

## ENVIRONMENT, HEALTH AND SAFETY INSTRUCTIONS (EHS) FOR DRIVERS BEING AT PURINOVA SP. Z O.O.

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## 1. GENERAL INFORMATION

For safety reasons **DRIVERS** being at Purinova Sp. z o.o. are obliged to obey the following instructions:

- The Purinova area can enter a driver with the category of driving license entitling him to drive a given vehicle, which he drives inside the Production Facility and other rights resulting from separate regulations - this also applies to crane drivers/operators
- You can enter the Production Plant area through the entrance gate No. 1
- Before entering the Purinova Sp. z o.o. area drivers are obliged to wait for the arrival of a security guard who records the company's or the driver's name, registration number, entry and exit times
- Vehicles awaiting their loading, park in front of gate No. 1, on the right or left of the access road
- Parking of tanker before or after the loading is allowed on the company's area only with the consent and in the place designated by the SHIFT FOREMAN - DPPIE Polyester and Ester Production Department (in the case of tankers loading and unloading of PUC-C, GDE, GME, gas, nitrogen) or WAREHOUSE MANAGER (in case of unloading, goods arrival)
- All instructions and directions on the Purinova area are issued by the SHIFT FOREMAN - Department of Polyester and Ester Production DPPIE, or a person designated by him and in case of unloading by the WAREHOUSE MANAGER, or a person designated by him
- Entry to Purinova Sp. z o.o. area is only allowed in working clothes - long pants and long sleeves, equipped with appropriate personal protective equipment (protective helmet, protective gloves, glasses\* - tanker and flexi tank) and full protective footwear (with covered fingers) - antistatic and protective helmet



- Places where tanker drivers can stay are: near tanker loading stations, near squares and storage tanks, administrative and office area of the building, in case of collecting and unloading of goods
- Places where other drivers can stay are: near of the loading stations, near squares and storage tanks, administrative and office area of the building, in case of collecting, unloading or delivering of goods
- Drivers of vehicles entering the Production Plant as part of the investment services, report to an employee of the Technical Department (Foremen office)
- The driver must have valid health and safety training and a medical certificate, as well as be familiar with the occupational risk associated with his work

- Drivers of the vehicle must not enter the Production Plant with children or bystanders. The driver must have full documentation of the transported goods

**NOTE: The Company's area is being monitored 24 hours a day**

**In addition, at Purinova Sp. z o.o. area drivers are obligated to:**

- an total stop of the tanker at the entrance gate (applies to all gates)
- not use of the sound signal at the entrance gates (applies to all gates)
- entry and exit from the Production Plant only with the consent of the security guard
- use the permissible speed of internal roads up to 10 km/h
- not smoke, not use e-cigarettes - on the Company's area
- not use open fire without permission
- not bring, consume or remain in a state indicating consumption of alcohol or other psychotropic substances
- not move and enter rooms outside designated areas independently.

**2. STEPS PRIOR TO WORK**

Before entering the Purinova Sp. z o.o. area, each driver should read these instructions and confirm it with his/her signature. The list of drivers acquainted with these instructions is kept by the carrier and made available on request by an employee of Purinova Sp. z o.o. - Logistics Department Manager or Purchasing Department Manager. After entering the Purinova Sp. z o.o. area the driver should:

- stop a functioning car with full equipment in a safe place, indicated by a Purinova employee
- turn off the engine (unless working of the engine is necessary for the operation of pumps or other devices ensuring loading/unloading)
- secure the vehicle against uncontrolled movement and remove the car key from the ignition. Check the technical condition of the tanker with equipment (visually check)

**2.1 OCCUPATIONAL RISK, HAZARDS, HARMFUL, BOTHERSOME AND DANGEROUS FACTORS**

Occupational risk assessment table.

