



**GUIDE FOR THE SUPPLIERS OF GOODS AND SERVICES FOR
POLSKIE ZAKŁADY LOTNICZE SP. Z O. O.**

The guide you have in front of you has been created for all suppliers of goods and services providing services for Polskie Zakłady Lotnicze Sp. z o.o. Polskie Zakłady Lotnicze Sp. z o.o. as a responsible employer, guided by concern for the health and safety of its employees and people staying in its premises, undertakes to take measures to protect people's life and health as well as to care for the natural environment.

PZL MIELEC
A LOCKHEED MARTIN COMPANY

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This Guide for suppliers of goods and services for Polskie Zakłady Lotnicze Sp. z o. o. is intended for employees of Contractors and their Subcontractors (hereinafter referred to as the contractor) residing and carrying out work at Polskie Zakłady Lotnicze Sp. z o.o., located in Mielec, ul. Wojska Polskiego 3.

Everyone who stays at the premises of Polskie Zakłady Lotnicze Sp. z o.o. is obliged to strictly comply with applicable laws and internal company requirements. Failure to comply with the abovementioned requirements may result in sanctions, including financial penalties and/or temporary/indefinite withdrawal of authorization to stay at the Company's premises.

1. Important telephone numbers



		TELEPHONE NUMBER/ E-MAIL
ESH OFFICE	Occupational Health& Safety Team	17 743 1651/ 605 603 802 iwona.strelcow-sitek@lmco.com
	Environmental Protection Team	17 743 1643/ 605 603 816 marek.hyjek@lmco.com
SECURITY		17 788 6016
MAINTENANCE DEPARTMENT		17 743 1699/ 603 990 888 dariusz.ozimek@lmco.com
AIRPORT FIRE SERVICE		725 257 575 andrzej.gawrys@lmco.com
RECEPTION		17 743 1900 pzl.lm@lmco.com

2. Verification and authorization to perform work

2.1 An entity (company, individual), hereinafter referred to as "contractor", may be admitted to perform works at the premises of Polskie Zakłady Lotnicze Sp. z o.o., hereinafter referred to as "PZL Mielec" provided that:

- a. Holds all the required administrative decisions, licenses, the occupational health and safety and environmental protection knowledge and authorizations required for the implementation of a given project,
- b. Passed the verification process, depending on the qualification of the contractor's level, carried out by PZL Mielec Purchasing Department,
- c. Acquainted all employees and employees of subcontractors performing work at the premises of PZL Mielec with the principles described in this guide and provided work organization, equipment

and facilities for the implementation of the project in compliance with these principles and with the general regulations on health and safety and industrial law applicable in Poland.

2.2 Verification

During verification, the ESH office may request access to the contractor's documentation. The contact is made through PZL Mielec Purchasing Department, which provides the necessary documents with information to ESH office, e.g.:

- a. all required administrative decisions, licenses, required for the implementation of a given project,
- b. instructions on occupational health and safety and environmental protection, to the extent appropriate to the project being implemented,
- c. documents confirming that an occupational risk assessment has been carried out, appropriate training of workers in health and safety has been provided,
- d. in the case of level III and level II contractors who are to perform long-term tasks lasting more than 14 days, they are obliged to provide the completed "ESH Contractor Qualification Form".

Definitions of contractor levels:

- Level I. A contractor performing works or services that do not meet the definition of level II or III contractor services. Examples of level I contractors are office equipment repair workers, office workers and external auditors, suppliers of production materials and office supplies.
- Level II. A contractor performing works or services in manufacturing departments, warehouses, maneuvering yards, technical devices or other potentially hazardous locations (e.g., technician consultants, engineers, service engineers) or supplier's personnel transporting equipment, materials. Level II contractors do not perform "industry" work (e.g. electrical, hydraulic, mechanical).
- Level III. Contractor performing particularly dangerous works and works covered by the PZL Mielec cardinal principles program. General contractors, subcontractors, natural persons, large construction assemblers, scaffolding assemblers, construction and repair companies, contractors performing high risk work, mechanical treatment, assemblers of large powered equipment, contractors performing activities related to hazardous chemicals or energy sources and contractors performing work at height, in confined spaces, excavations, canals as well as companies using tools, machines with combustion drive indoors, in confined spaces.

Coordinator/Coordinator for cooperation with the contractor - PZL Mielec responsible for coordinating the activities of the contractor and its employees and subcontractors on site. The Coordinator should be indicated by the head of the department/division where the service will be provided.

Note: Contractors who will perform emergency tasks, tasks related to saving life or limb or property may be conditionally exempted from completing the form by decision of PZL Mielec.

Before commencing work, the contractor is also obliged to provide the PZL Mielec project Coordinator with all other documents specified in the contract and other documents necessary to

determine acceptable working conditions of the contractor: as a minimum: a Safety and Health Protection (BIOZ) Plan, documentation confirming the inspection of technical condition of equipment, devices, personal protective equipment; occupational health and safety instructions for the work stations; material safety data sheets for hazardous substances, register confirming that the employees are acquainted with this guide.

The PZL Mielec project Coordinator's verification includes also the technical condition of the equipment, infrastructure, scaffolding and organization of the work site.

Only after positive verification will the contractor receive permission to proceed with the commissioned task.

When deciding to enter into another contract with a given company, PZL Mielec takes into account the company's compliance with occupational health and safety rules based on the results of health and safety inspections.

3. General occupational health and safety requirements for subcontractors of Polskie Zakłady Lotnicze Sp. z o.o.

By signing the contract, the company has committed to applying the rules provided in this guide.

All employees of the contractor should have:

- current medical examinations allowing them to perform their work
- current occupational health & safety (OHS) training and
- any additional professional qualifications necessary to perform the specific type of works

The contractor is obliged to perform the work with the help of persons fully capable of performing the commissioned tasks and having the necessary qualifications and licenses. The ability to perform work and qualifications are documented individually for each employee, taking into account the position held and the entrusted work. The documents should be available for review upon request and their dates of validity should cover the duration of the contract / be updated in accordance with the renewal of the license and be presented for immediate verification.

External companies (contractors and subcontractors) carrying out work at the PZL Mielec premises are obliged to ensure safe and hygienic working conditions and to ensure supervision over their employees during the performance of work, as well as over the employees of the subcontractors they employ.

Pursuant to the applicable regulations, works of particular risk must be performed by at least 2 persons and under direct supervision of persons appointed for this purpose by the subcontractor.

All subcontractors working at PZL Mielec premises are obliged to use personal protective equipment. Personal protective equipment used by subcontractor's employees must comply with the applicable essential requirements. All auxiliary equipment - scaffolding, ladders, tools and other materials must also have the required approvals or declaration of conformity.

In the event of an accident at work of its employee and a fire hazard/ fire, subcontractor shall immediately notify the OHS services and the manager of the area where the accident occurred.

4. Trainings

Before commencing work, each supplier/ contractor should acquaint their employees with the rules that apply to suppliers at the premises of PZL Mielec and which can be found on the website at the following address: <http://www.pzlmielec.pl/dokumenty-dla-dostawcow/> and in this guide.



Then the PZL Mielec work Coordinator is obliged to collect from the contractor a written confirmation of getting acquainted with the above mentioned documents.

The PZL Mielec Coordinator should instruct each of the suppliers, among other things, on how to recognize and avoid hazardous conditions and within the scope of

the regulations applicable in the specific work environment, which will allow to control and/or eliminate all hazards or exposures to illnesses/ injuries.




Suppliers should keep a record of their employees training. Upon request, the PZL Mielec Coordinator or ESH Office representative may request a written statement from the contractor and/or the contractor's employees confirming that the contractor's employees have training certificates and that they are informed about the occupational risk at their workplace. The Coordinator for cooperation with the contractor and ESH Office representative may request, in order to verify the above mentioned statements, access to selected documents (among others to certificates) confirming the authenticity of the above statements.



The safety of the subcontractor's employees or their subcontractors at PZL Mielec premises is the responsibility of their employer according to the regulations.

5. Cardinal principles

The cardinal principles of occupational health and safety at the PZL Mielec concern serious threats to human life and health or to the natural environment. These principles include guidelines and methods of conduct concerning: work in confined spaces, protection against falling from height, electrical safety, control of hazardous energy sources, safety of machinery and equipment, safety in internal transport and suspended loads.

The cardinal principles, which to a large extent correspond to the Polish regulations on particularly hazardous work, are intended to ensure special supervision over such work, during which serious personal injury or fatal accidents may occur. Breaking the cardinal principle by an employee can have serious consequences.

	<p>CONFINED SPACE</p> <p>Before commencing work in a confined space, employees should obtain a permission from the Coordinator for cooperation with the contractor. Each space and its surroundings should be examined for pollution in the atmosphere by means of specialized measuring equipment. Employees must use the required personal protective equipment. Contractors must use special control and protection devices before and during work in a confined space.</p>
	<p>WORK AT HEIGHT</p> <p>Work at height is work done above 1m. When working at height it is required to use fall protection equipment. Measures to protect workers from falling from height should be used in places where specific hazards may occur. Work at height may be carried out from: work platforms, escalators, elevators, etc. Protective equipment against falling from height is e.g.: harnesses, ropes, etc. Equipment for work at height may be required for: assembly, installation, equipment maintenance, when moving on roofs or landing edges.</p>
	<p>ELECTRICAL SAFETY – RESIDUAL CURRENT CIRCUIT BREAKERS - GROUND FAULT CIRCUIT INTERRUPTER (GFCI)</p> <p>The use of residual current circuit breakers (GFCIs) is required when working with hand-held and portable electric tools used in production, assembly, overhaul and repair, when construction work is carried out or when there is a possibility of moisture, wetting or damage to cables/plugs or sockets. Residual current circuit breakers protect against electric shock caused by faulty wiring or equipment.</p>
	<p>CONTROL OF HAZARDOUS ENERGY SOURCES (Lockout/Tagout)</p> <p>Before commencing repair work on machines and equipment, all dangerous energy sources must be identified, brought down to "zero energy" and secured. Types of energy sources: electrical, mechanical, hydraulic, pneumatic, chemical and thermal.</p>
	<p>SAFETY OF MACHINERY AND EQUIPMENT</p> <p>Machine guards protect against contact of a worker's body part with any moving part of the machine during operation. Workers must not make changes to or switch off machine guards when working under normal conditions.</p> <p>Examples of guards: railings, light curtains, etc.</p>
	<p>SAFETY IN INTERNAL TRANSPORT - „NO REDUNDANT OBJECTS IN WALKWAYS”</p> <p>Pedestrian and Powered Industrial Vehicles (PIV) traffic at the Company's premises may cause dangerous situations for employees and suppliers. Objects/materials/equipment left in walkways and on traffic routes hinder pedestrian and industrial vehicles (PIV) traffic, significantly increasing the probability of accidents. Powered industrial vehicles of external companies should be technically efficient, be equipped with an orange flashing light, reversing lights, safety belts and identification marking. Drivers should have the appropriate license. Trucks should only travel on designated roads at appropriate speed. Internal procedures and instructions must be complied with.</p>

	<p>SUSPENDED LOADS</p> <p>Do not move suspended loads over people and do not stay under suspended load. The safety of operators and people in the vicinity of the transport work is crucial when operating the devices.</p>
	<p>LASER SAFETY</p> <p>Prior to use of class 3B and 4 laser systems employees shall be trained and authorized, confirm a hazard analysis is conducted, and ensure maximum permissible exposures are not exceeded. Employees shall adhere to safety engineering controls, beam alignment procedures and follow laser rated protective eyewear requirements.</p>

6. Control and contractual penalties

Each company is controlled by the ESH team. Comments on the results of the control are recorded on the control sheets of the companies, and delivered/sent to these companies and to the PZL Mielec Coordinator. The control sheet is also handed over to persons accounting for the work of external companies in order to issue an opinion/ debit note. Each PZL Mielec employee may report to the PZL Mielec ESH employee on the infringement of work safety rules, specifying the name of the company and the name of the infringing employee and the type of infringement. On this basis, the PZL Mielec ESH employee issues a control sheet, which is the basis for issuing an opinion about the company.

