



COMPANY'S INTERNAL INSTRUCTION
**Rules for execution of works
by outside companies**

WOODECO

Pages 18

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SUBCONTRACTOR SAFETY MANUAL

**Specific requirements relating to the organisation of work
on the Premises of the WOODECO Group**

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1. Relevant concepts and definitions

Ordering Party – an employee of the Woodeco group entitled to contact the Subcontractor as part of the works carried out by this Subcontractor under the contract/agreement.

Coordinator (Representative) of the Ordering Party – an employee of the Woodeco group authorised by the Ordering Party that exercises direct control over the execution of works specified in the contract with the Subcontractor. The Coordinator shall be obliged to terminate the works in the event of occurrence of safety risks. This employee shall be responsible for granting the Subcontractor work permit and shall exercise control over the work performed by the Subcontractor throughout its duration until the acceptance of works by the Ordering Party.

Subcontractor – a service provider operating on the Premises of the Woodeco group. All employees of the Subcontractor or persons acting on its behalf shall be obliged to comply with the rules contained in the present Manual and any other requirements specified by the Coordinator of the Ordering Party.

Premises of Woodeco – Premises of Woodeco Grajewo sp. z o.o., Woodeco Wieruszów sp. z o.o., Woodeco MDF sp. z o.o., Woodeco TSL sp. z o.o., Woodeco Polska sp. z o.o., owned by the aforementioned companies or rented from third parties.

Coordinator of the Subcontractor – person acting on behalf of the Subcontractor, appointed to exercise control of the contractor for works on the Premises of Woodeco. The Coordinators are designated separately for individual works. The person of the Coordinator is indicated in the contract with the Subcontractor.

2. Hazards and general safety requirements

2.1. Main hazards on the site

- Technological and wheeled transport (trucks, cars, forklifts, loaders), rail transport
- Moving parts of machines / devices
- Flammable materials
- Energized equipment
- Hot surfaces
- Hazardous chemicals
- Explosion (explosion hazard zones) and fire hazards
- Extinguishing installations and agents
- Hit by falling materials, tools
- Noise
- Dust

2.2. General safety rules. Training.

During the performance of works exposing oneself or other employees to accidents and injuries is prohibited.

The Subcontractor's employee, while staying at the workplace, as well as throughout the plant, should exercise increased caution in terms of moving around and performing work-related activities. Carelessness as well as carelessness and reckless behavior are the causes of most work accidents.

The Subcontractor's employee is obliged to comply with all markings and warnings posted in the workplace.

It is forbidden to leave the workplace arbitrarily for any purpose other than necessary and only after making sure that leaving the workplace does not pose a threat to the safety of people and property. Leaving the workplace must be previously reported to the immediate supervisor.

It is forbidden to move in the area marked as a dangerous zone, and also outside the designated communication routes, unless such movement is done at the express request of the superior and only under the condition of making sure that there are no threats or is performed as part of employee duties related to the entrusted position.

The Subcontractor's employee should strictly follow the warning and alarm signals, as well as the instructions of the employees of the OHS service.

When starting work, the Subcontractor's employee should make sure that there are no mental, motor, health or other circumstances preventing him from safely performing his work. The employee should pay particular attention to the possible side effects of medications and other substances that may adversely affect the psychomotor skills of the employee and the ability to safely perform activities at the workplace.

The Subcontractor's employee should report to the supervisor all circumstances and information that may affect his safety in the course of work. In particular, it is required to report any indispositions, injuries and injuries.

The Subcontractor's employee should make sure that the work clothes and personal protective equipment used by him are not damaged and do not pose a threat to the work.

In cases of special hazards (e.g. pandemic, emergency), Subcontractor's employees are obliged to submit to and comply with other safety rules implemented at the Woodeco plants.

Health and safety and fire protection training is obligatory for all employees of the Subcontractor. Before starting work on the Woodeco Site, all Subcontractor's employees are required to undergo training on health and safety and fire protection rules. in force in the plant. Such trainings are conducted by persons commissioning / supervising the work of a subcontractor or an employee of the OHS service. The subcontractor may also train his employees on the basis of this Subcontractor's Safety Book provided by Woodeco. **The confirmation of the training is the signature on the document "Statement of Subcontractors' employees on OHS training"** (annex).

2.3. Powers and duties regarding control and response in the field of health and safety and fire protection

The subcontractor is entitled and obliged to inform his superiors and the Principal's Coordinator or the Principal about any breaches of safety rules, threats to human health or life, environmental hazards, and potentially accidental incidents and incidents.

