

Guidelines for drivers who enter the protected site of ANWIL S.A.

I. Rules to be applied by drivers entering the protected site of ANWIL S.A.

1. Before entering the protected site of ANWIL S.A., a driver, upon confirmation of receipt, shall obtain the Guide for persons who temporarily stay in the territory of ANWIL S.A. from the Security Service.
2. An identification card with a granted right to enter, registered in a database of the access control system of ANWIL S.A. is a document entitling to enter the protected site of ANWIL S.A.
3. On the protected site of ANWIL S.A. there are applied rules on moving by vehicles stipulated in the currently binding "Traffic Law Act". On the protected site of ANWIL S.A., there is a speed limit of up to 50 km/h unless traffic signs say otherwise.
4. Drivers must have documents in accordance with a separate internal organizational act at ANWIL S.A. pertaining to Individual Traffic Instruction. The foregoing documents have to be presented for control to authorized authorities performing control activities both before entry and during movement on the protected site of ANWIL S.A.
5. Mechanisms of vehicles entering the protected site of ANWIL S.A. have to be tight without leaks of oils and other exploitation liquids.
6. Drivers of vehicles transporting dangerous goods need to comply with the provisions on carriage of dangerous goods by road - in particular included in the European Agreement concerning the International Carriage of Dangerous Goods by Road (ADR). Protective equipment for a driver has to be consistent with the written instruction included in the ADR European Agreement.
7. All drivers entering the protected site of ANWIL S.A. shall be obliged:
 - a) to become familiarized with, apply and absolutely observe requirements for occupational health and safety, fire protection, process safety and environmental protection included in generally binding provisions and in provisions binding in the territory of ANWIL S.A., included in the Guide for persons who temporarily stay in the territory of ANWIL S.A. and on information boards available in loading/unloading points, driver service offices.
 - b) to use, on the entire protected site of ANWIL S.A., working/protective clothes (long trousers, jacket/blouse with long sleeves), working footwear with toe caps protecting toes (class S-3), protective helmets with a four-point chinstrap, protective glasses, high-visibility vests, gloves and other personal protective

- equipment required, adapted to hazards (refers to drivers leaving a vehicle cabin and participating in transportation works),
- c) to perform instructions of a shift leader (in the case of emergency situations, a shift leader or a person designated by him/her shall be responsible for evacuation and ensuring a gas mask covering whole face with ABEK2 absorber),
 - d) to use only devices, tools, materials and equipment fully operational, with appropriate technical permits, attestations, certifications and certificates,
 - e) to safeguard a vehicle with wedges, to pull a parking brake and to take out keys from the ignition switch before each unloading/loading. Failure to meet the foregoing requirement shall result in a refusal to unload/load goods,
 - f) to continuously supervise correctness of loading/unloading process together with a staff member of ANWIL S.A., supervise the process of loading from a designated place at the loading station,
 - g) after finishing loading, the driver is responsible for correct protection of transported cargo and correct protection of semi-trailer,
 - h) to undergo a control of speed on the premises of protected facilities, carried out by police officers or staff members of the Security Service of ANWIL S.A. with the use of a radar speed meter,
 - i) to undergo a control of sobriety on the protected site of ANWIL S.A., carried out by the Security Services of ANWIL S.A.,
 - j) to undergo a control of vehicles both while crossing gates and on the protected site of ANWIL S.A. upon a request of a staff member from the Security Service of ANWIL S.A. or staff member of the Control and Security Office of ANWIL S.A.,
 - k) to present passes and identification cards to a staff member of the Security Service of ANWIL S.A. during a control or while crossing gates without a call, binding in ANWIL S.A.,
 - l) to cooperate with other employers in matters concerning occupational health and safety, fire protection and process safety in situations when staff members employed by different employers perform work in the same place,
 - m) to observe the ban on using mobile phones in places marked with a ban on using them,
 - n) to park a vehicle only in places assigned for this purpose and marked under penalty of withdrawing rights to enter,
 - o) to strictly comply with a ban on blocking all roads,
 - p) to strictly comply with orders given by persons acting on behalf of ANWIL S.A.,
 - q) to immediately inform staff members in charge of loading/unloading station service and the enterprise's controller (phone: 19 998 or 19 112) about all accidents at work, non-injury accidental events which have taken place during performance of works on the protected site of ANWIL S.A.,
 - r) to immediately inform staff members in charge of loading/unloading station service and Company Fire Service about all fire incidents (ignition, self-ignition, fire) and other local hazards which they will notice during performance of works on the protected site of ANWIL S.A. at alarm phone numbers (19 998),