In the event of non-compliance with occupational health and safety regulations and rules by employees of external companies, an ESH representative, the work Coordinator and a representative of the maintenance department have the right to suspend the performance of works until the irregularities are removed and on the basis of the offence, depending on the severity of the noncompliance, issue a written warning or charge the company with a **contractual penalty**. The amount of this penalty reduces the payment for the service of the company of which the employee or subcontractor has committed infringement. The amount of penalties for particular types of offences is regulated by the **Catalogue of Penalties**. The catalogue of contractual penalties also indicates the types of offences for which an employee of the company may be dismissed for at least one month from performing the work.

In the case of infringement by a contractor or its subcontractors or their employees of regulations, health and safety rules and fire safety regulations, PZL Mielec shall be entitled to:

- a) suspend performance of all or part of the Contract/Order with subcontractor's employee, where such infringements are major or repeated, until the parties agree and implement the subcontractor's health and safety remedy plan on its side
- (b) demand immediate expulsion from the premises and permanent substitution of a worker who commits major or repeated infringement of the health and safety rules or fire regulations for another worker
- d) impose contractual penalties and other actions specified in the "Catalogue of penalties to subcontractor for infringement of occupational health and safety and fire safety regulations". PZL Mielec shall be entitled to deduct these contractual penalties from the subcontractor's remuneration resulting from the Contract.

- e) demand payment of compensation by the subcontractor to cover damages resulting from infringement of health, safety and fire safety regulations and rules, in case the damages exceed the contractual penalties paid
- f) impose to the subcontractor's drivers committing infringements of health, safety or road traffic rules or regulations the penalties from the "Catalogue of penalties for drivers for health, safety and road traffic regulations infringement" described below

Several non-compliances can be verified in a single control - the penalties add up.

I. Catalogue of penalties for the contractor for infringement of occupational health and safety and fire safety regulations

1. Minor infringements

- A) Failure to use the required personal protective equipment
- B) Non-compliance with OHS regulations and OHS rules established in Polskie Zakłady Lotnicze Sp. z o. o. when performing works
- C) Leaving the workplace untidy

First infringement	Written warning
Second infringement	Contractual penalty of 500 PLN.
Third infringement	Contractual penalty of 1000 PLN.
Fourth infringement	No admittance for employee who is repeatedly breaking the rules

1. Major infringements

- A) Operation of machinery and equipment without applicable authorization
- B) Risky work without safety procedures (instructions)
- C) Non-compliance with fire regulations and rules, in particular: blocking of emergency exits, access to fire equipment, safety switches
- D) Non-application of collective protection measures (disassembly of guards, railing, safety switches and operation of the device without reassembling them)
- E) Causing fire hazard/ fire, non-compliance with fire regulations

First infringement	Contractual penalty of 500 PLN.
Second infringement	Contractual penalty of 1000 PLN.
Third infringement	No admittance for employee who is repeatedly breaking the rules

3. Severe infringements

- A) Non-use of personal protective equipment when performing particularly hazardous work
- B) Working without protection against accidental start-up of machinery and equipment

- C) Operation of machinery, equipment, vehicles with defective safety elements
- D) Working at height without the required protection
- E) Being under the influence of alcohol or other narcotic drugs at the premises of the plant

First infringement	Contractual penalty of 1000 PLN.
Second infringement	No admittance for employee who is repeatedly breaking the rules

II. Catalogue of penalties for the drivers for infringement of occupational health and safety rules and road traffic regulations

1. Minor infringements

- A) Non-compliance with OHS regulations and OHS rules established in Polskie Zakłady Lotnicze Sp. z o. o. when performing works
- B) Non-compliance with traffic regulations (e.g. driving without seat belts, lights not on)
- C) Parking at an unauthorized place (except for unloading/loading)
- D) Driving under the influence of alcohol.

First infringement	Written warning
Second infringement	No entry for 1 month
Third infringement	No entry for 3 months
Fourth infringement	No admittance for employee who is repeatedly breaking the rules

7. Rules of movement

7.1. Moving around the premises



Vehicles and pedestrians

Transport of persons at the premises of PZL Mielec must be carried out in accordance with the applicable road traffic regulations, by the means of transport adapted for this purpose and having all necessary safety elements (lights, direction indicators, mirrors, etc.). All other vehicles used to provide services for PZL Mielec must meet the requirements specified above and the requirements stipulated in relevant regulations. All vehicles entering the premises must have a current survey and be technically fit. Vehicles from which

any leakage is found must be immediately removed from the plant premises.

Contractor's employees may park their passenger vehicles only in designated places. PZL Mielec shall not be liable for vehicles or items left in the vehicles at the premises of the company. Vehicles and equipment must not block exits, walkways, loading areas, fire hydrants and rescue equipment.

Drivers must observe road signs and traffic regulations and always carry a valid driving license, entitling them to drive the type of vehicle they are driving.

The maximum speed allowed for vehicles is 20km/h and may be limited locally to lower speeds. The maximum speed of the trucks inside the halls is 5km/h.

The driver of the vehicle is obliged to carry the documents required for the driver/vehicle, including the permit to stay at PZL Mielec premises and present them on demand of PZL Mielec Security and OHS services.

The drivers must be aware that there is pedestrian traffic at PZL Mielec premises at all times.

Pedestrians crossing the road use lanes, if any, and pay attention to oncoming vehicles. When walking along the road, with no lanes, walk on the left side of the road, complying with the rule of no more than two people walking side by side.



8. Working on PZL Mielec production lines

The contractor does not have access to or the right to perform any activities while operating the company's production line or equipment used in production unless delegated to do so by the Coordinator for cooperation with the contractor.

If construction works are carried out on the production area, they should be coordinated with the management of the unit.

Before starting work, the contractor's employees carrying out production and technological activities should be trained in the operation and use of the machines on which they work.

9. Prohibited acts

9.1. Prohibition on using open fire and smoking

Using open fire without permission and smoking cigarettes and e-cigarettes is prohibited on the whole area of PZL Mielec premises.



9.2. Prohibition on bringing in and consumption of alcohol and narcotic drugs.

It is unacceptable to bring in and consume alcohol and narcotic drugs or to enter and stay under their influence.

By order of an employee of PZL Mielec, any person who is suspected of being in a condition indicating alcohol consumption is obliged to undergo a test for its presence in the exhaled air.



ATTENTION! A person who is under the influence of alcohol or in a condition of intoxication will not be admitted to PZL Mielec premises or will be immediately expelled from the premises by an employee of PZL Mielec Security. He/she will also be banned from entering PZL Mielec for an indefinite time, in accordance with the provisions included in the offense tariff. In addition, the employer of an employee under the influence of alcohol will be imposed a financial penalty, determined according to the catalogue of penalties.

9.3. Prohibition on photographing and filming

Taking pictures, filming objects by employees of external companies may only take place within the scope of the contract, e.g. for business purposes such as documenting the progress of work. Any need to take pictures/filming requires the permission.



9.4. Prohibition on transporting persons and equipment on vehicles not adapted for transport.

It is prohibited to carry people in vehicles that are not suitable for carrying people, such as a platform of a delivery vehicle. Passengers must not be on the vehicle's semitrailer if it is not suitable for their transport. The cabin of the vehicle should accommodate the number of persons as is recorded in the vehicle documentation. While driving the vehicle, the driver is obliged to carry passes and licenses to drive the vehicle and present them on demand to the security personnel of PZL Mielec and the OHS employees.



9.5. Prohibition on blocking access to buildings, roads and fire infrastructure

Obstructing and blocking access to fire infrastructure (incl. Fire extinguishers, fire hydrants, manual call points, escape doors) is prohibited.



10. Fire protection

Basic principles:

- It is not allowed to block emergency exits unless this has been agreed with the PZL Mielec Fire Service
- Fire-extinguishing and fire-fighting equipment must be available at all times and access must be provided for priority vehicles

- Contractors are obliged to acquaint their employees with the ways of communicating the fire, the location of fire alarms and how to proceed in case of an alarm
- Contractors must have their own firefighting equipment suitable for the types of hazards that occur in their workplace
- Fire extinguishers owned by the contractor must be inspected once a year by an authorized person and visually inspected and documented once a month by the contractor
- Flammable liquids:
 - keep a quantity of not more than the daily demand at the workplace
 - keep a stock exceeding the size specified above in a separate warehouse adapted for that purpose
 - store in such a way as to prevent fire or explosion arising from the storage process or from interaction



- store liquids with a flash point below 328.15 K (55 °C) only in containers, appliances and installations adapted for this purpose, made of at least fire retardant materials, discharging static electricity, fitted with airtight closures and protected against breakage
- do not store liquids in cellars, lofts and attics, staircases and corridors and other public spaces as well as terraces, balconies and loggias
- during storage of liquids with flash point below 328.15 K (55 °C) in buildings, in fire zones classified as human hazard category it is allowed to store up to 10 dm³ of liquids with flash point below 294.15 K (21 °C) and up to 50 dm³ of liquids with flash point of 294.15÷328.15 K (21÷55 °C) in one fire zone classified as human hazard category other than ZL IV and in rooms other than for commercial and service purposes, in apartments respectively up to 5 and 20 dm³ of the liquids
- store in secure, dedicated containers
- check for adequate ventilation to avoid concentrations exceeding the lower flammable limit by 10%



IN THE EVENT OF A FIRE:

- warn persons in the danger area
- locate and activate the nearest manual call point or call the emergency number
- turn off the electric energy supply to the building and cut off the gas supply

at the same time:

- alert the fire service
- report the fire to superiors
- decide on the evacuation of people

Do not attempt to extinguish a fire on your own without proper authorization and training in the use of portable fire-fighting equipment.

During the extinguishing action, the principle of compliance with the orders of the person in charge of the rescue and extinguishing action applies.

In case of an alarm, the contractor is obliged to evacuate employees from the endangered area using escape routes and exits in accordance with the evacuation plan.



Assembly point - a designated and marked assembly point for all persons in the area where the break-down or other hazard occurred.

Employees gather at the assembly point announced by the alarm initiator. After the assembly, a person from the contractor's supervision checks the presence of his employees. If any of them is missing, he immediately reports this fact to the manager in charge of rescue action.



