Handbook of the subcontractor and persons visiting the site

Umicore Autocat Poland in Nowa Ruda

Nowa Ruda, 29 November 2024

Welcome to Umicore Autocat Poland Sp. z o.o.

Safety and environmental protection are among the most important values for our company. Our goal is to avoid accidents, breakdowns and any situations that may result in negative impacts on the health of our employees, subcontractors and guests, and on the environment. We attach great importance to ensuring safe working conditions on the premises of the plant, and the principles of sustainable development and minimizing the impact on the natural environment is one of our goals.

We present to you this Subcontractor's Handbook, which will allow you to familiarize yourself with the most important rules in force in this area at Umicore Autocat Poland. At the same time, we want our guests, subcontractors, suppliers and all business partners to feel safe during their stay on the premises of our plant and we invite them to create these values that are so important to us. We are happy to be able to work together and we hope that our requirements in this area will be accepted.

Table of contents

1.Terms and definitions used 5
2.UAP General Requirements 5
General rules 5
Approval for the implementation of works 6
Rules for hiring other companies by the Subcontractor 7
Confidential information and the obligation of secrecy 7
Cleanliness and order 7
3. Subcontractor's employees 7
Records of Subcontractor's employees 7
Entry / exit of the Subcontractor's employees to the UAP premises 8
Verification of qualifications, periodic training and preventive examinations 8
Supervision over the Subcontractor's work 8
Workwear, work footwear and personal protective equipment. 9
4. Subcontractor's equipment brought into the plant 9
Entry of vehicles to the UAP area 9
Electronic and recording equipment 9
Bringing equipment, tools, devices 9
Bringing in chemical substances and mixtures 9
5. Transport of people and vehicles on the premises of UAP 10
Rules for moving around the UAP area 10
Rules of Vehicle Traffic 10
Parking and parking spaces 10
6.Special requirements 10
Alcohol, drugs. 10
Smoking 10
Photography, recording. 11
Subcontractor's guests ..... **Błąd! Nie zdefiniowano zakładki.**
Damage caused by Subcontractors and damage to property 11
Theft 11
Personal control 11
7. Rules for using the social part 12
Hygiene and sanitary facilities 12
Meals 12
8.Using UAP resources 12
Electrical energy 12
Water and compressed air 12
UAP Tools, Equipment, Machines 12
9.Specific requirements for the performance of specific types of work 12
Performing particularly hazardous work 12
Chemical substances and mixtures 13
Workplace and hazard marking 13
Cylinders with technical gases 13
10. Fire protection ALARMS and proceedings 14
Fire protection 14
Fire protection equipment 14
Procedure in the event of fire 14
11.Accidents and First Aid 15
Accident 15
Near misses 15
What to do in the event of an accident 15
First aid 15
12.Environmental protection 15
Waste 15
Sewage 16
Environmental Hazards / Failures 16
Vehicles 16

Environmental aspects 16
13.Important phone numbers at Umicore Autocat Poland Sp. z o.o. 16
14. Familiarization by the Subcontractor with UAP requirements 17
Appendix No. 1 List of subcontractor's employees 18
Appendix No. 2 List of subcontractor's equipment (machinery and equipment) 19
Appendix No. 3 List of hazardous substances and mixtures 20
Appendix No. 4 Work permit template 21
Appendix No. 5 List of subcontractors 22
Appendix No. 6 Workplace – Layout 23
Appendix No. 7 Daily worksheet 24
Appendix No. 8 A separate area for work 25
Attachment No. 9 Safety Checked - Device Passport 26

1. Terms and definitions used

Subcontractor – a contractor, contractor, supplier of goods and services, contractor of works (e.g. construction, renovation), operating on the premises of UAP. Recipient of the work permit.

Subcontractor's Employee – anyone acting on behalf of and for the Subcontractor (including its subcontractor).

REMARK!

All employees of the Subcontractor are obliged to comply with the following rules and any additional requirements specified by the UAP Representative.

UAP – Umicore Autocat Poland in Nowa Ruda.

UAP area – the entire plant area owned by UAP, including above-ground and underground structures, roads, buildings, production and storage halls, machinery, equipment and other production and technical equipment.

Work Coordinator – an employee of the Subcontractor (unless otherwise stated) appointed to supervise the work performed on the premises of the UAP in a manner consistent with this Subcontractor's Handbook. Coordinators are appointed separately for each task.

REMARK!

The appointment of a Work Coordinator does not release individual Subcontractors from the obligation to ensure occupational health and safety of their employees.

Supervisor – a representative (employee) of UAP exercising substantive supervision over the performance of the task performed by the subcontractor. Unless the contract provides otherwise, the person commissioning the work to the Subcontractor is the supervisor. The supervisor is indicated in the work permit as the Initiator. This is a person who is qualified and trained to complete a work permit in accordance with local procedures. The initiator of the permit will involve other employees according to the task and the risk, and will seek to close the permit upon completion.

UAP representative – UAP representatives are:

- Supervising/Initiator,
- UAP Health and Safety Service / EHS Expert
- the person responsible for a given area in the UAP,
- Work permit issuer .

UAP representatives are authorized to control the course of work and to immediately stop it if it threatens work safety or fire safety, the environment, the production process or exposes UAP to damage.

UAP Security – a company that provides UAP security services.

Randomizer – a device mounted on the output reel. The mechanism is used to randomly and unpredictably select an outgoing person to carry out the inspection.

