



OHS Manual for Contractors

**Working Principles and OHS Requirements Applicable to Contractors
Performing Works at Vesuvius Poland Sp. z o.o. in Skawina.**

These principles shall apply to all contractors, service providers, business partners and employees of transport companies present in the premises of Vesuvius Poland Sp. z o.o..

Version 1

Skawina, 2020

Table of Contents

1.	OHS Policy of Vesuvius Poland Sp. z o.o.....	4
2.	Definitions	5
3.	General Requirements of Vesuvius Poland Sp. z o.o.....	5
3.1	Admission to perform work	5
3.2	Business secret.	6
3.3	Further subcontracting by Contractors	6
3.4	Performing works in the premises of Vesuvius Poland Sp. z o.o.	6
3.5	Housekeeping requirements	6
4.	Contractor's employees.....	6
4.1	Reporting procedure.....	7
4.2	Verification of employee's professional licences/qualifications, attended trainings, and medical certificates.....	7
4.3	ID badges / passes	7
4.4	Contractor's work clothes and footwear, and personal protection equipment (PPE).	7
4.5	Work completion.	8
5.	Contractor's equipment and vehicles.....	8
5.1	Tools and equipment.....	8
5.2	Vehicles.	8
5.3	Chemical substances.	9
6.	Moving in the premises of Vesuvius Poland Sp. z o.o.	9
6.1	How to move within the premises of Vesuvius Poland Sp. z o.o. (Appendix 14.4).	9
6.2	Vehicle traffic rules.	9
7.	Detailed requirements.....	9
7.1	Policy concerning Alcohol and drugs.....	9
7.2	Smoking policy.	11
7.3	Taking photographs and recording.	11
7.4	Damage caused by Contractors. Thefts.....	11
8.	Use of Vesuvius Poland Sp. z o.o.'s resources by Contractors.....	11
8.1	Staff welfare facilities.	11
8.2	Tools, machinery and equipment.	11
9.	Detailed requirements concerning work performance.....	12
9.1	General.....	12
9.2	Works on systems and installations.	12
9.3	Working with chemicals.....	12

9.4	Hot works.	13
9.5	Works inside tanks.	13
9.6	Demolition works.	13
9.7	Work at heights.	13
9.8	Protection of working area.	13
9.9	Tools and equipment.	14
10.	Evacuation.	14
11.	Accidents at work, near misses	14
11.1	Accidents at work.	14
11.2	Near misses.	15
11.3	Procedure to be followed in case of accident. First Aid Kits.	15
12.	Environmental protection.	15
12.1	Wastes.	15
12.2	Chemical substances. Leakages.	15
13.	Penalties. Accountability of Contractor's employees breaching OHS principles.	16
13.1	Prohibition of entry.	17
13.2	Fines.	17
14.	Important phone numbers in Vesuvius Poland Sp. z o.o.:	18
15.	Appendices:	19
15.1	OHS Plan.	Błąd! Nie zdefiniowano zakładki.
15.2	Risk Assessment Form.	25
15.3	Work Permit – General, Hot Work, Work at Heights.	27
15.4	Safety Manual of Vesuvius Poland Sp. z o.o.	30
15.5	One Day Work Permit.	32

1. OHS Policy of Vesuvius Poland Sp. z o.o.

VESUVIUS

Health and Safety Policy

Health & Safety Policy

We will operate all work and business activities in a manner which ensures the health and safety of employees, contractors, visitors, customers and any other persons affected by these activities.

We will comply with the legal health and safety obligations.

We will be pro-active in preventing injuries and ill-health, and continuously improve our H&S systems and performance.

Organisation and Responsibilities

We regard health and safety matters as a mainstream management responsibility. Executives and line managers are directly responsible for health and safety matters in operations under their control. Management is accountable for H&S performance against objectives.

All employees have a responsibility to take care of themselves and others whilst at work. We expect everyone to participate positively in the task of preserving workplace health and safety.

We will encourage our Suppliers to adhere to the same Health & Safety standards as we do.

Our Beliefs

- Good Health and Safety is Good Business.
- Safety is everybody's responsibility.
- Working safely is a condition of employment.
- All work-related injuries and work-related ill-health are preventable.

Our Aims

- No Accidents.
- No Repeat Injuries.
- No Harm to People.

Our Commitments

- Every business facility will follow the agreed H&S plans.
- We will thoroughly investigate any incident to learn, share and avoid repeats.
- Risk assessments will be undertaken to identify hazards, prioritise any deficiencies and correct them in an appropriate way as well as to develop appropriate safe work procedures.
- We will abide with simple and non-negotiable standards.
- We will provide Training for all employees and contractors to ensure that they understand their responsibilities and are able to act accordingly.
- Every business facility will have an appointed H&S Manager.

This policy has been approved by the Group Executive Committee and will be displayed and implemented at all facilities.

The Group Executive Committee

Version 2.0.7, 10/2019



Patrick André



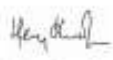
Guy Young



Patrick Bikard



Agnieszka Tomczak



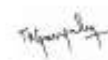
Henry Knowles



Roel van der Sluis



Karena Cancilleri



Tanmay Ganguly

2. Definitions

Contractor (incl. subcontractors and service providers) - an external entity whose employees perform construction, assembly, repair, maintenance, housekeeping and other works concerning installations, equipment and/or facilities/buildings in the premises of Vesuvius Poland Sp. z o.o..

Guide - an employee of Vesuvius Poland Sp. z o.o. designated by the head of the relevant organisational unit to take care of the visitors during their stay in the company's premises.

Employer - the head of the relevant organisational unit in charge of executing a contract or ordering a service/task.

HSE Coordinator - a person or persons designated by Vesuvius Poland Sp. z o.o. in the relevant contract/order, having adequate skills and knowledge to perform their duties.

OHS Plan (Appendix 14.1) – a detailed list of precautions to be taken in the course of project implementation with a view to ensuring safety of employees of contractor and Vesuvius Poland Sp. z o.o. involved in the project and exposed to hazards, and of the environment. An OHS Plan is obligatory for a project involving any high risk activities. An OHS Plan is subject to official review and approval by the company's OHS Department prior to commencement of the relevant project.

Work Permit - a review of risks involved and precautions required to ensure safe work issued for any non-standard work. A work permit must be given by competent staff of Vesuvius Poland Sp. z o.o. and of the contractor's team every day, prior to commencement of the work in the premises. A work permit shall cover all tasks planned for a given day. A work permit shall be valid for 16 hours; thereafter, a new work permit must be issued (Appendix 14.5), unless the tasks concerned remain unchanged, in which case the working conditions must be officially reviewed and re-approved. Some activities require special work permits (particularly works on electrical systems, in confined spaces, work at heights, hot works - see appendix 14.3).

3. General Requirements of Vesuvius Poland Sp. z o.o.

3.1 Admission to perform work

Prior to commencing any work in the premises of Vesuvius Poland Sp. z o.o., Contractor's employees must be familiarised with HSE and fire protection rules and requirements in force in Vesuvius Poland Sp. z o.o..

During the training provided by the Employer on OHS general requirements in force in Vesuvius Poland Sp. z o.o. and on specific requirements applicable in the case of the works concerned, Contractor's employees shall acknowledge, with their own signatures, that they have become acquainted with the requirements in force in the premises of Vesuvius Poland Sp. z o.o. For regular Contractors, the OHS training may be provided once a year.

Contractor and the HSE Coordinator shall assess the risks involved in the works to be performed and obtain all necessary internal permits required in the course of the works (general work permit, work at heights permit, hot works permit, hazardous work permit).

