**REQUIREMENTS OF HEALTH, SAFETY AND ENVIRONMENT - ANNEX TO A CONTRACT**

Template for Drafting the HSE Annex to a Contract

**Table of Contents**

[1 OBJECTIVE 5](#_Toc128943654)

[2 EXPECTATIONS 5](#_Toc128943655)

[3 CONTRACTOR'S OBLIGATIONS 7](#_Toc128943656)

[4 General part 8](#_Toc128943657)

[4.1 Particularly hazardous works and hazardous area 8](#_Toc128943658)

[4.2 Explosion hazard zones (EX zones) 9](#_Toc128943659)

[4.3 Life Saving Rules 10](#_Toc128943660)

[4.4 STOP Card System (Stop Card System hereinafter: SCS) 10](#_Toc128943661)

[4.5 Smoking and other addictive substances 10](#_Toc128943662)

[4.6 HSE qualification 11](#_Toc128943663)

[4.7 On-site training 11](#_Toc128943664)

[4.8 Instructions in case of emergency 12](#_Toc128943665)

[4.9 Reporting and recording events 12](#_Toc128943666)

[4.10 Roads and on-site parking 12](#_Toc128943667)

[4.11 Entry of data into the information system 13](#_Toc128943668)

[4.12 Order and cleanliness of the place of work 13](#_Toc128943669)

[4.13 Environment 14](#_Toc128943670)

[4.14 Hazardous chemicals 14](#_Toc128943671)

[4.15 Marking the works performance site 15](#_Toc128943672)

[4.16 Permits to Work 16](#_Toc128943673)

[4.17 Personal protective equipment 16](#_Toc128943674)

[4.18 Work equipment 17](#_Toc128943675)

[4.19 Energy isolation/Shutting off and prohibition signs 17](#_Toc128943676)

[4.20 Load lifting 18](#_Toc128943677)

[4.21 Work at height 18](#_Toc128943678)

[4.22 Excavations 20](#_Toc128943679)

[4.23 Entrance into confined space 20](#_Toc128943680)

[4.24 Work with fire 21](#_Toc128943681)

[4.25 Equipment for gas (autogenic) cutting and welding 22](#_Toc128943682)

[4.26 Manual load transfer 24](#_Toc128943683)

[4.27 Safety when working with electrical energy 24](#_Toc128943684)

[4.28 Pipelines 25](#_Toc128943685)

[4.29 Opening process equipment and pipelines 25](#_Toc128943686)

[4.30 Checking the mechanical integrity of process equipment (pressure test) 25](#_Toc128943687)

[4.31 Performing work on flanges 26](#_Toc128943688)

[4.32 Road safety 26](#_Toc128943689)

[4.33 Organisation of occupational health and safety for foreign nationals who perform work at the INA Group company sites 26](#_Toc128943690)

[4.33.1 Risk assessment for tasks performed by foreign nationals at places of work 27](#_Toc128943691)

[4.33.2 Risk assessment for jobs performed by foreign workers at workplaces 27](#_Toc128943692)

[4.33.3 Safety-at-work training for tasks performed by the worker 27](#_Toc128943693)

[4.33.4 Arranging the place of work in accordance with the rules of occupational health and safety 27](#_Toc128943694)

[4.33.5 Fulfilment of special requirements for performing jobs with special working conditions 28](#_Toc128943695)

[4.33.6 Inspections, maintenance and testing of work equipment 28](#_Toc128943696)

[4.33.7 Availability of risk assessment, records, notices, instructions, etc. to the worker 29](#_Toc128943697)

[4.33.8 Occupational healthcare (occupational medicine services) 29](#_Toc128943698)

[4.33.9 Provision of first aid 29](#_Toc128943699)

[4.34 HSE supervision and sanctions 30](#_Toc128943700)

[4.35 Handover of performed works pertaining to the HSE aspect 31](#_Toc128943701)

[5 HEALTH, SAFETY AND ENVIRONMENT MEASURES WHEN PERFORMING MINING WORK IN WELLS FOR THE PURPOSES OF EXPLORATION AND PRODUCTION OF OIL AND GAS 32](#_Toc128943702)

[5.1 General part 32](#_Toc128943703)

[5.2 Description of possible significant effects on the environment 32](#_Toc128943704)

[6 SPECIFICS RELATED TO REFINERIES 33](#_Toc128943705)

[7 SPECIFICITIES RELATED TO CARRIERS 33](#_Toc128943706)

[8 TERMS AND ABBREVIATIONS 35](#_Toc128943707)

[10 APPENDICES 37](#_Toc128943708)

# OBJECTIVE

The objective of , Health, Safety and Environment, constituting the Annex to a Contract (hereinafter HSE Annex) is to familiarise the contractors and suppliers of INA Group companies (hereinafter: Contractors) with the rules of , safety-at-work and environmental protection (hereinafter: HSE) which must be complied with when performing contracted works, rendering services and during the delivery of goods, in order for the activities to be performed in a manner that is safe for people, the environment and assets. Within the meaning of this HSE Annex, contractors are contractors engaged in works performance, service providers and suppliers of goods.

# EXPECTATIONS

1. All contractors and their subcontractors are expected to perform the works in full compliance with applicable regulations and instructions in the field of HSE, as well as to perform the works in a manner that does not cause incidents and prevents occupational injuries;
2. The contracted works shall be carefully planned, hazards shall be identified, risks shall be assessed and controlled for the entire duration of the contract;
3. Contracted goods that are identified as relevant in terms of HSE shall be selected in such a manner which ensures that risks (including, but not limited to hazards to human health and the environment, physical hazards, packaging and labelling of goods, transport of hazardous goods) are assessed and controlled for the entire duration of the contract and use of goods;
4. Supplier of goods covered by the provisions of Regulation (EC) No. 1907/2006 of the European Parliament and of the Council concerning the registration, evaluation, authorisation and restriction of chemicals (hereinafter: REACH Regulation) shall comply with the provisions of the REACH Regulation and legislation in the area of chemicals;
5. The contractor shall prepare the Work Execution Plan, based on information from the previous risk assessment, for high-risk works, and they shall submit it no later than during the pre-mobilisation phase;
6. The Main Contractor is responsible for their subcontractors and they shall:
* inform subcontractors of and clarify the INA Group company requirements pertaining to the HSE aspect;
* keep the worker documentation of all workers performing works at the site where works are performed, so that it is available at all times;
* supervise the works performed by subcontractors;
* prescribe penalties or sanctions to their subcontractors for breaching HSE regulations;
* ensure that each of the subcontractor’s workers has undergone appropriate training and that they are trained and competent for performing the works;
* **ensure that each of the subcontractor's workers is familiar with hazards regarding the work and work process: potential fires, explosions or discharge of hazardous substances;**
* ensure that each of the subcontractor's workers is familiar with and understands the safety rules at the site: emergency procedures, safety-at-work, etc.;
* ensure and document that each of the subcontractor's workers has attended training and has accepted the said instructions;
* ensure that each of the subcontractor's workers complies with the safety rules and applicable safety-at-work procedures;
* establish a program ensuring that subcontractor's workers working in processing facilities and handling hazardous substances are trained and not at risk due to external influences;
* warn the contract owner of any hazard arising from the subcontractor’s work or any hazard identified during works performance;
* **ensure that the general principles of prevention (elimination, replacement, redesign, isolation, administrative measures and personal protective equipment) are practiced in order to reduce or eliminate the risk;**
* ensure that each of the subcontractor’s workers has adequate personal protective equipment (PPE) and, if necessary, group equipment, if required by the risk assessment;
* ensure that only persons employed at the worksite and persons authorised to enter the worksite have access to the worksite;
* ensure that only employed persons and persons authorised to enter the food preparation area have access to the food preparation area.
1. The following conditions shall be taken into account when hiring subcontractors and defining the maximum number of subcontracting levels:
* the main contractor shall announce the subcontractors no later than 8 days prior to the work commencement;
* verify whether at the subcontractor has all the necessary documentation and certificates in accordance with the applicable legislation and this regulation;
* ensure that subcontractor documentation is available at all times at the location of works, *Appendix 7*;
* limitation of the number of subcontracting levels with regard to the main contractor. In the event that an SSC (single service company) is the main contractor, a maximum of 2 additional subcontracting levels are possible;
* in case of investment works, 2 levels below the main contractor (a total of 3 below the organizational unit managing the investment works) are acceptable. Exceptions to this rule are agreed upon by the main contractor with the contract owner;
* the main contractor shall not include subcontractors for their main contracted activity.
1. All workers of the contractor shall attend education on site specificity locations and rules of HSE INA Group, such as Life Saving Rules;
2. Contractors shall participate in worksite handover. The following persons shall participate in the worksite handover process:
* responsible persons of the main contractor and subcontractor;
* maintenance organisations;
* responsible person of the plant/ organizational unit of the work site;
* in case of investment works, responsible person of the organizational unit in charge of investments, e.g. project manager;
* representative of the competent organizational unit/person in charge of HSE who is responsible for the site where works are performed;
* representatives of other organizational units involved in the works, with regard to the field or business operations.
1. The works may begin only if a valid Permit to work is obtained.
2. The contractor shall continuously perform supervision over their workers and the subcontractor workers in order for the work to be performed in accordance with the Work Execution Plan and the Permit to Work. In case of complex works, the contractor HSE experts shall carry out 24-hour supervision;
3. In case of non-compliances determined during supervision, the supervision team may impose penalties/sanctions;
4. The worksite owner, the contract owner and the contractor representative shall survey the worksite and determine the completion of works including disposal of waste from works under the Contract, and they shall sign the record of handover thereof;
5. The contractors are evaluated on the basis of fulfilled HSE requirements.

# CONTRACTOR'S OBLIGATIONS

1) The contractor is obliged to:

* + Have evidence of the worker's qualification to perform a certain type of work at the workplace - at least: evidence of professional qualification, qualification for working in a safe manner and for fire protection, qualification for providing first aid;
	+ Submit a valid medical certificate for workers who work in jobs with special working conditions;
	+ Put all existing certificates for workers, chemicals and equipment in the INA Group information system, for which they will receive a username and password for the duration of the contract;
	+ Regularly conduct a preparatory safety meeting before each shift / start of more complex operations that, due to their complexity and risk, increasingly threaten the safety of people and the environment;
	+ Perform work in accordance with the issued Permit to Work;
	+ Have legally prescribed documentation at workplaces, technological documentation, regulations, instructions for working in a safe manner for all operations and all phases of work with technological schemes and markings of elements, procedures, instructions for working in a safe manner, attestations, certificates, control sheets with inspection deadlines, safety-technical sheets, instructions for safe work with chemicals, certificates on the correctness of work equipment, certificate on noise level testing;
	+ Perform mandatory technical controls and adjustment of safety elements and devices in accordance with regulations and manufacturer's instructions;
	+ Perform all prescribed functional tests and prescribed measurements;
	+ Properly maintain means of work;
	+ Ensure and monitor the use of personal protective equipment;
	+ Mark workplaces with the necessary prohibition, warning and notification signs;
	+ Organize and ensure the provision of first aid to workers in the event of an injury at work or sudden illness until they are referred for treatment in a health facility.
	+ At workplaces or temporary workplaces where up to 20 workers work at the same time, at least one of them must be trained and assigned to provide first aid, and one more for every additional 50 workers.

2) Report all incidents, unwanted actions and potentially dangerous situations immediately upon occurrence to the responsible person at the INA Group location.

3) Supervise own workers when performing works

# General part

## Particularly hazardous works and hazardous area

1. In terms of HSE, the following activities are considered as particularly hazardous works:

|  |  |  |
| --- | --- | --- |
| No. | Type of works | What it includes: |
| I | Excavation works and working at heights  | All activities in technological areas/technological environment involving excavations at least 0.8 m deep with respect to the original level, regardless of the nature of work (manual labour or work with machines) and reasons (digging, foundations for any structure, drilling, landscaping, etc.)All works performed at height require:- fixed working platform with the railing at least 1 meter high and other legal requirements; - the use of work equipment or protective equipment for work at height |
| II | Works with chemical or biological substances | - Works regarding the opening of equipment that contains hazardous work substances, deposits and substances that lead to spontaneous combustion when in contact with air - Chemical cleaning/washing/rinsing- Use of hazardous chemicals for cleaning/washing/rinsing of technological vessels/equipment and for chemical treatment, protection of process equipment and product additive blending. |
| III | Works in the field of ionizing and non-ionizing radiation | - Measuring the wall thickness, non-destructive testing, e.g. radiography, etc. |
| IV | Works in the vicinity of high-voltage electrical installations | all installations above 1,000 V  |
| v | Works with explosive and highly flammable substances | - Works with open flame, oxy-fuel cutting and welding, arc welding, grinder cutting and drilling, soldering, annealing, heating of isolation(s); - Works that require internal combustion engines;- Works during which pneumatic tools are used;- All other work techniques that produce heat that may cause a spark, fire and explosion. |
| VI | Works in areas that are at risk of explosive atmosphere | Works in technological plants, storage areas in accordance with the Ex manual and legal regulations governing chemicals (where applicable) |
| VII | Works with machines and devices with increased hazard | - Construction machinery - High-pressure or mechanical cleaning/washing/rinsing  |
| VIII | Works related to the assembly and disassembly of heavy parts and/or assemblies | - Lifting above the equipment/technology in ex-zones, - Lifting special cargo, such as constructions, mobile cranes etc. |
| IX | Works in confined spaces | - Containers, tunnels, utilities and other technological vessels, vessels, columns, reactors, separators, ventilation openings, sewerage, etc. Entry/work in a confined space implies that any part of the body is within the confined space.- Works in excavations that include entry into the pits, ditches and embankments deeper than 1.0 m. |
| X | Assembly and disassembly works  | Scaffolds, pipelines, supporting structures, equipment in the work process |
| XI | Works involving a risk of drowning | Diving works, placement of protective barriers |
| XII | Digging, underground and tunnel cleaning works | Related to item IX (work in a confined space) |
| XIII | Diving works with the use of pressurized air | Diving works, works in areas where the oxygen concentration is less than 17% ELV |
| XIV | Works close to road or railroad trafficand other works that are not listed under I-XIII | - Works close to road or railroad traffic |

1. A hazardous area is any operative area of INA Group companies where there are hazardous substances or hazardous energy sources that have the potential to cause damage. Division of spaces at risk of explosive atmosphere into hazard zones (EX zones) at INA Group company sites is performed based on the frequency and duration of the explosive atmosphere pursuant to the legal regulations.