2. UAP General Requirements

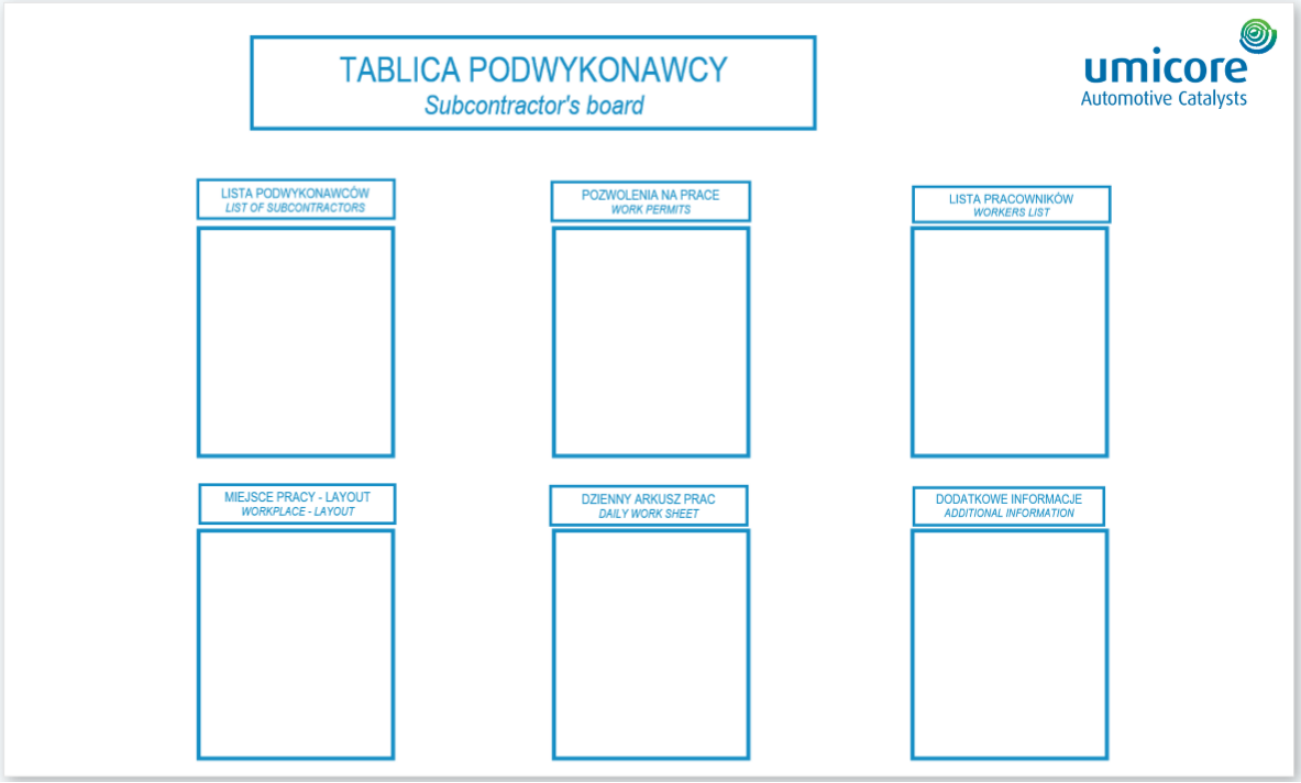
General rules

During the work performed, it is forbidden to expose the health or life of oneself or other employees and UAP property to losses. You should immediately inform your superiors, the Supervisor and/or UAP Representatives about any violations of safety rules, accidents and near misses, threats to human health or life, threats to the environment.

Failure to comply with safety rules may lead to the interruption of work and the removal of employees from the UAP premises. As a last resort, failure to comply with safety rules may lead to the termination of cooperation.

Approval for the implementation of works

It is not possible to start work without making arrangements and obtaining approval for their implementation. Confirmation of approval to perform work is a properly completed and signed Work Permit, in accordance with the internal standard **NRP-WI-10895 Safe Work Permit** and completion of the necessary documentation on the SUBCONTRACTOR's BOARD.



Each time before starting work, it is mandatory to fill in/complete/update the following documents and place them on the above-mentioned board:

1. List of subcontractors (Appendix 5) – The supervisor on behalf of UAP completes the list of subcontractors staying on UAP premises on a daily basis. It is also possible to enter the presence by the subcontractor himself.
2. Work permit (Appendix 4) – The initiator, with the participation of the subcontractor, fills in the permit and submits it to the Publisher for approval.
3. List of employees (Appendix 1) – The supervisor on behalf of UAP completes the list of subcontractor's employees staying on the premises of UAP on a daily basis. (Enters the number of employees.) It is also possible to enter the number of employees by the subcontractor himself.
4. Workplace Layout (Appendix No. 6) – The supervisor on behalf of UAP is obliged to mark the place or area of work performed. If the area changes, the document must be updated. It is also possible for the subcontractor to mark the location. On the layout, you can mark the place of work of several subcontractors.
5. Daily Work Sheet (Appendix 7) - a document prepared by a supervisor on behalf of UAP with the participation of a subcontractor. If the work carries a very high risk and the EHS Expert has decided to carry out an additional risk assessment.
6. Additional information – if necessary, the Subcontractor's Work Coordinator or the contracting party shall include important information affecting the safety of all employees during the performance of the activities performed.

REMARK!
The Subcontractor's board is located in the corridor next to the company canteen (level 0). Lack of the required documentation results in the suspension of work and a call to remove the deficiencies.

The subcontractor ensures that the normal course of work is maintained in the area in which it is performed.

When carrying out works, the Subcontractor is obliged to take into account the activities of other Subcontractors in the same area.

In the event of interruption of work by an authorized employee of UAP, the work is resumed only on the basis of the Issuer's re-approval of the permit.

Rules for hiring other companies by the Subcontractor

Hiring other companies by the Subcontractor as its own subcontractors to carry out works on the UAP premises should:

- include an obligation to comply with UAP safety rules by its subcontractors,
- be formally agreed with the UAP Representative – unless the agreement provides otherwise,
- contain an obligation to be liable for damage caused by its subcontractors – unless otherwise agreed,
- be included in the documentation on the Subcontractor's Board.

Confidential information and the obligation of secrecy

The subcontractor undertakes to treat all information acquired during the performance of works on the UAP premises as confidential information. Confidential information must not be disseminated without the written consent of the Plant Manager.