No.	Hazard and possible results	Source	Risk mitigation measures	Probability	Severity of consequences	Risk
1.	Moving means of transport - collision, hit, crush	Forklifts, tankers, cars, construction machinery	Extreme caution, compliance with traffic rules, the use of reflective vests, shoes with a toe cap	L	H	High
2.	Falling objects - head injuries, crushing	Works at height	Warrant of protective helmets wearing	U	H	Medium

3.	Chemical agents - pouring, chemical burn, respiratory irritation	Open pipelines and installations, unit packaging, tankers	Prohibition of staying outside the working place; treating all substances as dangerous; The use of appropriate work clothing, shoes, personal protective equipment	L	H	High
4.	Hot surfaces - burns	Hot, non-insulated parts of the installation	The use of protective gloves during work	L	M	Medium
5.	Falling to a lower level	Stairs, workplaces over 1m above the ground, unsecured excavations	Holding on handrails, using shoes with non-slipping soles	L	H	Medium
6.	Slippery, uneven surfaces - slipping, fracture, bruise, etc.	Indoor floors, communication ways	Use of non-slipping soles, caution, avoiding of rush, marking of dangerous places with safety colours	H	M	High
7.	Explosion hazard - death	Production in EX zone, gas cylinders	Application of bans and orders regarding the EX zone - no entry for unauthorized persons, no use of cell phones, use of non-sparking tools, etc.	U	H	Medium
8.	Electricity - electric shock, burns, death	Electrical equipment cables, electrical equipment	Insulation review before connecting to power, compliance with EHS instructions for electrical equipment,	U	H	Medium
<b>No.</b>	<b>Hazard and possible results</b>	<b>Source</b>	<b>Risk mitigation measures</b>	<b>Probability</b>	<b>Severity of consequences</b>	<b>Risk</b>
			attention			
9.	Fire - burns, death	Flammable chemicals, work with open flame, etc.	Compliance with the safety data sheet, no smoking on the Company's premises, In the event of a fire -	U	H	Medium

			collection point in front of the Company's gate			
10.	High pressure - limb injuries, internal injuries, death	Installations and devices under pressure	No unauthorized leaving of workplace	U	H	Medium
11.	Noise - fatigue	Active installations, power tools, machines, internal movement	There is no exceeding of NDN noise levels in Purinova	U	L	Low
12.	Microclimate - cold or hot	Open area or buildings	Adjusting clothing to temperature and humidity	U	L	Low
13.	Sharp, protruding, rough parts - injury, puncture	Installation infrastructure elements, paper documentation	Special care while moving,	U	L	Low
14.	Limited spaces (narrow passages, access points) - bruises, head injuries	Installations, buildings	Caution, concentration of attention on the performed activity, order at the workplace, proper lighting	U	M	Low
15.	Biological factors - infections, diseases	Hygienic and sanitary rooms, colleagues	Caring for hygiene by washing your hands and face before preparing and eating meals,	U	M	Low
16.	Steam - burns	Pipelines	The use of face protection, protective gloves	U	M	Low
17.	Dust – eye and skin irritation	Loading loose materials	The use of protective glasses, standing outside the dusting zone	U	L	Low
18.	Aggression of other employees - injury	Other employees	Solving problems verbally	U	M	Low
19.	Sparks - clothing inflammation, eye irritation	Welding works	Not looking directly at welded parts	U	M	Low

20.	Stress - fatigue, irritability, malaise	Requirements set by the client, internal orders and prohibitions applied in the Company, working place controls	Compliance with EHS instructions, application of individual and collective protection	L	L	Low
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Explanations:

Table. Three-level risk values.

	CIĘŻKOŚĆ NASTĘPSTW		
PROBABILITY	Low [ <b>L</b> ]	Medium [ <b>M</b> ]	High [ <b>H</b> ]
Unlikely [ <b>U</b> ]	Low	Low	Medium
Likely [ <b>L</b> ]	Low	Medium	<b>High</b>
Highly likely [ <b>H</b> ]	Medium	<b>High</b>	<b>High</b>

### 3. SAFETY RULES AND METHODS OF WORK

Entering the loading and unloading position depending on the purpose of driving inside of the Purinova Sp. z o.o. area is possible only after registration and the instruction of the person who does the loading/unloading operation.

Entering the weight at a speed of up to 5km/h, in a smooth manner without sudden stops. After entering the weight or unloading/loading station, turn off the engine.