- s) during announcement of evacuation in facilities / on sites where loading/unloading is carried out - to absolutely comply with instructions of a person managing the rescue action and not to use cars for evacuation.
8. Tank truck drivers entering the protected site of ANWIL S.A. shall be additionally obliged:
 - a) not to commence any loading or unloading activities without presence of an authorized staff member of ANWIL S.A., in particular activities including linking a tank truck with an installation of ANWIL S.A.,
 - b) to connect an earth clamp (if required),
 - c) to absolutely use protective barriers with which tank trucks are equipped (prior to starting works on the tank truck), where required,
 - d) to absolutely use complete, in good technical condition, safety harnesses, equipped with attachment buckles of D type during works on tank trucks,
 - e) to absolutely use belay systems installed in ANWIL S.A. during works on tank trucks (if a given station is equipped with them).
 9. Activities related to loading/unloading vehicles subject to TDT (Transportation Technical Supervision) should be performed by an authorized Driver.
 10. During the loading/unloading process carried out by means of motor-driven fork-lift trucks, a driver shall be obliged to agree on cooperation conditions and place of presence with an operator of the fork-lift truck. No outsiders shall stay in the work zone. A driver is forbidden to stay on the vehicle load platform/semi-trailer at the time. If it is necessary to control if cargo has been loaded correctly, a driver may go up a load bed / semi-trailer only after a forklift truck completely stops and informing a forklift truck operator about such a necessity beforehand.
 11. ANWIL S.A. reserves the possibility of carrying out a control of the works performed by a driver acting on behalf of the Contractor on the protected site of ANWIL S.A. in the range of compliance with binding provisions and rules on occupational health and safety, environmental protection provisions, fire protection and process safety provisions.
 12. The Contractor declares that:
 - a) drivers performing transportation works on the protected site of ANWIL S.A. shall provide the service in agreement with binding requirements in the range of occupational health and safety, fire protection, environmental protection and process safety included in generally binding provisions and in force on the protected site of ANWIL S.A. and undertakes as well as obliges sub-contractors to observe them,
 - b) drivers who perform, on the protected site of ANWIL S.A., transportation works show valid medical certificates on lack of health contraindications to perform these works,
 - c) drivers who perform, on the protected site of ANWIL S.A., transportation works hold qualification entitlements adequate to the kind of the works performed on the above-mentioned area,
 - d) he shall conduct any possible post-accident inquiry in cooperation with a representative of the OHS Office of ANWIL S.A. as well as shall provide the OHS Office of ANWIL S.A. with a copy of post-accident documentation drawn up in accordance with provisions binding within this scope after prior removal

of personal data of an aggrieved party and other persons indicated in these documents,

- e) he shall respect remarks and orders of representatives of ANWIL S.A. in matters concerning occupational health and safety, fire protection, environmental protection and process safety.

13. On the protected site of ANWIL S.A., it is banned to:

- a) continue driving during a chemical alarm,
- b) drive trucks and special vehicles with an open load bed,
- c) drive a tank truck with open flaps, valves, hatches, etc.,
- d) smoke cigarettes in vehicles and outside them (this also refers to so-called e-cigarettes),
- e) leave any type of waste,
- f) repair vehicles on road passageways,
- g) wash vehicles outside assigned car washes,
- h) bring in and carry away canisters with fuel unless this fact is documented in a road card,
- i) trade in fuel (also on car parks and areas in the immediate vicinity of ANWIL S.A),
- j) carry in and bring in weapons, ammunitions and pyrotechnics,
- k) photograph, film and sketch without a consent given by the Control and Security Office of ANWIL S.A.,
- l) use dashcams.