3.2 Business secret.

Every Contractor shall execute a confidentiality agreement.

3.3 Further subcontracting by Contractors

Further subcontracting by a Contractor of the works to be performed in the premises of Vesuvius Poland Sp. z o.o. shall require prior consent of the Employer.

Contractor shall be liable for any damage caused by its subcontractors.

3.4 Performing works in the premises of Vesuvius Poland Sp. z o.o.

Contractor shall ensure safety in the areas where they perform the work and shall account for the presence of Vesuvius Poland Sp. z o.o.'s employees and other (sub)contractors.

3.5 Housekeeping requirements

Contractors shall keep the working area clean and tidy. Materials shall be orderly stored and the working area shall be regularly cleaned and cleared as the work progresses.

Contractors shall store the materials and supplies necessary to perform the work/service in the places designated by the HSE Coordinator.

Note that doors, emergency exits/routes and access to switchgear cabinets, fire safety equipment and emergency safety showers must not be obstructed.

In the event of any spillage or leakage of chemicals, including oils and fuels, the Contractor shall apply measures specified in the relevant hazardous material safety data sheet.

4. Contractor's employees.

4.1 Reporting procedure.

Prior to commencement of the works, the Contractor shall draw up a list of persons involved in the works to be performed, including the following details:

- full name
- address:
- ID card number

When any vehicle needs to be used, the list shall also specify the types of vehicles and their plate numbers.

The list shall be submitted to the Employer and subsequently forwarded to the HR Department where ID badges/passes shall be issued.

Contractor's employees must each time report upon their arrival at the premises' entrance gate.

The Employer and HSE Coordinator shall be each time notified of the Contractor's arrival.

4.2 Verification of employee's professional licences/qualifications, attended trainings, and medical certificates

All Contractor's employees must document the required additional professional qualifications necessary to perform the tasks entrusted by Vesuvius Poland Sp. z o.o. and the receipt of OHS training, and provide medical certificate confirming fitness for work in a particular position.

Contractor may be required to present any permits, licenses and/or authorisations necessary for the purpose of the services/works performed.

4.3 ID badges / passes

When issued by Vesuvius Poland Sp. z o.o., an ID badge must be worn in a prominent place during the person's stay in the Vesuvius premises and returned to the gate keeper upon leaving the premises. An ID badge is the property of Vesuvius Poland Sp. z o.o..

4.4 Contractor's work clothes and footwear, and personal protection equipment (PPE).

Contractors shall provide their employees with orange high visibility vests, with the Contractor's company name printed on it.

Basic personal protection equipment, such as protective glasses, shoes, gloves, helmets, etc. shall be each time provided by the Contractor.

Contractors shall be in charge of providing PPE training and for checking whether their employees have adequate work clothes and footwear, and the PPE.

Basic PPE used in Vesuvius Poland Sp. z o.o.:



When a Contractor fails to comply with the above-mentioned guidelines, Vesuvius Poland Sp. z o.o. shall have the right to immediately remove such Contractor's employees from its premises.

4.5 Work completion.

Work completion shall be reported to the Employer and HSE Coordinator, who are in charge of performing work acceptance procedure.

5. Contractor's equipment and vehicles

5.1 Tools and equipment.

Subcontractors shall use equipment adequate for the works performed, having adequate certificates concerning safety mark, routine (periodical) inspections, check-ups and measurements.

Equipment and additional machinery/equipment (excavators, lifts) may enter the premises of Vesuvius Poland Sp. z o.o. only upon consent of the HSE Coordinator.

5.2 Vehicles.

Vehicles necessary to perform the works/service must report at the entrance gate to obtain an entry permit. No internal combustion engines may not be left running idle.

The user shall ensure adequate technical condition and cleanliness of vehicles entering the premises of Vesuvius Poland Sp. z o.o..

In the event of a breakdown, the user shall take necessary precautions against ground and water pollution.

Vehicles must not be washed in the premises of Vesuvius Poland Sp. z o.o.

5.3 Chemical substances.

Contractors shall provide a list specifying the names and quantities of hazardous substances used and relevant safety data sheets.

If a substance capable of causing ground, water or air pollution is used in the course of work/service performance, the details concerning the storage and use shall be agreed upon with the HSE Coordinator.

6. Moving in the premises of Vesuvius Poland Sp. z o.o.

6.1 How to move within the premises of Vesuvius Poland Sp. z o.o. (Appendix 14.4).

Contractor's employees moving around working areas and staff welfare areas (canteen, toilets) must use circulation routes designated for pedestrians, marked with white lines.

Vehicles shall have right of way over pedestrians.

6.2 Vehicle traffic rules.

The speed limit within the premises of Vesuvius Poland Sp. z o.o. is 20 km/h for passenger cars and heavy commercial vehicles and 7 km/h for fork-lift trucks.

General traffic rules shall apply.

The speed is monitored by means of speed cameras installed between Division W2 and W3 and near Viso/Vapex.

Contractor's vehicles are allowed to park only in designated areas (or as instructed by the HSE Coordinator), in compliance with the rules provided on parking area information boards.

7. Detailed requirements.

7.1 Policy concerning Alcohol and drugs.

It is strictly forbidden to stay in the premises when under the influence of any intoxicating substances, to sell and to store the same. Any person under the influence of such substances shall be immediately removed from the premises of Vesuvius Poland Sp. z o.o. and shall not be allowed to re-enter the premises.

VESUVIUS

Polityka dotycząca alkoholu i środków odurzających

Polityka dotycząca alkoholu i środków odurzających

Praca pod wpływem środków odurzających lub alkoholu zagraża bezpieczeństwu odurzonych osób oraz ich współpracowników i może powodować poważne wypadki.

Celem niniejszej polityki jest wyeliminowanie zagrożeń związanych z używaniem środków odurzających lub konsumpcją alkoholu.

Obowiązki organizacyjne

Zapewnienie bezpieczeństwa i higieny pracy to podstawowy obowiązek kierownictwa. Kierownictwo i liderzy zespołów ponoszą bezpośrednią odpowiedzialność za bezpieczeństwo i higienę pracy w nadzorowanej przez nich działalności. Dotyczy to także używania środków odurzających i alkoholu.

Nasza spółka wymaga przestrzegania tej polityki od wykonawców, przewoźników i pracowników dostawców zatrudnionych na jej terenie. Brak współpracy z nami w tym zakresie może spowodować ich usunięcie z naszego zakładu i zakaz wstępu na przyszość.

Obowiązki indywidualne

Osoby wykonujące pracę muszą być w pełni sprawne i wolne od szkodliwego wpływu środków odurzających bądź alkoholu. Spożywanie alkoholu lub środków odurzających jest zabronione w zakładach Vesuvius, w tym na naszych stoiskach wystawowych.

Jeżeli pracownik lub wykonawca zasadnie przypuszcza, że współpracownik znajduje się pod wpływem środków odurzających bądź alkoholu, bezzwłocznie zgłasza takie obawy bezpośredniemu przełożonemu.

Wszyscy pracownicy i wykonawcy są zobowiązani do przestrzegania niniejszej polityki.

Każdy wykryty przypadek odurzenia podlega zgłoszeniu jako niebezpieczne zdarzenie.

Komitet Wykonawczy Grupy Wersja 3.0.1, 6/2019

Obowiązki kierownictwa

Jeżeli przełożony zespołu zasadnie przypuszcza, że pracownik w zakładzie jest pod wpływem środków odurzających lub alkoholu, ma obowiązek nie dopuścić tego pracownika do podjęcia pracy, prowadzenia dowolnego typu pojazdu czy jazdy na rowerze.