In an emergency situation, remain calm and do not cause panic.

Attention! When calling the emergency number given in the guide, it is mandatory to provide your name, surname and contact telephone number. You may hang up only after the Emergency Point Dispatcher has confirmed your call.

11. ESH requirements when performing various activities

Work with explosives - the use of any explosives, blasting equipment, applicators, etc. requires the analysis and approval of the Coordinator for cooperation with the contractor, ESH Office and Emergency Services. The analysis should take into account the characteristics of the area and the impact on neighboring areas.

An EX explosion danger zone is an area characterized by the volume of gases, vapors or fogs which when mixed with air make the atmosphere potentially explosive.

An EX zone includes areas marked with information boards. When entering an EX zone, it is essential to comply with the requirements concerning, among other things, protective clothing and footwear, equipment used, and the need for appropriate permissions to enter and perform work.

Connections to pipelines - the Coordinator for cooperation with the contractor will analyze the various procedures for opening pipelines at the work site, including safety procedures, control of hazardous energy sources (lockout/ tagout) and material safety data sheets for hazardous materials used in the pipelines (if applicable) and will consult the ESH Office.

Compartments that require special cleanness - dust and dirt must be reduced when working in such compartments. Appropriate clothing must be worn, and if these requirements involve a safety risk, the contractor should immediately contact his Coordinator. Any construction materials, tools, ladders, etc. must be cleaned as thoroughly as possible before bringing them into the clean compartment.

Compressed air - it is prohibited to clean clothing with compressed air.

Computer rooms - to avoid accidental activation of buttons, switches, breaker switches etc., tools or materials should not be placed on or near equipment in computer rooms. Computer equipment near a place where there is a risk of conductive materials (soldering, welding, sawing, etc.) floating or falling, should be carefully protected from such material.

Concrete, concrete and support structures - all protruding reinforcements onto which workers may fall must be secured to avoid the risk of serious injury. Reinforcing bar straps must be used. Workers must not work under suspended concrete elements. Workers who carry out operations involving the installation of reinforcement at a height of more than one meter from any work surface must be protected against falling by using appropriate safety devices and protective equipment. The appropriate boarding and support system shall be designed, constructed, reinforced and constantly maintained to protect all vertical and lateral loads. The reinforcement of walls, pillars, columns and similar vertical structures shall be adequately secured to avoid tilting or rolling over. A special zone of restricted access to the area where masonry work is carried out shall be designated. The area of this zone will include the height of the wall under construction plus 1.2 m and its entire length.

Demolition and dismantling - before demolition of any building structure, an appropriately trained person should carry out a technical and environmental assessment of such a project. The assessment should determine the condition of window and door frames, walls and floors and the probability of collapse of fragments of the structure, as well as the presence of hazardous materials.

Areas exposed to electrostatic discharge (ESDS) - always use static discharge protection clothing/equipment and check the effectiveness of ESDS equipment. Do not touch equipment or devices exposed to electrostatic discharge.

Use of electricity - contractors must agree with their Coordinators on access to appropriate electricity sources. The use of electricity through connections to test stands or production equipment is prohibited. Decisions on access are taken by an authorized employee of Maintenance Department.

Combustion engines indoors - it is prohibited to use vehicles with petrol or Diesel engines inside buildings without prior permission and arrangements with the Coordinator for cooperation with the contractor, the Emergency Services and the ESH Office.

Noise - in accordance with the Company's rules in force and the markings placed, the contractor's personnel should wear appropriate hearing protection. Contractors are required to inform the Coordinators of any planned work where the noise level exceeds 85 dBA. Any work where the noise level is expected to exceed 85 dBA shall be properly screened off and marked if deemed necessary by the Coordinator for cooperation with the contractor.

Sprinkler installation - contractors are not allowed to install or modify a sprinkler installation without proper documentation, confirmed by the on-site Fire Service. Work on the sprinkler system may only be carried out by authorized/qualified personnel.

Temporary heating appliances - the use and location of the heating appliance also requires prior approval from the Coordinator for cooperation with the contractor. In addition, a permission must be issued for hot works on the day the heating appliance is used (see section on hot works).

12. Safety of work

12.1. Inspection and reviews of working conditions

- The contractor's supervising personnel are obliged to provide information and present documents required in the contract, this guide or which result from the work regulations, to the representatives of PZL Mielec performing inspection
- Any irregularity found during the inspection shall be recorded by the persons carrying out the inspection
- The contractor is obliged to immediately remove the identified irregularities within the time limits specified orally or in the inspection reports. If there is no possibility to immediately remove the identified irregularity/anomaly threatening the health or life of the PZL Mielec inspection personnel, the contractor shall stop work until it is removed
- The contractor's supervising personnel are obliged to participate in meetings with representatives of PZL Mielec, at the dates and places indicated by them.

ATTENTION! The contractor's supervising personnel are obliged to carry out systematic inspection of the safety conditions at work places.

12.2. Personal protective equipment

Contractors should deliver on site and require their employees and those of their subcontractors to use personal protective equipment (PPE).

Personal protective equipment must not be modified or misused.

Depending on the type of work to be carried out, the PPE must be properly selected. The most commonly used personal protective equipment is presented below.

Eye protection



Workers should wear safety glasses complying with the specified requirements.

Safety glasses should be worn under a welding hood and face shield.

Safety glasses should be worn under chemical resistant glasses, unless they are fitted with splinter guards.

Safety glasses must be worn at all times at the premises of the production facility, this obligation does not apply to people in offices and canteens, unless pictograms indicate otherwise.



Hearing protection

Hearing protection is required when staying in areas marked as high noise level areas or when performing noise-emitting activities.



Respiratory protection

Contractors should have a Respiratory Protection Program in place, including training of workers if they are exposed to floating pollutants.

Contractors must provide their workers with respiratory protection against dust, fog, vapors, gas or steam if technical measures and administrative supervision prove insufficient.



Gloves

Contractors must ensure that their workers wear gloves that provide protection against cuts, chemicals, heat, cold, etc.

Gloves must not be worn when standing near moving and rotating machine parts such as belts or wheels.



Protective footwear

When carrying out construction or maintenance work, footwear with a special shoe must be worn.



Helmets

The helmets listed in the specification and meeting standards must be worn on all construction sites; the helmets must be worn in accordance with their design/use.

12.3. Confined spaces

The contractors are obliged to apply the PZL Mielec procedures for access to the confined space, each time it is necessary to enter the area designated by PZL Mielec as a confined space, requiring an access authorization. Before entering a confined space, the contractors shall obtain a permission from a trained and authorized employee of PZL Mielec (details described in Instruction IP-08.1-11_rev.05). Each "confined space requiring an access authorization " is strictly defined and marked. Before entering the "confined space requiring an access authorization " it is required to undergo appropriate training entitling to enter the area defined as confined and in the scope of lockout/tagout security locks.



In order to enter a confined space requiring access authorization, contractors have to provide the necessary equipment and additional support personnel.

The Coordinator for cooperation with the contractors shall coordinate the issuance of access authorizations into the confined space and shall provide all necessary information on the risks in the area and on the applicable conduct.

ESH Office personnel reserves the right to refuse access to a confined space in the absence of authorization / or in the case of an incorrectly filled authorization.



12.4. Work at height

Work at height is work carried out on a surface at least 1 meter above floor or ground level.



Work at height does not include work on a surface, regardless of its height, if the surface is covered on all sides up to a height of at least 1.5 meters by solid walls or walls with glass windows and if it is fitted with other fixed structures or devices to prevent the worker from falling from height.

On surfaces raised more than 1 meter above floor or ground level where workers may be present in connection with the work to be carried out or on surfaces serving as walkways, there shall be railings consisting of hand rails placed at a height of at least 1.1 m and curbs of at least

0.15 m. Between the hand rails and curbs, a crosspiece shall be placed at mid-height or the space shall be filled in such a way as to prevent persons from falling out. Contractors shall follow the PZL Mielec procedure for working at height (details described in Instruction IP-08.1-11_rev.05).

Employees and contractors carrying out work at height above 1 m without the use of engineering controls (such as guard rails, fences or walls) are obliged to use personal protection.

Contractors must provide all employees working at heights above 1 m with basic fall prevention where possible and additional fall prevention if the basic prevention proves insufficient.

For work requiring disconnection from the attachment point, special belts with buckles and straps and two suspension life-lines with snap hooks must be used. Before disconnecting from the original attachment point, attach the second life-line to the appropriate attachment point.

The attachment point must be at or above the height of the worker's waist.

Employees who work at a height of more than 3 meters are strictly required to wear personal protective equipment although they use engineering controls (such as guard rails, fences or walls).

Contractors must provide a plan for the evacuation of workers affected by work at height upon request by ESH personnel.

Basic fall protection systems

The basic fall protection system (e.g. guard rails) provides protection when moving and working at height, in places where there are no walls and also in case of unprotected holes in the floor. Basic fall protection includes, but is not limited to, fixed railing, scaffolding, lifts and other approved lifting devices.

Additional fall protection system

The additional fall protection system consists of a safety harness and a life-line with shock absorber.

Additional protection against falling should be used when the basic one is insufficient or impracticable.

The use of additional fall protection involves the prior preparation of a rescue plan to enable immediate rescue action to be taken in the event of a fall from height for the employee using the protection system.

Life-lines

The vertical life-lines system must be adapted (this also applies to the lines themselves) to prevent falls from height.

The life-lines may be installed vertically or horizontally, but in such a way as to enable workers working at height moving around.

Horizontal life-lines must be adequately tensioned to avoid deflection.

Horizontal life-lines must constitute an attachment point at or above worker's waist.

Vertical life-lines used for securing vertical movement must be fitted with slidable holders or consist of a self-retracting belaying rope fixed directly to the harness.

Slidable line holders, adapted to the type of line, are the only way to securely fix the belaying rope on the vertical line. Belaying ropes should not be fastened on vertical lines through knots or loops.

Before first use (and once a year thereafter) a competent person in the company of the user of the equipment shall inspect all fall protection equipment.

Damaged equipment should be immediately labelled "Do not use" and withdrawn from use.

All contractors' employees who are directed to work at height must receive full training in how to work and use the safety equipment.

Safety construction nets must only be used with the approval of the Coordinator for cooperation with the contractor.



12.4.1. Ladders

Ladders may only be used in conditions where other, safer work equipment cannot be used. Before deciding to use ladders as temporary work equipment, the contractor must carry out a risk assessment which will confirm the use of ladders rather than other equipment.

Ladders made of conductive materials must not be used for work on live parts. Ladders should have the appropriate manufacturer's markings, such as the rating plate. Workers using ladders should be trained in the maintenance, use and inspection of ladders. Use of damaged ladders is prohibited. Ladders must not be misused for their original purpose. Every effort must be made not to use a ladder as a working surface for a prolonged time. Work on a ladder may be carried out for no longer than 30 minutes provided the employee does not carry more than 10 kg of load.