The Ordering Party, Coordinator of the Ordering Party, Managers and persons managing the departments in the area of which the works are carried out, the Principal's Health and Safety and Fire Protection Service, the Property Protection Service and the Company Rescue Service have the right to control compliance by the Subcontractor's employees with the health and safety and fire protection rules. valid on the Woodeco Site. Failure to comply with the safety rules may constitute grounds for: stopping the work, issuing appropriate recommendations or removing the Subcontractor's employees from the Woodeco Site, imposing a statutory penalty (see point 13) and terminating the contract with the Subcontractor.

2.4. Smoking ban and ban of use open flames

Smoking of tobacco, tobacco products, e-cigarettes on the Woodeco Site, outside of designated and marked places, is prohibited. Subcontractor's employees who fail to comply with the prohibition will be punished with a ban on entry to the Woodeco Site. The entry ban will apply at least until the end of the term of performance of the works covered by the given order / contract.

There is a fire or explosion hazard in many areas on the Woodeco Site. Therefore, **it is forbidden to use open flames** (everywhere). Fire-hazardous work, e.g. electric and gas welding, electric and gas cutting, cutting and grinding with angle grinders, operation with open flame burners, use of high-temperature heating equipment are allowed only after obtaining **a written permission to perform the work**.

Permits are issued by persons authorized by the Ordering Party. The permit for fire-hazardous work must be registered at the Company Rescue Service (Grajewo) and the Property Protection Service (Wieruszów) or other places designated by the Ordering Party.

2.5. Ban of consume or bring alcohol, drugs and intoxicants

Consumption of alcohol, intoxicants and narcotics on the Woodeco Site, as well as entering the Woodeco Site by persons under the influence of the above-mentioned substances is prohibited.

Subcontractor's employees shall be obliged to submit themselves to breath alcohol content test when entering, existing and leaving the Woodeco Site, as well as at the request of the person authorized to monitor the Subcontractor's work.

Attempts to enter or stay on the Woodeco premises by employees of Subcontractors who are under the influence of alcohol (over 0.0 per mille in the exhaled air) confirmed by the Property Protection Service shall be punished with:

- the necessity to leave the Woodeco site immediately
- a ban on entry of the Subcontractor's employee to the Woodeco Premises (the Ordering Party reserves the right to refuse such an employee's entry to the Woodeco Premises)
- a financial penalty imposed on the Subcontractor - in accordance with the applicable tariff of penalties.

The entry ban will apply at least until the end of the term of performance of the works covered by the given order / contract.

2.6. Cleanliness and order

In the area of the works, the Subcontractor shall maintain cleanliness and order. Waste and materials / tools shall be cleaned/ removed on a regular basis as well as after each working day and whenever they pose a threat.

All equipment, devices, tools, containers, cylinders, vehicles, ladders, scaffolding, etc. used by the Subcontractor shall have appropriate and valid approvals / inspections, shall not pose a threat to other people in the vicinity of the works, shall be used / installed only in accordance with for the purpose and only by persons with appropriate permissions.

Any leakage of substances to the ground and / or storm sewage system should be removed immediately and reported to the Ordering Party Coordinator.

The Ordering Party shall not be liable for damage or loss of the Subcontractor's property left unattended on the Woodeco premises.

2.7. Basic protective measures

All Subcontractor's employees on the Woodeco Site shall be obliged to wear work clothes that ensure visibility: reflective vests or work clothes with visible, clean, undamaged reflective stripes 40-50 mm wide.

While staying in the Wood Raw Material Warehouses, the Finished Products Warehouse and on the working production installations, it is also required to wear working shoes and protective helmets.

Other personal protective equipment (glasses, visor, hearing protection, gloves, specialist clothing and footwear, harnesses) are required in hazardous locations. The subcontractor is responsible for determining the appropriate protective measures and making them available to its employees.

3. Subcontractor's employees

3.1. Registry of the Subcontractor's employees

Prior to the commencement of works, the Subcontractor shall prepare a **List of names of employees** and employees of its subcontractors. The list shall form a basis for the issuance of a pass giving authorisation for the holder to enter the Premises of Woodeco by the Ordering Party. Template of the list of employees:

| LIST OF EMPLOYEES | | | |
|--|--------------------------|----------|-------------------------------|
| Company name: | | | |
| Task commissioned: | | | |
| Deadline for the task: | | | |
| Person responsible for the execution of the task on the part of the company: | | | |
| Person performing the task: | | | |
| No | First name and last name | Function | Authorizations/ Certification |
| 1 | | | |
| 2 | | | |
| 3 | | | |

3.2. Employees' entry to/ exit from the Premises of Woodeco

Each Subcontractor's employee shall hold a Pass (temporary – in "paper" or permanent - the so-called "access card"). The pass is the basis for the admission / release of the Subcontractor's employee to the Woodeco Site by the Property Protection Service.