Jeżeli pozwalają na to przepisy prawa, pracodawca może badać zawartość środków odurzających i alkoholu w organizmie pracownika, gdy wystąpi zarzut lub podejrzenie odurzenia, a także wyrywkowo lub przed przyjęciem do pracy. Jeżeli występują uzasadnione obawy, pracodawca ma także prawo przeprowadzić w zakładzie pracy przeszukanie w celu wykrycia alkoholu lub środków odurzających.

Kierownictwo zakładu ponosi odpowiedzialność za przestrzeganie tej polityki oraz wdrożenie odpowiednich procedur zakładowych. Jeżeli obejmują one prawo do badania, muszą zawierać wymagania i metodykę badań, a także ewentualne sankcje dyscyplinarne stosowane przez dział HR, które następnie będą konsekwentnie stosowane i dokumentowane.

Kierownictwo uważa uzależnienie od środków odurzających i alkoholu za chorobę uleczalną. Jeżeli stwierdzono, że pracownik zażywa środki odurzające lub cierpi na chorobę alkoholową i oczekuje wsparcia, może liczyć na odpowiednią pomoc socjalną i lekarską, która pozwoli mu odzyskać zdrowie i dobre samopoczucie.

Spotkania i imprezy firmowe

Osoby biorące udział w imprezach firmowych, a także reprezentujące Vesuviusa podczas wydarzeń poza naszym zakładem, ponoszą osobistą odpowiedzialność za przestrzeganie przepisów prawa dotyczących prowadzenia wszelkiego typu pojazdów.

Jeżeli podczas imprezy firmowej podawany jest alkohol, organizator jest zobowiązany zapewnić uczestnikom odpowiednie przewozy i w razie potrzeby zakwaterowanie, aby zapewnić spełnienie powyższego wymagania.



Patrick André



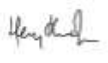
Guy Young



Patrick Birkard



Agnieszka Tomczak



Henry Knowles



Roel van der Sluis



Karena Cancilleri



Tanmay Ganguly

7.2 Smoking policy.

Smoking and use of open flame is strictly prohibited in the premises of Vesuvius Poland Sp. z o.o., except for specifically designated smoking areas.

7.3 Taking photographs and recording.

Taking photographs, recording, or reproducing documents is only permitted upon written consent of the Management Board of Vesuvius Poland Sp. z o.o.

7.4 Damage caused by Contractors. Thefts.

Contractors shall be liable for any damage caused to Vesuvius Poland Sp. z o.o. or to employees of other (sub)contractors operating in the premises of Vesuvius Poland Sp. z o.o..

No object being the property of Vesuvius Poland Sp. z o.o. may be taken outside the premises of Vesuvius Poland Sp. z o.o..

8. Use of Vesuvius Poland Sp. z o.o.'s resources by Contractors

8.1 Staff welfare facilities.

Contractor's employees may eat their meals in the plant's canteen or any other place designated by the HSE Coordinator.

Contractor's employees, upon consultation with the HSE Coordinator, may be granted access to bottled water from automatic water dispensers and to common staff welfare areas.

Contractor's employees may use sanitary facilities, provided that they comply with sanitary and housekeeping principles.

8.2 Tools, machinery and equipment.

Generally, Vesuvius Poland Sp. z o.o. does not provide any tools or equipment necessary to perform the work. These should be provided by the Contractor concerned.

However, upon agreement with the Employer, Contractor may be allowed, on a one-off basis, to use the tools and equipment of Vesuvius Poland Sp. z o.o., and shall return the same in unimpaired condition.

Employer's consent is required in any such case.

9. Detailed requirements concerning work performance.

9.1 General

All works performed by Contractors require obtaining "Service Provider's Work Permit - General". Such permits are issued by the HSE Coordinator or a person designated by the same. Hazardous works (hot works, works in confined spaces) shall require a separate permit (see template in Appendix 14.3).

Work permit must be displayed in the work area.

Contractors must perform the contracted work in compliance with applicable rules and OHS regulations as well as additional guidelines provided by the HSE Coordinator. Before commencing the work, an OHS Plan must be draw up, and job risk assessment performed for the activities to be carried out and for the area where they will be carried out (see Appendix 14.1 and Appendix 14.2).

Contractor's employees must at all times take all necessary precautions against any harm or damage to themselves and third parties, against damage to any property and to the environment. The precautions must be specified in the relevant OHS Plan.

Every hazard and corrective measure applied must be reported by the relevant Contractor to the HSE Coordinator.

9.2 Works on systems and installations.

Works on electric circuits and on water supply, air-conditioning and other systems may be commenced only when the relevant system/installation/piece of equipment is:

- safe to work on (e.g. it is disconnected),
- closed or properly tagged as hazardous,
- emptied, decompressed/depressurized, destaticized and cleaned, as applicable;
- protected against unauthorised initiation in line with the Lock-Tag-Try (LTT) procedure of Vesuvius Poland Sp. z o.o.

9.3 Working with chemicals.

Delivery of chemical substances to the plant and their use shall require obtaining consent of Vesuvius Poland Sp. z o.o. and providing the relevant safety data sheets in Polish. Containers/packages with hazardous substances must be adequately marked, as required by applicable regulations.

9.4 Hot works.

Commencing any work involving welding, cutting, using open flame or producing sparks shall require a written valid "hot works permit".

Welding and works with the use of open flame may require supplying the work area with fire protection equipment to be used in case of fire. All flammable materials must be removed from the hot work area, permanent flammable elements must be covered with metal sheets or fire-proof canvas cover. Special precautions must be taken during welding in order to protect people against possible injury caused by electric arch or sparks.

9.5 Works inside tanks.

Before entering a tank, shaft or any other narrow confined space, a written permit must be obtained.

9.6 Demolition works.

Prior to commencement of any demolition work, e.g. demolishing walls, removing roofs, crushing concrete, or earthworks, the relevant Contractor must obtain a written permit.

9.7 Work at heights.

When commencing work at heights, Contractor's employees must be able to produce medical certificates confirming their fitness to perform such work. When working at heights, safety harness, helmets and other necessary protective equipment must be used. When scaffoldings are used, they must satisfy the requirements of Polish Norms.

Contractor must obtain a written permit.

9.8 Protection of working area.

The whole working area shall be sectioned off by the Contractor by means of red-and-white chains, tapes, or bollards.

Electrical equipment without outer protection or any other equipment or objects producing sparks are prohibited in areas at risk of explosion. Exceptions require a written consent.

It is prohibited to climb or stand on cases/bins, installations/systems, equipment or machinery in the plant. Always use a ladder or scaffolding.

All incidents/accidents and possible hazards must be reported to the HSE Coordinator.

9.9 Tools and equipment.

Contractors shall provide their employees with tools necessary for adequate and safe performance of their tasks. The tools must comply with applicable legal provisions and meet the relevant requirements.