Use lifts where possible. If it is necessary to use a ladder as a working surface, precautions must be taken, such as:

- a) use of personal fall arresters (if possible)
 - b) use of ladder stabilizing equipment
 - c) fastening (ladders must be properly fixed and secured against displacement, slipping or rolling over)
 - d) when working with ladders, tool bags or belts should be used to carry tools and small objects,
 - e) when using a ladder, **three contact points** must be maintained in the working position.
 - f) avoid leaning out when working
 - g) the worker's trunk shall be between stringers and both feet at the same rung when working
-
- h) when working on a ladder, the worker should face the ladder
 - i) the upper edge of the ladder should **project a minimum of 75 cm** above the edge of the exit level
 - j) the angle of inclination of a leaning ladder shall be from **65 ° to 75°**



Figure 1. Ladder positioning

Multi-part or extension ladders must be used in such a way as to prevent the movement of their different parts relative to each other. Segments of an A-ladder must be chained together or connected in such a way as to limit its spacing.

It is prohibited:

- to use damaged ladders
- to use ladders as a permanent transport route as well as for carrying loads
- to overload a ladder - the weight of the user and the accompanying weight must not exceed the load capacity of the ladder (the value of the permissible load must be visible on the ladder)
- to misuse ladders
- to use A – ladders as leaning ladders
- to place a ladder on unstable ground
- to lean a leaning ladder against slippery surface, against light or unstable objects or piles of materials which do not ensure the stability of the ladder
- to place a ladder in front of a closed door if it is not locked from the ladder side
- to carry a ladder more than 4m long by one person
- to perform work on ladders at height of 2m above ground level, without suitable fall protection equipment such as safety harnesses and a life-line attached to fixed parts of the structure.

All ladders purchased after 01.05.2004 must have a "CE Conformity Declaration" and ladders purchased before that date must have at least a domestic safety mark "B". All ladders which do not have the correct mark must be withdrawn from service.

Every time before climbing a ladder, the user is obliged to make a visual inspection of the ladder's condition in order to identify visible defects.

12.4.2. Scaffolding



Before starting work, all scaffolding must be checked by a competent employee of the contractor and labelled with a signature stating that it is suitable for use. A competent person in charge of the contractor's affairs must check the integrity of the scaffolding daily before starting work. Scaffolding must be erected in accordance with the applicable rules, regulations and technical documentation. Scaffolding components which are in poor condition must be withdrawn from use until they are repaired or replaced. The base of scaffolding platforms should be undamaged, rigid and able to withstand the maximum permissible loads.

Working platforms, made of boards or logs, should be applicable for the permissible load, tight and protected against change of position.

Scaffolding shall be erected horizontally (in successive levels) and periodically checked to ensure it is well leveled.

Measures must be taken to prevent falls when erecting the scaffolding.

In difficult weather conditions, such as wind, rain, ice or snow, the person supervising the work may withdraw the scaffolding from use until further notice. Ladders or stairs are used to climb up the scaffolding. Climbing the scaffolding is not allowed if it is not intended for that purpose.

Obligations of persons using scaffolding.

Every person using the scaffolding is obliged before entering:



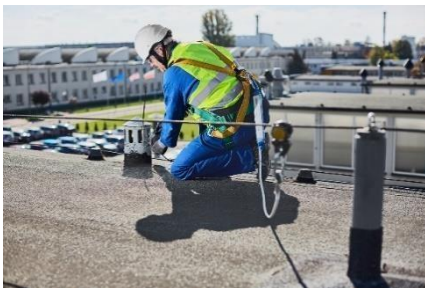
- To check for presence of information board on the scaffolding and acquaint with the information
- To assess visually, among other things, whether:
 - the scaffolding is properly founded (e.g. no damage or deformation).
 - the condition of the working surfaces and communication platforms is correct (platforms are clean, in winter conditions - anti-slip protection of the platforms)
 - the condition of the scaffolding foundation (e.g. whether the base is not collapsed or the ground is not washed away)

- the landings protections are complete (handrails, railings, curbs, platform condition, securing of openings and passageways)
- the scaffolding is properly anchored
- electrical cables are properly insulated and do not come into contact with the scaffolding structure - the scaffolding is properly constructed and has all the required components

If an information board is missing or if there are any discrepancies concerning the condition of the scaffolding, it is prohibited to use the scaffolding.

12.4.3. Work on the roof

Access to the work on the roof requires the prior approval of the Coordinator for cooperation with the contractor.



Employees working less than 3.0 m from the edge of the roof should, before starting work, shall analyze the fall protection requirements with the Coordinator in consultation with ESH Office.

Contractors working on a roof above 1.83 m height and with an unprotected edge need fall protection in one of the following ways:

- a) on objects where a fall protection system is installed, work shall be executed in accordance with the operating instructions of the object
- b) construction of a temporary approved guard-rail system
- c) individual protection against falls from height (fall protection devices)
- d) safety monitoring system to prevent falls from height

Contractor's employees working independently on the roof must obtain permission from the Coordinator.

Without the approval of the Coordinator, employees are not allowed to climb the roof in difficult weather conditions.

12.5. Electrical safety

All works and activities connected with renovation or modernization of electrical circuits must be carried out:



- with machines and equipment stopped
- after all power supplies have been cut off
- by written orders

It is forbidden to carry out any activities and works on equipment, installations and power networks by employees of external companies - without coordination with the PZL Mielec Coordinator.

In addition:

- unprotected live parts must be switched off and secured
- if the Coordinator for cooperation with the contractor considers that the switching of unprotected live parts off may introduce additional risk or is impossible due to the design of the equipment or operational restrictions, qualified contractor's staff and the Coordinator will develop, in consultation with the Maintenance Department, special safety procedures for live work.

These procedures will help to avoid direct or indirect (e.g. through tools or material) contact with live parts and will be adapted to the working conditions and voltage.

- extension rods must not be used in such a way that there is a risk of damaging the insulation of the cable or tripping over it
- never put extension rods through window or door openings
- portable electrical equipment and extension rods must be fully technically fit
- electrical sockets on the construction site which are not fixed elements of the installations of the building or other objects must be equipped with residual current circuit breakers (GFCI)
- the Coordinator for cooperation with the contractor in consultation with the Maintenance Department will designate a restricted zone around unprotected voltage sources
- temporary electrical installations that are not currently in use shall be disconnected from power supply
- as earth fault protection always use residual current circuit breakers when working with electrical cables



12.5.1. Checking the functioning of residual current circuit breakers

For safety reasons, the residual current circuit breakers should be checked using the T button ("TEST") installed in them.

- a properly installed circuit breaker, connected to the power supply after pressing the T button should immediately de-energize the electrical circuit under protection. Other behavior of the breaker means that it is faulty and should be replaced immediately
- portable residual current circuit breakers should be checked each time before use, while those which are the fixed electrical installation should be checked once a month
- it is forbidden to use insulating tape for temporary repair of worn cables

- extension rods must not be fastened with staples, hanged on nails or suspended with wire
- temporary lighting of the construction site, ramps, corridors, office and storage areas shall meet the minimum requirements for lighting intensity. All main light sources shall be protected against accidental contact or damage. Metal parts must be earthed.

- lamps which make temporary lighting must not be suspended by their feeders unless their design allows it. Temporary lighting circuits may only be used for illumination purposes
- when carrying out live work, the requirements of the UTC standard must be applied. This applies to personal protective equipment, protective clothing, insulation of tools, permission to work on live installations, and determination of the radius of impact



12.6. Safety locks LOCKOUT/ TAGOUT



The LOCKOUT-TAGOUT (LOTO) energy flow blocking and marking system is a system of interlocks and tags used to protect equipment during work against accidental and unintentional activation.

The purpose of the LOTO hazardous energy blocking system is to confirm that no hazardous energy will be supplied to the equipment on which the contractor carries out work.

Detailed information about LOCKOUT/TAGOUT system can be found in Instructions IP-08.1-11_rev.05.

Contractors should introduce restrictions on access to the work site where energy sources have been de-energized and mark them properly.

- the managers of the company's organizational units, concluding contracts with external companies to carry out specific works at the PZL Mielec premises, are responsible for checking whether the external company applies the Lockout / Tagout procedure in its security systems
- if such a system is in place, the external company should contact the ESH Office and Maintenance Department to verify the systems
- in the case of lack of such a system, the managers of organizational units of the company concluding contracts with external companies to perform work related to the need to block sources of hazardous energy at the premises of the company are obliged to make available and acquaint each employee of the contractor with Attachment No. 1/ IP-08.1-01

- while performing work within the Lockout /Tagout system at the premises of the company, the Coordinator will assign an authorized employee (or authorized employees) for the contractor, who will close and lock the power sources during the work, using safety locks in accordance with the instruction IP-08.1-11_rev.05
- the authorized employee must confirm by means of an appropriate entry in the *Register of Closures of Machinery and Equipment for External Companies*, maintained by the Maintenance Department, the fact of closing and blocking power sources. The sample register is Form No. 10/ IP-08.1-01
- if the blocking of sources of hazardous energy is related to the entry into a confined space, such an entry can only take place according to the mode specified in this guide
- after the work is finished, each employee shall only remove their locks and labels
- requirements for longer shutdown of hazardous energy supply should be agreed with the Coordinator and the Maintenance Department
- if more than one team is involved in work requiring lockout/ tagout, one employee should be appointed to coordinate the work and supervise the continuity of security



12.7. Safety in internal transport

12.7.1. Aerial lifts

Aerial lifts (with extension arm, scissors lifts, „snorkel” type etc.) and other mechanically suspended working platforms should be used in accordance with the relevant regulations and industrial standards, and also meet PZL Mielec requirements for trucks.

All personnel operating aerial lifts should receive appropriate training and hold license to operate the equipment.



before starting work:

- check the technical condition of the vehicle
- consider and analyze the way of working so that it meets safety requirements
- enclose the work site
- in winter, pay attention to the condition of the surface and remove icing if any

Before starting the mobile platform, the operator should check:

- that the operation manual, safety instructions and operator's responsibilities are stowed in the basket of the mobile platform
- that all information and warning labels are in place and legible

Working on a mobile platform is work at height. Employees should be fastened with the safety harness to the appropriate attachment points. The work area around the platform should be marked /enclosed so that employees of other companies or vehicles do not stay in it.