If the supervision service of ANWIL S.A. identifies non-fulfilment of the provisions included in this Appendix or infringement of the provisions and rules on occupational health and safety, fire protection, environmental protection or process safety included in generally binding provisions and binding on the protected site of ANWIL S.A. by a staff member of the Contractor or another person acting on behalf of the Contractor during performance of the works on the protected site of ANWIL S.A., ANWIL S.A. reserves the possibility to impose financial penalties according to the following Scale of financial penalties (point II below). The "Report to punish the Contractor with a financial penalty" (point III below) approved by the Prevention and OHS Director of ANWIL S.A. shall be the basis to impose a financial penalty on the Contractor.

II. Scale of financial penalties

No.	Scope of established faults, incorrectness, inconsistency	An amount of a financial penalty in PLN
1.	Failure to carry out documented assessment of risk for a given task during performance of the works; failure to familiarize a staff member with a risk for a given task which is connected with the work performed by him and rules on protection against dangers - confirmed by way of a staff member's declaration.	PLN 200

2.	Using a mobile phone for ordinary purposes in places marked with a ban on using mobile phones.	PLN 500
3.	Performance of the works without a written permit/written order issued under the procedure binding at ANWIL S.A. or inconsistently with this permit/order.	PLN 1000
4.	Performance of particularly hazardous works without a written permit/order issued under the procedure binding at ANWIL S.A. or inconsistently with this permit/order.	PLN 3000
5.	Staying of unauthorized persons in forbidden places and places marked with a no entry ban.	PLN 500 (for each staff member)
6.	Non-usage of personal protective equipment: protective helmets with four-point chinstraps, impact goggles, means protecting against fall from height, hearing protection means and other indicated in a one-off permit.	PLN 1000 (for each staff member)
7.	Non-usage of protective clothes, protective footwear	PLN 1000 (for each staff member)
8.	Parking vehicles in places not assigned for this purpose.	PLN 200 (for each vehicle)
9.	Failure to ensure, in the territory of performed works, appropriate tidiness and order and in particular failure to observe provisions on OHS, fire protection during warehousing and storage of materials and devices.	PLN 200
10.	Failure to mark out hazardous zones or zones for which marking out is obligatory under binding provisions. Failure to protect and failure to mark in a visible and clear way places where the works are performed.	PLN 200
11.	Lack of on-hand extinguishing equipment, efficient and with a valid date of attestation in places requiring its use.	PLN 300 (for each extinguishing equipment)
12.	Usage of damaged machines, devices and tools. Usage of electrical devices and power tools without valid required certificates - technically non-operational.	PLN 500 (for each machine, device, tool)
13.	Usage of machines, devices and tools inconsistently with their intended use.	PLN 1000 (for each machine, device, tool)
14.	Assembly and exploitation of scaffoldings inconsistently with producer's documentation or individual design.	PLN 1500 (for each scaffolding)
15.	Assembly or disassembly of a scaffolding by staff members not possessing entitlements required for these	PLN 1500 (for each staff)