## Explosion hazard zones (EX zones)

1. In accordance with the legal regulations, the following is not permitted in hazard zones:
* storage and use of tools, devices and equipment with manual, mechanical, pneumatic, rotating and similar drive and ignition, which may cause a spark or otherwise release heat,
* smoking and use of open flame in any form,
* storage of oxidizing, reactive or self-igniting materials,
* disposal of flammable and other substances that are not intended for the technological process,
* access to vehicles that might produce sparks during operation,
* wearing clothing and footwear that can be charged with a dangerous charge of static electricity, e.g. **synthetic clothing and footwear without anti-static properties**, **etc., except in zone 2** **if a special regulation** prescribes otherwise,
* use of work equipment that is not properly protected from static electricity if there is a possibility of creating static electricity thereon.
1. All works in hazard zones are performed under special supervision of PEX protection experts and fire protection and occupational health and safety experts.

## Life Saving Rules

1. Every worker working for INA Group companies and at INA Group company sites shall be familiar with the Life Saving Rules ([Appendix 1](#Prilog1));
2. The site owner shall ensure that all of the contractor’s workers are familiar with these Rules, and that failure to observe them may result in taking disciplinary actions (*Appendix 2*).

## STOP Card System (Stop Card System hereinafter: SCS)

1. SCS is a tool for the integration of behaviour-based safety programs, basic safety rules and authorization to stop work, in order to prevent injuries and occupational diseases at the workplace through the training of INA Group workers and contractors related to the observation of mutual activities, recognition of hazards and to build a culture where it is possible to openly discuss unsafe actions and unsafe conditions, as well as reward positive behaviour (recognition of the best card - recognition/identification of unsafe actions/conditions). SCS is based on the following cycle:
* recognition/identification of unsafe actions / unsafe conditions; immediate correction of unsafe actions and unsafe conditions, which includes action to stop the unsafe action whereby work is stopped;
* recognition of safe actions and behaviours
* it is necessary to enter details related to the findings in the Stop card; when it was not possible to take immediate corrective actions, recommendations are given;
1. It is necessary to regularly (recommended daily or weekly as the longest frequency) review stop cards and make corrections to the management system, work instructions, procedures, etc. when necessary.
2. In the event of an unsafe act or condition observed during a walk-through to check behaviour, routine or unplanned presence at the workplace, a Stop Card should be filled out detailing the findings.
3. The completed STOP card is handed over to the construction site manager or HSE expert.
4. The number of completed STOP cards is one of the criteria for the award, and it is desirable to fill in as many cards as possible.
5. Stop cards in paper form are available at locations/places of work execution.

## Smoking and other addictive substances

1. Smoking in the premises of INA Group companies is permitted only in designated and marked areas.
2. It is forbidden to work under the influence of alcohol and other addictive substances, as well as their introduction into the workplaces and premises of INA Group companies.

## HSE qualification

HSE qualification is carried out:

1. In case of a **low risk level**, the Bidder shall be obliged by the Statement confirming that they and their subcontractors shall comply with the legal requirements and INA Group company HSE requirements;
2. In case of a **medium risk level**, the potential contractor shall be subject to pre-screening and pre-qualification in accordance with minimum expectations: the existence of necessary permits/authorisations for the performance of certain activities, evidence of worker qualifications and medical fitness with regard to the type of work, evidence of no criminal record for the previous 3 years, HSE indicators (serious incidents caused by own fault) in the previous three years. The bidder proves the existence of the safety management system:
* Contractor Safety Certificate SCC \*\* SCCp or
* ISO 45 000 i ISO 14 001 (both of them together) certificates, or
* A successful pre-qualification audit implemented by an accredited certification authority contracted by INA Group (renewed within two years), or
* A successful pre-qualification audit based on pre-qualification supervision (*Apppendix 3*), valid for two years, and post-evaluation by INA Group companies
1. In case of a **high risk level** andin accordance with the proposal by the evaluation team, the Bidder with the best bid shall be subject to pre-screening and pre-qualification by proving an established system with a Safety Certificate for Contractors SCC\*\* or SCCp for the company and the workers. If necessary, a pre-qualification audit is also performed.

## On-site training

1. Each worker of the contractor and subcontractor who performs works at the INA Group company sites shall participate in the HSE training. Without performed training and passed examination, workers of the contractor and subcontractor shall not begin works performance. Training shall cover at least the following areas:
* Worksite organization, general information,
* Sources of hazard at the worksite,
* Possible risks at the worksite,
* Code of conduct, rules for works performance,
* Rules of conduct in emergency situations,
* Supervision,
* Training results are recorded through examination and in a record.
1. In addition to the introductory training, the contractors shall discuss issues pertaining to , health, safety and the environment with the competent organizational unit/person in charge of HSE and construction site manager:
* each day before starting work (toolbox meeting),
* at weekly meetings,
* at daily and coordination meetings, and
* at the work site before the Permit to Work is issued.

## Instructions in case of emergency

1. An emergency is an event that may present a hazard for the safety and health of people, hazard for property or that may have a negative effect on the environment;
2. Emergencies are considered to be:
* Occupational injuries;
* Fire and explosion;
* Adverse effect on the environment (leakage, spillage, release of hazardous substances into the work environment...);
* Production losses, equipment and facility damage;
* Near miss situations with possible consequences for people, equipment or the environment.
1. Every worker shall immediately report the detected hazard to the manager responsible for the site where the hazard has been detected.
2. 4) In the event of an extraordinary event:
* Stop working;
* Turn off/close all sources of possible ignition – internal combustion engines, electrical equipment, gas lamps, fire hoses that are in use, turn off machines and equipment, ventilation, etc.;
* Follow the instructions;
* To continue the work, it is mandatory for all participants to reissue the Permit to Work.

## Reporting and recording events

1. INA Group companies record and report on all events that occurred at the worksite, and the contractor and subcontractor shall report and participate in all activities concerning the event that occurred during works performance.
2. Contractors and subcontractors **are obliged to immediately, without delay, inform the works manager/HSE expert/coordinator/manager responsible for the location about the occurrence of a potentially dangerous situation (Near Miss) and HSE incident at Ina Group locations**.

## Roads and on-site parking

1. An approval shall be issued for vehicles entering and staying at the site with regard to the purpose and duration of stay;
2. Vehicles may be present at the site only over the course of time for which they have been issued an approval and may only move on those roads for which they have been issued an approval;
3. The approval shall clearly indicate the permitted height of the vehicle;
4. Vehicle parking spaces that are necessary at the site should be pre-arranged and clearly marked, with parked vehicles not interfering with the works performance process;
5. Cables and pipelines passing over roads at the site should be raised to an appropriate height to avoid vehicles getting caught. If this is not possible, information signs and warning signs should be placed;
6. Parking spaces for cars used for transport by workers should be separated from spaces where vehicles carrying bulk and hazardous goods are parked and as far as possible from the place where the works are performed;
7. If the works are performed at night, it is necessary to ensure adequate lighting of the parking lot;

**Parked vehicles shall not obstruct access to firefighting equipment and to be on fire roads!**

## Entry of data into the information system

1. All contractors shall enter all of the necessary data on workers, work equipment and hazardous substances into the INA Group information system immediately after the conclusion of the contract and for the entire duration of the contract,
2. Contractors are obliged to ensure that all their subcontractors fully implement the requirements from item 1 while performing work at INA Group locations
3. INA HSE WebCorner for subcontractors" is an application that must be used by subcontractors working at INA Group locations. Access to the database will be provided during the procurement process,
4. All contact information in the database must be available,
5. Each company has access only to its own data and does not have the possibility to access the data of another company; but the Contractors are obliged to ensure that all their subcontractors fully implement the requirements from item 1 while performing work at INA Group locations.

## Order and cleanliness of the place of work

1. The contractor and all subcontractors shall maintain the cleanliness of the place of work, buildings, space in which they are located and where they perform works:
* Clean immediately with adsorbent in case of spillage,
* Passages and walking paths shall be clean, cables and pipes shall be 2 m above the head,
* Do not block access to the emergency exit, firefighting equipment, electrical distribution cabinets, etc.,
* Materials and chemicals (if used) shall be stored in an ordered manner, taking care of their compatibility, they shall be stored on the ground and be stable in the places designated therefor,
* Flammable waste shall be placed in the containers prescribed for this type of waste, with the lid away from flammable sources,
* Waste material shall be sorted at the place of origin and placed in properly marked containers intended therefor (marked with the name and key number of waste),
* Cylindrical items shall be blocked in order to prevent their uncontrolled movement, full gas cylinders shall be separated from the empty ones, held in place by chains in order to prevent turning over, and shall have caps on cylinders (valve protection),
* Places for washing and food consumption shall be clean, hygienic and in good condition,
* Food shall not be kept and consumed on work surfaces, but in places intended for food consumption during works performance,
* Keep sanitary facilities clean.

## Environment

1. All materials and chemicals used by the contractor during work at the site shall be properly stored in order to prevent any spillage. The contractor shall take appropriate measures to prevent leakage and/or spillage into the environment;
2. The contractor shall place the equipment for repairing minor environmental pollution (spillage of up to 5 litters) at the worksite: dispersant, absorbent, agents for oil, petroleum and petroleum product collection from dry surfaces, shovels, brooms, metal paddle, absorbent cloth in rolls, stainless material container;
3. Fuel transfer pumps shall be used in accordance with the manufacturer’s instructions in order to prevent fuel spillage on surfaces during refuelling;
4. The contractor shall rationally use the natural resources and energy in a manner that is most favourable for the environment;
5. All wastewater produced by the contractor's works performance shall be filtered at the wastewater treatment plant, if such a plant is available, or they shall enter the on-site sewerage system;
6. The damaged exhaust systems on vehicles, machines and equipment with internal combustion shall be fixed before entering the worksite, and in case damage occurs during work, they shall be excluded from use until they are fixed;
7. After completion of works, the worksite shall be cleaned and the remaining material shall be removed.

## Hazardous chemicals

1. Hazardous substances are substances and mixtures with an adverse effect on people's health and/ or the environment;
2. A hazardous chemical shall not be delivered and/or used without the prior approval of an HSE expert appointed by the contracting authority;
3. The contractor (depending on whether it is a contractor, service provider or supplier of goods) shall:
* in cooperation with the site owner, arrange a place for storage of hazardous chemicals at the worksite and the maximum amount that may be brought to the worksite;
* submit a list of hazardous chemicals with the corresponding Safety Data Sheets for each hazardous chemical;
* possess the Safety Data Sheet (SDS) for each chemical in accordance with the legal regulations of the country in which the INA Group company operates;
* mark all hazardous chemicals with visibly displayed hazard pictograms showing the hazardous properties of the chemical, as well as with hazard pictograms related to transport, in accordance with the legal regulations of the country in which the INA Group company operates;
* in cooperation with the competent organizational unit/person in charge of HSE, mark appropriately all the locations at the worksite where hazardous chemicals are located, define the maximum possible stored quantities, handling with hazardous packaging, and provide fire extinguishers.
1. Workers working with hazardous chemicals shall:
* be informed on the presence of hazardous chemicals at their places of work, SDSs for work with hazardous substances shall be available to all workers;
* wear appropriate protective clothing, footwear and other protective equipment during work with chemicals, in accordance with the relevant SDS and applicable regulations on occupational health and safety, and in accordance with the activity they perform;
* be professionally qualified, that is, have the necessary knowledge on protection against hazardous chemicals with which they work;
* report to responsible persons under whose supervision all parts of work with hazardous chemicals are performed, depending on the properties of hazardous chemicals, with the prescribed knowledge on protection against hazardous chemicals and in accordance with the legal regulations of the country in which the INA Group company operates;
* perform medical examinations before beginning work with hazardous chemicals and mandatorily refer them to periodic medical examinations, in accordance with the occupational health and safety regulations, the involved chemicals and risk assessment;
* have equipment for work with hazardous chemicals that is resistant to the effects of chemicals which it comes into contact with;
* have secured means for administering first aid and providing decontamination;
* have premises intended for maintaining workers' general hygiene;
* have containers for contaminated personal protective equipment.
1. The following instructions shall be clearly visible at the place of work where chemicals are handled:
* instructions for safety-at-work regarding hazardous chemicals;
* telephone number 112
* brief and clear instructions on how to report to the responsible persons and state authorities, or services in the event of an accident;
* means of wireless communication within the reach of workers in field conditions, i.e. transport of chemicals;
* list of workers who are trained for administering first aid.

