

Integrated Management System Manual



Index: IC-W1-1/2020 _____ Version: 2


Title: Occupational Health and Safety and Fire Protection Requirements for External Contractors - Manual

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REVISION AND CHANGES LOG

| No. | Date | Description | Signature |
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1. SUBJECT AND PURPOSE OF THE MANUAL

Establishment of rules for the safe performance of services on the premises of CMC Poland sp. z o.o. by external contractors in the following scope:

- a) application of the occupational safety principles when performing the Services on the CMC's premises;
- b) cooperation between the External Contractor and CMC, including mutual information on the prevention of occupational hazards occurring during their work;
- c) establishment of the rules of collaboration including procedures applicable in situations of hazard to workers' life and health;
- d) designation of a coordinator supervising the occupational health and safety of all workers employed in the same place.

2. DEFINITIONS AND TERMINOLOGY


CMC – CMC Poland sp. z o.o. with its registered office in Zawiercie.

Premises of the Company – mean the space of the company together with installations and construction facilities at the disposal of CMC, including the areas of CMC Scrap Yards, Fabshops, Plant in Dąbrowa Górnicza, where the External Contractor organizes a workplace / place for performing services for their workers/subcontractors.

External Contractor – a legal or natural person performing Services on the Premises of the Company, including all entities providing services on behalf of or for the External Contractor, i.e. their subcontractor.

Services – mean any activity/work/job/service performed on the Company's Premises under agreements/contracts or any orders concluded between CMC and the External Contractor, including works necessary for the maintenance of warranty or guarantee conditions. Goods deliveries that do not involve any works on the Premises of the Company, transport services performed by carriers or couriers are not considered as services.

Work Supervisor – a person authorized by the External Contractor (owner, management board member, director, works manager, master, foreman) to supervise

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the Services conducted on the Premises of the Company, including regular contact with CMC representatives when performing the Services and cooperation with CMC in the field of safety and fire protection. On each work shift, the External Contractor should indicate to CMC the persons performing permanent supervision on their behalf - referred to in the “Works Notification” submitted to CMC as permanent supervision of the works.

Person Performing the Tasks of the OHS Service – indicated by the External Contractor in the “Works Notification” (Appendix no. 7) Occupational Health and Safety Inspector, Occupational Health and Safety Specialist / Person Performing the Tasks of the OHS Service on behalf of the External Contractor, cooperating with CMC representatives to ensure compliance with OHS and fire protection regulations.


Area Manager – a person who manages the area of a given CMC division, informing, if necessary, about the characteristics of the CMC production processes, which cannot be hindered/interrupted by the performance of Services on the Company’s Premises. They can provide guidance to External Contractors on the sequence of works.

OHS Coordinator – a person, referred to in Article 208 § 1(2) of the Labor Code, indicated by the External Contractor (agreed on with CMC) providing Services on the Company’s Premises. The Coordinator supervises the observance of the OHS regulations by all employees providing Services in the same place.

The appointment of an OHS Coordinator does not exempt individual External Contractors - as employers - from the obligation to ensure the occupational health and safety to their employees.

The obligations of the OHS Coordinator include, in particular:

- a) informing the workers’ managers, to whom workers from different employers report, about possible risks that may occur during the work performance,
- b) agreeing, if needed, on the rules of cooperation in issues regarding protection of life and health of employees providing Services in a given area,
- c) requesting those in charge of workers to immediately cease work at a work site where an immediate risk to workers’ health and life occurs

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CMC Security Service – an entity authorized by CMC to provide property protection services, including passenger and vehicle traffic control on the Company’s Premises.

Occupational Health and Safety Information Training – Training conducted by an employee of the Occupational Health and Safety Office of CMC/the manager of CMC Scrap Yard, Fabshop, Plant in Dąbrowa Górnicza (or persons appointed by them) - aimed at familiarizing External Contractors with the basic OHS rules in force on the Company’s Premises. The list confirming undergoing the training is kept by the Occupational Health and Safety and Fire Protection Office for 2 years from the date of training (Appendix No. 5). The first information training should take place before the start of the Service/ before entering the production departments and is valid for 1 year (12 months) from the date of training. The information training does not replace the occupational health and safety training that is the obligation of a given External Contractor as an employer.

Introduction of External Contractors to OHS and fire protection requirements – getting external contractors familiarized with the content of this Manual and guidelines included herein is equivalent to their participation in the OHS information training. The statement confirming participation in the training on the CMC’s premises or so-called self-study of the training materials (Appendix np. 5a) is kept by the OHS and Fire Protection Office for the period of 2 years from the date of the training.