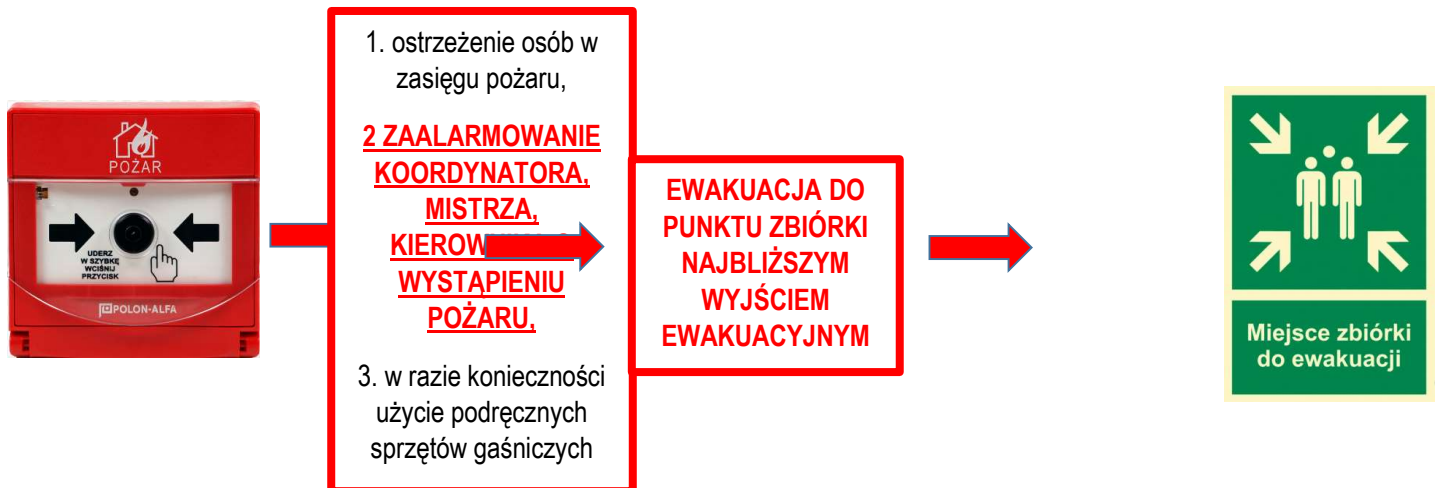
- scaffoldings must comply with all applicable requirements and norms,
- all tools (such as drillers, angle grinders, welding equipment, etc.) must bear explicit company mark.

Vesuvius Poland Sp. z o.o. shall not be liable for any objects and private property of Contractors damaged or lost in the Vesuvius premises.

When the works performed by Contractors involve disconnecting/switching off and locking any equipment by Contractor's employees, the relevant Contractor shall comply with "Log, Tag and Try Procedure" in force in Vesuvius Poland Sp. z o.o..

10. Evacuation.

In case of fire, Contractors must immediately initiate fire alarm and follow the fire instructions (see the chart below).



11. Accidents at work, near misses

11.1 Accidents at work.

Every accident at work must be reported to the HSE Coordinator or OHS Department.

When an accident occurs, the procedures prescribed in the contract and side agreement with the OHS Department of Vesuvius Poland Sp. z o.o. shall be followed.

11.2 Near misses.

Every near miss (not resulting in an injury) must be reported to the HSE Coordinator or OHS Department.

11.3 Procedure to be followed in case of accident. First Aid Kits.

Contractor shall:

- safeguard the accident site and remove the source of hazard if it continues to pose the hazard;
- give first aid to the injured party;
- immediately notify the HSE Coordinator or OHS Department;

Use of First Aid Kits is not limited in any way. However, any such use must be reported to the HSE Coordinator or OHS Department for the First Aid Kit to be replenished afterwards.

Telephone number to the emergency aid point with a paramedic on standby is provided in the information leaflet. Contractors are allowed to use the paramedic's assistance.

Calling an ambulance or any other form of providing first aid must be reported to the HSE Coordinator or OHS Department.

12. Environmental protection.

12.1 Wastes.

Wastes produced in the course of work performance must be duly segregated and stored, unless the contract specifies otherwise; used hydraulic oils will be stored in containers specifically designated by the HSE Coordinator; other non-hazardous wastes shall be stored in proper containers provided by the service provider.

Contractors shall remove the wastes produced during work and hand the same over to entities licensed to collect and/or treat waste, in compliance with applicable legal provisions and the contract.

Contractors must not bring any wastes to the premises of Vesuvius Poland Sp. z o.o. or burn the same there.

12.2 Chemical substances. Leakages.

Contractors shall provide a list specifying the names and quantities of hazardous substances used and relevant safety data sheets.

In the event of any spillage or leakage of chemicals, including oils and fuels, the relevant Contractor shall apply measures specified in the safety data sheet of the hazardous material concerned and promptly notify the HSE services of Vesuvius Poland Sp. z o.o. of any such fact.

Contractors must not store any substances capable of causing ground, water or air pollution and when such substance is used in the course of work/service performance, the details concerning the storage and use shall be agreed upon with the HSE Coordinator.

Washing of vehicles and equipment as well as storage of fuels and any refuelling is strictly prohibited.

It is forbidden to pour any substances to the ground or into inspection chambers!

13. Penalties. Accountability of Contractor's employees breaching OHS principles.

In order to eliminate the risk of incidents and accident, in particular:

- during assembly, repair, and construction works,
- when using internal roads,
- during loading and unloading of external companies,

Contractor's employees shall be held accountable for any failure to comply with or for any breach of safety rules.

Every employee of Vesuvius Poland Sp. z o.o. shall have the right to stop the work performed by a Contractor when he/she sees that the work is performed not in compliance with OHS regulations or requirements resulting from risk assessment and work permit.

Only the HSE Coordinator, the Employer or OHS Department may impose a penalty on Contractor's employee for a breach of the OHS rules.

In the case of undocumented incidents, the penalty imposed by the HSE Coordinator, Employer or OHS Department may have the form of a reprimand.

Types of penalties (including reprimands) and amounts of fines for individual OHS breaches are cumulative. Apart from a reprimand, a breaching employee may be prohibited from access to the premises or fined

Penalties (including reprimands) and fines for individual OHS breaches are cumulative. Apart from a reprimand, a breaching employee may be prohibited from access to the premises or fined.

The relevant Contractor shall be immediately notified of any fine, prohibition of entry (yellow, red or black card) or reprimand imposed on such Contractor or their employee, and shall be provided with a description of the underlying event.

Information concerning the fine/reprimand shall be forwarded to the Supplier, as per appendix 15.2

13.1 Prohibition of entry.

This disciplinary measure results in immediate removal of the employee breaching the OHS rules from Vesuvius Poland Sp. z o.o. and in prohibiting the same to enter Vesuvius Poland Sp. z o.o., as follows:

- first breach of the OHS rules - for a period of one month – yellow card,
- second breach of the OHS rules - for a period of two months – yellow card,
- third breach of the OHS rules - for a period of three months – yellow card,
- more than three breaches - permanent prohibition of entry – red card.

Guards shall be furnished with the list of persons prohibited to enter the premises.

“Prohibition of Entry” penalty may be accompanied with a fine.

13.2 Fines.

Contractors shall ensure safety of their employees, employees of sub-contractors, and of third parties present in the premises of Vesuvius Poland Sp. z o.o. Contractors shall also abide by the OHS rules and regulations, in order to prevent any accident or injury of persons present in the premises of Vesuvius Poland Sp. z o.o. or in nearby area. In particular, Contractors shall follow the OHS Plan and instructions given by the Manager.

In the event of a gross breach of OHS or fire protection rules and regulations, particularly the one which may result in death or injury of employees of the Contractor, employees of Vesuvius Poland Sp. z o.o., visitors, or third parties, the HSE Coordinator, Employer, or OHS Department may impose a fine on the Contractor concerned.

Two categories of fines apply:

Category 1 - PLN 300: imposed when employees of the fined company fail to use PPE, despite prior reprimands.

Example:

- no protective helmet,
- no protective glasses during welding, grinding, cutting,
- no safety harness when required,
- no protective gloves during welding, grinding, cutting,
- no appropriate footwear (with steel toe caps).