Cleanliness and order

The subcontractor must maintain cleanliness and order in the place of work and while moving around the UAP premises.

Waste and tools should be disposed of after each working day. If the waste poses an immediate threat, it should be removed immediately.

All devices, tools, containers, cylinders, vehicles, ladders, scaffolding, etc. used by the Subcontractor. – they must not cause a threat to other people and may be stored only in places previously agreed with the Supervisor or the UAP Representative.

Any emergency situations (e.g. leakage, fire) should be immediately reported to the Supervisor or UAP Representative.

3. Subcontractor's employees

Records of Subcontractor's employees

The Subcontractor prepares and updates the list of the Subcontractor's employees on an ongoing basis (including the list of its own employees and the list of subcontractors employed). The list is agreed with the Supervisor.

In the event of changes before the commencement of work, the Subcontractor updates the list of employees performing work during a given day and informs the Supervising Officer. The list is made in two copies, the first of which is at the supervising person on behalf of the UAP, and the second at the Security (gatehouse).

Entry / exit of the Subcontractor's employees to the UAP premises

Each Subcontractor's Employee when performing an order on the premises of UAP must have:

- ID (containing the following information: name and surname, company name)
- personal protective equipment required while on UAP premises (work clothes, safety goggles, work shoes with a steel toe cap)
- personal protective equipment and other protections appropriate for the work performed.

The basis for admitting the Subcontractor's Employees to work on the premises of UAP is to meet the requirements of this Subcontractor's Handbook.

The badges are issued by UAP Security on the basis of a list agreed between the Ordering Party and the subcontractor. Sent in the form of a notification.

Verification of qualifications, periodic training and preventive examinations

All Subcontractor Employees performing work on the premises of UAP must have up-to-date preventive examinations, health and safety training and qualifications required for activities performed as part of the commissioned task.

The Supervisor or the UAP Representative may, for verification purposes, require the Subcontractor to present documents confirming that the Subcontractor's employees have up-to-date preventive examinations, health and safety training and authorizations required for activities performed as part of the commissioned task. Documents for verification must be available from the Subcontractor.

Supervision over the Subcontractor's work

The Supervisor or the UAP Representative verify the Subcontractor's compliance with the safety rules. In the event that an employee of a Subcontractor does not comply with the rules of Umicore Autocat Poland or poses a threat, each UAP employee is obliged to report such a situation to the Superviser, Area Manager or EHS department. In this case, one of the three control coupons is torn off from the Subcontractor's ID.

The green coupon is the first to be torn off – which is a warning for the Subcontractor's employee.
The yellow coupon is the second to be torn off, which results in the suspension of work and the need for the subcontractor to immediately introduce corrective actions. Once corrective actions have been implemented, the work can continue

The red coupon is the last to be torn off. The loss of three coupons from the identifier results in the removal of the Subcontractor's employee from the UAP premises for a period of 30 days.



Subcontractors whose behaviour poses a threat to the safety of people or the plant may be removed from the plant without financial consequences for Umicore Autocat Poland related to the interruption of work.

In addition, for each violation of the applicable health and safety rules in force at the plant, Umicore Autocat Poland has the right to impose a financial penalty on the contractor in the amount of PLN 2000 net.

Workwear, work footwear and personal protective equipment.

The subcontractor is obliged to equip its employees with work clothes, work footwear and personal and collective protective equipment (appropriate to the type of work performed)

4. Subcontractor's equipment brought into the plant

Entry of vehicles to the UAP area

The entry of cars, self-propelled lift, self-propelled truck, excavator, etc. and other vehicles of the Subcontractor to the premises of the UAP must be agreed with the Supervisor in advance. On the Material Handling Equipment and other equipment belonging to the Subcontractor, used on the premises of UAP, the device passport should be placed (Safety Checked Appendix No. 9).

REMARK!

Each vehicle leaving the UAP area is subject to inspection by UAP Security.

Electronic and recording equipment

All handheld electronic devices (laptops, tablets, smartphones) are subject to notification to UAP security when entering the plant. It is forbidden to use image recording equipment (cameras, camcorders) on the premises of UAP, each time such equipment should be brought to the premises of the UAP.

Bringing equipment, tools, devices

The Subcontractor each time agrees with the Supervisor on the amount and type of equipment, tools or devices brought in/brought into the UAP premises. The supervisor must have information about the equipment, tools, devices, materials and protective equipment used by a given Subcontractor to carry out work on the premises of UAP.

Machines, devices and tools must be marked with min. sticker to identify the affiliation of the subcontractor

Appendix No. 2 List of subcontractor's equipment (machinery and equipment)

Bringing in chemical substances and mixtures

The Subcontractor each time agrees with the Supervisor on the amount and type of all chemical substances and mixtures brought to the UAP premises. Detailed guidelines on the use of chemical substances and mixtures in UAPs are included in point 9 of this manual.

The supervisor must have information about all chemical substances used by a given Subcontractor to carry out work on the UAP premises.

Chemical substances and mixtures must be labelled with min. sticker to identify the affiliation of the subcontractor

Appendix 3 List of hazardous substances and mixtures

REMARK!

If, in the opinion of the Supervisor or the UAP Representative, hazardous substances and mixtures pose a threat to safety or the environment, it is permissible to refuse to use them on the premises of the UAP.

5. Transport of people and vehicles in UAP

Rules for moving around the UAP area

The Subcontractor's employees move exclusively:

- on designated pedestrian paths (along designated lines),
- in the area where they work,
- in places where they have their designated social rooms.

REMARK!!!

It is forbidden for the Subcontractor's employees to stay in places where they do not perform the commissioned work.

Rules of Vehicle Traffic

The maximum speed limit of vehicles in UAP is **20 km/h**.
On the premises of UAP, traffic rules are in force in accordance with the provisions of the road traffic law.
Technically defective vehicles or self-propelled equipment placed on the premises of the UAP, posing a threat to persons staying on the premises of the UAP, other road users, in particular internal traffic, and threatening the natural environment may be removed from the UAP premises at the Subcontractor's expense. UAP reserves the right to refuse further entry of vehicles removed in this way.