Works Notification – information concerning, among others, the scope of works, supervision over the works, permission to start the works, main risks connected with the works, recommendations of the Occupational Health and Safety and Fire Protection Office and possible comments on OHS - submitted and signed by the External Contractor to the CMC OHS Office before the commencement of the Services (the Works Notification form constitutes Appendix No. 7 hereto). In case of works that last longer than 3 months, another document permitting the commencement of works and works notification shall be delivered to OHS Office.

Hot Works – works that can cause an immediate hazard of fire or explosion. Hot Works, such as repair and construction works involving the use of an open fire, as well as any repair and construction works in explosion hazard zones, must be carried out in accordance with the procedure in force on the Company’s Premises. Hot Works include:

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welding, cutting, soldering, heating, smoking, etc. These works should be carried out based on a written permission (Appendix No. 9).

Works at Height – works performed on a surface at the height of at least 1.0 m above ground or floor level. Works at Height do not include works on a surface, regardless of the height at which it is located, if that surface is:

- covered on all sides to a height of at least 1.5 m by solid walls or walls with glazed windows,
- equipped with other fixed structures or devices to protect the worker from falling from a height.


Works in Confined Spaces – works in tanks, sewers, wells, sewage manholes, interiors of technical equipment and other confined spaces, the entrance to which is made through manholes or small openings or is otherwise difficult, hereinafter referred to as “tanks”.

When working in confined spaces, a constant supervision must be ensured. The External Contractor is obliged to check whether the organizational and technical preparations ensure the safety of its workers during their work.

The possibility of immediate first aid in the event of an emergency or accident should be provided to the worker working in the tank.

3. LEGAL BASES

- Act of 26 June 1794 (Journal of Laws of 2014, item 1502, as amended) Labour Code,
- Regulation of the Minister of Labour and Social Policy of 26 September 1997 on general provisions for safety and health at work (consolidated text: Journal of Laws No. 169, item 1650, as amended),
- Act of 7 July 1994 – Construction Law. (Journal of Laws of 1994 No. 89, item 414).
- Regulation of the Minister of Infrastructure of 23 June 2003 on on information regarding safety and health protection as well as the plan of safety and health protection (Journal of Laws of 2003 No. 120 item 1126, as amended),
- Act of 24 August 1991 on fire protection. (Journal of Laws of 1991 No. 81 item 351, as amended),
- Regulation of the Minister of the Interior and Administration of 7 June 2010 on fire

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protection of buildings and other structures and areas (Journal of Laws of 2010 No. 109, item 719, as amended),

- Regulation of the Minister of the Interior and Administration of 2 December 2015 on reconciliation of a construction design in terms of fire protection (Journal of Laws 2015, item 2117, as amended),
- Regulation of the Minister of Infrastructure of 12 April 2002 on the technical specifications for buildings and their location (Journal of Laws No. 75, item 690, as amended)
- Regulation of the Minister of Economy of 27 April 2000 on occupational health and safety at welding works. (Journal of Laws of 2000 No. 40 item 470, as amended),
- Regulation of the Council of Ministers of 2 September 1997 on the occupational health and safety service. Journal of Laws of 1997, No. 109, item 704, as amended),
- Regulation of the Council of Ministers of 1 July 2009 on the determination of circumstances and causes of workplace accidents (Journal of Laws of 2009, No. 105, item 870),
- Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data.
- PN-ISO 45001 standard: OHS Management System

4. RIGHTS AND RESPONSIBILITIES

4.1. EXTERNAL CONTRACTORS' TASKS


- 4.1.1. Before performing the Services on the Company's Premises, the External Contractor is obliged to familiarize themselves with the Occupational Health and Safety (OHS) regulations and this Manual for External Contractors available on the website: www.cmc.com or provided to the External Contractor in an electronic or paper version. When accepting a contract/agreement for execution which involves the obligation to enter the Premises of the Company and provide any Service, the External Contractor is obliged to apply, according to the scope of this Service, the provisions of this Manual that should be treated as an integral part of contracts/agreements/orders.

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4.1.2. Before commencing the Services, the External Contractor is obliged to familiarize entities, by means of which they perform the Services, with the provisions of this Manual. If necessary, the External Contractor is also to ensure the distribution of the Manual among the entities and include appropriate provisions ensuring compliance with the Manual in the agreements concluded with their subcontractors.