## Marking the works performance site

1. Each person performing work that is hazardous for others or which creates a hazard is accountable for placing and maintaining an appropriate barrier,
2. Tapes only provide visual warnings ("psychological barrier"), they do not provide physical protection. Tapes shall be placed at a distance of 1.5 m from the place where there is a hazard of falling and, if this is not possible, a protective fence shall be placed,
3. A protective fence shall be placed in case there is hazard of an worker falling from a height into depth or into excavations through openings,
4. Protective fences are required around:
* Places where there is a possibility of equipment or materials falling on workers passing that way,
* Excavations,
* Openings in the floor, raised floors or roofs,
* Hazard zones under the places where work at height is performed,
* Areas where cranes and cargo swing,
* Radiographic hazard zones.
1. Signs shall be used with barriers so as to identify a specific existing hazard,
2. Lights/flashing signs shall be used on barriers in poorly lit areas where traffic is expected at night, and they shall be distinguished from a distance.
3. In case a hazard for traffic safety arises, mobile signs banning all vehicles shall be temporarily placed on the road.

## Permits to Work

1. Works can begin only with the possession of a valid Permit to Work.
2. A Permit to Work is a written document that prescribes measures and conditions for the performance of works at a certain site for a certain period of time;
3. The issuance of a permit to work is preceded by a job safety analysis (JSA) or LMRA, depending on the type of risk, which is carried out by the contractor;
4. There are several types of Permits to Work, and which one will be applied depends on the type of hazard,
5. Compliance with the terms and requirements of the Permit to Work at all times is mandatory.
6. Each issued Permit to Work forms an integral part of the technical documentation at the worksite, and shall be posted at the worksite;
7. A Permit to Work must be issued for each work activity and the contractor or his authorized representatives must participate in the process of issuing a Permit to Work;
8. A Permit to Work shall be issued and signed by all participants listed in the Permit. Each signatory keeps their copy of the Permit;
9. The Permit to Work shall be issued only for one type of work and exclusively for one contractor. If several contractors perform hazardous works, each contractor is issued a separate Permit to Work with obligatory activity coordination;
10. The Permit to Work is valid only for the time period specified therein.
11. The Permit to Work issuer may prolong the permit validity only if the permitted works are not finished in the stipulated deadline, and the circumstances have not changed;
12. After completion of works, the Permit to Work shall be closed by the representatives of the issuer and the recipient, and shall contain the reason for closing, the date and time of closing;
13. After completion of works, the contractor shall clean the site from the residual material and work tools, and only after that can the Permit to Work be closed and the work handover performed.

## Personal protective equipment

1. Work without the prescribed personal protective equipment (PPE) is prohibited;
2. The Contractor shall provide its workers with adequate PPE in accordance with the risk assessment, Permit to Work and requirements of the site where the works are performed, and they shall continuously monitor the proper use thereof;
3. Non-flammable antistatic clothing and protective high-top S3 shoes and other PPE in accordance with the risks and requirements of the location are mandatory at operational technological locations:
4. Protective helmet
5. Safety glasses
6. Protective gloves
7. Hearing protection devices
8. The worker is obliged to:
9. continuously use prescribed PPE;
10. maintain PPE in proper condition;
11. notify the immediate supervisor of errors and damage to PPE.
12. Failure to use adequate protective equipment, especially equipment that saves life (equipment for working at height and equipment for the protection of respiratory organs) is strictly punishable.

## Work equipment

1. For the workers, the Contractor shall provide and maintain functioning, work-adjusted and safe work equipment that shall not endanger their safety and health, property and the natural environment during operation;
2. The work equipment in use shall have the manufacturer's label placed on a visible location;
3. If worker safety is not ensured by constructional designs, appropriate technical protective measures (protection, protective devices, etc.) shall be taken in order to prevent workers from entering a hazard area of work equipment during operation;
4. Work equipment shall correspond to the type and manner of performing work tasks, i.e. it shall be appropriately adapted for that intended use, so that its use does not endanger the safety and health of workers;
5. The work equipment may be used only for work tasks and under the conditions for which it was intended;
6. After installing or moving and before the start of operation, the work equipment shall be checked by the authorised person and authorisation shall be given for its placement into operation or, when provided for by a special regulation, the authorised person shall issue a document showing that the work equipment has been properly installed and that it may be used in accordance with the instructions;
7. Work equipment must be equipped with a safe device for a complete and safe stoppage of moving parts;
8. Work equipment shall be equipped with adequate protection against direct or indirect electric shock;
9. Work equipment shall be tested and test documentation shall be available at the worksite.

## Energy isolation/Shutting off and prohibition signs

1. During maintenance/servicing of equipment, machines, systems and installations, it is necessary to isolate energy sources in a way that prevents unintentional or unauthorized activation, start-up or release of energy that could lead to harmful consequences for people, property, the environment and/or reputation. Energy sources include, but are not limited to, all electrical, mechanical, hydraulic, pneumatic, gravitational, chemical, radiation, thermal or other energy sources.
2. Isolation of the energy source must be documented (e.g. energy isolation certificate) and attached
3. If the Permit to Work provides for the isolation of energy sources, the Contractor may not allow his workers to perform work until all energy sources are isolated and do not pose a danger to workers.
4. The contractor's workers must not move/move the energy isolation equipment.

## Load lifting

1. Only trained and authorized workers can operate equipment and devices for lifting and moving.
2. The equipment and devices used must be correct and serviced in accordance with the manufacturer's instructions.
3. Lifting equipment must be fit for purpose (e.g. rated capacity) and suitable for the load.
4. A signalman must be designated whenever necessary (e.g. blind lifts, critical lifts) and positioned to have constant visual contact with the crane operator. If visual contact with the crane operator is not possible, voice communication equipment must be used. Only one person can be appointed as a signalling person.
5. Manual lifting ropes are the preferred method of load control. In cases where the load must be physically directed or manually placed, precautions and auxiliary tools/devices should be applied to reduce worker exposure.
6. It is forbidden to hold or allow workers to stand under the load and it is forbidden to lift the load above the worker.
7. The area where the load is lifted must be secured (e.g. straps, obstacles) and the lifting path free. If there is a possibility of people entering the area where the load is being lifted, it is necessary to appoint a worker who will control access to the area.
8. The lifting operation must be stopped immediately if safety is at risk (e.g. weather conditions), when the instructions are unclear or in case of communication breakdown.
9. It is necessary to create a lifting plan for critical lifting activities. Lifting plans must include at least the following:
* General information (date, location, description of pickup);
* Information about workers (crane operator, fitter, signalling person);
* Information about the crane (type, capacity of the crane at the radius of the lifting point and the angle of the arm);
* Cargo information (weight, configuration of loops and links);
* Methods of communication;
* Approvals.
1. All activities of lifting and moving loads must be in accordance with valid regulations.

## Work at height

1. All workers who are on a walking or working surface with an unprotected side, unprotected edge or surface hole, where there is a possibility of falling from 1 or more meters must be protected from falling by using:
* Guardrail systems, safety net systems, fall arrest systems or fall protection systems, or;
* Alternative safe access to the surface for walking or working such as mobile elevated platforms, vehicles with baskets, etc.
1. In all cases where work is performed above a hazardous environment, such as water or equipment with moving parts, sharp edges, regardless of height, **safety measures must be established to protect workers from falling.**
2. Selection and application of fall arrest system components:
* Only belts for the whole body are used, which are determined according to the user's weight;
* Ropes will cushion the fall or be used with a fall arrest device. The maximum applied fall arrest force must be less than 8 kN.
* Double or "Y" rope that allows permanent tying to an anchor or lifeline;
* All fall arrest system components must support 1,500 kg without cracking, breaking or permanently deforming;
* The rope must be secured above the waist or above the head where possible to reduce the actual length of the fall.
* Fall arrest system components must be configured to ensure that the total fall length is less than the distance between the work surface and the ground or any obstacle in the fall path.
1. In the event that the fall is stopped by the fall arrest system, rescue within 15 minutes must be provided to the affected person to prevent suspension trauma.
2. The components of the fall arrest system should be inspected periodically and before each use by visual inspection.
3. Fall arrest system components exposed to impacts and damage must be taken out of service immediately and must not be used again until they have been inspected by a competent person and found to be undamaged and fit for reuse.
4. Fall arrest systems must be configured to keep a person at a minimum safety distance of 1 meter from unprotected sides, unprotected edges or surface holes where there is a possibility of falling.
5. **The ladder** can be used exclusively for the purpose of access or for simple works of short duration.
6. The maximum height that can be climbed on a ladder must be limited to:
* 2 meters without using personal protective equipment to stop a fall
* 6 meters with the use of personal protective equipment to stop the fall.
1. Systems with a protective fence must at least include upper guides, central guides (if there is no wall or other structure at least 0.5 meters high) and edge boards to prevent objects from falling to the lower level.
2. Upper guides must be between 1.0 and 1.2 meters above the walking/working level, except when conditions require otherwise and the safety of persons exposed to a fall is not endangered. Intermediate guides must be placed at the middle distance between the upper edge of the protective equipment system and the walking/working level.
3. If falling objects can damage equipment under pressure or containing hazardous material, the area must be physically protected or energy isolated.
4. **Scaffolds** inspected by persons authorized to inspect scaffolds may only be used if the appropriate handover marks are placed in a visible place.
5. Scaffolding without a handover mark must be considered to be under construction and not safe for work.
6. Transceiver tags must be marked with a red colour indicating no access and a green colour indicating authorized access.
7. Installation, modification and removal of scaffolding may only be performed by authorized and professionally trained scaffolders.
8. Handover tag of the scaffolding must contain at least:
* The location where the scaffolding is placed;
* Name of the company that erected the scaffolding;
* Date of handover;
* Name and signature of the responsible person on behalf of the company that erected the scaffolding.
1. Taking over the scaffolding must be carried out by every contractor who performs work from the scaffolding and is carried out as prescribed in Appendix 4.
2. All contractor workers must adhere to the prescribed measures when working at height.

## Excavations

1. All buried lines must be located and marked before the excavation works begin.
2. Markings should remain in place during digging operations.
3. Excavated soil, material and equipment must be more than 1 m away from the edge of the excavation.
4. The contractor is obliged to appoint a trained and competent person who has the obligation to inspect the work site daily before the start of the shift.
5. Excavations are planned by a person who is familiar with the excavation project.
6. Excavations must be carried out in accordance with the excavation project, instructions for safe work, regulations and the Permit to Work.
7. Precautions must be taken to prevent collapse, i.e. excavations and trenches should be properly designed with secured evacuation routes.
8. Provide proper access/exit in case of emergency.
9. Prevent contact with overhead power lines (e.g. signs, observers).
10. The safety of the excavating worker and the workers nearby must be ensured, as well as the safety of existing nearby above-ground and underground facilities.
11. In case of any danger, work should be stopped immediately and the Issuer of the Permit to Work should be notified.

## Entrance into confined space

1. A confined space is a limited space that is large enough for a worker to enter and perform work, and has limited entry or exit openings (tanks, manholes, etc.).
2. Restricted areas can only be entered and work carried out with a valid Indoor Permit to Work, and after measuring chemical hazards and explosiveness 30 minutes before the start of work,
3. The issued Permit to Work indoors is valid for the duration of the works, and max. 1 shift,
4. Prescribed means and equipment for work in a confined space are an integral part of the Permit to Work.
5. The contractor is obliged to provide his workers with moderate, portable or personal detectors for measuring the concentration of harmful gases and vapours in the surrounding atmosphere, which must be used at all times when performing work in confined spaces, and must have a record of periodic calibration.
6. If the measured oxygen concentrations are lower and higher than the occupational exposure limits (OEL) and if the concentrations of dangerous and harmful gases and steam are higher than the limit values, the work must be stopped immediately or after the activation of the alarm on the detector,
7. The contractor is obliged to record records of gas testing in the Permit to Work or submit a copy of the measured values to the Permit to Work issuer,
8. When entering and working in a confined space, work is performed by at least two or more workers, one of whom must be in charge of supervision,
9. For each point of entry/exit in a confined space, the Contractor must provide and appoint a Person for the supervision of works in confined spaces who must be different from the workers who enter (must have a red band on the upper arm) and who must keep records of persons performing work indoors space so that later there is a written confirmation of important information (e.g. total number of workers entering the confined space, warnings, start/end time).
10. If there are a large number of possible entry/exit points, the main points must be determined and listed, and the number of persons appointed to supervise the works depends on the possibility of controlling the entry/exit.
11. The supervisor is prohibited from carrying out activities that could interfere with his primary responsibilities:
* Identification of trained workers who enter the confined space and the number of workers who are in the confined space at any time;
* Communication/sign language with trained workers entering the confined space to monitor their condition. Communication must be clear to everyone and previously agreed upon,
* Notifying trained workers who enter the confined space and the work manager if unauthorized workers/persons have entered the confined space,
* Warn workers about the possibility of an unexpected situation in a confined space, the negative effects of hazards on the behaviour of workers who enter the confined space or dangerous situations outside the confined space, due to which they can no longer perform the duty of supervising works in confined spaces,
* Knowledge of rescue measures in emergency situations and calling the emergency/rescue service as soon as it is determined that workers need to leave the workplace as soon as possible.
1. The manager of the works must familiarize the workers who enter and perform the works in a confined space with:
* The dangers they may face when entering and working indoors, including signs, symptoms and consequences of exposure to hazardous chemicals or energy sources,
* Proper use of equipment (i.e. examination and monitoring, ventilation, communication, rescue, etc.) necessary to enter and work in a confined space,
* Ways of communicating with supervisors in order to be able to monitor the condition of workers and to warn workers about the need to evacuate from confined spaces,
* Method of confirming with the person in charge that the trained worker can enter the confined space,
* Prescribed conditions from the Permit to Work and compliance with them,
* Evacuation procedure in case of danger. It is necessary to leave the confined space as quickly as possible when the worker notices the dangers or when the alarm is activated or when the supervisor or the work manager orders.