To perform the work safely:

- works should be carried out without haste, in a safe manner, in accordance with the provisions and principles of EHS
- Loading takes place through Purinova hoses, while unloading via a hose on the vehicle

#### PROHIBITED ACTIONS - apply to all drivers of external companies:

- prohibition on placing an inoperative vehicle for loading/unloading and/or without full equipment
- no smoking, e-cigarettes, no open fire or other sources of ignition
- prohibition on eating meals at the workplace
- prohibition on loading/unloading a vehicle without the use of protective clothing and footwear, a protective helmet, glasses, gloves
- prohibition on arbitrary movement within the Company
- prohibition on servicing and repair activities on the Company's premises
- prohibition on bringing and/or consuming and/or being under the influence of alcohol and/or other drugs on the Company's premises
- prohibition on making any repairs, washing the vehicle or tanker,
- prohibition on littering of the Company's premises (household waste should be placed in proper containers)
- prohibition on entering the interior (chamber) of the tanker
- prohibition on exceeding the maximum load capacity of the vehicle

- in winter it is forbidden to clean the vehicle of snow

### 3.1 HAZARDOUS SUBSTANCES AND CHEMICAL MIXTURES

- If the driver brings to the area of Purinova Sp. z o.o. hazardous substances or chemical mixtures, he is obliged to inform a Purinova employee about it and to have with him/her the appropriate Safety Data Sheets of the hazardous substance or mixture. These documents must be prepared in Polish
- The contractor of the transport service should train his employees in reading information labels, taking precautionary measures and providing first aid in relation to the chemical substances or mixtures used.
- The contractor of the transport service protects the employee with appropriate personal protective equipment and ensures their proper application

Employees of the EHS and Environmental Protection Department, Department Manager, Shift Foreman or a person replacing him may request directly from the Driver:

- a Safety Data Sheet for a substance or chemical mixture that the driver brought to Purinova Sp. z o.o.
- a document confirming that the Driver has been acquainted with the health and life hazards associated with a given chemical substance or mixture
- The driver must have adequate measures for removing leakages/spills/scatters of substances or chemical mixture, including oils and fuels. In the event of a larger problem, Purinova Sp. z o.o. ensures the proper measures for removing the results of a failure. Doing this by Purinova Sp. z o.o. does not take the responsibility from the transport company and does not close the possibility of any enforcing any claims for damages if the fault was made by the transport company.
- All emergency events must be immediately reported to an employee of Purinova Sp. z o.o. or other person supervising the unloading or loading.

**ATTENTION: Tanker drivers:** Checking tank cleanliness, collecting of samples, placing seals on tankers – performs a Purinova employee after placing the tanker in front of the weight, using a ladder for the tanker. For multi-chamber tanks, the driver is asked to drive the tanker so that the next chambers are under the ladder's protective basket. The Purinova employee must be on the ground while the tanker is moving.

### 4. STEPS AFTER WORK

After loading, the vehicle driver performs the following steps:

- closes the bottom valves and their control (in the case of a tankers)
- closes hatches on the tanker
- removes wedges from under the wheels
- releases the vehicle parking brake
- the tanker truck after loading/unloading is directed to the factory weight for a second weighing. Weighing receipt, waybill - the set of documents is issued to the drivers in the foremen room at the Polyester and Ester Production Department. The tanker driver who receives the goods via the e-AD document, personally takes the documents in the administration and office building.

- the driver reports the readiness of leaving the company to the shift foreman, an employee of the office of the Polyester and Ester Production Department or an employee of the Warehouse Department - during his/her working hours
- departures through the gate

In addition, after the finished work the driver should:

- Check the tightness of the tanker's closures after filling.
- Ensure that there is no rests of the loaded material on the outside of the tanker.
- For Flexi tank, lorry - follow the internal procedure.
- **Clean up the workplace.**

## 5. EMERGENCY PROCEDURES INVOLVING RISK TO LIFE AND HEALTH OF THE EMPLOYEES

### 5.1 PROCEDURE IN EMERGENCY SITUATIONS

In the event of a fire or other threat to life or health - warn colleagues and employees of Purinova, if possible try to extinguish the fire, notify the appropriate emergency services - fire brigade, landline 9-998, 9-112, cell phone 998, 112.

### 5.2 FIRST AID

In the event of an accident, give the person first aid, notify the supervisor and call for medical assistance if necessary: landline phone 9-999, 9-112, cell phone 999, 112. The injured unconscious, non-breathing person - place the person in a dry place and proceed to cardiopulmonary resuscitation, according to the 30:2 scheme.

The injured, unconscious, breathing person- place the person in the recovery position, unless you suspect back injury, monitor the vital signs until the ambulance arrives, ensure the thermal comfort.

#### Electric shock

The injured person should be disconnected from the power source, e.g. by switching off the pump by the main switch, In case of unconsciousness - lack of breathing and circulation - place the person in a dry place and proceed to cardiopulmonary resuscitation, according to the 30 compressions: 2 breaths scheme, Injured, unconscious, breathing - place the person in the recovery position, control the vital signs until the ambulance arrives.