The Passes are issued at the request of Ordering Party Coordinator (Representative) of the Principal for trained persons, based on the list - "Declarations of employees of subcontractors on occupational health and safety training" (attachment). After completing the work, the Subcontractor returns the permanent passes to the Principal. Untrained persons are not allowed to enter the premises and do not receive passes.

Upon presentation of the Pass, the Property Protection Service may require the presentation of an identity document.

3.3. Rules for moving (on foot) around the Woodeco Area and rules for using phones

Subcontractor's employees may only move on foot:

- in the area where commissioned works are performed
- in places where they have their break rooms

The Subcontractor's Employees are forbidden to stay in places where they do not perform the commissioned work. It is forbidden to make phone calls while walking.

Outside the area of work, the Subcontractor's employees may only walk on designated communication routes (pavements, road marked with a white line) or, if necessary, on the left side of the road in places where there are no designated pedestrian communication routes.

On the Woodeco plants there is a risk of contact with passenger cars, trucks, technological transport on wheels and rails. Special care should be taken when approaching intersections, crossings, working or moving vehicles (e.g. when passing near forklifts working in the warehouse and on the loading yard, as well as technological equipment working in the wood raw material storage).



It is forbidden to make phone calls while walking. If you need to answer a phone call, stop in a safe place. Do not walk, do not drive (stop) while talking, writing/reading messages. After finishing a phone call/reading a message - before you set off again - make sure it is safe for you and others.

Subcontractors are forbidden to move around the Woodeco premises on bicycles, motorbikes, etc.

3.4. Verification of permissions, periodic training and medical examinations

Subcontractor's employees shall have valid medical examinations, periodic training and specialized qualifications, adequate to the activities performed as part of the commissioned task and supported machines / devices. Copies of the above-mentioned documents, the Subcontractor is obliged to present the Ordering Party before starting the work.

3.5. Supervision over the safe performance of work by Subcontractors

The Ordering Party, Coordinator (Representative) of the Ordering Party, OHS Service and Fire Service, Property Protection Service and Company Rescue Service and Heads of Departments of the Ordering Party shall have the right to verify the compliance with the safety rules by the Subcontractor's employees.

3.6. Work clothing, footwear and personal protective equipment

The subcontractor shall be obliged to equip its employees with work clothing, footwear and individual and collective protective equipment (appropriate to the type of work performed), as well as to be trained in the proper use of the above-mentioned measures.

Failure to apply appropriate protection measures by the Subcontractor's employees may be the basis for termination of work by persons supervising the safe performance of works.

All Subcontractor's employees staying on the Woodeco Area are obliged to wear work clothes ensuring visibility: reflective vests or work clothes with visible, clean, undamaged reflective stripes 40-50 mm wide.

4. Vehicles, equipment and substances used by the Subcontractor

4.1. Entry and traffic rules for cars and other vehicles

The entry of cars and other vehicles (platforms, lifts, cranes, excavators, etc.) of the Subcontractor to the Woodeco Site must be agreed in advance with the Ordering Party, who issues a vehicle entry pass. The pass is deposited with the Property Protection Service at the gates of the main factories.

On the Woodeco Premises there is a maximum speed limit for vehicles:

- up to 20 km / h - on external company roads
- up to 5 km / h - inside buildings.

It is forbidden to make phone calls while operating or driving vehicles.

The rules of the road apply on internal company roads, except the area of Finished Products Warehouse and the Raw Wood Material Warehouse. In the areas of wood raw material yards and warehouses of finished products, there is an absolute right of way for loaders, cranes, loading trolleys and other transport equipment used as part of the activities carried out by Woodeco.

Each time the Subcontractor want to enters the Finished Products Warehouse halls and the Raw Wood Material Warehouse (entrance/transit route, parking place, method of fencing the work area) by vehicle – it must be agreed with the owner of the area.

Vehicles used for work performed on communication routes as well as vehicles entering the Finished Products Warehouse halls must have warning lights on (flash lights, "roosters", flares) to prevent collisions with other vehicles.