## Work with fire

1. A Permit to work for work with fire is required for every work that generates high temperatures or potential sources of ignition in an area where flammable fumes, gases or combustible substances may be present. The Permit for Work with fire is issued by a fire protection expert and it prescribes measures to be followed during works performance;
2. The Permit for Work with fire is valid for works for which it has been issued;
3. The place where an open flame (welding, gas cutting, soldering) will be used shall be free from flammable material (wood, paper, flammable liquids, dry vegetation, etc.)
4. Apart from workers performing work with fire, a fireman shall also attend such work if it is defined by the permit;
5. At least one extinguisher shall be placed (or more if it is required by the Permit to Work for work with fire) at the place where works with fire are performed;
6. The area in which the works are performed shall be properly prepared (covered manholes and openings, watering, cleaning), all in accordance with the Permit;
7. Shafts and drains shall be covered in order to prevent the presence of flammable gases if it is provided for in the Permit;
8. In the area where work with open fire or repairs on devices with "Ex" performance are performed, other work, due to which ignition of gases, fumes or liquids could occur, shall not be performed;
9. In areas where there is a hazard of fire or explosion, the use of tools producing sparks, power tools with general design or any other tools that can produce sparks is prohibited without the Permit to Work for work with fire.
	1. **Equipment for gas (autogenic) cutting and welding**
10. Steel bottles must be marked with a sign that shows the owner - the company;
11. Steel gas bottles must always be kept attached to the wall with clamps, or on special carts protected from falling;
12. The bottles must be at least 3 m away from the welding place;
13. It is best to keep the bottles outside the working rooms, but protected from sunlight, frost or rain;
14. The bottle with acetylene must stand upright, or at an angle of not less than 45 degrees in relation to the horizontal surface;
15. Before starting work, it is necessary to check whether the rubber pipes for gas supply are in good condition and flexible enough, whether they are of the right colour for the particular type of gas (blue for oxygen, red for fuel gas), whether they are leak-proof, especially at the joints, whether well attached to the connection points with appropriate clamps (never with a wire) and whether they are protected from sparks and hot objects, as well as from damage to the passages;
16. If gases from steel bottles are used for welding and cutting, they must be equipped with flame back protection devices - non-return valves. Non-return valves (dry fuses) must be installed on the cutter at the connection points of the rubber pipes, as well as on the reduction valves;
17. Welding places can be permanent or temporary:
18. Permanent places for welding:
* Permanent places for welding must be non-combustible or of construction resistant to fire for at least 1 hour (F 60), completely free from any combustible and flammable content and conveniently separated from neighbouring surfaces;
* In cases where welding is done with acetylene and oxygen, the bottles must be secured against falling. Bottles must be placed at a distance of at least 2 meters from heating devices (radiators, etc.), or 10 m from open sources of fire. The number of bottles must not exceed one day's consumption of each user;
* Spare bottles with oxygen and acetylene must be stored in an approved storage area and separated from each other and placed in a covered area or in special rooms that meet the technical norms for holding gases;
1. Temporary places for welding:
* The welding permit contains / Permit: name of the grantor of the permit; number and date of issuance of approval; the name of the organization or company where welding is performed, plant, department; place of welding; Work description; welding execution time from – to; measures to be taken in order to perform welding safely; necessary equipment and the number and type of fire extinguishers; final verification of completed works; personal name and surname of the works manager; personal name and surname and signature of the authorized person giving the approval;
* In cases where the validity of the approval has expired and the welding has not been completed, the manager of the welding contractor (hereinafter: the manager of works) is obliged to request an extension of the validity of the approval, and the workers authorized to issue the approval are obliged to re-inspect the welding site and when they determine that the prescribed requirements have been met conditions extend the approval / Permit;
* Approval for welding / Permit is issued in at least two copies. The first copy is handed over to the works manager, and the second copy is kept in the approval provider's documentation;
* Authorized persons who issue the approval / Permit for welding will issue the approval only when they determine that appropriate measures for fire protection and PEX protection have been foreseen and taken;
1. Approval for welding / Permit may not be issued in the following cases:
2. for places not prepared for welding;
3. in rooms with automatic fire extinguishing devices, if these devices are not blocked or if they can be damaged by welding;
4. when there is a risk of explosions due to mixtures of flammable gases, steam or dust with air, then insufficiently cleaned containers, containers, installations and other parts of the plant in which there were substances that can create explosive mixtures or are dangerous due to fire and explosion;
5. when welding is to be performed in an area near stored large quantities of highly flammable or explosive substances or other combustible materials, which would directly endanger and cause danger to large-scale property.
6. For the safe execution of welding in terms of fire and explosion protection, the contractor and the manager of the works and the authorized persons of the company at whose facility / location the welding is performed are directly responsible;
7. Welding can be performed by workers who are professionally trained to handle and use welding equipment and are familiar with the prescribed fire protection measures that should be taken during welding;
8. Welding must be performed under the supervision of the site manager, in the manner and at the time specified in the approval for welding;
9. After obtaining approval for welding, the works manager is obliged to check the fire and explosion protection measures taken at the place intended for welding, as well as to determine whether the possibility of causing a fire or explosion in neighbouring rooms and spaces, especially below, above or with sides from the welding point. To this end, the works manager should take measures to eliminate possible defects before the start of the works (removal of flammable material, closing of all openings, placing protective elements on all sides at the welding site, determining the remaining concentration of flammable gases, steam or dust, setting up a fire brigade, etc. );
10. After the completion of welding, the works manager checks whether the completed works created a potential fire hazard;
11. Workers who perform welding can only weld in those places, in the manner and at the time specified in the approval;
12. After the welding is completed, a handover is held, in which the manager of the works and an authorized person of the company on whose premises or premises the welding was performed participate;
13. The handover from the previous paragraph is done in minutes, i.e. by signing at the place for the final check of the completed works in the welding permit;
14. If it is determined that there is a risk of fire after the welding has been performed, the responsible persons are obliged to take appropriate measures to eliminate this risk or to keep it under control (e.g. ensuring the presence of firefighters on duty at the welding site);
15. Started welding will be suspended by authorized persons in cases where the working conditions change in terms of fire or explosion protection or the nature of welding itself;
16. Welding can continue when the necessary fire or explosion protection measures are taken and the welding approval is supplemented and recertified;
17. If the working conditions or the nature of welding are significantly changed, a new welding approval/Permit must be requested;
18. A maximum of two oxygen bottles and two acetylene bottles (working and reserve) can be kept at temporary welding locations.

## Manual load transfer

* 1. Manual handling of loads - any physical work that includes lifting, carrying, lowering, pushing, pulling or carrying loads by human power and other similar actions (e.g. supporting, holding);
	2. The contractor is obliged to replace the manual manipulation of the load with suitable technical devices and aids (the so-called risk removal);
	3. The contractor is obliged to determine and undertake organizational and technical measures and to ensure adequate organization of work, in order to reduce the load on the back and the risk of spinal damage associated with it, if manual load transfer is unavoidable;
	4. The contractor is obliged to consult with the persons at work and their representatives on all measures related to safety and health protection,
	5. The contractor is obliged to take into account the physical abilities of the persons at work, their age and gender, when assigning work tasks for manual load transfer.
	6. The contractor is obliged to ensure that an authorized doctor assesses the physical capabilities of the persons to whom he wishes to entrust the manual transfer of loads,
	7. The contractor checks technical and organizational measures through internal monitoring and, if necessary, is obliged to take measures to improve the situation.

## Safety when working with electrical energy

1. Electrical equipment used on metal structures (e.g. tanks) where "foreign" electrical potential may appear must be supplied with electricity through an isolation transformer, in order to avoid the risk of electric shock.
2. For other rules related to safety when working with electricity, it is necessary to consult the current regulations.
3. All works must be carried out in accordance with valid regulations and the issued Work Permit.

## Pipelines

1. The contractor's workers are not allowed to independently carry out work on the pipelines unless they have received a clear instruction/sign and confirmation from the owner of the location/equipment that the work can be carried out in a safe manner.
2. Work on the pipeline is not permitted without clear instructions, markings and approval.

## Opening process equipment and pipelines

* 1. During the opening of process equipment and pipelines (generally "line breaking") that contain or have contained any hazardous materials (liquids or gases), it is necessary to take appropriate protective measures in order to avoid or reduce the risk of incidents in the process.
	2. Before cleaning and opening process equipment and piping, a risk assessment (e.g. Job Safety Analysis) should be performed to define how the system/equipment will be secured for maintenance.
	3. The procedure for depressurization, discharge and handling of hazardous material must be determined, with a definition of roles and responsibilities.
	4. A plan for the isolation of energy sources retained in process vessels, pipelines, etc. (lockout and tagging plan, LOTO) should be prepared/secured.
	5. Before opening, it is necessary to confirm whether the system is safe to open and that work on the system is safe.
	6. The contractor must not allow or start the execution of the works if the risks have not been assessed and the worker protection measures determined and implemented.
	7. Workers involved in the collection and disposal of hazardous materials must wear appropriate PPE appropriate for that job.
	8. Hazardous materials collected during the opening of the system/equipment must be properly disposed of in a safe manner.

## Checking the mechanical integrity of process equipment (pressure test)

* 1. Any integrity check must be planned and conducted in a way that minimizes unnecessary exposure to procedural hazards.
	2. The pressure test plan is based on equipment data, maximum permissible working and test pressures, results of previous pressure tests, previous measurements of the rock thickness of the process equipment where appropriate and other relevant technical data that must be known and checked in order for the HSE minimize the risks of this test.
	3. Appropriate risk analysis (e.g. Job Safety Analysis) should be conducted to identify and mitigate perceived and actual environmental and occupational hazards.
	4. It is necessary to prepare a written test plan before carrying out pressure tests, including safety-related procedures and controls.
	5. Workers participating in pressure tests must possess and use the authorization "Stop work" whenever dangerous conditions or potentially dangerous conditions are observed.
	6. Signs, barricades or other protective barriers should be placed in such a way and at such a distance that are suitable for marking the safety zone, in order to protect workers from unexpected release of pressure or equipment failure.
	7. Device installations must mark the boundaries of the exclusion zone.
	8. Unauthorized workers may not enter the test area.
	9. Workers at the location to which the test refers should be informed about the planned test.
	10. Equipment and materials must be arranged in such a way as to provide unhindered access/egress during testing and in case of an emergency.
	11. During all phases of testing, it is necessary to use reliable transport and communication systems.

## Performing work on flanges

* 1. Considering the increased risk for workers when performing work with impact tools (hammer, impact wrenches, different types of wrenches for unscrewing and tightening, etc.), it is recommended to use a safety tool that removes the worker from the dangerous area.

## Road safety

* 1. The following requirements apply as minimum requirements for all vehicles that are allowed to be used at INA Group locations:
	+ The vehicle must be fit for purpose and must be maintained in a safe working condition;
	+ The number of passengers must not exceed the manufacturer's specification for the vehicle;
	+ The load must be secured and must not exceed the manufacturer's specification and the limits prescribed by the applicable regulation for the vehicle;
	1. Seat belts must be installed.
	2. The following requirements apply as minimum requirements for all workers who are authorized to drive:
	+ Drivers must have a valid driver's license and be medically fit to drive a vehicle;
	+ Drivers must be adequately rested and alert;
	+ All passengers must wear seat belts while the vehicle is in motion;
	+ Drivers must not be under the influence of alcohol or drugs, or any other substance or medication that could affect their ability to drive;
	+ Drivers may not use hand-held communication devices or make calls while driving. It is recommended to stop the vehicle instead of using the hands-free talk kit while driving.
	1. Classification and hazardous materials transportation (HMT) must be carried out in full compliance with international standards (i.e. ADR, RID, ADN), valid provisions of valid regulations and internal documents.