Parking and parking spaces

On the premises of UAP there are parking spaces for vehicles in the company car park. It is allowed to park vehicles in places other than designated only with the consent of the EHS&Security Manager. It is forbidden to carry out repairs, cleaning or washing of vehicles on the premises of UAP.

6. Special requirements

Alcohol, drugs.

It is forbidden to bring, possess, be under the influence or consume alcohol, drugs during work and endanger the health or life of oneself or others.

Persons under the influence of the above measures will be immediately expelled from the UAP premises. The right to refuse to re-enter the UAP premises is reserved.

Smoking

Smoking is prohibited on the premises and in UAP facilities outside designated areas, they will be indicated during the initial health and safety training.

Photography, recording.

Photographing, recording, duplicating documents is possible only after obtaining the consent of the UAP Plant Manager or the Manager of the relevant department. Otherwise, there is a total ban.

Damage caused by Subcontractors and damage to property

A Subcontractor whose actions have caused damage to Umicore Autocat Poland or other Subcontractors performing work on the premises of UAP may be held liable to repair the consequences of the damage caused. UAP reserves the right to take any legal action provided for in a given case.

Note: the above statements refer to both the damage caused by the actions of the employees of a given Subcontractor as well as the actions of its own Subcontractors.

Theft

It is forbidden to take out and take out from the UAP premises any materials owned by UAP or another Subcontractor. It is allowed to take out or remove materials or goods from the UAP premises only after prior arrangement and written confirmation of this fact by the Supervisor.

In the event of non-compliance by the Subcontractor with the above provision, UAP reserves the right to take any legal action.

Personal control

In order to ensure safety on the premises of the plant and to protect property, each subcontractor will be subject to a routine inspection when leaving the UAP premises. The audit is carried out with respect for personal rights and adequately as to the purpose of the inspection.
A standard inspection includes showing the UAP security employee the contents of luggage carried by the subcontractor's employees, i.e. bags, bags, backpacks, etc. Detailed inspections will be carried out on a random basis. This type of inspection is carried out by a UAP security employee in the presence of another UAP security employee in the gatehouse building. Checks are carried out randomly on the basis of the indications of the randomizer mounted at the starting reel. If a red light appears on the machine, it indicates that a detailed inspection is required. A detailed inspection may consist of:

- requesting the opening of the luggage being carried out, in particular bags, purses, backpacks, plastic bags, briefcases, etc. in such a way that the security guard can visually check whether there are any items in the luggage that are UAP property
- requesting that the outer garment be unbuttoned, with the exception of clothing directly covering the body, in such a way that the UAP security guard can carry out a visual inspection whether the subcontractor's employee does not hide items constituting UAP property under the outer garment, as well as requesting that the pockets be emptied and their contents shown,
- a request to enable the inspection of the car in which the subcontractor leaves the premises of the UAP plant, in particular the trunk of the car.

In situations that raise doubts or suspicious behavior of the subcontractor's employees, the UAP security guard may carry out a detailed inspection without randomizer indications. In the case of a detailed inspection, the subcontractor has the right to request the presence of a person indicated by him who will supervise the course of the inspection. As part of the obligation to ensure the safety and protection of UAP property, the subcontractor is obliged to undergo inspections in accordance with the above-mentioned rules.

7. Rules for using the social part

Hygiene and sanitary facilities

The Subcontractor may use the UAP hygiene and sanitary rooms indicated by the Supervising Officer.

Meals

The Subcontractor's employees may use the services of a company providing catering services for UAP (UAP canteen) at their own expense. The Subcontractor may arrange for its employees to eat meals in another place on the premises of UAP only with the consent of the Supervisor.

8. Use UAP resources

Electrical energy

UAP will provide the Subcontractor with a connection to the company's power grid after consultation with the Supervisor and the P&T Manager. The subcontractor procures the appropriate hoses on its own, in accordance with the applicable safety standards.

REMARK!

The costs of connection and additional installations are borne by the Subcontractor – unless otherwise agreed.

Water and compressed air

UAP provides the Subcontractor with the use of the company's water supply network – the number and type of connection must be agreed with the Supervisor and the P&T Manager.

REMARK!

The costs of connection and additional installations are borne by the Subcontractor – unless otherwise agreed.

UAP Tools, Equipment, Machines

The Subcontractor may use tools, devices and machines owned by UAP ***only on the basis of the written consent*** of the Supervisor.

REMARK!

The use of tools, equipment and machinery is at the Subcontractor's responsibility.

9. Specific requirements for the performance of specific types of work

Performing particularly hazardous work

Particularly dangerous works in the UAP include:

- work at height,
- fire-hazardous work,
- work in confined spaces,
- working with hazardous energies,
- work on power equipment,
- Line Breaking works – breaking lines,

- work related to the transport of large-size objects,
- works below the ground,
- demolition works,

The subcontractor is obliged to have his copy of the Work Permit at the place of work

REMARK!

The work is carried out only after the Subcontractor obtains ***a written permission*** to perform work (NRP-FR-10338). If the work poses a high risk, you must also obtain a permit for this type of work. The initiator/commissioner is responsible for obtaining the permit on behalf of UAP.

Chemical substances and mixtures

The condition for the use of a chemical substance or mixture in the UAP is to provide information about the intention to use it. Before using chemical substances or mixtures on the premises of UAP, the Subcontractor submits to the Supervisor a list of hazardous substances and mixtures and the appropriate "Safety Data Sheets" (SDS). SDS must be written in Polish.

The subcontractor is obliged to train its employees in reading information labels, precautions and first aid in relation to the chemicals used.

The subcontractor provides appropriate personal protective equipment and ensures its proper use by its employees.

The Supervisor or the UAP Representative may demand directly from the Subcontractor:

- Presentation of SDS for substances used during the work
- documents confirming that the Subcontractor's employees have been acquainted with the threats to health and life (completion of the necessary training).