Vehicles or other self-propelled equipment of the Subcontractor, technically inoperative, posing a threat to other participants of internal traffic and endangering the natural environment, will be removed from the Woodeco Site. Woodeco also reserves the right to refuse entry of the Subcontractor's vehicles and other mobile equipment for the above-mentioned reasons.

There are designated parking places for vehicles in the Woodeco Premises. In exceptional cases, it is allowed to park vehicles in places other than those designated - after agreeing with the Ordering Party's Coordinator.

When putting the vehicle outside the designated area, it is not allowed to block fire gates, escape routes, access to hydrants, etc.

Detailed issues related to the rules of pedestrian, cyclist and vehicle traffic in the Woodeco Premises are included in the instruction "**Traffic rules on internal roads**".

The Subcontractor is obliged to ensure the proper technical condition of the vehicles entering the Woodeco Site. In the event of a vehicle breakdown causing a threat to the environment (e.g. leakage of engine oils, hydraulic oils, fuels, brake fluids), the Subcontractor is responsible for taking appropriate actions (see point 8). The subcontractor is charged with the costs of activities performed by the Company Rescue Service or Property Protection Service.

It is forbidden to carry out repairs, cleaning and washing of vehicles on the Woodeco Premises.

There are video speed recorders and CCTV cameras installed at the Woodeco sites.

4.2. Bringing in equipment, tools and devices

The Subcontractor shall always agree with the Representative (Coordinator) of the Ordering Party on the quantity and type of the equipment, tools and devices brought on to the Premises of Woodeco.

Before entering the Premises of Woodeco the Subcontractor shall prepare a **written list of the quantities and types of the equipment, tools and devices brought**. Each time the Subcontractor enters/leaves the Premises of Woodeco, it shall make the list available to the employees of the Property Protection Service.

The equipment, tools and devices used by the Subcontractor must be efficient and in a proper technical condition. Equipment, tools and devices posing a threat to the user or others and endangering the natural environment will be removed from the Woodeco Site. Woodeco also reserves the right to refuse to bring in / bring in the equipment for the above-mentioned reasons.

4.3. Bringing and use of chemical substances and preparations

The Subcontractor shall inform and agree with the Ordering Party or Representative (Coordinator) of the Ordering Party the types and quantities of chemical substances and the brought on to the Premises of Woodeco

Along with the information on the types and amounts of hazardous chemicals planned for use, the Subcontractor submits to the Ordering Party Coordinator "Safety Data Sheets", drawn up in Polish.

Employees of the Subcontractor who use chemical substances and preparations on the Woodeco Site shall know: the hazardous properties of chemical substances and preparations, know and possess appropriate protective measures and know the methods of providing first aid in relation to the substances and preparations used.

The subcontractor secures appropriate PPE and ensures their proper use by its employees.

Ordering Party, Ordering Party Coordinator, Health and Safety and Fire Protection Service of the Ordering Party, employees of the Company Rescue Service and persons managing the Departments of the Ordering Party may request the Subcontractor to present:

- safety data sheets for chemical substances and preparations used in the course of the works,
- documents confirming the knowledge of the Subcontractor's employees about the threats to health and life that are associated with the use of chemical substances and preparations.

The subcontractor is obliged to have the appropriate neutralizing substances or materials (e.g. sorbents, absorbent and filtering mats, etc.) provided for in the safety data sheets of chemical substances and preparations. The costs of possible neutralization of chemical substances and preparations are borne by the Subcontractor.

5. Rules for using the social infrastructure and resources of Woodeco

5.1. Canteen, Dining Room, Washrooms and WC

At the Woodeco Premises, the Subcontractor may arrange eating places for its employees after agreeing with the Ordering Party. The Subcontractor's employees may also use the existing canteen at the Woodeco Site. Departure of the Subcontractor's employees for a meal outside the Woodeco Premises may only take place through the passages at the gates of the plant.

On the premises of Woodeco, the Subcontractor may use wash basins and toilets designated for this purpose by the Ordering Party. It is forbidden to use washrooms and toilets other than the designated ones.

5.2. Electricity, Water and Compressed air

Subcontractors may be made available to use the on-site power grid after prior agreement with the Ordering Party. The subcontractor acquires the appropriate cables on his own, in accordance with the applicable standards.

Subcontractors may be made available to use the company's water supply and compressed air network after prior agreement with the Ordering Party. The costs of connection and additional installations are borne by the Subcontractor - unless agreed otherwise.