## Organisation of occupational health and safety for foreign nationals who perform work at the INA Group company sites

1. In case when a **foreign contractor** assigns a foreign national to work for a fixed term, **they are accountable for organising and implementing occupational health and safety**.
2. Workers assigned to work for a fixed term in an individual INA Group company operating in an EEA Member State (European Economic Area) by the foreign contractor whose establishment is registered in another EEA Member State are guaranteed the following rights:
* the level of rights determined by applicable law, i.e. the collective agreement the application of which has been extended to contractors and workers in an individual INA Group company on the basis of a special regulation.
* with regard to the guaranteed more favourable working conditions established by the applicable law in relation to the regulations of the country in which the contractor employing a foreign national has registered their establishment, and which are applicable to such employment, more favourable right shall be applied to the foreign national.
1. The contractor under contractual obligation that is registered in a country that is not an EEA member shall organise and implement occupational health and safety in accordance with the applicable law during the works performance in an individual INA Group company operating in an EEA Member State;

### Risk assessment for tasks performed by foreign nationals at places of work

1. In the case when the main contractor refers to the limited time of a foreign citizen at work, **he is responsible for organizing and implementing protection at work;**
2. A contracted contractor registered in a country that is not a member state of the EEA is obliged to organize and implement occupational health and safety in accordance with the applicable law during the performance of works in an individual company of the INA Group operating in a state that is a member of the EEA

### Risk assessment for jobs performed by foreign workers at workplaces

1. The contracted contractor is obliged to assess the risks to the life and health of workers.
2. **Foreign contracted contractors** who establish a business establishment in another EEA member state **are recognized with a risk assessment** that is in accordance with the regulations of the country from which the foreign contractor comes, if the risk assessment corresponds to the risks when performing tasks at the workplace.
3. The risk assessment must be available in the language and script of the country in which each INA Group company operates, and for foreign citizens, available in a language they understand

### Safety-at-work training for tasks performed by the worker

1. Foreign nationals shall be trained in safety-at-work;
2. Before starting work, the foreign contractor shall inform the worker of all the facts and circumstances that affect the safety and health of the worker and train them for safety-at-work;
3. Safety-at-work training for workers is carried out in accordance with the provisions of applicable law;
4. Foreign nationals from EEA Member States, who have been trained in safety-at-work according to the regulations of the country of origin and who possess the proof thereof, do not require retraining in safety-at-work in an individual INA Group company, but **an assessment of qualifications (practical part) shall be conducted at the place of work in the country in question**.
5. The practical qualification verification is carried out by a person designated to perform occupational health and safety tasks or the foreign contractor for their own workers, whereby a record of the assessment of qualifications is drawn up;
6. Foreign nationals not trained in safety-at-work may work under the supervision of the worker who has been trained in safety-at-work for the tasks performed by workers, but such manner of work may last only up to 60 days if it is not defined by applicable law in more strict terms.
7. All documents shall be issued in the language and script of the country in which an individual INA Group company or, if issued in another language, they shall be translated by a certified court interpreter into the language and script of the country in which an individual INA Group company operates;

### Arranging the place of work in accordance with the rules of occupational health and safety

1. Workplaces must be arranged in accordance with basic, special and recognized rules of occupational safety;
2. The place of work is any place where workers and persons at work must be, or to which they must go, or to which they have access during work due to the work they perform for the contracted contractor, as well as any space or space that the contracted contractor uses to perform affairs and which is under his direct or indirect supervision;
3. The contracted contractor is obliged to permanently place safety signs and work instructions in a visible place at work sites and work tools in a language and script that a foreign citizen understands;
4. The contracted contractor is obliged to examine the working environment - physical, chemical and biological factors of the working environment in accordance with the provisions of the relevant legislation;
5. In connection with the examination of the working environment, documents issued in the country where an individual company of the INA Group operates by authorized persons for occupational safety are recognized;

### Fulfilment of special requirements for performing jobs with special working conditions

1. Foreign nationals who perform jobs with special working conditions (JSWC) shall also meet the special requirements regarding age, gender, professional capacities, health, physical and mental fitness for performing jobs with special working conditions, for which they shall possess appropriate documentation.
2. Documentation that is valid in an EEA Member State or documentation issued in the country in which an individual INA Group company operates will be recognised as proof that foreign nationals are professionally qualified;
3. For works for which a certain level of education is prescribed in terms of professional qualification, the process of proving thereof for foreign nationals shall be carried out in accordance with the special regulations, which are part of the applicable law, on recognition of foreign qualifications;
4. The manner of determining the medical fitness, the deadlines for reassessment of the health fitness, the content and the manner of issuing the certificate of medical fitness, as well as other issues that are important for determining the medical fitness of an worker shall be carried out in accordance with the applicable law.
5. As evidence of medical fitness of foreign nationals, the evidence (medical certificates, certifications, etc.) of medical fitness issued in an EEA member state shall be recognised, provided that they indicate which jobs with special working conditions the worker may perform (e.g. work at height, manual load transfer, driver, etc.), or the appropriate documents issued in the country in which an individual INA Group company operates will be recognised.
6. The documents shall be issued in the language and script of the country in which the individual INA Group company operates or they shall be translated into the language and script of the country in which the individual INA Group company operates.

### Inspections, maintenance and testing of work equipment

1. The work equipment used by foreign nationals shall be inspected, maintained and tested, and it shall also be in proper working condition;
2. In accordance with the applicable law, occupational health and safety rules, special regulations and manufacturer instructions, **the contractor under contractual obligation** shall perform examinations, or **testing of work equipment** that is used in order to determine whether the occupational health and safety rules have been applied to them and whether the workers’ safety and health are endangered due to changes incurred by their use.
3. Work equipment is the machines and devices, plants, means for load transfer and transportation, as well as tools and scaffolds and other means for occasional work at height;
4. For work equipment for which there is an obligation to inspect it and test it in accordance with the provisions of applicable law, relevant documents submitted by foreign contractors, which are related to inspection and testing of work equipment and valid in an EEA Member State, shall be recognised, as well as relevant documents issued by persons authorised for occupational health and safety in the country in which an individual INA Group company operates;
5. Work equipment that has been disassembled and reassembled in the country in which an individual INA Group company operates (e.g. a crane assembled at a construction site) shall be inspected and tested in the country in which an individual INA Group company operates by a person authorised for occupational health and safety.

### Availability of risk assessment, records, notices, instructions, etc. to the worker

1. The contractor under contractual obligation shall ensure that the worker has access to:
* risk assessment for the places of work and tasks performed there,
* safety-at-work instructions for the place of work and tasks performed there,
* written proof of the worker’s training in safety-at-work (practical part),
* written proof that the worker meets the requirements for performing jobs with special

working conditions,

* record of work equipment, installation and work environment testing,

in a language that the worker understands.

1. Documentation (risk assessment, evidence, records, required certificates, etc.) shall be available at the works performance site at any time, and it shall be written in the language and script of the country in which the individual INA Group company operates;

### Occupational healthcare (occupational medicine services)

1. The contractor under contractual obligation shall provide the worker with healthcare that is appropriate in terms of the risks regarding safety and health to which they are exposed at work,
2. Foreign contractors with registered establishments in another EEA Member State shall be recognised as complying with the aforementioned provisions of the applicable law if they have carried them out in accordance with the regulations of the EEG Member State (Group of Eastern European States) that is the contractor’s country of origin.

### Provision of first aid

1. At each worksite and in the work premises, the contractor under contractual obligation shall (unless the requirement of the applicable law is stricter):
* **Organise and ensure the provision of first aid** to workers and other persons until the provision of emergency medical assistance or reception to a healthcare institution, and the contractor under contractual obligation shall enable the performance of procedures by the public emergency medical service,
* At each worksite and work premises where two to 50 workers work simultaneously, at least one worker, as well as one extra for every further 50 workers, shall be trained in first aid provision in accordance with the occupational health and safety rules:
1. The number of workers trained and appointed for first aid provision shall match the number of the contractor’s sites, shift work and other organizational circumstances of the contractor under contractual obligation;
2. The contractor shall provide **the workers** who are trained in first aid provision with a **written decision on their appointment for provision of first aid**, and inform all other workers about the workers who are trained in and appointed for provision of first aid;
3. Provide first aid means and equipment, which shall always be accessible, marked and protected from unauthorised use;
4. Foreign contractors with an establishment registered in another EEA Member State shall be recognised as having conducted first aid training, as well as the issued documents related thereto, that is valid in the contractor’s country of origin;
5. When a foreign contractor performs work at places of work where other contractors are present (domestic or foreign), **they may organise the provision of first aid together** (e.g. at a construction site);
6. Regarding fire protection, evacuation and rescue, the contractor under contractual obligation shall determine and ensure the required number of workers, their qualifications and necessary equipment in accordance with the provisions of applicable law governing fire protection and rescue, depending on the nature of the work process, the size of the contractor’s company and the total the number of workers, as well as the provisions within the competence of the relevant state authority;
7. Foreign contractors with an establishment registered in another EEA Member State shall be recognised as having conducted evacuation and rescue raining, as well as the issued documents related thereto, that is valid in the contractor’s country of origin.

## HSE supervision and sanctions

1. In addition to continuous communication at the site between the worksite representative and the Contractor, works performance supervision regarding the HSE aspect shall also be performed;
2. All worksite activities shall be supervised regularly:
* by the competent organizational unit/person in charge of HSE and the Permit to Work issuer;
* by OHS/FP experts;
* by responsible persons of the Contractor.
1. The responsible persons of the contractor shall carry out supervision with regard to the level of risk, as follows:

|  |  |
| --- | --- |
| Level of risk of the contracted works | Minimum frequency of contractor supervision by the HSE expert |
| Low risk level works | When required |
| Medium risk level works | Once per week |
| High risk level works | Once per day |
| Complex works with a high risk level | Continuous supervision |

1. The contractor shall appoint a person responsible for supervision who shall continuously supervise compliance with HSE rules;
2. The person who has detected a breach of HSE rules shall immediately warn the contractor verbally at the place of work and request immediate elimination of irregularities. In case of non-compliance with the verbal warning, the competent organizational unit/person in charge of HSE is notified. In case of nonconformities determined during supervision, the following penalties/sanctions may be imposed:
* Stopping the work / works
* Revoking the Permit to Work
* Repeated training in the HSE area
* Written warning
* Removal from the site
* Penalties (*Appendix 4*)
1. By paying the fine (i) the contractor shall not be exempt from further sanctions due to agreement breach, and/or serious legal consequences determined by valid regulations;
2. If the supervision team repeatedly determines facts for imposing a penalty at the site where supervision is performed, the penalty may be imposed several times;
3. In case there are several deficiencies (penalty facts) at the site at the same time, the penalty is imposed for each deficiency separately;
4. Nonconformities determined during supervision shall be removed by the contractor/subcontractor within a determined deadline, regardless of the imposed fine.
5. If the Contractor introduces another/new subcontractor to the performance of contracted works without the prior written consent of the Client, in accordance with the agreed Contract/Purchase Order/Call-off, the Contractor shall pay the Client a contractual penalty in the amount of 10% of the Contract/Purchase Order/Call-off value.

## Handover of performed works pertaining to the HSE aspect

1. Works are considered completed when the worksite has been inspected by the work site representative and the Contractor’s representative, who shall determine that:
* the works have been completed,
* the worksite has been cleaned,
* the unnecessary materials and equipment have been removed, waste is selected and transported according to the obligations in the contract,
1. The Permit to work shall be closed and the Minutes of Handover shall be signed.

# HEALTH, SAFETY AND ENVIRONMENT MEASURES WHEN PERFORMING MINING WORK IN WELLS FOR THE PURPOSES OF EXPLORATION AND PRODUCTION OF OIL AND GAS

## General part

1. An overview of technical solutions for measures pertaining to and health, safety and environment (HSE) for work in wells, whether it is a new well or work over, including regular maintenance of well equipment, hydro-dynamic measurement in wells, capital work over of formation, work on stimulation of hydrocarbon reservoirs and fracturing, is based on specific and detailed technical-technological description of mining work in the well, determining risk of operations performed, specificities of the site where works are performed, the rules of occupational health and safety, environmental protection and fire protection that are defined by the valid regulations in the above-mentioned areas;
2. The supervisor of mining works in the well is the official representative of the client, appointed by the responsible person of the company. The supervisor is authorised and responsible for the continuous technological and financial supervision of the execution of mining works, supervision over the application of protection measures prescribed in the project documentation of the company;
3. Technical protection measures during well construction shall be in accordance with the measures prescribed in the mining project for each drilling rig;
4. If hazardous substances which may cause damage to the environment and/or endanger human life and health are used, the handling of these substances shall take place in a closed process and such substances shall be kept and disposed of in accordance with applicable regulations in a safe manner to avoid the occurrence of hazard and damage to the environment;
5. Disposal of hydrocarbons, oil and solid waste material is not permitted in the drilled material landfill at the site;
6. PHD foil shall be placed in the mud hole and the area for temporary placement of solids.

## Description of possible significant effects on the environment

1. Noise occurring during works performance can have an adverse effect on the fauna with regard to its avoidance of those areas and possible migrations;
2. Before beginning work, it shall be determined whether there are endangered species that permanently or occasionally inhabit the work area, and movement of these animal species shall be constantly monitored so that there is no adverse effect on the fauna;
3. For each operation, hazardous and harmful substances that may cause damage to the environment and/or endanger the life and health of people shall be defined. Handling such substances shall be performed in a closed process in a safe manner so that hazard and damage to the environment do not occur.
4. Before disposal, the waste material shall be sorted into useful components and according to nature of the hazard - to non-hazardous and hazardous waste, depending on whether it contains hazardous substances or not;
5. Mining work supervisor shall supervise the implementation of environmental protection performed by the Contractor in accordance with the aforementioned documents, and upon work completion, they shall inform the responsible person at the site of potential irregularities before well handover by the Contractor;
6. The Contractor shall keep records of all activities prescribed by legal provisions in the field of environmental and water protection and waste management.