During work, the operator of the mobile platform should:

- start the platform after checking its technical condition
- comply with the internal regulations in force at the plant
- use attachment points
- keep a safe distance from other vehicles and pay special attention to people staying in and working in vicinity. Areas below the work at height should be clearly marked with posts, tapes and warning signs to protect people working on the ground.
- each time before starting to lift a platform, make sure there is free space above the platform of at least 1 m above the edge of the main barrier of the basket or work platform.
- workers are allowed to enter and leave the basket while work is being carried out if the basket is in the extreme lowest position to enter and is fitted with safety devices in accordance with the manufacturer's instructions
- when the work platform is at the maximum height, workers must not move on the mobile platform. Before changing the platform position it must be brought to the minimum working position

Activities after work:

- choose a safe place to park the mobile platform - a hard horizontal surface without obstacles, with no pedestrian or vehicle traffic
- lower the basket to the minimum position
- turn the power switch to the "Off" position, remove the ignition key to prevent unauthorized use of the machine
- place wedges under the wheels of the mobile platform

It is prohibited:

- to smoke, eat and drink while driving
- to consume alcohol at work
- to leave the vehicle in places that can obstruct passage or block escape routes
- to hand over and make the mobile platform available to a non-authorized person
- to operate a mobile platform by persons without required qualifications
- to operate a mobile platform without a valid approval from the Technical Supervision Office (UDT)
- to operate a mobile platform on unstable ground
- to operate a mobile platform on the ground with a slope exceeding the maximum permissible value established on the basis of operation and maintenance manual
- to work on a mobile platform outdoors during a storm and in winds exceeding 10 m/s
- to lean outside a platform basket, without protection by individual fall protection equipment
- to overload a platform basket beyond the permitted maximum load
- to enter and leave the basket of a mobile platform while lifting and climb and descend using the machine's structural parts
- to operate the machine in which hydraulic oil or air leakage has occurred

- to switch off or lock limit switches
- to climb onto the railings of the basket when it is at height
- to increase the height of the working platform by placing ladders and other accessories on it
- to use the device when other objects or devices are attached to the basket rails or the extension arm
- to use the device to transport objects that can increase wind pressure, e.g. shuttering board, plywood
- to carry out repair or maintenance work with the extension arm raised, not additionally secured
- to move a mobile platform on public roads open to vehicle traffic

Without the Coordinator's approval, the contractor is not allowed to use overhead cranes, lifts or trucks owned by PZL Mielec, mobile cranes, including derricks, power shovels or similar equipment at a distance of less than 35 m from high voltage overhead lines.

Detailed information on the applicable regulations in PZL Mielec concerning work at height can be found in the instruction IP-08.1-11_rev.05.

12.7.2. Forklift trucks

Contractors must have their own fully operational trucks compatible with the safety standards. Contractors must keep a copy of the annual inspection of the technical condition of each truck entering PZL Mielec premises, conducted by a trained person. A copy of the inspection document must always be on the truck.

Contractors are responsible for daily inspection of the trucks, and the inspection report must always be kept on the truck. The operator must inspect the truck before starting a shift to ensure that all parts, accessories and equipment suitable for the safe operation of the equipment are in good condition and have not failed. Any malfunctions must be repaired before operating the truck.

Any damaged truck must be removed from the work site. It can be restored after all parts have been repaired and inspected. These requirements apply to all contractor's trucks - own, leased or rented.



Truck operators must receive training on safe operation and must carry and submit, if requested, any document confirming the training (permit, information sheet, copy of training certificate, etc.).

Only vehicles necessary for the work may enter the premises.

The truck include among others: forklift trucks, electric trucks, aerial lifts, mechanized equipment, overhead cranes and hoisting equipment.

A person authorized to work as the forklift truck operator:

- holds the license to operate the vehicle
- has current medical examinations and good health
- is over 18 years old

Principles of safe work

Before commencing work:

- check the technical condition of the vehicle (lights, brakes, forks operation, tires, etc.)
- consider and analyze the work method so that it meets the safety requirements.
- in winter, pay attention to the condition of the surface and remove icing if any.

During work, the forklift truck operator should:

- start the forklift truck after checking its condition
- observe road traffic regulations and internal regulations on the construction site (speed of 5 km/h)
- keep a safe distance from other vehicles and pay special attention to people staying in and working in vicinity
- while parking, apply the brake and remove the ignition keys to prevent from starting the vehicle by unauthorized persons.
- operators must wear safety belts while working and adjust the load to the vehicle capacity
- objects shall be transported, lifted in a way that ensures stability of the load on the forks
- when transporting cargo, look at unevenness in the ground (curbs, thresholds, holes, etc.).
- when transporting cargo from a slope, drive backwards
- when transporting the cargo up, drive ahead
- use an acoustic signal when performing the operation
- pay special attention to bystanders when lowering and lifting loads
- when storing goods, observe the relevant rules
- all forklift truck operations must be carried out smoothly
- the forks of parked trucks must be lowered to the ground
- vehicles used for the transport of workers must have adequately secured seats, the number of which will correspond to the number of persons transported.
- in emergency situation in the facility, the forklift truck must be driven to the side of the walkway and the engine must be switched off.
- the contractor must repair leaks in vehicles or equipment before leaving the facility.



Containers with liquid gas should be stored outside, in a place indicated by the Coordinator.

The forklift truck operator is strictly prohibited from:



- carrying, lifting of persons on forks or loads (except for platforms specially designed for this purpose and properly documented by the manufacturer)
 - smoking, eating and drinking while driving
 - consuming alcohol at work
 - leaving the vehicle in places such as to obstacle passages and block escape routes
-
- handing over and making the forklift truck available to a non-authorized person
 - use of fork extensions and clamps is prohibited
 - contractors are not allowed to use motor vehicles, mechanized equipment or garbage trucks when they cannot see what is going on behind the vehicle unless it is fitted with a reversing sensor, the acoustic signal of which can be distinguished on the noisy work site
 - use of vehicles with combustion, Diesel or gas engines inside the buildings, without the consent of the Coordinator and the building administrator is prohibited
 - use of vehicles or equipment with permanent leakage is prohibited
 - towing or pulling loads with the forks of a truck is prohibited
 - leaving unattended trucks with the engine running or the keys in the ignition switch is prohibited

The operators of the trucks must comply with the rules in force in PZL Mielec (e.g. speed limits, entry bans).

Contractors are not allowed to use vehicles belonging to PZL Mielec without the consent of the manager of the given facility.

All employees must have appropriate qualifications and comply with the machine/vehicle operating instructions.

12.7.3. Cranes and hoisting equipment



The handling of cranes and hoisting equipment by the contractor shall be in accordance with the manufacturer's recommendations and restrictions.

Operators of cranes shall have the appropriate license.

The equipment shall be maintained and checked in accordance with statutory requirements.

The Coordinator for the cooperation with the contractor must inform the ESH Office as soon as possible after being notified by the contractor that work is being carried out using cranes.

It is prohibited to carry people on crane hooks or demolition balls.

If the height of the crane exceeds the height of the highest object on the work site, the equipment must be marked or a warning light placed on it.

Before starting crane operation, ensure that there is sufficient space to set it up, level the vehicle properly, check the bearing capacity of the ground and observe the maximum permissible lifting capacities.

The crane should have all stabilizing supports spread out.

On-site rigging systems should:

- have a safety factor of 2.5
 - obtain the approval of the building engineer if they are to be fixed to building structures
 - take into account the possibility of accidental load deflection up to 60 degrees from the vertical, even if the design of the device only assumes vertical lifting
- During lifting with cranes:

One person supervises the lifting height.

One person, who is fluent in the use of manual signals, communicates appropriate signals.

The crane operator and the person in charge of communicating the signals must maintain constant eye contact during lifting operations.

The work area must be tidied up and surrounded by ropes or enclosed.

For information on fall protection, see section 14 'Working at height'.

It is not allowed to stay or pass under suspended loads.

12.8. Protection of suspended loads

Do not suspend loads over people or where people are staying.

Contractors must secure the area with road guards or warning tape and place signs to warn passersby and users of the area about working with suspended loads. When erecting fences around the work site, account must be taken of the length of the materials used and the possibility of them being placed horizontally or rebounding off the ground when falling from height. The distances set should take this type of hazard into account and assume that it will occur within the fenced area.

If the work is limited to visual assessment without the use of tools, road guards or warning tape can be used at min. 60 cm from the work site (no danger of falling objects).

12.8.1. Lifting slings

The slings should not be loaded above their carrying capacity. Tags should be attached to the slings to inform about the annual inspection.

The slings should have a marked carrying capacity.

The slings should be insulated or protected against contact with sharp edges of the load.

Every day, before starting work, it should be checked that the slings, line fixings and the connections are not destroyed or damaged. Effective safety locks should be installed on the sling hooks.

Destroyed or damaged equipment should be immediately withdrawn from service and marked with a "Do not operate" tag.

Steel wire rope and synthetic fiber slings must be immediately withdrawn from use and destroyed if they are damaged, worn out or their carrying capacity markings are illegible.

Slings may only be used by a person holding proper license.

Slings should be stored under lock.

12.8.2. Chain winches and capstans

Effective safety latches should be installed on the suspension and load hooks.

Chains, cables and hooks shall be in good working condition. Suspension hooks must be able to rotate during lifting or pulling of the load.

Load chains and cables must not be used as slings.

The lifting capacity of chain winches and capstans should be appropriate to the weight of the load being lifted or pulled.

Chain winches and capstans should be checked once a year and the date of the last check should be clearly marked on the appropriate tag on the equipment.

12.8.3. Permission for hot works

Contractors must comply with the requirements for work with the potential of fire ignition as specified below.

Any activity during which a source of fire ignition is formed requires the approval of the department indicated by the Coordinator. These activities include, but are not limited to

- welding and gas cutting
- electric arc welding
- working with torches or other sources of flames
- heating of tar

- other activities where sparking appear

For some activities, other hazards must be addressed in order to safely carry out work that poses a fire hazard. These include:

- live equipment
- pressurized or contaminated installations
- entry to a confined space

A permission to carry out work with the potential of fire ignition shall be issued for a specific operation at a specified time and shall be placed in a visible place near the work site.

The contractor must provide suitable fire-extinguishing equipment (e.g. fire blankets, non-flammable heat shields, fire curtains and fire extinguishers) and ensure that it is immediately accessible in areas where welding, cutting and brazing is carried out.

Before starting hot works, the following fire prevention measures must be taken:

- flammable materials and substances shall be moved away at least 10.7 m from where hot work is carried out. If flammable materials and flammable substances cannot be moved, they must be secured with fire protection covers or curtains.
- flammable liquids shall be removed or completely isolated from the place where hot work is carried out. If any fire-fighting equipment is temporarily disconnected, the Security Service must be notified.
- tarpaulin sheets used as covers in hot works must be flame-retardant
- pipelines previously used for the transport of flammable and inflammable liquids must be thoroughly cleaned, protected with an inert gas and not exposed to an ignition source.
- openings in walls, floors, etc. must be closed or covered; this also applies to drain holes

- flammable dusts must be removed from areas close to the work station where hot work is carried out
- if the floor around the work station is made of flammable materials, it must be covered with a non-flammable cover
- where no electrical equipment is used, simply sweep the floor and wet it with water
- contractor's employees must be informed where the nearest manual call point is located
- fire watchers and fire equipment operators shall have documented fire training
- when an extinguisher is used to extinguish a fire arising from hot work, this must be reported to the Coordinator for the cooperation with the contractor.

If recommended by the Coordinator, fire watch should be implemented when carrying out hot work or during which significant heat is generated. Fire watch must be carried out at least 2 to 4 hours after completion of the work. The contractor's responsibilities include appointing employees for the fire watch.

