equip each employee with individual equipment (ropes, lanyards, special bag) to protect tools and small materials from falling.
- 7.5. Works involving equipment for slip forming will be secured with OSB, covering vertical walls of upper platform. Lower platform will be secured with protective mesh to prevent falling from heights and with a canvas cover. Passages between external and internal platforms must allow quick transport of an injured person and must be made of system elements.
- 7.6. The Contractor will provide the system and equipment for emergency evacuation from height (scaffolding, platform) for all employees by assuming that the lifts may not be used for transporting. The Contractor will provide qualified staff and trainings of employees concerning emergency evacuation from heights with the use of descending equipment.

8. First aid

The Contractor is obliged to provide the employees, especially those trained to give first aid (pursuant to Section 2.3), with the access to first aid kits containing basic supplies and equipment to perform first aid. The supply and equipment of the kits is to be determined by the occupational physician hired by the Contractor. The first aid kits are checked with the list of required supplies and equipment approved by the physician. Each kit must be resupplied on an ongoing basis.

9. Fire safety

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If the Contractor performs works involving fire safety risk, the workstations be protected with necessary measures specified in the IBWR instruction to prevent the spread of fire. The measures, such as fire extinguishers, must have valid technical inspection certificate which complies with manufacturer's instructions. Each time works involve fire safety risk, the Contractor must obtain a work permit from the General Contractor according to the procedure (PTW – permit to work).

The Contractor will arrange a fire post in the works area.

10. Sanitary facilities

The Contractor is to provide sanitary facilities for all persons involved in the construction works which include:

- cloakroom,
- dining room,
- toilets situated in proximity to workstations,
- toilet facilities (washbasins, showers, toilets).

This obligations is to be fulfilled in close cooperation with the General Contractor, who provides sanitary facilities for all persons working at the construction site. The calculation of renting, maintenance and cleaning costs shall be specified in the Agreement.




11. Environment protection, waste collection and sorting

- 11.1. At the pricing stage, the Contractor is obliged to include standard requirements of TR / BX / MHPSE regarding environment protection as well as legal and other requirements which apply to the construction site (Environmental Decision requirements)
- 11.2. The Contractor must manage the waste he has produced by properly storing the waste (e.g. in waste containers), arranging waste collection and keeping a waste record.
- 11.3. Before starting the works, the Contractor must specify in Job Related Erection Instruction with Risk Analysis (IBWR) types and quantity of expected hazardous waste as well as its management in accordance with the Waste Management Plan included in the BIOZ Plan in the scope of the assigned works.
- 11.4. Waste collection may be provided by the General Contractor. In such a case waste management and calculation of costs shall be specified in the Agreement.
- 11.5. The Contractor must react to emergency situations and environmental incidents in accordance with the system and standards of Budimex SA. Moreover, the Contractor which performs works with the use of construction machines and vehicles is obliged to provide the staff with:
- a) sorbent to secure fuel and technical liquid spills,
 - b) sorption materials to secure fuel spill while refueling.

12. Documentation and its keeping

The Contractor is obliged to have at the construction site the documentation which entitles him to perform works, including documents relating to technological process and the staff performing the works (Contractor File Binder). The Contractor is obliged to present the above-mentioned documentation each time the General Contractor requests so.