# SPECIFICS RELATED TO REFINERIES

1. Only persons with a valid ID card may enter refinery sites. This includes visitors and staff delivering material to construction site;
2. Contractor ID cards are obtained by the person responsible for work supervision, and upon completion of the contracted works, the person shall return the ID card. ID cards shall always be worn and shown when requested. The ID card shall be used only by the person to whom it was issued, and any misuse is subject to punishment;
3. Entry of the contractor vehicles is possible only with the issued Vehicle Entry Permit;
4. All of the Contractor’s equipment and tools brought in and out shall be documented and reported to the security guard;
5. Failure to observe safety rules shall lead to disciplinary procedures and application of measures, including prohibition of entrance and work performance at the site;
6. Parking and leaving the vehicle unattended is prohibited on all roads within hazard zones;
7. Observe traffic signs, safety signs and speed limits;
8. Only the qualified person with valid vehicle/machine driving license can operate/ handle it;
9. In case of road works, the Contractor shall place required traffic information signs;
10. If works which involve a possibility of producing sparks and a hazard of ignition and fire are performed, contractors who perform such works shall have non-combustible canvases;
11. In case the alarm is sounded, when evacuation shall be performed, follow the instructions by responsible persons and evacuation signs. The evacuation leader shall direct you, in company of another person from the place where the event occurred, to the emergency meeting point. Evacuation code of conduct is an integral part of the training specific for the worksite before beginning work.

# SPECIFICITIES RELATED TO CARRIERS

* 1. The goal is to manage the key performance indicators of contracted road, rail and water carriers in order to achieve customer satisfaction through timely delivery of products in the required quality and quantity while preserving health, safety and environmental protection.
	2. **A road transport carrier (ADR)** is obliged to establish, maintain and develop a system of health, safety and environmental protection in order to avoid, identify and manage risks, *Appendix 7*. The aim is to ensure transporters who, through compliance with the rules and requirements related to safety and health, will be recognizable in transport:
	+ We expect that road transport contractors will operate in accordance with laws and regulations;
	+ We expect that the drivers are competent and that they have all the necessary licenses to carry out transportation;
	+ We expect all road transport supplier vehicles to meet minimum requirements, including the use of seat belts, driver training and competence and to meet an acceptable standard of equipment and maintenance;
	+ We expect road transport operators to report and investigate incidents, including injuries, road accidents and spills that occur during transport;
	+ We expect our road transport contractors to have an intervention plan in emergency situations;
	+ We expect that our road transport contractors have a policy prohibiting the consumption of alcohol and other intoxicants and their abuse;
	+ We expect to be able to conduct audits of the application of rules and supervision of equipment;
	+ We expect subcontractors to follow the same rules.
	1. **A railway carrier that transports dangerous goods** (RID) at the locations of the INA Group is obliged to comply with the HSE requirements from *Appendix 8*.
	2. **A carrier that transports dangerous goods on inland waterways (AND)** at the locations of the INA Group is obliged to comply with the HSE requirements from *Appendix 9*.

# TERMS AND ABBREVIATIONS

|  |  |
| --- | --- |
| Terms and abbreviations | Description |
| ADN | Carriage of dangerous Good by Inland Waterways |
| ADR | Carriage of dangerous Good by Road |
| Complex works | Complex works: works (e.g. whole projects such as turnaround.) that last longer than 120 working days and involve more than 2 contractors at the same time (including all contractors and subcontractors; this usually means works such as construction, demolition, cleaning of large tanks , installing installations, laying pipelines, seismic testing, oil/gas drilling, etc.). The scope of complex works can be extended locally if stricter conditions are defined by local regulations or based on local consideration of the hazards/risks of the area/activity involved. |
| Contract owner | The person/organizational unit responsible for defining, concluding and monitoring the implementation of a contract. |
| Critical lift | A critical lift is a lift that:1. exceeds 75 percent of the rated capacity of the crane or crane, or2. requires the use of more than one crane or crane |
| EEA | European Economic Area |
| EEG  |  Eastern European Group |
| Hazard pictogram | Graphic sign indicating substances and mixtures in accordance with the legal regulations of the country in which the INA Group company operates (e.g. Regulation (EC) No. 1272/2008 (CLP), Globally Harmonized System (GHS), ADR) |
| HSE | , Health, Safety and Environment |
| HSE incident  | An unplanned event or chain of events that has, or could have, resulted in an injury or illness or damage (loss) to assets, the environment or company reputation. |
| PEX- responsible person | The main expert on anti-explosion protection |
| Prior risk assessment | The worksite owner shall perform prior risk assessment and submit it as a part of the tender documents. The potential contractor shall use the prepared document as a basis for the preparation of the Work Execution Plan |
| Qualification | Evaluation of the bidder's ability based on the existence of relevant OH&S certificates (e.g. ISO 9001, ISO, 14001, ISO 45001 and SCC \*\* and a successful qualification audit depending on the level of risk) that prove compliance with OH&S requirements. |
| RID | Carriage of dangerous Good by Rail |
| SCC (Safety Checklist Contractors) | The Certificate confirms the company commitment to improving the management system of health, safety and environment (HSE). There are three SCC levels of certification depending on the number of workers and the works performed:SCC\* certificate - limited certification for companies with up to 35 workers,SCC\*\* certificate - unlimited certification for companies with more than 35 workers or for companies with less than 35 workers, but performing complex technical works,SCCp certificate - the most demanding level of certification - contractors in the petroleum and petrochemical industries. |
| Transport of hazardous substances  | Safe transport of hazardous goods by road, rail or other means to which the provisions of the European Agreement concerning the International Carriage of Dangerous Goods by Road (ADR), the Regulation concerning the International Carriage of Dangerous Goods by Rail (RID) and other legal regulations apply. |
| Use of chemicals | Use is the consumption, storage, processing or any other handling of chemicals for own needs and the needs of business operations. |
| Work equipment | -devices, plants, means of transfer and transportation of load and tools,-scaffolding and other tools for occasional work at height |
| Work Execution Plan | The Work Execution Plan contains general HSE information specific for the site and area, description of emergency procedures, list of roles and responsibilities, and it is delivered by the contractor in the pre-mobilisation phase at the latest. |
| Worksite owner | Person/organizational unit responsible for the area where works are performed. |

# APPENDICES

|  |  |
| --- | --- |
| Appendix | Appendix title |
| Appendix 1 | Life Saving Rules |
| Appendix 2 | Measures in Case of Failure to Observe Life Saving Rules |
| Appendix 3 | Takeover the scaffolding by the contractor |
| Appendix 4 | Contractor Information on Supervision in the Field of HSE and Prescribed Penalties |
| Appendix 5 | INA Group Policy for Health, Safety and Environment and Social Responsibility |
| Appendix 6 | Policy on the Use of Personal Protective Equipment in INA Group |
| Appendix 7 | HSE requirements for goods transport by Road |
| Appendix 8 | HSE requirements for goods transport by Rail  |
| Appendix 9 | HSE requirements for goods transport by Inland Waterways |

|  |  |  |
| --- | --- | --- |
| Pictogram and short description | Detailed description | Obligations |
| LSR6 PPE ver2Use all necessary PPE and work equipment according to its intended use | Safe work in hazardous conditions requires proper safety management starting with activity planning and followed by various safety measures. The ultimate goal is to keep workers away from danger. If this is not possible, appropriate personal protective equipment (PPE) should be used. All personal protective equipment is intended to protect our health and ultimately save our lives (whether directly or indirectly). Therefore, the use of PPE is inevitable when this is necessary based on a Job Safety Analysis or Permit to Work.Personal protective equipment called “life-saving equipment”, such as personal fall arrest systems and personal respiratory protection equipment (other than dust masks), are considered direct life-saving means. | In order for work to be performed in a safe manner, I must:• Constantly use the necessary PPE where a fall can occur and where there is a hazard due to hazardous substances• Understand the importance of using life-saving PPE; * always use a personal fall protection system
* I always use respiratory protective equipment if I may be exposed to hazardous substances or a hazardous work atmosphere

• Inspect PPE before use • Provide protective tools and materials to prevent objects from falling• Bind to 100% approved anchor points when I am outside the protected area• Always react to and report it if there is a rule violation or any doubt regarding safety |
| LSR5 PermitGastesting ver3Control the atmosphere and comply with the permit to work | At all of our technological sites - which are considered hazardous areas - as well as during the performance of certain special works in all work areas, the atmosphere must be monitored continuously to prevent explosions and/or to ensure that I and other people at work can breathe safely. For special works, such as entering a confined space and hot works, an initial gas test is always mandatory, and continuous testing is also required.The Permit to Work is more than a signature of the responsible person who signs the form: it requires and contains approval to start, continue or hand work tasks over. The issuer of the permit confirms that it is safe to start work, that safety measures have been applied and are effective, and the task may be performed as planned. Furthermore, it describes what hazards we are likely to encounter during work and how these hazards must be controlled to be safe. The Permit to Work, for example, must always be obtained before the start of activities and it must be applied throughout the course of the works, but it is not limited to HSE-critical works. | In order for work to be performed in a safe manner, I must:• Request a permit to work when needed • I and my entire team must understand and apply the permit to work• I must not allow anyone to start working before confirming that the hazards are under  control and that it is safe to start working.• Be authorised to perform the works• Constantly use a personal detector to test the working atmosphere and respect  signs indicated by the detector• Stop work and initiate a new permit to work request in case  conditions change• Always react to and report it if there is a rule violation or any doubt regarding  safety |
| LSR4 Izolation ver3Isolate hazardous energy sources and perform safety checks | Energy isolation separates and protects people from the hazards related to various sources that may be present at any worksite, such as: electricity, pressurised and energised equipment, or even hazardous materials and ignition sources. Any stored energy (e.g. hydraulic or pneumatic energy) must also be blocked and/or discharged. Energy isolation also provides protection against potential energy sources, e.g. positioning valves to prevent unwanted material flow. For this purpose, it is necessary to use safety signs and safety critical equipment (such as isolation devices/emergency valves, blocking/releasing devices, shut-off systems, safety valves, fire and gas alarm systems, certain control levels, alarms, crane computers) as their purpose is to prevent injury, death or other major accidents.Performing hot works or using a flame source is extremely dangerous and prohibited without fire safety measures and a proper permit to work. As a special case of energy isolation, ignition sources should be isolated from flammable materials. | To prevent major accidents and any hazard related to fire or explosion, I must:• Identify all sources of energy and start-up • Confirm that hazardous materials and energy sources are isolated, blocked and properly  marked• Check that there is no energy, check for residual or stored energy,• Understand and use safety equipment and procedures related to  the work tasks• Work only in those excavations that are secured by supports• Consume cigarettes in the permitted and marked smoking area• Before the start of hot works in technological areas (Ex. zones): - Confirm that hazardous and flammable materials have been relocated or isolated  - Confirm that the working atmosphere in hazardous areas has been tested  - Ensure that the working atmosphere is constantly monitored/tested - Obtain and apply the permit for hot works• Never allow the disabling or overriding of safety equipment,  never deviate from the procedures, I am not allowed to cross the barriers without permission and I must  always ensure that temporary safety measures are in place where they are supposed to be • Always react to and report it if there is a rule violation or any doubt regarding  safety |
| Confined Space NEW ver2Obtain approval prior to entering a confined space | A confined space such as a ship, tank or pipe, basement or excavation, etc. is always considered a hazardous area. Since such a space is not designed for living and working, hazardous substances or a hazardous atmosphere (e.g. lack of oxygen) may occur or concentrate within it. Access to and possibilities of escape from such spaces are limited, and they are not ventilated. Only authorised access can protect us from danger. The Permit to Work must always be obtained before starting any activities, and it must be applied throughout the course of work in a closed/confined space. The Permit must specify which hazards are likely to be encountered during indoor work and how these hazards must be controlled to ensure safe work. | To ensure safe entry into confined spaces, I must:• Confirm that the sources of hazard are isolated• Confirm that the working atmosphere was tested/measured and that it is constantly  monitored/measured• Obtain authorisation in the form of permits to enter confined spaces• Check and use the isolation apparatus when necessary • Confirm that the person supervising the entry into the confined space is at the designated place and  that there is an efficient method of two-way communication with the supervisor• Be familiar with the rescue plan and be able to do the part I am responsible  for in an emergency • Always react to and report it if there is a rule violation or any doubt regarding  safety |
| Apply the rules of safe lifting and transfer of load  | Operations of lifting and transferring loads are hazardous activities involving different risks. As gravity always acts contrary to the operation of lifting and transferring loads, such operations must be planned and performed by all workers who perform work with certified equipment. The use of damaged, undersized, incompatible lifting equipment or improper load lifting methods greatly increases the risk of a sudden drop of load. In order to protect all people in the vicinity from the load being lifted or transferred and all mechanical operations that occur during lifting and transfer of loads, it is necessary to use physical barriers and no access zones.  | In order to reduce the risk during operations of lifting and transferring loads, I must:• Operate only the lifting gear that I am qualified to use• Confirm that the lifting equipment and the load have been inspected, marked with a colour code and are  ready for use • Always make sure that a certified crane operator is involved and appoint a signalman• Ensure that the lifting and transfer path is passable• Establish and respect effective barriers and restricted zones • Never work or walk under a suspended load• Use safety tools for handling and positioning suspended loads  (tag line) and avoid touching the load with my hands;• immediately stop lifting or transfer in the event of unexpected circumstances or  loss of communication • Always follow the instructions of the person in charge of lifting and transferring the load • Always react to and report it if there is a rule violation or any doubt regarding  safety |
| Drive safely | Since driving has become a natural part of our daily lives, we often underestimate the risks that lie on the road. Driving is a hazardous part of our private and business lives, it still causes losses, but the safety of our colleagues and our families is mostly in our own hands. The driver and passengers should take responsibility for each other's safety, including checking whether all passengers are wearing a seat belt.  | To reduce the risk involved in driving and road travel, I must:• Follow travel management requirements• Be ready, rested and focused on driving• Always wear a seat belt • Make sure that all passengers are wearing a seat belt before I start driving • Observe speed limits and adjust speed to road conditions• I must not use my mobile phone or operate other devices while driving• Always be focused on driving, refrain from consuming food, drinks, cigarettes or doing anything  other than driving• As a passenger, always warn the driver when they do not follow the rules of safe driving  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Use of necessary PPE and work equipment according to its intended use | Control of working atmosphere; compliance with the permit to work | Isolation of hazardous energy sources and conducting safety checks | Entering in confined spaces | Application of the rules of safe lifting and transfer of loads | Safe driving |
| Intentional violation | Fine and removal from the site | Fine and removal from the site | Fine and removal from the site | Fine and removal from the site | Fine and removal from the site | Removal from the site |
| Unintentional violation(1st time) | Fine and written warning | Fine and written warning | Fine and written warning | Fine and written warning | Fine and written warning | Written warning |
| Unintentional violation(repeated) | Fine and removal from the site | Fine and removal from the site | Fine and removal from the site | Fine and removal from the site | Fine and removal from the site | Removal from the site |

The amount of fines is established in *Appendix 4*, *Contractor Information on Supervision in the Field of HSE and Prescribed Penalties*.