POZWOLENIE NA PRACĘ Z OGNIEM		
<p>Unikaj prac pożarowo niebezpiecznych. Jeżeli to możliwe znajdź inny bezpieczniejszy sposób wykonywania tego samego zadania. Niniejsze pozwolenie wymagane jest przy każdej czynności, która wiąże się z użyciem otwartego ognia lub wytwarzaniem wysokiej temperatury, przy której powstawać mogą iskry. Do tych czynności zalicza się m.in.: lutowanie, cięcie, szlifowanie, spawanie, rozmrażanie rur, krycie dachów na gorąco, zgrzewanie</p>		
<p style="text-align: center;">INSTRUKCJE</p> <p>1. Pracownik wykonujący prace z otwartym ogniem: wpisz godzinę rozpoczęcia pracy i wywieś niniejsze pozwolenie na widocznym miejscu w rejonie wykonywanej pracy. Po zakończeniu pracy, wpisz godzinę zakończenia robót i zostaw to pozwolenie do wglądu nadzoru przeciwpożarowego.</p> <p>2. Nadzór przeciwpożarowy: przed opuszczeniem miejsca pracy (60 minut po zakończeniu robót), przeprowadź kontrolę końcową, podpisz i zostaw na miejscu pozwolenie oraz powiadom pełnomocnika ochrony przeciwpożarowej.</p> <p>3. Jeśli powierzono Ci nadzór rejonu pracy: po 4 godzinach po zakończeniu prac przeprowadź ostateczną kontrolę, podpisz niniejsze pozwolenie i zwróć je pełnomocnikowi ochrony przeciwpożarowej.</p>		<p>LISTA WYMAGANYCH ŚRODKÓW OSTROŻNOŚCI</p> <p><input type="checkbox"/> Tryskacze, gaśnice oraz węże gaśnicze są sprawne i dostępne</p> <p><input type="checkbox"/> Sprzęt do prac z ogniem jest w dobrym stanie</p> <p>Środki ostrożności na przestrzeni 10 m wokół miejsca pracy</p> <p><input type="checkbox"/> Łatwopalne płyny, kurz, czyszciva oraz pozostałości olejów i smarów zostały usunięte.</p> <p><input type="checkbox"/> Miejsce pracy zostało wystarczająco przewietrzona, a tym samym wszelkie gazy wybuchowe wyeliminowane.</p> <p><input type="checkbox"/> Podłogi zostały zamiecione do czysta.</p> <p><input type="checkbox"/> Łatwopalne podłogi zostały namoczone, przykryte wilgotnym piaskiem, ogniotrwałymi płytami lub blachami.</p> <p><input type="checkbox"/> Wszelkie łatwopalne przedmioty zostały usunięte lub jeśli ich usunięcie nie było możliwe, zostały zabezpieczone kocami ogniotrwałymi, płytami lub blachami.</p> <p><input type="checkbox"/> Wszelkie otwory w podłodze i ścianach zostały zabezpieczone.</p> <p><input type="checkbox"/> Pod miejscem wykonywania prac rozłożono ogniotrwałe kocy.</p> <p>Prace na ścianach i sufitach.</p> <p><input type="checkbox"/> Konstrukcja budynku jest niepalna i nie posiada palnej izolacji, ani palnego pokrycia.</p> <p><input type="checkbox"/> Materiały palne po drugiej stronie ściany zostały usunięte.</p> <p>Prace na zbiornikach zamkniętych.</p> <p><input type="checkbox"/> Zbiorniki zostały oczyszczone ze wszystkich palnych materiałów.</p> <p><input type="checkbox"/> Pojemniki zostały oczyszczone z palnych oparów oraz wystarczająco wywietrzone.</p> <p>Nadzór przeciwpożarowy kontrola obszaru pracy z otwartym ogniem.</p> <p><input type="checkbox"/> Nadzór przeciwpożarowy prowadzony będzie podczas wykonywania prac oraz 60 minut po ich zakończeniu, bez żadnych przerw.</p> <p><input type="checkbox"/> Nadzór przeciwpożarowy jest wyposażony w odpowiednie gaśnice i węże gaśnicze.</p> <p><input type="checkbox"/> Nadzór przeciwpożarowy jest przeszkolony w używaniu sprzętu gaśniczego i uruchamianiu alarmu dźwiękowego.</p> <p><input type="checkbox"/> Nadzór przeciwpożarowy należy ewentualnie rozszerzyć na sąsiednie rejonu i piętra.</p> <p><input type="checkbox"/> Zapewnia się, że rejon miejsca pracy z ogniem będzie nadzorowany przez kolejne 4 godziny od zakończenia prac.</p> <p>Dodatkowe wymagane jest zastosowanie następujących środków ostrożności:</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p>PRACĘ Z OGNIEM WYKONUJE:</p> <p><input type="checkbox"/> PRACOWNIK</p> <p><input type="checkbox"/> KONTRACHENT</p>		
DATA	NR ZADANIA	
MIEJSCE BUDYNK (DOKŁADNE DANE)		
RODZAJ PRAC		
NAZWISKO OSOBY WYKONUJĄCEJ PRACĘ Z OGNIEM		
Potwierdzam, że wyżej wymieniony obszar został sprawdzony, a wymienione w Liście Wymaganych Środków Ostrożności zarządzenia przeciwpożarowe zastosowane.		
PODPIS (pełnomocnik ochrony przeciwpożarowej)		
GODZ. ROZPOCZĘCIA	GODZ. ZAKOŃCZENIA	
POZWOLENIE WAZNE DO:	DATA	GODZINA
<p>ODCINEK DLA NADZORU PRZECIPOŻAROWEGO</p> <p>Rejon prac oraz wszelkie rejonu sąsiednie, które mogły być zagrożone otwartym ogniem, iskrami lub zarem pozostawały pod kontrolą w czasie pełnienia nadzoru i są bezpieczne.</p> <p>Podpis:</p>		
<p>KONTROLA KOŃCOWA</p> <p>Rejon prac był pod kontrolą przez 4 godziny po zakończeniu prac i jest bezpieczny.</p> <p>Podpis:</p>		

12.9. Compressed gas cylinders



Compressed gas cylinders should always be adequately protected against rolling over. Compressed gas cylinders should be stored in an upright position.

Cylinders shall be kept away from all welding or cutting operations to avoid contact with sparks, hot welding slag or flames. If this does not work, nonflammable covers shall be used. Cylinders must not be positioned where they may come into contact with an electrical circuit.

During transport, handling, storage or when compressed gas cylinders are not in use, make sure that the cylinder valves are closed and the valve covers are in place.

If there is a leakage from the cylinder, follow the emergency procedures. Notify the Emergency Services by using any available telephone numbers in the facility, the Coordinator for the cooperation with the contractor and ESH Office.

Gas cylinders that have been damaged, rusted or are covered with a layer of sediment, which may weaken the container, must not be used and should be removed from the site as soon as possible. Care must be taken to ensure that the cylinders always bear labels or markings to identify the contents (gas) of the cylinder. Cylinders shall be positioned and stored so that the label indicating the contents is visible.

Periodically inspect the lines for any leaks.

Cylinders with compressed gas and combustible gases such as acetylene and hydrogen shall be stored at a minimum distance of 6.1 m from oxidizing gases such as e.g. oxygen and nitrous oxide, or separated by a special fire barrier.

To move, the cylinders should be rolled on the edge of the bottom or special carts shall be used. Particular care must be taken.

The cylinders must not be transported upright on a fork of the forklift truck.

Compressed gas cylinders must not be stored in enclosed spaces where there is no fresh air.

The storage area for oxygen cylinders (with the approval of the Coordinator for the cooperation with the contractor) must be separated from fuel/gas cylinders or combustible materials (especially oils and lubricants) by at least 6.1 m or a non-flammable barrier not less than 1.5 m high and providing fire protection for at least 1.5 hours shall be used.

12.10. Welding



In accordance with the applicable health and safety requirements for welding operations and the regulations on vocational qualifications, candidates should:

- have reached the age of maturity (18 years)
- have at least completed primary school
- have full capacity to perform the work of a welder, confirmed by a medical certificate.
- have appropriate qualifications

Activities before starting work:

- acquaint with the scope of work and determine the correct sequence of individual welds according to the project technology
- check the condition of hoses, cables and correct connections of reducers (handles - clean)
- check the technical condition of the reducers
- check that there is no risk of ignition of components in vicinity
- use welder's shields with appropriate filters
- check the welding current for individual components of the structure
- prepare the extinguisher
- obtain the permission for hot works (the permission must be confirmed by the signature of the Coordinator and a fire specialist).

USE OF WOODEN ELEMENTS (smoldering on the assembly site) IS PROHOBITED!

If it is necessary to use wooden elements, fire inspection after 1, 2, 6, 12 hours from the completion of work shall be carried out.

After the work is finished, the work station must be cleaned up. If any faults or hazards are noticed on the site, they shall be reported immediately to the immediate supervisor to have them removed. The work can only be resumed after the faults or hazards have been removed and the device has been checked again.

Welding, cutting and brazing



Before welding, cutting, soldering or brazing, working with flames or nailers, sparking and/or heat-generating equipment, permission must be obtained to carry out hot work. In places where welding, cutting and brazing operations are carried out, there must be immediate access to fire-extinguishing equipment. Components to be cut, welded or heated must be moved to a designated, safe place or, if they cannot be moved, any objects/materials with the potential of fire ignition must be removed from the immediate vicinity.

If it is not possible to remove these objects, an assessment must be carried out to protect stationary sources of fire ignition from heat, sparks or welding slag.

Personnel working at, above or below the place where welding, firing or grinding are carried out shall be protected from falling or floating objects.

If, during the assessment prior to the work, it is found that there may be an accumulation of contamination, adequate mechanical ventilation and respiratory protection must be provided.

If it is not possible to use special curtains or barriers, special signs: "Do not look at the welding arc without suitable eye protection" must be placed at a safe distance from the work site to warn people passing by about the dangers of looking at the welding arc.

The generated welding waste shall be placed in a metal container.

Welding and gas cutting



Hoses and torches containing acetylene, oxygen, gaseous fuel or other substances that may burn or be harmful to workers must be inspected before each shift.

Damaged hoses and torches shall be marked with a "Do not use" label and immediately removed from use.

Acetylene containers must not be stored horizontally.

Torches must be ignited with special igniters; do not use matches or fire source used in works that pose a fire hazard.

Special valves shall be used on hoses to prevent gas flow or backflow.

Unused torches must be closed and removed.

Welding and electric arc cutting



When welding and cutting with an electric arc, nonflammable or flame retardant screens should be used to protect workers and other persons in the vicinity from direct radiation from the arc.

Cables of equipment used for welding and arc cutting must be flexible, fully insulated and adapted to the maximum current requirements of the work to be carried out. Damaged cables must not be used.

The power switch of the equipment must be open when the person carrying out the welding or cutting operation has to leave the workstation or interrupt the operation for a while, or when the machine has to be moved.

All cables, return and earth conductors of welding and arc cutting machines must comply with the regulations.

The welding cable clamp must be applied directly to the material being welded.

12.11. Restriction of admittance to hazard areas – methods

Railing, spacing gates with a height of not less than 1.10 m - on a new construction site or unattended work site.



Safety tape - in a work area where work is in progress and which is under constant supervision, but where there is a risk of medium or heavy injury (e.g. installation of jack rails, hot work).

Warning tapes or road guards - in a work area where work is in progress and which is under constant supervision, but where there is a risk of minor injury (e.g. installation of a bulletin board, hydraulic repair of drinking fountain).



Partitions in the form of curtains must be made of non-flammable materials and have a certificate which is confirmed on the product label or in its description.