Category 2 – PLN 800: imposed in the case of failure to comply with the OHS Plan guidelines, failure to apply collective protection measures, failure to comply with the OHS and fire protection rules and regulations despite prior reprimands, working without a work permit, working at heights without fall prevention equipment, accidents and incidents caused by employees of the fined company.

Example:

- work at heights without adequate safety equipment - after prior reprimanding,
- use of scaffolding which is not approved for use, without acceptance certificate, or without scaffolding inspection certificate;
- employees working without adequate training or official qualifications,
- absence of protective fences and rails, where applicable (as approved in OHS Plan),
- absence of protective nets, where applicable (as approved in OHS Plan),

A penalty must not be imposed after the elapse of two weeks of becoming aware of the breach of the OHS and fire protection rules and regulations and after the elapse of three months of occurrence of the breach.

Fines may be imposed concurrently with other penalties.

Execution of a contract or acceptance of an order to which this Manual is appended, shall be deemed equivalent to having become acquainted with the contents and to agreeing to comply with the provisions of the Manual, including with the procedures prescribed herein, and to bear the consequences of any non-compliance.

Information concerning the imposed fine/reprimand shall be forwarded to the supplier, as per appendix 15.2. When a fine is imposed for any breach of OHS rules, the Supplier shall be issued a debit note.

14. Important phone numbers in Vesuvius Poland Sp. z o.o.:

Emergency First Aid Point – 505-279-016

Guard post – Torowa street – 12 277-53-19

Guard post – Tyniecka street – 12 277-53-22

Reception Desk – 12 277-51-55

OHS Department – 12 277-52-64

15. Appendices:

15.1 OHS Plan.

VESUVIUS

Control of Contractors

Dept: Operations

Owner: VPHSE and Quality A. Laugier-Werth

Created by: P Operations P Bikard

Creation date: 01/07/2013

Version number: 3.0

Approved by: President Operations P Bikard

Reviewed by: A. Laugier-Werth

Revision date: 22/10/2018

Effective from: 01/01/2019

Issue date: 01/10/2014

APPENDIX 3: Example of Health and Safety Plan

HSE PLAN	
<p>This HSE Plan is critical to the health and safety of the activity it relates to. It is to be strictly adhered to. Any deviation must first be authorised by the site manager.</p>	
1. Name and address	
Vesuvius site of project	Contractor
2. HSE Plan produced by / date of issue	
<p>Name:</p> <p>Signature:</p>	<p>Date:</p>
3. Description of work	
<p> </p>	
4. Location of work / working environment and restrictions	
<p>Site working hours:</p> <p>Project working hours:</p> <p>Work area:</p> <p>Restrictions:</p>	

Dept: Operations
Owner: VPHSE and Quality A. Laugier-Werth
Created by: P Operations P Birkard
Creation date: 01/07/2013

Version number: 3.0
Approved by: President Operations P Birkard
Reviewed by: A. Laugier-Werth
Revision date: 22/10/2018

Effective from: 01/01/2019
Issue date: 01/10/2014

5. Access

Entrance and Parking instructions:

Access to work area:

Work area signage:

6. Inductions

Person responsible for Inductions:

Specific instructions / risks to be detailed during inductions:

7. Emergency procedures

8. Materials handling and storage

How will materials be brought to the work place:

Where will materials be stored:

How will materials be off loaded:

Dept: Operations

Owner: VPHSE and Quality A. Laugier-Werth

Created by: P Operations P Birkard

Creation date: 01/07/2013

Version number: 3.0

Approved by: President Operations P Birkard

Reviewed by: A. Laugier-Werth

Revision date: 22/10/2018

Effective from: 01/01/2019

Issue date: 01/10/2014

Specific instructions regarding the handling of materials:

9. Supervision, Controls and monitoring

	Name	Phone number
Contractor: <ul style="list-style-type: none"> - manager in charge of the project: 		
<ul style="list-style-type: none"> - on-site manager: 		
Vesuvius <ul style="list-style-type: none"> - Project Leader 		
<ul style="list-style-type: none"> - Manager of the area 		
<ul style="list-style-type: none"> - Site HSE person 		

10. Permits to work

Frequency of Permits to Work: every day every shift

Specific Permits to Work required:

- Confined space
- Work at heights
- Electrical work
- High voltage electrical work
- Hot work
- Others (please specify)

Other Permit to Work information:

Dept: Operations

Owner: VPHSE and Quality A. Laugier-Werth

Created by: P Operations P Bikard

Creation date: 01/07/2013

Version number: 3.0

Approved by: President Operations P Bikard

Reviewed by: A. Laugier-Werth

Revision date: 22/10/2018

Effective from: 01/01/2019

Issue date: 01/10/2014

11. Permits, Qualifications, and Training

Required certifications and names of holders (provide copies):

Names and qualifications of employees participating in the project:

Training requirements for the project:

Subcontractors intervening in the project:

Other training information:

12. Safety of third parties

Precautions to minimize potential risk to Vesuvius employees, visitors and contractor employees:

13. Fire, emergency and first aid arrangements

Fire prevention precautions:

Fire-fighting equipment:

Emergency response team leader:

Evacuation procedure:

First aid arrangements:

Dept: Operations

Owner: VPHSE and Quality A. Laugier-Werth

Created by: P Operations P Birkard

Creation date: 01/07/2013

Version number: 3.0

Approved by: President Operations P Birkard

Reviewed by: A. Laugier-Werth

Revision date: 22/10/2018

Effective from: 01/01/2019

Issue date: 01/10/2014

Arrangements made for emergency training:

14. Environmental controls

15. PPE

PPE to be worn by all employees and sub-contractors participating in the project:

PPE to be worn by all visitors:

Tasks requiring specific PPE:

NB: All accidents, incidents and dangerous occurrences will be reported to Vesuvius immediately and recorded in the accident book.

16. high-risk activities

Non-standard activities requiring specific risk assessments (to be attached to the HSE Plan):

- Work for which Lock Tag and Try must be performed
- Work involving a risk of interference with moving site or rail vehicles
- Lone working
- Work at height
- Lifting operations
- Hot work
- Work in explosive atmosphere
- Work exposing to electrical risks
- Work in confined space
- Erection, modification, and dismantling of scaffolds
- Excavation work
- Work with exposure to radiation (ionizing or non-ionizing)

Dept: Operations

Owner: VPHSE and Quality A. Laugier-Werth

Created by: P Operations P Birkard

Creation date: 01/07/2013

Version number: 3.0

Approved by: President Operations P Birkard

Reviewed by: A. Laugier-Werth

Revision date: 22/10/2018

Effective from: 01/01/2019

Issue date: 01/10/2014

- Aquatic work
- Installing, servicing, and operating machines

Other non-standard activities requiring risk assessments:

17. Critical Stages of the project (must be undertaken in correct sequence):-

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

18. Description of work activities

19. Preparer of HSE Plan

Name:

Title:

Signature:

Date:

20. Vesuvius Project Leader

Name:

Title:

Signature:

Date:

15.2 Risk Assessment Form.

THIS PAGE IS DESIGNED TO FILL UP FOR EMPLOYEES ~~AND~~ AND CONTRACTORS
 APPENDIX 1- HAZARD REVIEW- RISK ASSESSMENT ON VESUVIUS POLAND SITE
 TO GENERAL PERMIT TO WORK NO...../ YEAR.....

HAZARD/RISK ASSESSMENT SHEET IN PERFORMING TASK:.....