The import/import of toxic, carcinogenic, explosive substances or mixtures or radioactive materials must be agreed in writing with the Plant Manager and the EHS department in each case. If the substance is not accepted for use, it cannot be brought in/brought into the UAP, in which case an accepted substitute must be used.

REMARK!

The subcontractor must have adequate means in place to neutralize in the event of a leak of a given substance or chemical mixture/environmental accident.

Workplace and hazard marking

The place where the Subcontractor performs work must be designated in an appropriate manner and fenced off (e.g. warning tape, safety barriers). The work area should be marked in accordance with Appendix No. 8.

REMARK!

In the case of work at height, it is absolutely necessary to fence off and mark the place where the work is performed.

Cylinders with technical gases

Gas cylinders, welding and metal-cutting apparatus must be operated and stored in the manner specified by the relevant regulations (in an upright position, properly protected against falls, dirt, etc.). The place of storage is always agreed with the Supervisor or UAP Representative.

10. Fire Protection ALARMS and Handling

Fire protection

In UAP facilities and in the areas adjacent to them, it is forbidden to perform activities that may cause fire, its spread, hinder rescue or evacuation operations, and in particular the use of open fire, smoking and the use of other factors that may initiate the ignition of the materials present:

- in places where fire-hazardous materials are present,
- in places where other combustible materials are present, specified by the owner or user and marked in accordance with Polish Standards.

REMARK!

Strict observance of the ban on the use of open fire in places where flammable materials are present is one of the basic conditions of fire safety.

In accordance with the relevant regulations, it is prohibited to prevent or restrict access to:

- fire extinguishers and fire-fighting equipment,
- water sources for fire-fighting purposes,
- devices activating installations controlling the fire warning system and other installations affecting the fire safety of the facility,
- emergency exits,
- switches and electrical switchboards.

REMARK!

Free and unrestricted access to fire-fighting equipment enables effective firefighting and rescue operations in the event of a fire and has an impact on effective limitation of the spread of fire.

Fire protection equipment

In the event of a fire or fire hazard, the use of portable firefighting equipment (fire extinguishers, water hoses and nozzles, internal hydrants, etc.) **is not limited in any way!**

The use of any portable firefighting equipment must be immediately reported to the Supervisory Authority or the UAP Representative.

REMARK!

Fire protection equipment placed in marked places should be used only for extinguishing fire. The inviolability of its location ensures that it will always be there when it is necessary to use it.

Procedure in the event of fire

In the event of a fire, everyone is obliged to evacuate from the plant and should immediately alert people in the danger zone and representatives of the UAP about the fire, using all available means. The list of UAP contact phones is included in point 13 of this manual.

It is necessary to immediately proceed with the use of local extinguishing agents to extinguish the fire – portable extinguishing equipment is widely available. If qualifications and experience allow it. Saving human lives takes precedence over extinguishing fires.

IF THE FIRE ALARM SOUNDS, YOU MUST IMMEDIATELY GO TO THE DESIGNATED MEETING POINT.

THE ASSEMBLY POINT FOR EVACUATION IS LOCATED BY THE FENCE, AT THE FRONT OF THE BUILDING – NEXT TO THE GATEHOUSE. THE SUBCONTRACTOR IS PLACED IN THE PLACE DESIGNATED BY A PLATE, GUESTS / SUBCONTRACTORS"

REMARK!

All persons taking part in the rescue and firefighting operation and evacuation, regardless of their position, are obliged to comply with and comply with the instructions of the Evacuation Coordinator and persons designated by him.

11. Accidents and First Aid

Accident

Any accident resulting in an injury to a Subcontractor Employee should be immediately reported to the Supervisor or UAP Representative. Reporting an accident does not release the Subcontractor from conducting post-accident proceedings specified in the relevant provisions of the labour law.

The post-accident procedure for accidents occurring on the UAP premises should always be agreed with the UAP EHS department. UAP employees appointed by the UAP Plant Manager will take part in the post-accident proceedings.

Near misses

After the occurrence of a near-miss event (no injury), the witness of the event immediately reports the occurrence of such an event to the Supervisory Authority or the UAP Representative.

What to do in the event of an accident

In the event of an accident, the Work Coordinator, Subcontractor's employee, witness is obliged to:

- provide immediate first aid to the person who has been involved in an accident,
- securing the accident site,
- immediately notify the UAP Representative / Ordering Party about the accident.

First aid

Every person, UAP employee, subcontractors and guests who have had an accident at work on the premises of UAP should be provided with first aid.

REMARK!

The use of the UAP first aid kit is unlimited – the fact of using its contents should be reported to the Supervisor or UAP Representative.

In the event of calling an ambulance, you should report this fact to the Supervisor or the UAP Representative and absolutely notify the UAP Security.

12. Environmental protection

Waste

If waste is generated as a result of work carried out on the UAP premises, it is the property of the subcontractor, who is obliged to manage it on its own outside the UAP premises in accordance with the applicable regulations – unless otherwise agreed.

Waste must be collected selectively in containers provided by the subcontractor. Containers must be marked with min. sticker to identify the affiliation of the subcontractor

Sewage

It is forbidden to pour any liquid waste into the sewage system, water, soil and into tanks belonging to UAP.

Subcontractors are obliged to remove all liquid waste they produce outside the UAP premises for proper management in accordance with applicable legal regulations – unless otherwise agreed.

Environmental Hazards / Failures

In the event of spillage, spillage or leakage of chemicals, including oils and fuels, the subcontractor is obliged to use a neutralizing agent (e.g. sorbent) provided for in the MSDS, which should be collected into a sealed, appropriately marked container after application. The container and the appropriate neutralizing agent must be provided by the Subcontractor on his own.

The Subcontractor is obliged to immediately notify the Supervisor or the UAP Representative of the incident.

REMARK!