Blocking the main walkways requires the prior consent of the Coordinator for cooperation with the contractor and involves placing signs informing about changes, directing employees to the nearest emergency exits.

The construction site or work area must be enclosed and warning signs must be set up to prevent unauthorized admittance.



12.12. Openings in walls and floors/ fencing

Openings in floors should be protected with covers or handrails and curbs.

Opening in walls out of which one can fall from a height of 1.2 m and base of which is less than 0.9 m above the working surface must be covered.

Any storey or platform with exposed sides more than 1.2 m from the level of an adjacent storey or ground must be equipped with handrails or their equivalent.

Curbs must be placed at any point where there is a risk of falling into the opening or where equipment or machinery from which hazardous material may fall.

Protection should be provided for people working in areas without side walls and in vicinity of openings, when covering low-pitch roofs with tar board.

In areas of potential danger, where pedestrians or vehicles traffic must be diverted, contractors must place signs, fences, etc., and check that they are in place.

Barriers must be placed where necessary to draw workers' attention to hazards (conditions/activities), i.e. where loads are being transported on lifts, excavations are being made or there are openings in walls/floor.

12.13. Ditches and excavations

Before commencing work, all underground pipes, wiring and equipment must be located and marked by the Coordinator for the cooperation with the contractor. The contractor must appoint a competent person to carry out excavation and ditch digging. Contractors may not start work without the approval of the Coordinator. Walls and surfaces of excavations and ditches deeper than 1.2 m must be supported, levelled or shielded in an appropriate manner for the existing substrate. Before starting or continuing to dig ditches deeper than 1.2 m, the consent of the Coordinator is required and a permission to enter a confined space. In excavations deeper than 1.2 m, a ladder, ladder compartment, ramp or other equipment shall be provided at a distance not exceeding 7.6 m for the workers to facilitate entry and exit. A competent person must carry out daily checks to verify if there is a risk of collapse/ breaking down, that the safety system is working properly and that there are no other risk factors. Employees are not allowed to take loads into excavations using excavators or lifts. Workers must be protected from excavated material and other equipment and materials that may pose a hazard by falling or rolling into the excavation. If the protection interferes with access to the main passage or completely blocks the main exit from the section, the minimum distance of 1.2 m from the edge of the excavation may be changed. However, if this situation creates a greater risk for employees in the enclosed area, other methods of securing access to the area may be used, after obtaining the approval of the Coordinator for the cooperation with the contractor and the ESH Office.



Material security measures must be put in place around or above ditches and excavations, and must also be visible at night.

12.14. Ventilation ducts and sewers

No modifications may be made to the ventilation systems without the consent of the Coordinator.

It is prohibited to paint, install, move or otherwise modify the ventilation ducts and sewers without the approval of the Coordinator, the Maintenance Department and the ESH Office.

12.15. Order and tidiness

Contractor is obliged to maintain order and tidiness in the place where the works are carried out, in the social and assembly facilities and while moving around the PZL Mielec premises.

Waste and tools must be tidied up after each day of work and always when they pose a threat.

All equipment, tools, containers, cylinders, vehicles, ladders and scaffolding used must not pose a risk to other people and may be stored only in designated places.

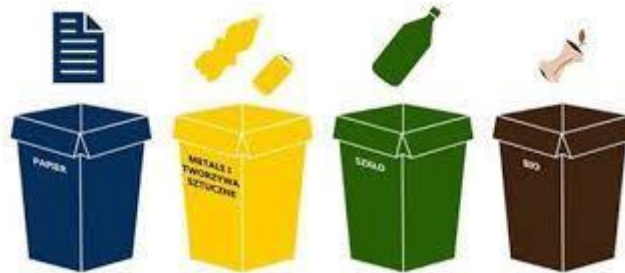
Each contractor must carry out the work in such a way as to minimize and control the penetration of noise, dust or waste into areas adjacent to the work site.

The contractor shall be immediately informed by his Coordinator of unsatisfactory results of cleaning activities performed by the contractor's employees detected during the inspection.

It is prohibited to lay electric cables in frequented places or passages. If it is necessary to lay the cable in a frequented place, the cable must be completely protected by a structure that prevents damage to the cable.

Any danger of slipping or tripping must be reported immediately to the person supervising the work site or to the Coordinator.

The Coordinator for the cooperation with the contractor, in consultation with the ESH Office, will indicate the location for storage of hazardous materials.



13. Handling and storage of chemicals/ communicating hazards

Always use extreme care when working with hazardous chemical substances/mixtures.

- Contractors must have written confirmation that their employees are familiar with the Material Safety Data Sheets (MSDS).
- Contractors should train their employees on the physical, chemical and biological factors present on the work site.

- the MSDS for the materials used should be available and used by the contractor at the work site.
- the Coordinator for the cooperation with the contractor will provide the contractors with information on the hazards on the work site and will allow access to Material Safety Data Sheets for the materials used on site.
- all newly introduced chemicals (including fuels, paints, coatings, coolants, cleaning agents, flooring materials, etc.) used by the contractor's employees must undergo an approval process carried out by ESH on-site office and, on this basis, be approved for the use.
- chemicals will be properly labelled and segregated in order to avoid potential risks associated with their intermixing
- sealed containers shall be used for flammable liquids
- all containers should be properly labelled to indicate the contents and the potential risks and effects on the organs that are exposed to the substance
- flammable and inflammable liquids must not be used in the immediate vicinity of open fire or ignition sources
- all unused, flammable and inflammable liquids should be stored in special cabinets or removed daily from the work site
- unused flammable and inflammable liquids and other hazardous materials shall be stored in closed containers, on sump trays.
- after completion of the project, all unused materials will be removed from the work site
- the place of storage and means of transport of flammable liquids should be earthed if necessary
- safety showers and eye washers have been placed in various parts of the facility. The Coordinator for the cooperation with the contractor will indicate their location. In the event that it is not possible to access the nearest eye washer, it may be necessary to use own portable eye washer.





All exposed contractor's employees should wear appropriate personal protective equipment, as recommended in the MSDS for the product.

Special attention should be paid to warning signs and symbols on packaging. All packaging with chemical substances must have appropriate labels indicating the contents and potential hazards and effects on the organs that are exposed to the substance.

13.1. Materials containing asbestos

Some of the building materials used in the past may have been made of materials containing asbestos. It should be assumed that thermal insulation materials (pipes, elbows, connector insulation, etc.), ceiling tiles, terracotta, weather stripping, facing and roofing materials **may contain asbestos**, unless they are labelled as asbestos-free (nonACM).

Before starting work on sites where asbestos is or may be found, all construction and demolition work requires the prior consent of the Coordinator and the ESH Office. In order to find out if asbestos has been found on the site, the Coordinator or ESH office should be contacted.

If material containing or likely to contain asbestos is found during construction or demolition work, the contractor should immediately stop work and contact his Coordinator.

Contractor's personnel may not attempt on their own to remove waste or repair materials likely to contain asbestos, unless they have appropriate qualifications and training in asbestos disposal and PZL Mielec approval to perform asbestos disposal.

All employees of the contractor must leave the affected area for the duration of the assessment of the material carried out by the PZL Mielec personnel.

No new products containing asbestos or similar substances (e.g. chrysotile, amosite, crocidolite, anthophyllite, antinolite) may be used in the facility. Some names of asbestos types used by foreign suppliers may not contain the word "asbestos".



14. Communicating safety incidents

PZL Sp. z o.o. requires any potential incidents (events in which the injury was very minor or did not occur at all, but there was a situation that could, under less favorable circumstances, result in a significant

injury) concerning employees of external companies, occurring at the premises of PZL Mielec be reported to the Health and Safety Coordinator assigned to a given contractor. The contractor is obliged to immediately inform both the Coordinator assigned and the PZL Mielec ESH office about any accidents taking place on the site and related to the contractor. Moreover, the contractor is obliged to send information on the results of the investigation together with preventive conclusions. Transparency in providing information about the events taking place will significantly affect the way the company is evaluated.

14.1. Register and notification of accidents

A safety incident is an event that affects health, safety, the environment and/or property in particular:

- accident at work
- failure, fire
- perilous situation
- occupational disease
- other local hazard occurring at PZL Mielec premises.

In the event of a safety incident involving an employee of the contractor (and/or his subcontractor(s)), affecting the health and/or environment and/or PZL Mielec assets, it is necessary to:

- provide first aid to the injured
- if necessary, call an ambulance
- protect the scene, the victim and others from further injury

In case of an accident, the contractor's supervision shall immediately:

- notify the PZL Coordinator and ESH Office employee (*the contractors should immediately inform ESH office or the supervisor from PZL Mielec Company, to whom they are accountable, of any personal injury, illness of the employee, loss of or damage to PZL Mielec property, including incidents involving the contractor's subcontractors*)

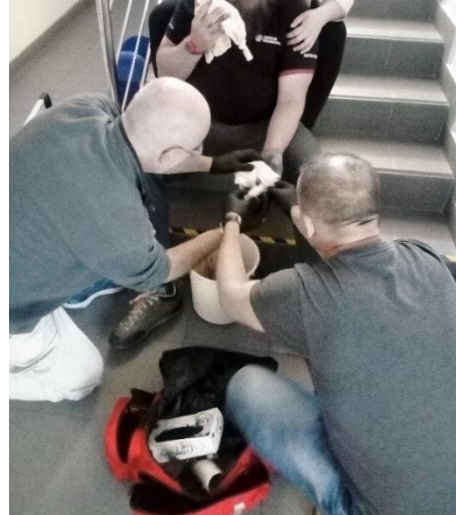
Contractors should cooperate with the Coordinator and the ESH Office when investigating the causes and circumstances of the incident and implementing related corrective actions.

A report containing an assessment of the causes of the incident and corrective actions should be submitted to the Coordinator for the cooperation with the contractor and the ESH Office within 24 hours of the incident.

Any information about dangerous conditions or incidents shall be reported to the Coordinator and to the ESH Office so that immediate action can be taken to eliminate them.

PZL Mielec requires documents to be presented to the Coordinator on cases of personal injury suffered by contractors during work on the Company's premises. Information about the incident will be entered in the accident register by the ESH Office.

In order to guarantee the safety and health protection of personnel, the contractor has established the location of a first aid kit. The contractor ensures the availability of first aid kit and a trained employee in providing first aid throughout the entire duration of works.



14.2. Investigation of causes of accidents/incidents

It is the responsibility of ESH Office to coordinate, investigate any accident, injury or release of substances, including near accidents, in order to prevent such situations in the future.

For each incident, the following must be carried out:

- protect the area with special barriers/warning tape to isolate the scene of the incident
- carry out an inspection of the scene of the incident (this should take place in the presence of ESH Office employee as well as the Coordinator for cooperation with the contractor)
- hear witnesses - if necessary
- photograph/make a drawing diagram of the scene
- the report should contain a description of the incident, its causes and corrective actions, together with a schedule for their implementation
- the incident report will be completed by ESH Office for all incidents which result in the release of a substance or significant damage to property deemed to be harmful

15. Environmental protection

Each contractor cooperating and/or performing work at the PZL Mielec premises is also evaluated in terms of compliance with: legal requirements related to the work performed, regulations and principles of occupational health and safety, quality standards and respect for the environment. An environmentally

friendly company is one of the objectives set out in PZL Mielec mission. It is a proof of how important for the company are activities concerning environmental protection.