IS THERE ANY RISK/HAZARD RELATED TO:	YES	NO	CONTROLS:
Poor access / exit			
Fall from height (person)			
Fall from height (objects)			
Openings			
Lifting operation nearby			
Works below ground level (channels, wells, excavations)			
Hoses or cables trailing			
Possibility of slips/trips/falls			
Using incorrect tools / equipment			
Live plant/ equipment nearby			
Hot surfaces / media			
Manual handling activities			
Splashes / dust / vapours			
Poor visibility / lighting			
Housekeeping			
Poor storage of materials			
Vehicles: cars, forklift trucks, <i>pedestrian collision</i>			
Stored energy			
Electrical equipment / cables			
Weather conditions			
Confined space / gas			
High level of noise/ vibration			
Environmental release/ spillage of substance			
Harmful effect of hazardous substance			
Is there MSDS of this substance?			
Other hazards			
Readable signature of filling person			
Date			

Check list of safety issues

Please answer for all questions truthfully, if you have any doubts please ask manager for help. *One answer "NO" causes that the job cannot be started.	Yes	No*	Not applicable
1. Have a formal risk assessment been completed?			
2. Will the working area be fenced and marked?			
3. Do workers have the correct PPE required to work safely?			
4. Have any other work activities which could impact on the safety of this permit been suspended as required in this area to ensure that there is no coactivity taking place?			
5. Have neighboring areas been assessed for risks to local workers, contact with vehicles or other dangers?			
6. Have any additional risks or hazards (flammable, chemicals, ...) been identified and either removed or prevented to prevent harm to people?			
7. Are appropriate lifting devices available to prevent manual lifting of loads over 23 kg?			
8. Are any wastes generated by the task suitably identified, controlled to be correctly disposed off?			
9. Are any significant environmental impact risks from the task identified and controlled? e.g. spillage			
10. Are other safety measures required?			

THIS PAGE IS DESIGNED TO FILL UP FOR EMPLOYEES WR AND CONTYRACTORS	
APPENDIX 1- HAZARD REVIEW- RISK ASSESSMENT ON VESUVIUS POLAND SITE TO GENERAL PERMIT TO WORK NO...../ YEAR.....	
PPE REQUIRED (TICK RELEVANT BOXES) Hearing protection <input type="checkbox"/> Protective harness <input type="checkbox"/> Hand protection <input type="checkbox"/> Overalls <input type="checkbox"/> Safety shoes <input type="checkbox"/> Eye protection <input type="checkbox"/> Face shield <input type="checkbox"/> Helmet <input type="checkbox"/> Reflective clothing <input type="checkbox"/> Dust masks <input type="checkbox"/> LIST OF OTHER PERSONAL PROTECTIVE EQUIPMENT:	
PRE-TASK TALK GIVEN BY SUPERVISOR? YES <input type="checkbox"/> NO <input type="checkbox"/> Supervisor's signature (CONTRACTOR) :	
DO YOU KNOW THE EMERGENCY PROCEDURES AND LOCATION OF FIRST AID POINT / POINTS? YES <input type="checkbox"/> NO <input type="checkbox"/>	
DETAILS CONTACT IN EMERGENCY ACCIDENTS PHONE NO TO FIRST AID POINT in Skawina site - 505-279-016 OR internal.270	
List of other items to be inspected (eg. ladders, power tools, slings, etc.)	
Additional notes	
COMP	WORKING TEAM
Su	Signature

15.3 Work Permit – General, Hot Work, Work at Heights.

H5.02-00-03/03		V – fill up Vesuvius's employee		C – fill up contractor's employee	
Permit to work – General for contractors			Permit no: V		Date issued: V
			No:/Year:		
Job location: V			Name of contractor: V		
Department - issuer of permit: V			Work to be carried out / Job details: V		
Start date: V			Finish date: V		
Name and surname, phone no of contact person from Vesuvius: V			Name and surname, phone no, of person managing employees from contractors site: V		
Have contractor's employees been trained? V Yes/No			Have all works been written in register of works? V Yes/No		
Required additional permit: V Mark <input checked="" type="checkbox"/>	Electrical H5.02-00-01		Work at height H5.02-04-08		Hot work H5.02-00-07
					Confined space H5.02-00-01
					Other (give what kind)/ Notes

Point A) Installation/ Equipment, which should be isolated/ off (Lock Tag Try Procedure)				
	Yes	No	Not applicable	Notes/ Person who switch off
Gas detection				
Fire alarm (smoke detection)				
Electrical system				
Water				
Compressed air				
Gas – (specify)				
Hazardous chemicals				
Other- (give what kind)				
Inform appropriate departments/division about intended cutoff and indicated marks				
Point t B) Have contractor made hazard review according to Appendix 1 – "Hazard review- risk assessment in Vesuvius Poland plant" made by performer services V Yes/No.				
Point C) Additional notes recommendation for works performer, protection means, personal protection equipment for contractors Written what kind V:				
.....				
.....				
AUTHORISATION:				
Permit issuer person: V		I authorise the work to be carried out		
Name and surname		Signature:		
Permit acceptor person: C		I have read and understand conditions of this permit and I have entrusted to be compliance with requirement during performing works		
Name and surname		Signature		
HAND BACK AND CANCELLATION:				
Hand back by Permit acceptor: C		I confirm, that work is completed, all guards and safety devices reinstalled and the area clean		
Name and Surname		Data and signature:		
Hand back to Permit issuer V		I confirm, that all works have been made and place has been left in safety condition.		
Name and surname		Data and signature:		
Point D) Daily inspection (fill up during the performing work): V				
Who (name and surname)				
Date				
Time of inspection				

HOT WORKS

HS.02-00-07/02

		Company name*: (permit's issuer)		No permit No...../Year.....
Date of the permit	Name of the person issuing the permit	Type of work (cutting, welding, etc.)	Permit for <input type="checkbox"/> Employee..... <input type="checkbox"/> Contractor..... Name of the work inspector	
Date of commencement of work:	Work completion date:	The permit is valid until: Data..... Hour.....	Place of work Department / Place / Building / Floor	

LIST OF REQUIRED PRECAUTIONS (requirements within 11 meters from the workplace)

PLEASE ANSWER ALL QUESTIONS TRUE, IN CASE OF ANY DOUBTS, CONTACT THE MANAGER FOR HELP. One answer "NO" means that the work cannot be started.	Yes	No*	N
1 - Has a risk assessment been completed?			
2 - Are the people involved in the work qualified to perform fire-hazardous work? e.g. welders			
3- Is the fire behavior procedure explained?			
4 - Is the area properly insulated so that fire-hazardous work does not pose a threat to bystanders?			
5 - Were all containers with flammable liquids, combustible materials removed, unloaded or secured?			
6- Have the gas cylinders been removed?			
7 - Have all lubricants been removed, cleaned or protected?			
8 - Are a fire extinguisher and a fire blanket within 5 meters?			
9 - Are walls, openings, partitions, ducts, ceilings and other surfaces adequately protected with fire blankets etc.?			
10 - Have you considered the risk to the insulation materials or other materials inside the building panels?			
11 - Have tanks, piping, pipes and equipment been insulated and purged to remove flammable liquids, gases?			
12 - Should the area be wet with water or covered with fire blankets? WARNING! Remember that water must not be used to extinguish metal powders, eg Al!			
13 - Is adequate ventilation provided to remove fumes?			
14 - Is the fire hazardous work equipment to be used in good condition and suitable for the purpose?			
15 - Is constant supervision provided when fire-hazardous work is performed in potentially explosive atmospheres?			
16- Are workers performing fire-hazardous work equipped with welding goggles or a welding shield?			
17 - Are employees performing fire-hazardous work equipped with gloves and flame-resistant clothing?			
18- Is there an emergency plan and is there a possible evacuation plan for the injured person?			
19 - Is an atmosphere test required? If so, please enter the time and measurement result on the back of the permit			