The waste resulting from the collection of the chemical agent should be dealt with in accordance with point 12. of this handbook - Waste.

Vehicles

The subcontractor is obliged to ensure the appropriate technical condition of vehicles entering the UAP premises. In the event of a vehicle failure causing a threat to the environment (e.g. leakage of engine oils, hydraulic oils, fuels, brake fluids), the Subcontractor is responsible for taking appropriate action.

Environmental aspects

If the subcontractor wishes to receive information on environmental aspects, it is obliged to contact a representative of UAP.

13. Important phone numbers at Umicore Autocat Poland Sp. z o.o.

Lp.	Description	Contact
1	UAP – Reception	Lack
2	UAP Protection	607 588 035
3	EHS (Health, Safety and Environment) Division	725 891 995
4	Process and Technology Manager	694 078 995
5	Maintenance Supervisor	721 880 995
6	Emergency phone number	112

14. Familiarization by the Subcontractor with UAP requirements

I declare that I have received **a copy of the UAP Subcontractor Manual**. I have completed an introductory training on its content.

I undertake to read the provisions of the Subcontractor's Manual and to comply with all regulations and rules contained therein, as well as all additional regulations and rules regarding my work on the premises of UAP.

I declare that I am fully aware that working in safe conditions and using protective measures are the basis of safety in the implementation of tasks on the UAP premises.

If I violate safety rules, regulations or standards, I will submit to disciplinary action, including exclusion from the performance of the task performed.

Company Name	
Name and Surname (capital letters)	
Contact Phone	
Date and signature	

Appendix No. 1

List of Subcontractor's employees

Company Name:	
Assigned task:	
Expected date of work:	Start date / End date
Supervisor / Coordinator of works:	name and surname / signature
Ordering party:	name and surname / signature

List of persons performing the task:

Lp.	Name and surname	Function	Qualifications held
1		Coordinator of the work	
2			
3			
4			
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18			

Appendix No. 2

List of subcontractor's equipment (machinery and equipment)

List of subcontractor's equipment (machinery and equipment):

Lp.	Kind	Make and Model	Serial No.
1			
2			
3			
4			
5			
6			
7			
8			
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Appendix No. 3

List of hazardous substances and mixtures

List of hazardous substances and mixtures:

Lp.	Name of the dangerous product	Producer	Information card number
1			
2			
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Appendix No. 4

Work permit template

umicore **Pozwolenie na prace / Prace szczególnie niebezpieczne**

Podwykonawca	Kierujący pracami, nazwa firmy, numer telefonu-czytelnie:	Zleceniodawca	Imię i nazwisko, telefon-czytelnie:	Ważne telefony kontaktowe: Ochrona UAP 74 667 42 01; Wykonawca; Nadzorujący; Koordynator BHP; Służba BHP UAP; Inne

Termin prowadzenia prac (data/godzina):	Przedłużyć ważność zezwolenia:	
Data: od ..... do.....	Data: od ..... do.....	Data: ..... Podpis: .....

Zakres wykonywanej pracy:	Miejsce wykonywania prac Obszar/Dział/Linia:
	Osoba nadzorująca ze strony zleceniodawcy:

PRZED ROZPOCZĘCIEM I PO ZAKOŃCZENIU PRAC WYKONAWCA MA OBOWIĄZEK (ZAZNACZAMY ☑)

☐ Odbyć szkolenie bhp	☐ Uzupełnić dokumentację na tablicy podwykonawcy	☐ Przedłożyć do wglądu potwierdzenie szkolenia BHP/badań lekarskich/uprawnień
☐ Zapoznanie z podręcznikiem dla podwykonawców	☐ Stosować się do obowiązujących przepisów prawa	☐ Posprzątać miejsce prac
☐ Założyć obuwie robocze z podnoskiem	☐ Stosować Środki Ochrony Indywidualnej wymagane prawem, nawet nie wymienione w tym dokumencie a wynikające z specyfiki prowadzonych prac	☐ Usunąć odpady, w tym odpady niebezpieczne we własnym zakresie
☐ Założyć kamizelkę odblaskową	☐ W razie incydentu BHP komunikować się z właścicielem obszaru. ☐ W razie zagubienia drobnych elementów – sprzętów, narzędzi komunikować się z właścicielem obszaru.	☐ Usunąć opiłki, pozostałości po kablach, śruby, nakrętki, zabrudzenia, itp.
☐ Założyć okulary ochronne	☐ ZAKAZ UŻYWANIA OTWARTEGO OGNIA!	

A KLASYFIKACJA: CZY WYSTĘPUJĄ PONIŻSZE ZAGROŻENIA, Jeżeli TAK postaw znak ☑ w odpowiedniej rubryce i stosuj się do poniższych zasad,

A-1 Porażenie prądem*
- ☐ Wymagane odrębne polecenie na prace elektryczne powyżej 1kV.
- ☐ Praca wykonywana w 2 osoby
- ☐ Wymagane uprawnienia SEP
- ☐ Wyłączenie zasilania elektrycznego i zabezpieczenie przed włączaniem
- ☐ Inne.....

A-2 Pochwycenie, przyciśnięcie, zmiażdżenie*
- ☐ Praca wykonywana co najmniej w 2 osoby
- ☐ Obszar prac zabezpieczony przed dostępem nieupoważnionych i oznakowany znakami informującymi o niebezpieczeństwie
- ☐ Stosowane są systemy Log out/Tag out (LOTO)
- ☐ Dostęp do wyłączników bezpieczeństwa jest zapewniony i są one sprawne, nieuszkodzone
- ☐ Praca wykonywana w trybie serwisowym maszyny
- ☐ Inne.....