5.3. Woodeco tools, equipment, machines

Subcontractor may use tools, devices and machines owned by Woodeco only on the basis of the Ordering Party written consent and only if the Subcontractor has employees who have the authorization (if required) and training in the use of the rented equipment. The use of tools, devices and machines is then under the responsibility of the Subcontractor.

6. Specific requirements related to the organization of work

6.1. Planning, work organization and workplace marking

When planning, organizing and conducting works, the Subcontractor is obliged to take into account the activities performed by Woodeco employees and other Subcontractors residing in the area and in the area adjacent to the place of work.

Before starting the work, make sure with the Ordering Party's Coordinator whether the planned work is included in the List of particularly dangerous works at the Woodeco Premises requiring written instructions, and if so - obtain a written consent for its performance.

The places where the works are performed by the Subcontractor shall be properly marked (information boards, boards informing about hazards) and effectively protected against the access of bystanders, including Woodeco employees (warning tape, safety barriers, etc.). **The introduced security measures are to be visible during the day and at night** in order to protect against inadvertent entry or entry into the area of danger. Particular attention should be paid to the method of securing workplaces performed at a level other than "zero" - so as to **protect against hazards people who may find themselves in places below / above** the place of work.

Vehicles used for work performed on communication routes as well as vehicles entering the Finished Products Warehouse halls must have warning lights on (flash lights, "roosters", flares) to prevent collisions with other vehicles.

6.2. Assessment of the risks associated with the planned work

The subcontractor's employees are required each time before starting work, to accurately and in detail assess the risks associated with the planned work. You should take into account the risks generated by the materials and tools used (including the risks associated with the weight of the tool), risks generated by other people working in a given area, the condition of the infrastructure at the workplace, the risks resulting from weather conditions, other risks that may occur when working in teams of two or more people, risks related to the performance of work non-standard, in spaces where there is little space, difficult to access and also near communication routes, etc.

The Subcontractor's employees are required to repeat (re-perform) the Risk Assessment each time the conditions change (different part of the roof, different type of work, different weather, different team of people performing the work).

After identifying the threats, the subcontractor's employee is obliged to clearly and precisely determine what is needed to eliminate the threats or minimize them to an acceptable level (organizational, technical measures, personal protective equipment – how and when to use it, work procedures). Only the provision of all necessary resources (tools, equipment, organizational procedures) and clarification of any doubts regarding safe work performance is the basis for safe work performance.

In order not to omit / underestimate risks, it is recommended to conduct the risk identification and assessment process in teams of at least two.

The Risk Assessment must be documented if it concerns particularly dangerous work – the document should be available to the Subcontractor's employees at the place of work.

6.3. Admission to the implementation of works

The subcontractor may commence work only after the following conditions are met:

- verification in the list of particularly dangerous works (including fire-hazardous) by Woodeco whether the commissioned work requires a written permit and additional safety measures
- verifying with the Ordering Party's Coordinator whether the place of work is / is not in the explosion hazard zone
- verifying at the Ordering Party's Coordinator the factors to which the Subcontractor's employees will be threatened and preparing the necessary means of individual / collective protection
- appointing a coordinator
- making the appropriate arrangements with the Ordering Party
- preparation and fencing of the workplace
- making a risk assessment
- and allowing the work to be performed by the Ordering Party.

If the work is discontinued by an authorized employee of Woodeco, they are resumed only on the basis of re-approval by the Principal or the Ordering Party's Coordinator.

6.4. Particularly dangerous work

Before starting the work, the subcontractor should verify with the Ordering Party's Coordinator what works have been specified in Woodeco as particularly dangerous, what is the procedure for allowing them to be performed and the rules of safe implementation.

Particularly dangerous work may be performed only after the Subcontractor obtains a **written order to perform the work**. Particularly dangerous work includes, for example:

- work at heights
- work in depressions and channels
- work in confined spaces (tanks, reactors, etc.)
- high voltage work
- fire hazardous work (welding, surfacing, soldering and metal cutting with gas or electric arc burners; surface heating with burners, lamps or heat guns; heating bituminous agents such as mastic, tar, etc.; gluing heat-weldable roofing paper; cutting and grinding with angle grinders).

6.5. Work with chemical substances and preparations

In case of works on installations at the Woodeco Premises where chemical substances and preparations are used or stored, before starting the work, the Subcontractor is obliged to familiarize all its employees with the safety data sheets of chemical substances and preparations and with the instructions on how to deal with chemical substances in force at the Woodeco Premises. The above-mentioned safety data sheets and Instructions are provided by the Principal or the Principal's Coordinator.