APPROVAL OF THE PERMIT

I confirm that the above-mentioned place has been checked and that the precautionary measures indicated in the Precautions List have been taken to avoid fire. I issue a permit to perform the above-mentioned work: Signature of the issuing authority:	I have read and understood the terms of this permit and I undertake to comply with the requirements described in this permit during the work Signature of the employee performing the work	Time of commencement of work: Time of completion of works
--	--	--

RELEASE OF THE AUTHORIZATION AND TERMINATION

Termination of fire protection supervision: The work area and all adjacent areas where sparks or heat could reach were controlled during work and 60 minutes. after its completion and are safe Signature of the employee who supervises the fire	Controller's certification The work area was controlled for 4 hours. after the work is completed and it is safe Contractor signature	Signature of the issuing authority:
---	--	-------------------------------------

PERMIT FOR WORK AT HEIGHT NO. / YEAR		HS.02-00-06/02		
Name and surname of the person ordering the work: Position: Division:		Name and surname of the person coordinating the work: Position: Section:		
Place of work:		Scope of work performed:		
Estimated completion date:		Work commencement date:		
Name and surname of the person supervising the work:	Company name	Signature:		
People carrying out the work: (you can attach a list)				
LIST OF REQUIRED PRECAUTIONS				
PLEASE ANSWER ALL QUESTIONS TRUTHLY, IN CASE OF ANY DOUBTS, CONTACT THE MANAGER FOR HELP. One answer "NO" means that the work cannot be started.		yes	No*	N/A
1. Has a risk assessment been completed?				
2. Are the weather conditions acceptable? (no wind, rain, ice, snow, snowstorm - in case of outdoor work)				
3. Do employees have valid medical examinations for work at height, are they trained to work at height?				
4. Have the workers been equipped with helmets for working at height?				
5. Has the harness / harness been checked before use?				
6. Has the technical condition of the ladders been checked?				
7. Has the scaffolding been checked before use - acceptance protocol?				
8. Are the ducts, openings and skylights on the roof secured?				
9. Will workers working on the roof equipped with harnesses and a rope of sufficient length be allowed to attach to anchor points of adequate strength?				
10. Are the employees operating the lifting platforms and mobile platforms qualified to operate the above-mentioned devices?				
11. Have the technical condition of the above-mentioned devices been checked? e.g. receipt of Technical Governmental Authority				
12. Is there a rescue plan where needed, with the equipment and trained personnel available? e.g. the use of nets and airbags				
13. Are other security measures required? Enter what:				
APPROVAL OF THE PERMIT				
I grant a permit for the above-mentioned works using the above protection measures		Signature of the person authorized to issue the authorization / date		
I have read and understood the terms of this permit and I undertake to comply with the requirements described in this permit during the course of the work		Signature of the person granting the permit		
RELEASE OF THE AUTHORIZATION AND TERMINATION				
I confirm that the work has been completed, all covers and safety devices have been installed, and the work area has been cleaned up		Podpis Wykonującego pracę:		
I confirm that the work has been completed and that the site has been left in a safe condition.		Podpis Wydającego pozwolenie:		
Attachments (specify): e.g. copy of the scaffolding acceptance protocol				
Additional information:				

The contractor receives the original of the permit, the copy remains with the ordering party.
The permit number is the consecutive number of the permit issued in the year by an authorized person.
The copies contained in the journal constitute a register of issued permits.

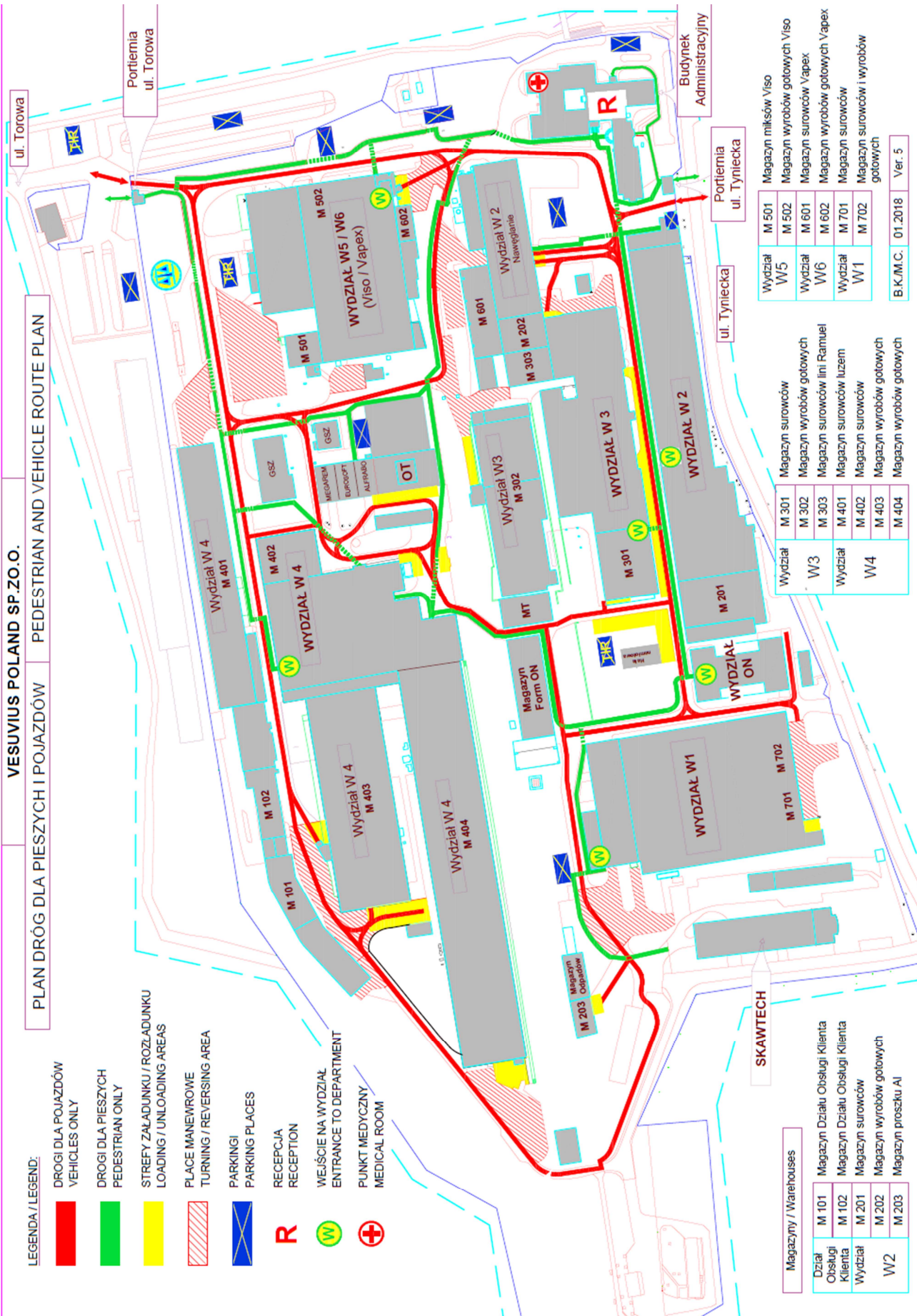
15.4 Safety Manual of Vesuvius Poland Sp. z o.o.