PZL ensures that occupational health and safety and environmental protection are an integral part of all business processes affecting products.

15.1. Waste management

Waste producer - means anyone whose activity or existence generates waste and anyone who carries out pre-processing, mixing or other operations resulting in a change in the nature or composition of this waste.

Waste - substances or objects which the holder discards or intends or is obliged to discard. The waste is classified as:

industrial - waste generated in connection with the operation of the installation/service activity

communal - waste generated in connection with social and economic activity of humans



The contractors' waste management policy must ensure that the waste does not adversely affect the health and safety of the contractor's employees, PZL Mielec, society and the environment.

- contractors must obtain approval from ESH Office to carry out processes that generate any type of waste, water run-off or emissions to the atmosphere.
- the determination of the categories of waste as hazardous and/or non-hazardous must take place in the presence of ESH Office personnel and, on the basis of these determinations, the waste must be sorted into appropriate containers
- no waste may be disposed of or removed from the site without the approval of the Coordinator
- contractors must provide containers for construction waste and other containers for waste separation
- all waste generated on site must be sent for disposal in accordance with the arrangements made by the Coordinator and the ESH Office to the company holding the relevant permits
- after the disposal of the waste by the contractor, a copy of the Waste Transfer Card containing the date, description of the waste, weight, means of transport, destination on the basis of the applicable forms should be delivered to the Coordinator
- any solid or liquid waste generated in the course of the work must not be disposed of in communal waste containers

- all used and expired chemicals must be handed over for disposal to a company holding the appropriate permits
- the contractor is responsible for the collection and disposal of the waste produced by it in the performance of the service, unless otherwise specified

in the contract. The method of disposal must be approved by ESH office.

- waste generated during the service should be placed in specially marked, approved containers set up on PZL Mielec site. Containers must be tight and made of material resistant to the waste collected in it
- chemically incompatible waste should be collected separately in order to avoid mixing it up
- sink basins and wash basins in toilets must not be used to remove any liquid waste.
- the deliberate and/or unlawful disposal or release of waste into the environment is prohibited
- expired waste such as paints, spray cans (whether or not empty), used varnishes, thinners, solvents, oils, kerosene or pieces of material contaminated by these materials constitute hazardous waste
- containers outside should always be covered to protect against rainwater, unless they are actively used. Containers must be covered when they are brought in until they are removed from the work site. It is the responsibility of the party delivering the container (Coordinator, contractor, etc.) to ensure that the containers are properly covered.
 - the Coordinator is obliged to check the containers on arrival for damage and incompatibility, and approve their use by the contractor
 - active use means throwing in or out of waste from the container and the time needed to bring them in or out. In other words, any person placing waste in a container is responsible for covering it once the operation is complete, unless more waste is added at once. However, in the case of ongoing or expected rainfall, it is important to remember to cover the container after each loading, regardless of whether waste will be added later in the day.
 - if the cover of the container is flexible (e.g. tarpaulin), it should be well stretched to minimize the accumulation of rainwater. The collected water should always be removed before removing the cover.
 - during the course of the works, all legal responsibility for safety and environmental protection rests with the contractor. After completion of the work or when there are no employees on site, responsibility shall be assumed by the Coordinator until the container is removed from the work site or until the contractor's personnel start work.
 - each waste disposal requires the consent of PZL Mielec for each activity performed. The waste stored and disposed of is the special purpose waste subject to control. Concrete and debris or demolition materials may not be stored in these places. For information, contact the Coordinator or ESH Office.
- containers and waste bins must be covered with an impermeable cover (e.g. tarpaulin sheet) or stored under a roof to prevent flooding by rainwater



- wet waste containers and bins should be arranged in places where there is little risk for the storm sewer in the event of a leakage and/or the storm sewer should be protected against possible leakage from the container during storage or transport
- the containers shall be marked (name and code) indicating the waste that may be collected in them and the name of the contractor to whom the container belongs, together with the contractor's contact telephone number
- a defective container cover must be replaced immediately
- all wet waste containers with a waste stopper must have a closed cover and a secured stopper
- containers with liquid waste must be placed on sump trays and the place of storage must be equipped with sorbents
- the structure of the container must not be damaged (i.e. there are no punctures or serious dents in the structure, etc.)

It is not allowed at the PZL premises:

- non-selective waste collection
- management of waste outside the company's own waste collection points, storage facilities or places indicated by the company
- leaving unprotected waste at the work site

15.2. Water and sewage management

A contractor providing a service which may result in the creation of sewage (industrial, sanitary, rainwater) is obliged to make arrangements with ESH department prior to the commencement of work or using the welfare facilities. The agreement should concern the type, quantity and quality of sewage and the method of its discharge into the PZL Mielec sewage system.

In the case of storing chemical substances and mixtures and carrying out works that may cause pollutants to get into the sewage system, actions should be taken to reduce the risk of contamination of the system.

It is prohibited to:

- pour out, flush, put residues of substances and chemical mixtures into sewage systems
- wash vehicles and machine at the plant premises
- introduce waste into sewage system
- misuse water
- sewage (including rinses for tools, personal protective equipment, etc.) must not be poured out into washbasins, drains, toilet bowls, rainwater, sanitary sewage or soil.



15.3. Soil protection

The contractor should make efforts to reduce as much as possible the possibility of contamination of soil and hardened areas.

15.4. Pure filling materials

All filling materials (e.g. soil, sand) brought into the PZL Mielec premises must be free of contamination. The following methods may be used for this purpose:

- receive written confirmation from the contractor that the filling material is free of contamination
- take reasonable steps to ensure that the filling material is not contaminated, e.g. taking samples and analyzing the material, making the source of the material available, etc.
- visual inspection of the filling material when it is brought to the PZL Mielec premises.

16. Additional standards

16.1. Entry into the premises

Entry is only possible against a one-time/temporary ID card.

The card is assigned to a person and each use is recorded. The card may not be used by other persons. In the event of losing the card, PZL Mielec reception desk must be immediately informed.



16.2. FOD zones

FOD means Foreign Object Damage. The purpose of the FOD program is to prevent damage or hazard caused by foreign objects (undesirable objects) left when working in aircraft or helicopters.

When starting work in the production area, attention must be paid to the FOD boards that have been placed in the areas where the final product is received.

According to the severity of foreign object hazard to the final product the following zones are identified:

- FOD critical
- FOD control
- FOD awareness





It is prohibited to stay in the Critical Zone for people who are not connected with the implementation of tasks. Items brought in and out of the zone are monitored in the "FOD Critical Zone Controlled Entry/Exit".

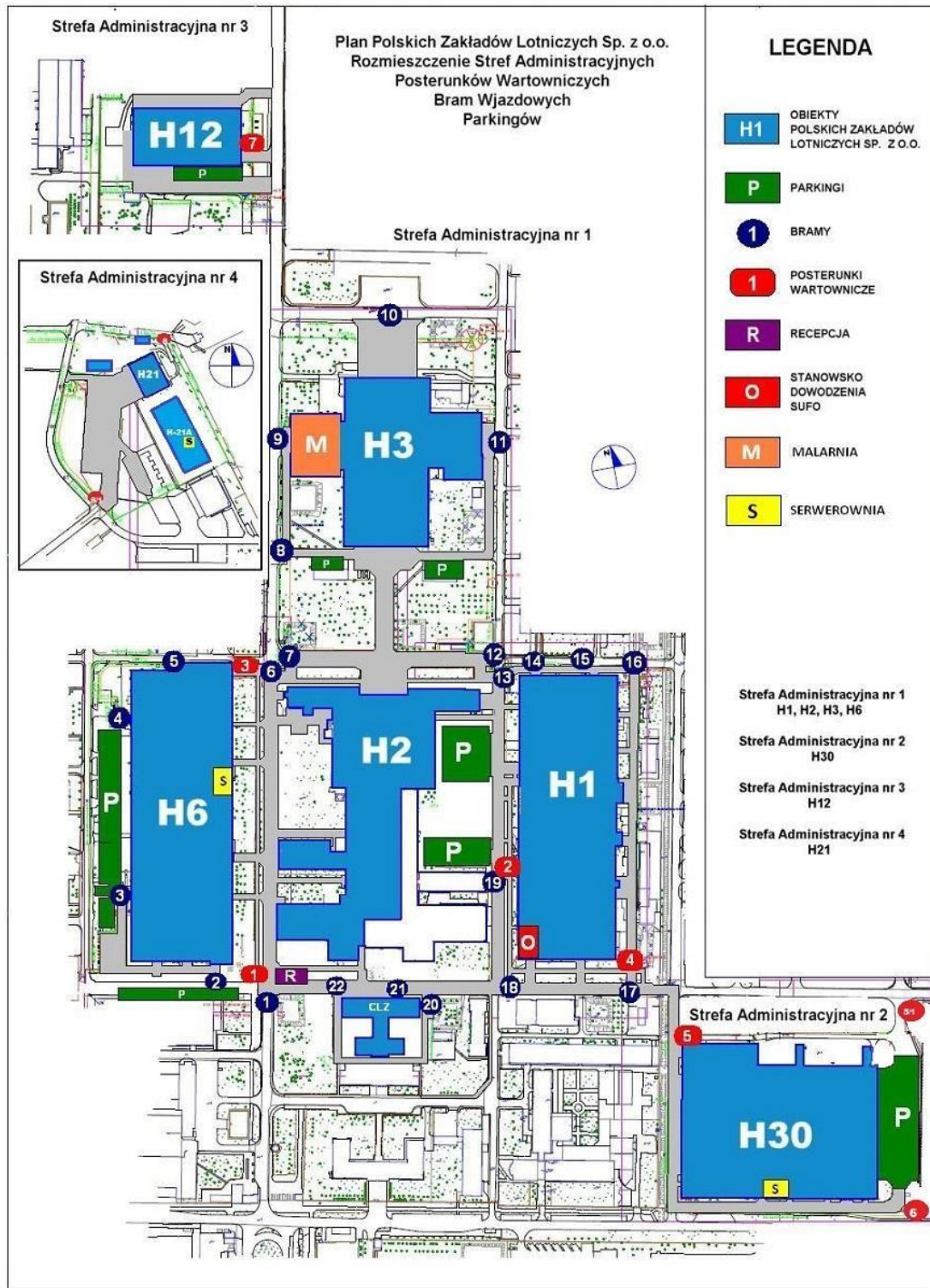


In the Control Zone there is a high risk of FOD and its transfer to the final product. Standard parts issued in quantities required for the operation. Consumable materials are monitored.



The Awareness Zone is the area with the lowest FOD risk. Entry to the zone can be obtained after FOD training or in the company of an authorized person.

Map of the plant



PZL Mielec complies with all applicable legal regulations and will not hesitate to act more strictly if higher expectations arise.

The pictograms in this guide come from the website:

http://www.znaki-bhp.pl/produkty/216_znaki_bhp_pn_en_iso_7010

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