* 1. Takeover the scaffolding is a procedure carried out by the **authorized persons (work managers) of contractors** who plan to use the scaffolding to perform work from the scaffolding.
	2. By Takeover the scaffolding, the contractor's authorized representative (work manager) confirms that the scaffolding is safe for the planned works and that it will be used as intended.
	3. The contractor's authorized representative (work supervisors) should know **the safety requirements when working on scaffolding**.
	4. A prerequisite for scaffolding work to begin, and for a Permit to Work to be issued to the contractor, is the completed form "Takeover of scaffolding by the contractor", which corresponds to the actual situation and which gives positive answers to all the listed questions.
	5. If the scaffolding does not fit, is not safe or is not adapted to the activities that will be done with it, it is necessary to write it down and sign it in the note of this form, and to inform the works manager, in order to start the actions for finishing/changing the existing scaffolding.
	6. **It is strictly forbidden to independently make modifications to the scaffolding. Modifications to the scaffolding may only be carried out by a professionally trained scaffolder of the contractor who installed the scaffolding!**

|  |
| --- |
| **TAKEOVER THE SCAFFOLDING BY THE CONTRACTOR** |
| Contractor (company name): | Type of scaffolding: |
| Location/Plant: | Scaffold green mark number: |

|  |  |  |  |
| --- | --- | --- | --- |
| **serial number** | **Review elements** | **Requirements** | **Scaffold inspected** |
| YES | NO | Comment/note |
| 1. | Scaffold mark | A green scaffold tag is hung on the scaffolding, confirming its correctness. All required information on the label is clearly written, properly filled out, visible and legible. |  |  |  |
| 2. | Foundation for scaffolding (ground, supports, etc.) | The soil is solid, compacted, the foundations under the columns/supports of the scaffolding are placed. The washers are correct, in all places in contact with the ground. |  |  |  |
| 3. | Load-bearing columns, supports, longitudinal supports and transverse supports, scaffold stiffeners. | Scaffolding elements visibly undamaged, suitable for the type of scaffolding.Scaffold fixed and secured against movement. |  |  |  |
| 4. | Obstacles (distance of power lines, protruding parts that can be hit by workers, vehicles or suspended loads) | Bare air el. lines disconnected or at a suitable distance (no danger of contact). No dangerous protruding parts - all protruding parts removed or visibly marked. There is no danger of the vehicle hitting the scaffolding or tripping the workers on the scaffolding. |  |  |  |
| 5. | Flooring | All elements of the scaffolding floor are stable and fixed (secured against movement). Complete floor elements intact and without damage. The distance of the scaffolding floor from the object is such that workers cannot fall through the openingThe floors are clean and safe for the movement of workers (no left tools and objects that can cause tripping, no slippery and oily surfaces, etc.) |  |  |  |
| 6. | Guardrails, edge protection | Complete guardrail installed on each level of the scaffolding (minimum 2nd rungs attached: middle rung and handrail).A protective edge board attached and installed on each working level of the scaffolding to prevent materials and tools from falling from the scaffolding. |  |  |  |
| 7. | Access to each level of the scaffolding | Ensured safe access to each level of the scaffolding by properly constructed ladders or other equally safe approaches. There is no danger of workers falling when approaching the scaffolding. |  |  |  |
| 8. | Equipment for safe execution of works | In case there is a sign on the scaffolding MANDATORY USE OF PROTECTIVE BELT, all workers have the correct harness for working at height, which is adapted to the working conditions (depending on the height and position of the scaffolding, adequate protective equipment for working at height is chosen). Workers are trained and instructed in how to use harnesses for working at height.  |  |  |  |
| NOTE:Authorized contractor/work manager (name and surname, signature): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

DATE OF SCAFFOLD PICKUP:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AUTHORIZED CONTRACTOR (MANAGER OF WORKS) TO PICK UP THE SCAFFOLDING (NAME AND SURNAME, SIGNATURE:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Number** | Supervision requirements | Other activities/consequences (description of non-compliance) | \* Minimum penalty amount |
| 1 | 2 | 3 | 4 |
| 1. Documents
 |
|  | List of work positions with special working conditions (SWC) and proof of workers’ medical fitness  | Demobilisation and removal of deficiencies (missing documentation, worker has not undergone examination ...) | 398 EUR |
|  | Qualification for safety-at-work | Demobilisation and removal of deficiencies (missing documentation, worker has not undergone training) | 66 EURworker |
|  | Evidence of workers' awareness of risks at the site | Demobilisation and removal of deficiencies (missing documentation, worker did not attend education) | 66 EURworker |
|  | Qualification for initial fire extinguishing  | Demobilisation and removal of deficiencies (missing documentation, worker has not undergone training) | 66 EURworker |
|  | Trainees' first aid certificates | Demobilisation and removal of deficiencies (missing documentation, worker has not undergone training) | 132 EUR |
|  | List and certificates of testing the machinery and devices with increased hazards | Demobilisation and removal of deficiencies (missing documentation, not available...) | 132 EUR |
|  | Decision on the appointment of construction site manager | Removal of deficiencies (missing documentation, not available...) | 132 EUR |
|  | Decision on the appointment of a person responsible for OHS | Removal of deficiencies (missing documentation, not available...) | 132 EUR |
|  | Evidence of workers’ professional training | Demobilisation and removal of deficiencies (missing documentation, worker has not undergone training) | 1.328 EUR |
|  | Safety Data Sheets SDS | Removal of deficiencies (missing documentation, not available...) | 132 EUR |
|  | Work instructions | Removal of deficiencies (missing documentation, not available...) | 132 EUR |
|  | Testing of gas cylinders | Demobilisation and removal of deficiencies (missing documentation on testing, technical gas cylinders are not labelled,...) | 398 EUR |
| 1. Maintenance, cleanliness at the site
 |
|  | Work space | Removal of deficiencies (cleanliness not acceptable) | 66 EUR |
|  | Areas for workers' movement | Removal of deficiencies (slippery floor, bumps, damage ...) | 132 EUR |
|  | Roads  | Removal of deficiencies (road possibility, traffic regulation deficiencies, traffic signs...) | 132 EUR |
|  | Evacuation routes | Removal of deficiencies (emergency exits and emergency evacuation exits are not available ...) | 132 EUR |
| **Number** | Supervision requirements | Other activities/consequences (description of non-compliance) | \* Minimum penalty amount |
| 1 | 2 | 3 | 4 |
|  | Dining rooms | Removal of deficiencies (no minimum hygiene standards, no facility/premises provided...) | 132 EUR |
|  | Resting rooms | Removal of deficienciesno dressing rooms, facility for socialisation, resting premises...) | 66 EUR |
|  | Utility rooms  | Removal of deficiencies (missing dressing room, sink and bathroom, toilet, hygienic materials, water...) | 132 EUR |
| 1. Prescribed measures
 |
|  | Smoking ban | Demobilisation (smoking in prohibited places) | 66 EURworker |
|  | Ban on alcohol and narcotics consumption | Demobilisation (import and consumption at the site) | 66 EURworker |
|  | Permits to work  | Demobilisation and removal of deficiencies (lack of permit, work without appropriate permit, work outside the time period, non-compliance with prescribed work conditions and PPE ...) | 664 EUR |
|  | Safety signs | Removal of deficiencies (not provided or certain safety signs are missing ...) | 265 EUR |
| 1. **Hazardous work substances**
 |
|  | Transport | Demobilisation and removal of deficiencies (vehicle not intended for transport of hazardous substances (ADR), functionality and use of grounding installations...) | 664 EUR |
|  | Storage | Demobilisation and removal of deficiencies (arrangement of hazardous substances, cleanliness, access...) | 265 EUR |
|  | Tagout | Removal of deficiencies (area not marked with safety signs ...) | 132 EUR |
|  | Work procedure | Removal of deficiencies (no work instructions...) | 66 EUR |
|  | Technical gases | Removal of deficiencies (non-compliant storage, transport and use of cylinders..) | 664 EUR |
| 1. Entrance into enclosed area and into places with increased hazard
 |
|  | Person appointed for supervision | Removal of deficiencies (not appointed or not available at the site ..) | 265 EUR |
|  | Rescue team | Demobilisation with removal of deficiencies (sufficient number of rescuers not provided ...) | 664 EUR |
|  | Excavation stability  | Demobilisation and removal of deficiencies (the trench is not protected against collapse, emergency exit is not ensured, there are no safety signs nor safety railing ...) | 664 EUR |
|  | Communication | Removal of deficiencies (worker missing at the vessel or column opening ...) | 132 EUR |
| 1. Works exposed to fire, fire protection
 |
|  | Fire extinguisher | Removal of deficiencies (functionality, availability ..) | 398 EUR |
| **Number** | Supervision requirements | Other activities/consequences (description of non-compliance) | \* Minimum penalty amount |
| 1 | 2 | 3 | 4 |
|  | Flammable materials | Demobilisation and removal of deficiencies (not removed, isolated, protected ...) | 664 EUR |
|  | Non-combustible canvases  | Demobilisation and removal of deficiencies (Contractor/subcontractor does not have non-combustible canvases and performs works that can cause sparks and ignition) | 132 EUR |
| 1. Work area /site
 |
|  | Fencing and marking | Removal of deficiencies (missing safety signs, mechanical protection, psychological obstacles ...) | 132 EUR |
|  | First aid | Removal of deficiencies (missing first aid cabinet, list of workers ...) | 132 EUR |
|  | Occupational health and safety coordinator | Removal of deficiencies (not appointed or not available at the site ..) | 132 EUR |
|  | Works Manager/Supervisor | Removal of deficiencies (not appointed or not available at the site ..) | 132 EUR |
| 1. Personal protective equipment
 |
|  | Appropriate | Removal of deficiencies, demobilisation in case of repeated deficiencies (not useful for a certain hazard, not anti-static , fire resistant, resistant to acids, hydrocarbons, does not provide full body protection, no CE marking ...) | 132 EUR |
|  | Use | Removal of deficiencies, demobilisation in case of repeated deficiencies (workers without PPE at the site, do not use certain protective means and equipment ...) | 66 EURworker |
|  | Proper functioning | Removal of deficiencies (damaged equipment, shelf life expired ...) | 132 EUR |
|  | Use of "life-saving" PPE (for respiratory protection and for working at height) | Demobilization and elimination of deficiencies (availability of equipment, correct use...) | 398 EUR |
| 1. Work at height
 |
|  | Fences, pedestals and access | Demobilisation and removal of deficiencies (dimensions of the fence, walkway, access, pedestal, lacing ...) | 265 EUR |
| Number | Supervision requirements | Other activities/consequences(description of non-compliance) | \* Minimum fine amount |
| 1 | 2 | 3 | 4 |
|  | Scaffolding | Demobilisation and removal of deficiencies (stability, marking, dimensions of the fence, walkway, vertical access ...) | 664 EUR |
|  | Ladders | Demobilisation and removal of deficiencies (stability, use, ...) | 256 EUR |
| 1. Material movement, crane operation
 |
| **Number** | Supervision requirements | Other activities/consequences (description of non-compliance) | \* Minimum penalty amount |
| 1 | 2 | 3 | 4 |
|  | Stability | Demobilisation and removal of deficiencies (of fixed/mobile crane and loads ...) | 664 EUR |
|  | Signalman | Removal of deficiencies (not available at the site ...) | 132 EUR |
|  | Area marking | Removal of deficiencies (missing safety signs, mechanical protection, psychological obstacles ...) | 132 EUR |
|  | Transport | Demobilisation and removal of deficiencies (missing escort, signalisation, blocked passageways, notification | 265 EUR |
| 1. Electrical equipment, electric machinery
 |
|  | Proper functioning | Demobilisation and removal of deficiencies (damaged insulation, switches, sockets, housings, fuses, no grounding ...) | 664 EUR |
|  | Direct contact protection | Demobilisation and removal of deficiencies (all equipment under voltage but lacking: isolation, partition/housing, is not out of arms/body length, has no additional protection through differential current devices ...) | 265 EUR |
|  | Indirect contact protection | Demobilisation and removal of deficiencies (safety extra-low voltage (SELV), grounded protected extra-low voltage (PELV), functional extra-low voltage (FELV), i.e. AC voltage <25V and DC <60V are not used in closed spaces …) | 265 EUR |
| 1. Pneumatic and manual tools
 |
|  | Proper functioning | Removal of deficiencies (tool damage, inadequate tools ...) | 132 EUR |
|  | Tool use | Removal of deficiencies (use of non-sparking tools in Ex-zone, ...) | 265 EUR |
| 1. Environmental protection
 |
|  | Waste management | Demobilisation and removal of deficiencies (waste is not collected, separated, disposed of, R and D methods are not used...) | 132 EUR |
|  | Pollutant emission | Demobilisation and removal of deficiencies (uncontrolled emission into the sewerage, air and soil ...) | 398 EUR |
|  | Environmental measures for pollution prevention | Demobilisation and removal of deficiencies (no preventive and protective measures for water, air and soil) | 265 EUR |
| 1. Transporters
 |
|  | Positive breathalyser | Removal from location | 265 EUR |
|  | Violation of safe driving rules | Equipment and additional education | 265 EUR |
|  | Not using a seat belt while driving, using a mobile device or other electronic devices. device while driving, violation of traffic regulations. | Additional education | 265 EUR |
| **Number** | Supervision requirements | Other activities/consequences (description of non-compliance) | \* Minimum penalty amount |
| 1 | 2 | 3 | 4 |
|  | Non-observance of measures for the use of mandatory personal protective equipment, work protection, fire protection. | Additional education | 398 EUR |
|  | The vehicle is not equipped with mandatory fire extinguishers.Defective or expired fire extinguishers. | Elimination of non-compliance | 1328 EUR |