**In the case of a spill** - remove the contaminated clothing and footwear, use a shower. In case of eye contact - flush with eye fluid, which should be in the vehicle equipment.

#### Injuries

for minor cuts, use a sterile dressing, remember the safety of the rescuer - put on gloves  
in the case of a complete amputation - use a tourniquet, recording the time and call for medical help, in case of fracture immobilize the limb and call for medical help,

You should give first aid to any person who has an accident at the Purinova Sp. z o.o.:

- use of first aid kit from Purinova Sp. z o.o. is unlimited – the use of its content should be reported to a Purinova employee



- premedical first aid - at each first aid kit from Purinova Sp. z o.o. there is a list of people trained in giving first aid,
- medical assistance (call for an ambulance) - report to an employee of Purinova Sp. z o.o. or in the lodge;

Purinova Sp. z o.o. reserves the right to refuse loading/unloading and authorizes its employees and company security staff to remove from the Company premises persons who do not comply with the applicable laws and rules, and have faulty vehicles.

### 5.3 FIRE SAFETY RULES

In the buildings and facilities of Purinova Sp. z o.o. and in the areas adjacent to them, it is prohibited to perform any actions that may cause a fire, its spread, blocking a rescue operation or evacuation, in particular it is prohibited to:

- using open fire,
- smoking and e-cigarettes on the Company's area
- storage of flammable materials on public transport evacuation ways, • closing of escape doors in a way that prevents its immediate use,
- prevent or restrict access to:
  - fire-fighting equipment, explosion-proof relief devices, emergency exits, - electric switches and switchboards,

In the case of a fire - if appropriate and safe, use a fire extinguisher to extinguish a small fire or a fire being in the early stages. Do not extinguish the fire covering the entire load. Report the use of a fire extinguisher. Follow the instructions of the Purinova employee, move away from the danger site - collection points in front of the gates.

### 5.4 ACCIDENT AT WORK - PROCEDURE

The driver is obligated to:

- provide immediate help to a person who has an accident,
- secure the accident site,
- an immediate report of the accident to a Purinova employee with whom he arranged the place of unloading/loading/parking
- reporting a driver's accident does not release the Contractor of the transport service from carrying out postaccident proceedings, as specified in relevant labour law,
- the post-accident procedure for accidents occurring at Purinova's premises should always be agreed with the EHS and Environmental Protection Department. In the accident proceedings may participate, at the request of the Employer of the Driver, an employee of Purinova designated by the Management Board of Purinova,
- In the case of a potentially accidental event (no injury), the Driver reports the occurrence of such an event to a Purinova employee.

### 5.5 EVACUATION

Follow the instructions provided by Purinova employees.

## 6. ENVIRONMENTAL PROTECTION

In the area of Purinova Sp. z o.o. waste segregation is applied. Waste should be disposed of to appropriate containers as described on them.

In order to minimize exhaust emissions and noise during waiting and during unloading/loading, the driver is obliged to turn off the vehicle's engine.

### WASTEWATER AND LIQUID WASTE

**IT IS FORBIDDEN TO POUR ANY LIQUID WASTE INTO SEWAGE WELLS, TO THE GROUND, AND TO THE DRAINAGE TANKS**

- Drivers are obliged to take away all liquid waste generated as part of their actions outside the Purinova Sp. z o.o. for their proper management, in accordance with applicable law.
- In the case of spills or leaks of chemicals, including oils and fuels, the Driver is obliged to immediately report such an event to the employee or other person supervising the unloading or loading, preventing the substance from entering the drains by any available measures.

### In the event of a failure or spillage of the product:

- avoid breathing in the steam, do not walk on the released materials if it is possible prevent the released materials from entering the sewage system.

## 7. IMPORTANT PHONE NUMBERS

<b>Main Lodge, Plant Security</b>	660624733 – Security Guard
<b>Department of Polyester and Ester Production</b>	607912534 / 66432509 – Senior Production Foreman
<b>Warehouse Department</b>	607262418 – Warehouse Manager / 660624723 – Senior Warehouse Foreman
<b>EHS and Environmental Protection Department</b>	660 624 717 – EHS Specialist BHP/ 660 624 730 – Environmental Protection Specialist, Senior EHS Inspector