6.6. Work with gas cylinders and welding apparatuses

Gas cylinders, welding apparatuses and equipment for cutting metals shall be operated and stored in the manner specified by relevant regulations (vertical position, proper fall protection, protection against dirt, etc.).

Cylinder storage locations must be agreed with the Ordering Party or Coordinator (Representative) of the Ordering Party

6.7. Explosive and radioactive materials

Bringing of explosive and radioactive materials must be previously agreed with the Ordering Party.

6.8. Fire and explosion safety and fire hazardous work

At Woodeco Premises, it is forbidden to perform activities that may cause fire, its spread, obstruction of rescue operations or evacuation of people. It is forbidden to use open fire, smoke or use other factors that may initiate ignition or explosion.

Fire-hazardous works may only be carried out after obtaining an appropriate permit issued by an authorized representative of the Ordering Party.

In the Woodeco premises, the explosion hazard zones are designated and marked. There are gas and dust explosion hazard zones on the premises of Woodeco's industrial plants. It is forbidden to enter explosion hazard zones while working (while moving).

The subcontractor is obliged to secure fire-hazardous works with its own fire-fighting equipment (a fire extinguisher or a water hydro-jet, a fire blanket, a hose section terminated with a nozzle unrolled from the hydrant).

It is forbidden to restrict or prevent access to:

- fire extinguishers and fire protection installations
- explosion-proof relief devices (explosion-proof dampers)
- sources of water used for firefighting purposes
- devices actuating and controlling fire extinguishing systems
- emergency exits
- electric circuit breakers and switchboards and gas system valves.

In the event of a fire, the Subcontractor is obliged to take steps to eliminate it and should immediately alert: all persons in the danger zone, the Ordering Party, the Ordering Party's Coordinator (Representative), the head of the Woodeco production department, the Company Rescue Service or the health and safety and fire protection inspector Woodeco.

In the event of a fire or a fire hazard, the use of handheld firefighting equipment (fire extinguishers, water hoses and nozzles, internal hydrants, etc.) is not limited in any way. Fire-fighting equipment is located in marked places and should only be used to extinguish fires.

The use of handy firefighting equipment by the Subcontractor must be notified to the Ordering Party or the Ordering Party's Coordinator (to be completed).

7. Accidents, first aid, near misses

Anyone who has an accident on the Woodeco Site must be provided with first aid immediately.

In the event of an accident at work at the Woodeco Site, the Subcontractor is obliged to:

- provide immediate assistance to the person who has suffered an accident
- secure the scene of the accident
- notify the Ordering Party, Ordering Party's Coordinator, health and safety service or Property Protection Service about the accident.

In the event of an accident, the use of handy first aid equipment is unlimited. Equipment is located in marked areas and should only be used for first aid. The use of the equipment must be reported to the Ordering Party, Ordering Party's Coordinator for supplementation. There is a list of people trained to provide first aid at the Woodeco site next to each first aid kit.

An ambulance call should be reported to each employee of Woodeco or the Property Protection Service (goal: to facilitate and show emergency services the shortest way to the victim).

If, during the accident, there is a situation where other people are at risk, the Subcontractor is obliged to immediately alert all persons in the danger zone, as well as the Ordering Party, Ordering Party's Coordinator (Representative), the head of the Woodeco production department, the Company Rescue Service or the health and safety and fire protection inspector Woodeco.

Each accident at the work of an employee of the Subcontractor must be reported to the Ordering Party, Ordering Party's Coordinator or the Property Protection Service.

Reporting an accident does not release the Subcontractor from carrying out an accident investigation, as specified in the relevant provisions of the labor law.

The accident procedure for accidents taking place at the Woodeco Site should be agreed with the occupational health and safety and fire protection service Woodeco. An employee of Woodeco appointed by the Director of the Woodeco Plant may participate in the post-accident proceedings.

There are defibrillators on the premises of Woodeco. Use them if necessary. One of the defibrillators is located at the gatehouse (main gate).

Employees of the Subcontractor are asked to report to the Ordering Party's health and safety service, the Ordering Party's Coordinator or the Property Protection Service any incidents or potentially accidental locations on the Woodeco Site. The elimination of the above mentioned prevents accidents.

8. Environmental protection

8.1. General requirements

The Subcontractor shall be responsible for compliance with the legal provisions currently in force in the field of environmental protection on the Premises of Woodeco.

In the case of occurrence of a hazardous event or environmental failure, the Subcontractor shall be obliged to terminate the works, secure the work site and notify the Ordering Party thereof.