1. *The amount of fines has been unambiguously defined for each of the determined non-compliances in EUR INA Group companies that do not use the currency EUR convert the amounts into the national currency of the country in which they operate,*
2. *By paying the penalty/penalties, the contractor shall not be exempt from further sanctions due to agreement breach, and/or serious legal consequences determined by valid regulations;*
3. *If the supervision team repeatedly determines facts for imposing a penalty at the site where supervision is performed, the fine may be imposed several times;*
4. *In case there are several deficiencies (penalty facts) at the site at the same time, the penalty is imposed for each deficiency separately.*





HSE requirements for goods transport by Road

1. The business of the road transport contractor must be in accordance with the applicable laws and regulations.
2. Road transport contractors must be informed, competent and have all the necessary licenses for the work they perform.
3. All vehicles of road transport contractors and their operations must meet the minimum requirements of the INA Group, including the installation and use of seat belts, driver training and qualification, and that they meet an acceptable standard of equipment and maintenance.
4. In the event of any accident, fire, environmental pollution or similar incident during the performance of the transport service, the contractual carrier is obliged to **immediately, verbally (by telephone) report to the *Logistics Operations Centre* (LOC).**
5. We expect road transport operators **to report and investigate incidents**, including injuries, traffic accidents and spills, that occur while carrying out transport.
6. Road transport contractors must have an emergency plan.
7. Road transport operators should have a Drug and Alcohol Policy that refers to substance abuse.
8. Road transport contractors accept conducting audits according to the road transport management system, which includes, among others, the requirements of the Health, Safety and Environmental Protection Management System, as follows:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **5. HSE - Health, Safety and Environmental Management System**  | a. Basic | 69 | Is there a certified system | Advanced: ISO 14001 ili OHSAS 18001Extraordinary: ISO 14001 i OHSAS 18001 | O  | N | I |
| b. Management and responsibilities | 70 | The company has a defined occupational health and safety policy signed by the director, copies of which have been delivered to all workers | Basic: has a developed HSE policyAdvanced: revision every 5 yearsExtraordinary: revision every 5 years, part of driver's training and drivers must pass a test | O | N | I |
| 71 | HSE topics are the subject of discussion at management meetings | Basic: casual conversationsAdvanced: regular conversations, meetings (e.g. quarterly reports)Extraordinary: HSE issues are regularly the subject of discussion at all meetings with various reports | O | N | I |
| 72 | Drivers are informed and involved in the HSE issue | Basic: legally satisfied standards in the HSE area Advanced: basic + additional means of communication (through flyers, training, etc.)Extraordinary: HSE applies to all workers. There is a two-channel communication system for collecting and processing information from the HSE area  | O | N | I |
| c. Planning and strategic goals | 73 | Strategy, multi-year action plan | Basic: There is no systematic strategyAdvanced: A strategy for 3-5 years has been developed, but it is not an integrated part of the business strategyExtraordinary: a developed strategy for 3-5 years that is an integral part of the business strategy | O | N | I |
| 74 | Annual action plan in the HSE area | Basic: mainly about the activities of the companyAdvanced: Not associated with an actionable business planExtraordinary: prepared plan dependent on business strategy and business processes | O | N | I |
| 75 | KPI - Performance Indicators | HSE targets are measurable; indicators are set, documented, communicated and monitored (RAR, RIR, LTI, TROIF...) | Basic: they are tracked, but without goalsAdvanced: set annual goals that management monitors at least through quarterly reportsOutstanding: set all main indicators (including near misses), set annual goals that management monitors at least through quarterly reports. HSE indicators are present in the public annual report | O | N | I |
| d. Organization | 76 | HSE responsibilities | Basic: not employed or a contracted worker outside the company responsible for the HSE area Advanced: there is a qualified person within the company responsible for the HSE areaExtraordinary: there is a qualified person within the company responsible for the HSE area who is involved in the process of analysis and decision-making in the HSE area  | O | N | I |
| e. | 77 | Business procedures | There are written instructions on daily procedures and tasks that are regularly updated | Basic: they exist and are up-to-dateAdvanced: staff conduct regular training and educationExtraordinary: the procedures are in the driver's book | O | N | I |
| f.  | 78 | Incident investigation and reporting | Basic: All major accidents (injuries, fires, spills, major property damage) are investigated, processed and findings reportedAdvanced: All accidents are investigated and reports and lessons learned are shared. There is a system of corrective measures.Extraordinary: All accidents are investigated including near misses, reports are shared as well as lessons learned. There is a system of corrective measures | O | N | I |
| g. Audit and control | 79 | Inspection/audit | Basic: only an worker (whether internal or external) from the HSE area performs some form of supervision,Advanced: inspections and reviews are within the scope of HSE workers, but there is no systematic approachExtraordinary: there is a systematic annual plan for inspection supervision and implementation of audits. There is a system for implementing recommendations and default corrections through the audit report | O | N | I |
| 80 | Supervision by management | Advanced: Annual reviews and audits are conducted by managementExtraordinary: Annual reviews and audits are conducted by management. Findings from lessons learned are prioritized and monitored. |   | N | I |
| h. | 81 | Planning and preparedness in case of incident situations | Basic: the company fulfils its legal obligations on how to deal with incident situationsAdvanced: the company manages incident situations on the basis of its own Management System in incident situations. Risk management.Extraordinary: Regular exercises are conducted and the results are used to improve the current situation | O | N | I |

1. All subcontractors engaged by road transport contractors should meet these same expectations.
2. When performing the service of transporting oil derivatives for the needs of the INA Group, the application and use of personal protective equipment is mandatory, in accordance with the required level of protection.

HSE requirements for goods transport by Rail

* 1. The carrier undertakes to fully comply with the HSE rules specified in the applicable laws and regulations (safety at work, safety, fire protection and environmental protection, traffic and other rules);
	2. If the Carrier intends to hire the services of a subcontractor, then it assumes the obligation that its subcontractor fully complies with the relevant valid HSE regulations. The services of such a subcontractor can only be used if he is familiar with the relevant HSE regulations and undertakes to comply with them as mandatory rules.
	3. The carrier may include a subcontractor for the execution of the service if it has notified such intention in advance in writing, using the appropriate form with a detailed explanation and with the written approval of INA Group.
	4. The carrier will ensure that the HSE request system is also applied to contracted subcontractors. The carrier will be responsible for its subcontractors involved in the performance as well as for its own performance and services.
	5. The carrier will take care of the health and safety of people working or staying at INA Group locations. The carrier will comply with and instruct its workers and subcontractors to comply with the rules and procedures described in this appendix, as well as the provisions specified in the legal regulations Transportation of dangerous goods by rail (hereinafter: RID).
	6. At INA Group locations, the activity that is the subject of the contract can only be performed by a qualified worker of the carrier who has passed the ZNR and ZOP exams in accordance with current regulations, and a medical certificate on the ability of the worker to perform the above tasks.
	7. Before starting work, the worker must undergo training for initial fire extinguishing and training for working in a safe manner.
	8. The carrier is obliged to provide the workers with personal protective equipment (PPE) in accordance with the risk assessment, the same requirements as the workers of the INA Group. If work is carried out in several places or facilities with different categories of danger, then the regulations applicable to the area or facility with the highest danger prevail.
	9. The carrier is responsible for defining, ensuring and auditing the use of protective equipment necessary for the performance of work. The client has the right to define additional protective equipment, and to revise the normal wear and use of protective equipment. Information about entering the area of work and the type and level of protection of the necessary personal protective equipment can be obtained from the contractor.
	10. The carrier must have fire protection equipment (e.g. fire extinguishing equipment) in the type and quantity as required for the level of danger given the type of work being performed. The following rules apply to transport units transporting dangerous goods:
	+ The carrier will regularly check the status of the above-mentioned protective equipment, whether it is fully functional and whether it can provide the required protection, as well as the possibility of replacement in case of damage.
	+ In the case of carrying out work using damaged or inadequate protective equipment, or repeated or major violations of the rules, the INA Group representative (who is also authorized to supervise) will immediately suspend the activity, and the carrier will be responsible for compensation.
	+ An worker of a transport company, who accepts dangerous goods at locations, has the obligations specified in the RID document.
	+ If the carrier detects any irregularity during transportation that could jeopardize the safety of transportation, the shipment will be stopped as soon as possible, taking into account the safety of traffic, cargo and people, and will immediately notify the interested parties.
	+ Transportation can only continue if the cargo can fully meet the requirements. The authorities responsible for the remaining part of the route (can) still issue a permit for continued transportation.
	1. If an accident and extraordinary event occurs during the transportation of dangerous goods (outside any INA Group location) (derailment/jumping off the railway track, collision, overturning, fire, explosion, leakage, technical failure of the tank), and if the cargo is held for longer than 6 hours due to a technical failure of the railway tank, the carrier will immediately inform the dispatch service of the INA Group about the situation and submit the requested information within 24 hours after the event.
	2. Data to be submitted:
	+ Date/time of the event (year, month, day, hour);
	+ Location of the event (railway station, name of marshalling yard or sections of the railway);
	+ Type of event (jumping off the railway line, collision, overturning, fire, explosion, leakage, technical failure of a railway tank, etc.);
	+ Id. the number of railway wagons involved;
	+ Detailed description of the event;
	+ Implemented actions;
	+ Consequence of the event (personal injury, release of dangerous substances, estimated value of damage to goods/environment, intervention of competent authorities);
	1. Carrier workers perform their activities at INA Group locations in such a way that no pollution or damage to the environment can occur. The carrier's workers will be responsible for the environmental damage they cause and will bear the costs.
	2. The carrier will collect and treat/manage all hazardous and non-hazardous waste generated from materials and equipment that the carrier delivers to INA Group locations (eg: oily rags, etc.) in accordance with applicable laws and internal regulations of INA Group.
	3. Workers of the INA Group who are authorized to carry out supervision (HSE experts, contract owners, etc.) have the right at any time to supervise the workers of the Transport Company in the area of sidings and related facilities within INA's locations, including compliance with the rules specified in this appendix . The worker of the transport company is obliged to cooperate during the supervision. If the prescribed conditions are missing or not ensured, the person in charge has the right to suspend the Carrier's activity until the prescribed conditions are met. The suspension of the carrier's company will not release the company from the obligation to fulfill its contractual obligations, and it cannot have any claims related to it.
	4. The carrier will perform its activities within the scope of the contract in accordance with valid relevant regulations and procedures.
	5. The carrier agrees and accepts that INA Group has the right to apply the following sanctions for violations of the rules established and documented during inspections, depending on the severity of the violation:
	+ Immediate suspension of work
	+ Implementation of corrections (immediately or setting a deadline);
	+ Ordering extraordinary education from HSE;
	+ Penalising;
	+ Prohibition of work for a certain period of time for workers of the Carrier at the locations of the INA Group;
	+ Termination of the contract with immediate effect.
	1. The carrier agrees and accepts that as a result of irregularities observed during location monitoring by INA Group, INA may impose sanctions and prohibit the carrier from accessing locations!

HSE requirements for goods transport by Inland Waterways

1. The carrier undertakes to fully comply with the HSE rules specified in the applicable laws and regulations (safety at work, safety, fire protection and environmental protection, traffic and other rules);
2. If the Carrier intends to hire the services of a subcontractor, then it assumes the obligation that its subcontractor fully complies with the relevant valid HSE regulations. The services of such a subcontractor can only be used if he is familiar with the relevant HSE regulations and undertakes to comply with them as mandatory rules.
3. Evidence of the worker's qualifications to perform work.
4. Submit the risk assessment with regard to the main dangers in the docks:
	1. Falling from a height
	2. Vehicles and equipment in motion
	3. Falling objects
	4. Slips and trips
	5. Fire and explosion
	6. Hazardous substances
	7. Disorders of the musculoskeletal system
	8. Dangers from bad weather
	9. Hazards from low tide and tide movements
5. Submit a report on the key performance HSE indicators for review