A-3 Stosowane substancje chemiczne: Chemia, zatrucia itp.*
- ☐ Maska przeciwpyłowa / przeciwgazowa
- ☐ Obszar prac pracy zabezpieczony przed dostępem nieupoważnionych i oznakowany znakami informującymi o niebezpieczeństwie
- ☐ Dostępne są karty charakterystyk w języku polskim dla stosowanych materiałów
- ☐ Pojemniki z materiałami chemicznymi są zamknięte
- ☐ Pojemniki z materiałami są opisane w języku polskim
- ☐ Pojemniki zabezpieczona przed wyciekiem na koniec Zleceniodawcy
- ☐ Wymagane kartami charakterystyki Środki Ochrony Indywidualnej są dostępne i będą stosowane (punkt 8 karty charakterystyki)
- ☐ Opakowania po materiałach niebezpiecznych usunąć z zakładu we własnym zakresie

A-4 Przestrzenie zamknięte*
- ☐ Zapewnić stały nadzór
- ☐ Wymagana praca w min. 2 osoby
- ☐ Zapewnić środki ochrony dróg oddechowych
- ☐ Zapewnić asekurację i system ewakuacji
- ☐ Wymagany hełm ochronny, uprząż bezpieczeństwa, lina asekuracyjna
- ☐ Wymagany ciągły pomiar tlenu (powyżej 18% obj. Nie więcej niż 22,5% obj.)
- ☐ TU WPISZ WYNIK PRZED .....
- ☐ Opróżnić zbiornik / instalację
- ☐ Odłączyć dopływ materiałów, substancji zablokować elementy ruchome lub odłączyć (zastosować LOTO)
- ☐ Wszystkie włazy otwarte.
- ☐ Przedmuchać instalację sprężonym powietrzem, wyczyścić instalację
- ☐ Przepłukać instalację wodą
- ☐ Obniżyć temperaturę poniżej 38°C
- ☐ Odłączyć zasilanie elektryczne (LOTO)
- ☐ Zastosować mechaniczną wentylację
- ☐ Zakaz wykonywania prac przy zagrożeniu pożarem lub wybuchem

A-5 Wybuch*
- ☐ Praca wykonywana jest, co najmniej w 2 osoby
- ☐ Maska przeciwpyłowa / przeciwgazowa
- ☐ Obszar prac zabezpieczony przed dostępem nieupoważnionych i oznakowany znakami informującymi o niebezpieczeństwie
- ☐ Stosowane są systemy Log out/Tag Out (LOTO)
- ☐ Stosowane zbiorniki ciśnieniowe, butle itp. są przechowywane z dala od źródeł ciepła, ognia, nieszczelne na lokiy i zabezpieczone przed upadkiem (dla transportu i przechowywania)
- ☐ Przy pracach na narzędziach: wszystkie media odcięte
- ☐ Podczas prac w strefach zagrożenia wybuchem: należy stosować narzędzia nieiskrzące
- ☐ Inne.....

A-6 Upadek z wysokości, spadające z wysokości elementy*
- ☐ Wymagane Uprawnienia
- ☐ Praca wykonywana jest, co najmniej w 2 osoby
- ☐ Brak przeciwwskazań zdrowotnych
- ☐ Wymagany hełm ochronny, uprząż bezpieczeństwa, lina asekuracyjna
- ☐ Obszar prac pracy zabezpieczony przed dostępem nieupoważnionych i oznakowany znakami informującymi o niebezpieczeństwie
- ☐ Założyć siatki ochronne
- ☐ Narzędzia, drabiny, podesty są sprawne (brak zw. brak widocznych uszkodzeń)
- ☐ Środki Ochrony Indywidualnej (w tym: uprząż, linę, hełm) stosowane zgodnie z wymaganiami prawa
- ☐ Jeśli stosowane jest rusztowanie – dostępny jest dokument odbioru rusztowania
- ☐ Inne.....

A-7 Praca z użyciem urządzeń do transportu bliskiego np. wózek widłowy, dźwig, suwnica*
- Prędkość Wiatru (<10m/s) wynik .....
- Aktualne Badanie UDT data .....
- Aktualne Badania zawiesi data .....
- Czy sprzęt jest przystosowany do danej pracy , jeżeli nie zakaz pracy

A-8 Czasowe wyłączenie czujki ppoż. przy pracach: prace dymiące, pyłące, pożarowo – niebezpieczne
- ☐ Nr. Czujki/czujek: .....
- ☐ Od data / godzina: ..... Do data / godzina: .....
- Wskazanie najbliższego sprzętu. Pyrol.

A-9 Prace wymagające wejścia na dach:
- ☐ Widoczność dobra Tak ☐ Nie ☐
- ☐ Czy konieczna jest praca przy krawędzi dachu Tak ☐ Nie ☐
- ☐ Hełm ochronny do pracy na wysokości
- ☐ Uprząż asekuracyjna
- ☐ Oblodzenie Tak ☐ Nie ☐
- ☐ Prędkość wiatru

A-10 Prace pożarowe – niebezpieczne np. spawalnicze cięcie , szlifowanie.

Sprzęt p.poż:
- ☐ Wymagane uprawnienia
- ☐ Gaśnica, kwadratjkoce gaśnicze
- ☐ Sprzęt gaśniczy jest w dobrym stanie (aktualny przegląd)
- ☐ Sprzęt gaśniczy dostarcza wykonawca
- ☐ Czasowe wyłączenie czujki ppoż. Sekcja A-7

Wymagania w obszarze do .....m wokół miejsca prac
- ☐ Wyeliminowałi zabezpieczyć łatwopalne materiały
- ☐ Zastosować osłony z koców gaśniczych lub kurtyny celonowe z materiałów niepalnych
- ☐ Sprawdzenie miejsca pracy przez 30 min. po zakończeniu prac ..... (podpis)
- ☐ Sprawdzenie miejsca pracy po 4 i 8h po zakończeniu prac ..... (podpis)

B Lista osób w zespole podwykonawcy — Liczba osób

Imię i nazwisko (czytelnie)	Podpis (czytelnie)

C Dopuszczenie/zezwolenie na wykonanie prac:

PODWYKONAWCA	ODPOWIEDZIALNY ZA OBSZAR	NADZORUJĄCY/KOORDYNUJĄCY ze str. ZLECAJĄCEGO	DOPUSZCZENIE DO PRACY PRZEZ SPECJALISTĘ BHP UAP:
Data i czytelny podpis	Data i czytelny podpis	Data i czytelny podpis	Data i czytelny podpis

D Przekazanie pomiędzy zmianami wykonania prac w:

UR	PRODUKCJA
Osoba PRZEKAZUJĄCA Data i czytelny podpis	Osoba PRZEKAZUJĄCA Data i czytelny podpis
Osoba PRZEJMUJĄCA Data i czytelny podpis	Osoba PRZEJMUJĄCA Data i czytelny podpis

E KONTROLA WARUNKÓW WYKONYWANIA PRAC

Odpowiedzialny za obszar	Zlecający /Nadzorujący ze strony Zlecającego	INNY
Data i czytelny podpis	Data i czytelny podpis	Data i czytelny podpis

WSTRZYMANIE PRAC / PRZYCZYNA/ UWAGI

F PRZEKAZANIE MIEJSCA PO ZAKOŃCZENIU PRAC

Podwykonawca (osoba nadzorująca)	Odpowiedzialny za obszar	Zlecający/nadzorujący ze str. Zlecającego
Imię i nazwisko	Imię i nazwisko	Imię i nazwisko
Data i czytelny podpis	Data i czytelny podpis	Data i czytelny podpis

Appendix No. 5

LIST OF SUBCONTRACTORS

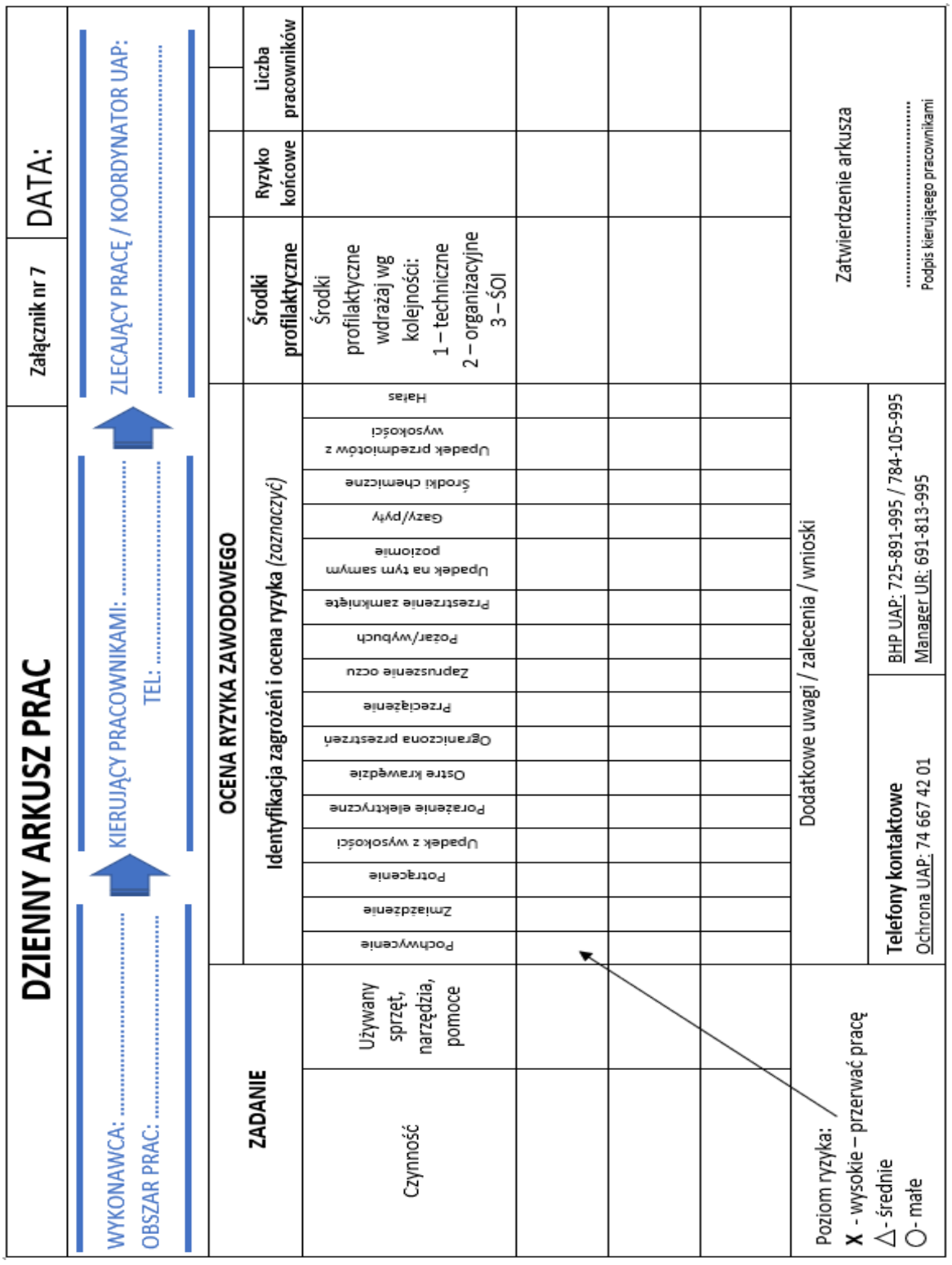
YOU WILL KNOW YOUR PRESENCE (Under date "X")

Lp	SUBCONTRACTOR Name	DATE														
1																
2																
3																
4																
5																
6																
7																
8																
9																

Appendix No. 6



Appendix No. 7



Załącznik nr 8

umicore
Automotive Catalysts

OBSZAR WYDZIELONY DO PRAC –

Wykonawca:

Koordynator Podwykonawcy:
KOORDYNATOR BHP:

Podwykonawca:

Koordynator Podwykonawcy:
KOORDYNATOR BHP:

Appendix No. 9