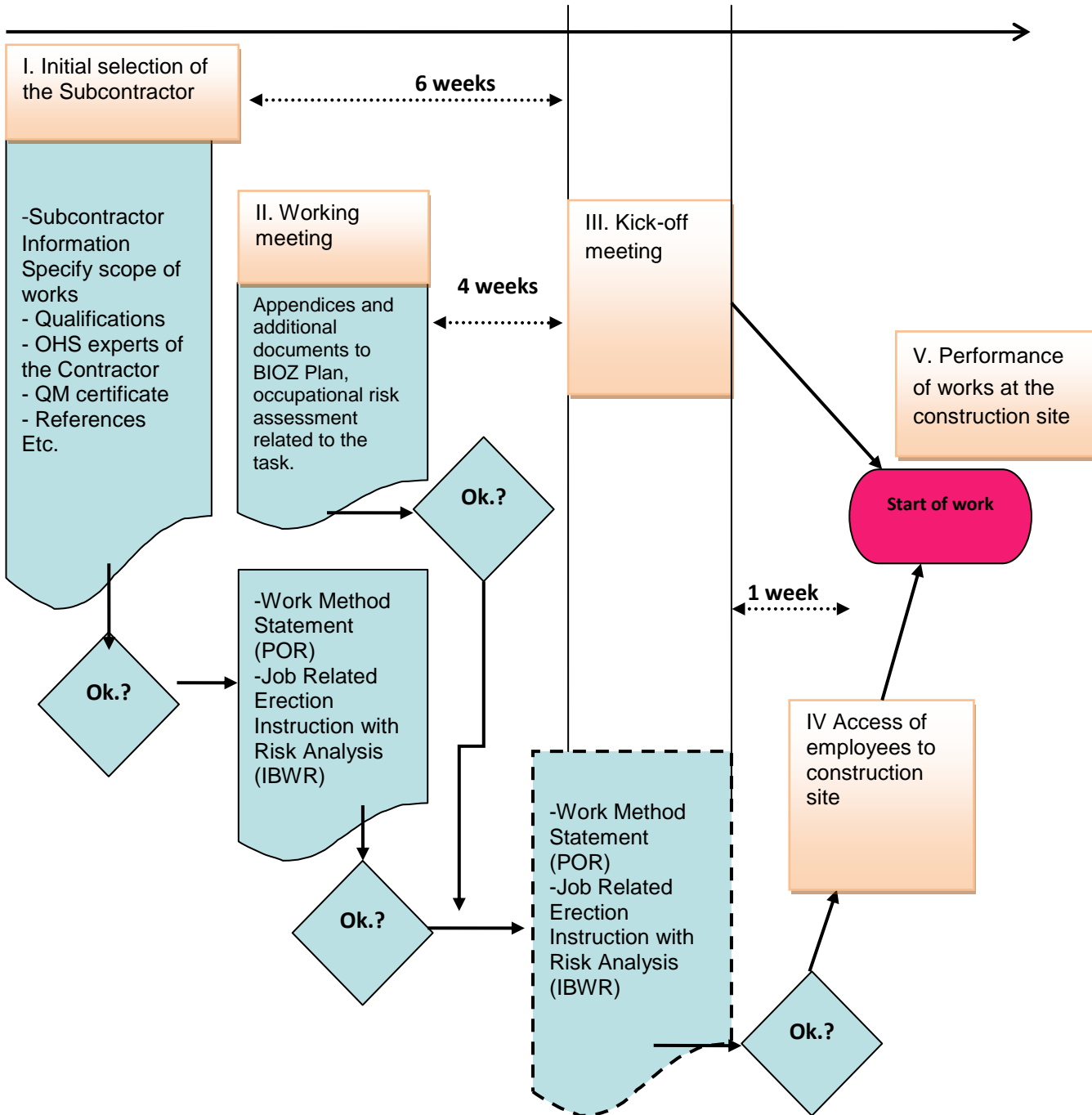
Obligatory documents which are included in the Contractor File Binder are as follows:

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- Risk Assessment Related to the Execution of the Task (ORZ),
- approved and accepted Job Related Erection Instruction with Risk Analysis (IBWR),
- valid occupational medical certificates issued by a physician entered into the register of medical practitioners who conduct initial/periodic medical examinations, maintained by the voivodeship occupational medicine centre (medical certificates may be translated by a sworn translator in case of foreign employees from EU countries),
- valid certificate confirming periodic training in the field of occupational health and safety, Repeated periodic trainings on occupational health and safety are required at least once a year for persons employed as labour, and at least once every three years for employers and persons employed in a supervisory position,
- valid certificate confirming on-the-job training provided in the workplace at the construction site of the New Power Generating Unit,
- operation and maintenance manual of machines and equipment, operation instructions, Material Safety Data Sheets, designs, measurements etc., documents confirming that workstations are safe,
- documents confirming the inspection of individual protective equipment, as specified by the manufacturer,
- Starter Sheets,
- Other documents specified in the BIOZ Plan or indicated by the Site Manager.

The Contractor must submit a complete “Contractor File Binder” (see: schedule) 4 weeks prior to commencement of construction works.

13. Procedures before access to construction site






Schedule:

I Initial selection - 6 weeks before entering the construction site

II Working Meeting - 4 weeks before entering the construction site

III Kick-off meeting - 1 week entering the construction site

IV Orientation meeting, granting access to the construction site - 1 day prior to the entry at the construction site at the latest

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V. Performance of works