Any materials, substances necessary for the performance of works brought on to the Premises during the works shall be protected in order to prevent them from polluting water, soil or atmospheric air.

The Subcontractor shall be equipped with: agents neutralising any possible leaks or contamination or use the sorbents available on the Premises of Woodeco. The used-up sorbents shall be transferred to designated places on the Premises of Woodeco.

Important notes: In justified cases, Woodeco reserves the right to remove waste and sewage at the expense of the Subcontractor and to carry out an action to eliminate hazards arising from the works of the Subcontractor, including the removal of defective vehicles and machines (see point 4.1).

8.2. Waste management

It is forbidden to throw industrial waste resulting from the performance of works by the Subcontractor to containers for municipal waste located on the Premises of Woodeco.

Important notes: Ordering Party (Woodeco) is not able (can not) to take over waste for which we do not have a permit or the amount of which is significant.

The Subcontractor informs the head of the department or environmental protection about the possibility of waste generation. The subcontractor agrees with us on the method of their temporary storage on the premises of the plant and on their export outside the plant from the places of production. The subcontractor collects the waste to properly labeled containers, pallets, etc. The subcontractor takes the waste with him.

The waste resulting from the works carried out by the Subcontractor is the property of the Ordering Party, who is also the producer of this waste. In special cases, the producer of waste generated during the works (e.g. servicing, maintenance) is a Subcontractor who is obliged to have an appropriate permit for the production of waste. Requirements for waste management by a subcontractor shall be specified in the contract or work order. The subcontractor shall be responsible for handling the generated waste in a manner ensuring protection of human life and health and environmental protection in accordance with the Waste Act of 27/04/2001, as amended.

Before it is transferred to waste storage sites on the Woodeco Site, the waste should be secured in such a way that it does not cause, inter alia, secondary air emissions or other environmental pollutants.

8.3. Wastewater management

It is forbidden to pour any liquid waste into drainage wells, soil and holding tanks on the Premises of Woodeco.

Subcontractors are required to transport all liquid waste produced by them to the outside of the Woodeco Site for proper management in accordance with applicable regulations.

Wastewater generated by the Subcontractor at the Woodeco Site should be protected in such a way that it does not cause, inter alia, secondary emissions to water and land or other environmental pollution.

The method of securing sewage and indicating the place of its temporary storage on the Woodeco premises should be agreed with the Environmental Protection Department.

The costs of activities for the possible neutralization of sewage by Woodeco shall be borne by the Subcontractor.

8.4. Other hazards

In case of spillage or leakage of chemicals, including oils and fuels, the Subcontractor shall be obliged to use a neutralizing agent (e.g. sorbent) specified in the Safety Data Sheet and place the substance in a sealed and labelled container. The Subcontractor has to provide the container and appropriate neutralising agent at its own expense. The waste resulting from the collection of chemical agent shall be managed in accordance with point 8.2.

The Subcontractor shall be obliged to immediately notify the Company Rescue Service, Representative of the Ordering Party, OHS and Fire Safety Inspectors or Department of Environmental Protection of the incident occurred.

9. Other

9.1. Photographing and recording

Photographing and recording on the Premises of Woodeco and copying documents is possible only after obtaining the consent of the Ordering Party.

9.2. Subcontractors' guests

Any visits of the Subcontractor's guests shall be agreed with the Ordering Party.

9.3. Damages caused by Subcontractors

The Subcontractor shall be liable for any damages caused to the Ordering Party or other Subcontractors performing works on the Premises of Woodeco, which resulted from the actions of employees of a given Subcontractor (including also its own subcontractors).

In the case of discovery of a damage, the Ordering Party reserves the right to take any actions provided for in Polish law.

9.4. Taking materials not owned by the Subcontractor, Theft

It is forbidden to take any materials constituting the property of Woodeco or another Subcontractor from the Premises of Woodeco.

It is allowed to take materials or goods from the Premises of Woodeco after submission of a material pass or invoice issued by the Ordering Party to the Property Protection Service.

Material passes are issued by the Ordering Party or another person authorised by Woodeco.

In the event of failure to comply with the aforementioned provision by the Subcontractor, the Ordering Party reserves the right to take any legal action.

9.5. Assessment of Subcontractors in the field of safety

The Subcontractor shall be assessed by the Ordering Party in terms of their compliance with applicable laws and internal requirements in the field of OHS and environmental protection during the performance of works.

If it is repeatedly found that the Subcontractor fails to comply with applicable laws and internal requirements in the field of OHS and environmental protection during the performance of works, this may result in the Subcontractor being removed from the list of service providers.