	works.	member)
16.	Usage of a scaffolding without technical acceptance. Technical acceptance of a scaffolding carried out by an unauthorized person.	PLN 1500 (for each scaffolding)
17.	Lack of an entry concerning acceptance of a scaffolding into a building site logbook or lack of a report on technical acceptance of a scaffolding.	PLN 300 (for each scaffolding)
18.	Lack of an information board on a scaffolding determining a performer of assembly by first name and last name, telephone number and determining acceptable load of platforms and constructions of scaffoldings.	PLN 300 (for each scaffolding)
19.	Non-possession of required qualification certificates of E, D types by persons performing works at power, gas devices.	PLN 1000 (for each staff member)
20.	Performance of the works without an Instruction on safe performance of works – IBWR or plan of safety and health protection – BIOZ – in case of the necessity to draw it up and perform the works inconsistently with these documents.	PLN 500
21.	Incorrectness in use of hoisting and hauling equipment in particular: failure to give orders by a hook operator to a crane operator, starting by a crane operator of a load transport operation without an order of a hook operator or without using a sound signal, non-usage of deflection lines for transport of loads, transport of loads by hand by a staff member.	PLN 300 (for each staff member)
22.	Non-possession of relevant entitlements by managing persons, persons operating motor vehicles, working machines, devices.	PLN 500 (for each staff member)
23.	Failure to ensure required supervision by OHS Services during performance of the works within the Agreement in the territory of ANWIL S.A. and during performance of particularly dangerous works.	PLN 500
24.	Failure to ensure required supervision by a direct superior during performance of particularly dangerous works.	PLN 500
25.	Non-fulfilment of the obligation to immediately notify an accident at work, non-injury accident to the OHS service of ANWIL S.A., own OHS service, OHS coordinator.	PLN 500
26.	Admission of a staff member to work not possessing a valid certificate from OHS trainings with reference to the works covered by the Agreement.	PLN 500 (for each staff member)
27.	Admission of a staff member to work not possessing a valid medical certificate from prophylactic examinations	PLN 500 (for each staff

	on lack of health contraindications to perform the works within the Agreement.	member)
28.	Blocking in any way passageways such as roads, evacuation exits. Blocking access to on-hand extinguishing equipment.	PLN 500
29.	Leaving flammable materials without protection.	PLN 300
30.	Routing of wires of electrical installations, gas hoses in a way which causes or may cause their damage.	PLN 100
31.	Hindering the supervision services and other services of ANWIL S.A. to carry out controls concerning observance of generally binding provisions on OHS, fire protection, environmental protection and requirements included in the Agreement.	PLN 300
32.	Failure to implement orders given by supervision persons in the range of occupational safety, fire protection with reference to works performed.	PLN 500
33.	Established infringement of environmental protection provisions.	PLN 2000 + remedy of damage to the environment

III. Template of the Report to punish the Contractor with a financial penalty.

Report to punish the Contractor with a financial penalty

Report No /

I. On the basis of: Article.....of the AGREEMENT No.
of [date]
 concerning.....

 on [date]

in [place]

.....
.....
there was carried out a control of complying with provisions on occupational health and safety, fire protection, process safety, transport and environmental protection by the **Contractor** binding in the territory of ANWIL S.A., included in generally binding provisions and stipulated in the AGREEMENT.

The control was carried out by

.....
in the presence of a representative of the company

.....
.....
(Last name and first name of a
representative of the company)

.....
.....
(Full name of the company)

II. Additional information:

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.....
III. The following irregularities, infringements, discrepancies were found:

1.
.....
– refers to item No. of the “Scale of financial penalties”. Penalty in the amount of PLN
2.
.....
– refers to item No. of the “Scale of financial penalties”. Penalty in the amount of PLN

Established incorrectness, faults and inconsistency shall be the basis for imposing financial penalties in accordance with the “Scale of financial penalties”. The total amount of the financial penalty shall be: PLN (in words:) and shall be included in an account note (debit note).

IV. Controlled entity

.....
.....
(First name and last name of a representative of the supervision services of the controlled company performing the works in the territory of ANWIL S.A., position, date and signature)

Note! In case of refusal to put a signature by the Controlled entity, put the following entry: "Mr/Ms refused to sign the report, place, date and signature of the Controlling entity".

V. Controlling entity

.....
.....

(First name and surname of the controlling entity, exercising supervision in the range of safety over contractors, position, date and signature)

VI. Comments on the report (made * - not made *)

VII. The controlling entity's remarks to the comments:

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(First name and surname of a person drawing up the report, date and signature)

VIII. Approval of the report

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(Prevention and OHS Director in ANWIL S.A., date and signature)

Note! In case of refusal to approve the report, give reasons and a further procedure for conduct.

IX. Appendixes

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Distribution list:

1. Contractor
2. Controlling entity
3. A department in ANWIL S.A. issuing an account note (debit note)
4. Business partner of ANWIL S.A.