<p>Persons entering the Vesuvius plant premises are obligated to do the following:</p> <ol style="list-style-type: none">1. Access card put in a prominent place2. Be introduced to the below rules3. Observe traffic regulation (look at the map on reverse)4. Report accidents if you notice any5. Park your car in designated places only6. Use the assigned PPE, footwear and clothing				<table><tr><td></td><td></td><td></td><td></td></tr><tr><td>Eye protection must be worn</td><td>Ear protection must be worn</td><td>Respiratory equipment must be worn</td><td>Safety gloves must be worn</td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td>Dust mask must be worn</td><td>Safety helmet must be worn</td><td>Safety coverall must be worn</td><td></td></tr></table>								Eye protection must be worn	Ear protection must be worn	Respiratory equipment must be worn	Safety gloves must be worn					Dust mask must be worn	Safety helmet must be worn	Safety coverall must be worn		<ol style="list-style-type: none">7. Follow the designated roads and passages only and pay attention to all means of transport (e.g. cars, rail cars, overhead cranes, fork lift trucks)8. Pay particular attention to light and sound signaling and observe all warning signs, light signals			
Eye protection must be worn	Ear protection must be worn	Respiratory equipment must be worn	Safety gloves must be worn																								
Dust mask must be worn	Safety helmet must be worn	Safety coverall must be worn																									
<p>Hazards on Vesuvius plant premises:</p> <table><tr><td>Hot items</td><td></td></tr><tr><td>Electric shock</td><td></td></tr><tr><td>Transport related hazards (overhead cranes, conveyors, trucks, cars, cranes, rail cars)</td><td></td></tr><tr><td>Hazards on roads and access routes (narrow passages, slippery surfaces)</td><td></td></tr><tr><td>Noise</td><td></td></tr><tr><td>Dust</td><td></td></tr><tr><td>Chemical substances (e.g. harmful, irritating, allergenic, toxic chemicals, liquids, gases)</td><td></td></tr></table>				Hot items		Electric shock		Transport related hazards (overhead cranes, conveyors, trucks, cars, cranes, rail cars)		Hazards on roads and access routes (narrow passages, slippery surfaces)		Noise		Dust		Chemical substances (e.g. harmful, irritating, allergenic, toxic chemicals, liquids, gases)		<p>Evacuation instruction:</p> <ol style="list-style-type: none">1. Locate the site emergency exits2. Follow the Evacuation Guides Vesuvius person instructions3. Exit the building and assemble at the meeting points4. Do not re-enter the building5. Wait for new instructions before leaving the meeting point									
Hot items																											
Electric shock																											
Transport related hazards (overhead cranes, conveyors, trucks, cars, cranes, rail cars)																											
Hazards on roads and access routes (narrow passages, slippery surfaces)																											
Noise																											
Dust																											
Chemical substances (e.g. harmful, irritating, allergenic, toxic chemicals, liquids, gases)																											
<p>Please take note of the following while on the premises of Vesuvius Poland Sp. z o.o.:</p> <ul style="list-style-type: none">➤ Read the guide➤ Visitors, drivers of transport companies, contractors have to wear footwear with steel toe-cap and reflective vest in orange colour, safety glasses with side impact protection or goggles				<table><tr><td></td><td></td><td></td></tr><tr><td>High visible vest must be worn</td><td>Safety shoes must be worn</td><td>Safety glasses with side impact protection or goggles must be worn</td></tr></table>							High visible vest must be worn	Safety shoes must be worn	Safety glasses with side impact protection or goggles must be worn	<p>While on the Vesuvius plant premises, it is prohibited to:</p> <ol style="list-style-type: none">1. smoke, except when in designated places2. use an open fire3. follow any other road than the one designated for use4. enter workshops without any specific business purpose or unguided by persons responsible5. block Road, passages, access to extinguishing equipment, emergency exits6. go faster than 20 km/h on the Company's premises7. be under the influence of alcohol, bring and consume alcoholic beverages, intoxicants and narcotic substances8. bring firearms, explosives and pyrotechnics9. take picture and use video camera without a special permit10. turn the machines and devices on or off11. bring animals12. touch devices, machines and stored materials13. repairing, washing, leaving the vehicle when engine is running and performing other activities that may pollute the environment													
High visible vest must be worn	Safety shoes must be worn	Safety glasses with side impact protection or goggles must be worn																									

VESUVIUS POLAND SP. Z O.O.

PLAN DRÓG DLA PIESZYCH I POJAZDÓW PEDESTRIAN AND VEHICLE ROUTE PLAN

- LEGENDA / LEGEND:**
- DROGI DLA POJAZDÓW
VEHICLES ONLY
 - DROGI DLA PIESZYCH
PEDESTRIAN ONLY
 - STREFY ZAŁADUNKU / ROZŁADUNKU
LOADING / UNLOADING AREAS
 - PLACE MANEWOWE
TURNING / REVERSING AREA
 - PARKINGI
PARKING PLACES
 - RECEPCJA
RECEPTION
 - WEJŚCIE NA WYDZIAŁ
ENTRANCE TO DEPARTMENT
 - PUNKT MEDYCZNY
MEDICAL ROOM



Wydział	M 501	M 502	M 601	M 602	M 701	M 702
Wydział W5	Magazyn młskows Viso	Magazyn wyrobów gotowych Viso	Magazyn surowców Vapex	Magazyn wyrobów gotowych Vapex	Magazyn surowców	Magazyn surowców i wyrobów gotowych
Wydział W6						
Wydział W1						

Wydział	M 301	M 302	M 303	M 401	M 402	M 403	M 404
Wydział W3	Magazyn surowców	Magazyn wyrobów gotowych	Magazyn surowców lini Ramuel	Magazyn surowców luzem	Magazyn surowców	Magazyn wyrobów gotowych	Magazyn wyrobów gotowych
Wydział W4							

Wydział	M 101	M 102	M 201	M 202	M 203
Wydział W2	Magazyn Działu Obsługi Klienta	Magazyn Działu Obsługi Klienta	Magazyn surowców	Magazyn wyrobów gotowych	Magazyn proszku Al

Wydział	M 101	M 102	M 201	M 202	M 203
Wydział W2	Magazyn Działu Obsługi Klienta	Magazyn Działu Obsługi Klienta	Magazyn surowców	Magazyn wyrobów gotowych	Magazyn proszku Al

Wydział	M 101	M 102	M 201	M 202	M 203
Wydział W2	Magazyn Działu Obsługi Klienta	Magazyn Działu Obsługi Klienta	Magazyn surowców	Magazyn wyrobów gotowych	Magazyn proszku Al

B.K.M.C. 01.2018 Ver. 5

15.5 One Day Work Permit.

Daily Permit to Work.		REFERENCE number
Number of PTW connected		Date issued.....
PRECAUTIONS CHECKLIST		
Please answer for all questions truthfully, if you have any doubts please ask manager for help.	Yes	No
1. Is the task exactly the same? <small>answer "NO" causes that the new PTW and new RA must be prepared</small>		
2. Did you go check with your eyes on site that the conditions, tasks, risks, and precautions are properly described and respected <small>answer "NO" causes that the new PTW and new RA must be prepared</small>		
3. Did you review the Risk Assessment / Prepared RA include whole risk and precaution? <small>"NO" causes that the new PTW and new RA must be prepared</small>		
4. Are the conditions in which the task is carried out exactly the same? (lack of new additional tasks, lack of changes in work environment, lack of changes of work conditions, lack of new participants) <small>answer "NO" causes that the new RA must be prepared</small>		
5. Did you check that all participants know the risks and precautions, and have signed the Risk Assessment form <small>answer "NO" causes that the new PTW and new RA must be prepared</small>		
Permit acceptor/representative of Vesuvius signature Signature/ stamp		
Permit issuer Signature		
Additional comments (precautions)		