10. Penalties for violations of safety rules by Subcontractors

The following entities shall be entitled to monitor the compliance with applicable laws and internal requirements in the field of OHS and environmental protection during the performance of works by the Subcontractor: the Ordering Party, Coordinator (Representative) of the Ordering Party, Heads of Departments, in the area of which works are carried out, the OHS Service and Fire Service of the Ordering Party, Property Protection Service, and Company Rescue Service.

In the event that the aforementioned authorised entities discover cases of non-compliance by the Subcontractor's employees with the applicable laws and requirements specified in this Manual, the Subcontractor reserves the right to apply the penalties listed below:

- issuing appropriate oral or written recommendations for the Subcontractor
- terminating the works (in case of failure to follow oral or written recommendations)
- imposing a ban on entering the Premises of Woodeco or removing the Subcontractor's employees who acted in breach of the rules from it
- imposing a regulatory penalty
- terminating the contract due to the fault of the Subcontractor

By signing a contract/an order for the performance of works on the Premises of Woodeco, the Subcontractor agrees to submit itself to sanctions specified in the Tariff of Penalties for any infringement resulting from an act or negligence on the part of Subcontractor's employees.

The Tariff of Penalties provided below shall form an integral part of the contract/order:

Tariff of Penalties valid from 02.01.2025r
(integral part of Subcontractors safety manual, rev.5; 02.01.2025)

| No. | Offence (per each time) | Amount of the penalty in PLN |
|------------|---|-------------------------------------|
| 1 | Failure to provide documents confirming the validity of medical examinations and OHS training of employees performing works on the Premises of Woodeco | 500 zł |
| 2 | Failure to use by the Subcontractor's employees of the required personal protective equipment (e.g. hearing protectors, helmets, face masks) | 500 zł |
| 3 | Failure to use by the Subcontractor's employees of warning vests, working clothing and footwear appropriate for the position held and existing hazards | 500 zł |
| 4 | Lack of supervision by the Subcontractor over the employees | 1000 zł |
| 5 | Carrying out work at height without adequate safeguards to protect against falls (e.g. harnesses, ropes) | 1000 zł |
| 6 | Carrying out work without the appropriate certifications (e.g. work at height, driving a forklift, welding certification) | 1000 zł |
| 7 | Failure to provide or improper provision of collective safeguards during the works carried out (e.g. barriers, nets, signs) | 1000 zł |
| 8 | Employee moving outside the designated area of the contracted work | 500 zł |
| 9 | Using equipment, machinery, tools that do not meet the OHS requirements (damaged, incomplete) without the required marking, attestations, certificates, inspections or in a manner which may pose a risk to human health and life | 500 zł |
| 10 | Driving vehicles in violation of the rules applicable on the Premises of a Plant (e.g. speeding, failure to observe signs) | 500 zł |
| 11 | Removing, destroying safeguards, warning and information signs and safety signs | 200 zł |
| 12 | Smoking outside the designated areas | 500 zł |
| 13 | Organising and carrying out works in violation of the OHS rules and regulations | 500 zł |
| 14 | Failure to follow the instructions given by the supervisory body of the Ordering Party and OHS Service and Fire Service of the Ordering Party | 1000 zł |
| 15 | Subcontractor's employee staying or attempting to enter the Premises of Woodeco under the influence of alcohol | 1000 zł |
| 16 | Carrying out works posing a fire hazard with the appropriate permit issued by the Ordering Party (and/or Coordinator of the Ordering Party) | 1500 zł |
| 17 | Storage of waste in a place not intended for this purpose and in a way that may cause environmental pollution | 2500 zł |
| 18 | Pouring sewage or chemicals into the ground or sewage system of an establishment | 2500 zł |

11. Important phone numbers of Woodeco

| Extension numbers | Grajewo (86) 27 29 | Wieruszów (62) 78 33 |
|--|-------------------------------|---------------------------------|
| Property Protection Service (Main Gate) | 200 | 224 |
| Property Protection Service (Wood Raw Material Gate) | 279 | 124 |
| OHS Service and Fire Service | 570, 712 | 333 |
| Environmental protection | +48 600 209 241 | 247, 241 |
| Company Rescue Service | 255 | - |

| | |
|--------------------------|---------------|
| Fire Brigade | 998 (lub 112) |
| Ambulance Service | 999 (lub 112) |
| Police | 997 (lub 112) |

12. Appendices

Appendix no. 1 – Statement of Subcontractors' Employees of receiving H&S training