4.1.3. CMC accepts that the External Contractor declares and ensures that upon the commencement of Services, the External Contractor and all persons performing works for it or on their behalf:

- a) hold a current medical certificate on the lack of contraindications to work,
- b) hold certificates of the occupational health and safety training required by generally applicable regulations,
- c) hold the authorizations and have competencies appropriate to their scope of works/Services,
- d) have become familiar with the risks and hazards associated with the Service performed on the Company's Premises,
- e) participated in the OHS informational session performed by CMC OHS Service (or Designated Persons) on the Premises of the Company, which was confirmed by the signature on the attendance list – Appendix no. 5 or confirmed that they became familiar with the hazards and OHS and Fire Protection rules included in this OHS Manual – Appendix no. 5a.
- f) have been equipped by the External Contractor with equipment, clothing, footwear and personal protective equipment appropriate to the scope of the Service, in particular, according to point 5.1.,
- g) have been informed of the need to carry a pass for entry/exit to/from the Premises of the Company,
- h) have been informed about the rules of moving around the Premises of the Company - point 5.2.; procedures during the performance of the Services and in case of an accident - points 5.3. and 5.4., and fire safety principles - point 5.5,
- i) have been informed on activities prohibited on the Company's Premises - point 5.6.


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- j) have been informed on the need to make the documents indicated in points a-c above available to CMC on each CMC's request.


NOTE: Prior to the commencement of works on the Premises of the Company, the External Contractor is obliged to participate in the OHS information training or to get familiarized with this Manual and send a completed statement on having read and understood the principles and regulations of OHS and Fire Protection in force, including the "Works Notification" form together with the Appendices, if required (Appendix: 5a, 7, 8, 9) to the email address of OHS Office: CMCP_BHP@cmc.com.

In the case the provision of the aforementioned documents electronically is not possible, the documents shall be delivered to CMC OHS Office.

- 4.1.4. The External Contractor is obliged to commence the Services only after receiving an approved Works Notification form (Appendix No. 7) and having a completed works notification form for the whole period of Service performance.
- 4.1.5. The External Contractor is obliged to provide information on the use of potential subcontractors for their Services - Appendix to the works notification (Appendix No. 8).
- 4.1.6. The External Contractor is obliged to perform the complete Service in accordance with the agreement/contract, while maintaining compliance with the OHS and fire protection regulations.
- 4.1.7. The External Contractor is obliged to prepare a BIOZ PLAN, if required by separate regulations/agreement.
- 4.1.8. The External Contractor is obliged to appropriately prepare the working area and the necessary tools, machines and protective equipment (scaffolding, work platforms, ladders, appropriate fencing etc.), as well as proper personal protective equipment.
- 4.1.9. The External Contractor is obliged to clean the area, on which they perform the Services, regularly during the execution, safe storage of materials and not to leave any objects.

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- 4.1.10. If the works are performed in facilities where CMC's employees work, the External Contractor is obliged to adopt such an organization of works that the works are as little onerous as possible for the employees. Particular attention should be paid to the works at different levels and the need for CMC to carry out its production processes without interruptions.
- 4.1.11. The External Contractor is obliged to inform persons in the vicinity of the works performed about the risks associated with their execution.
- 4.1.12. The External Contractor is obliged, after completion of the works, to clean the area, obtain an approval of works completion and deliver the works notification form to the OHS Office.
- 4.1.13. The External Contractor is obliged to follow the sanitary and epidemiological requirements in force announced by the CMC management (leaflets, information boards, resolutions) and nationwide requirements issued a.o. by, Chief Sanitary Inspector available a.o. on: www.gis.gov.pl,
- 4.1.14. The External Contractor is obliged to immediately inform CMC about a hazardous event occurring on the Premises of the Company in connection with the provision of the Services, in particular an accident at work, fire, failure or other local hazard.
- 4.1.15. The External Contractor is obliged to appoint a supervisor of the works performed by their workers who should be indicated to the CMC in the submitted Works Notification form. The External Contractor must also designate persons performing permanent supervision over the work on behalf of the External Contractor.
- 4.1.16. The External Contractor is obliged to appoint a person to act as an OHS Coordinator and to inform the workers of other contractors performing the Services at the same place (concerns simultaneous performance of work at the same place - Article 208 § 1(2) of the Labor Code). In the case of a high rotation of External Contractors in the same area, the Area Manager or the CMC's Occupational Health and Safety Office Manager may appoint a


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coordinator for the External Contractor. This coordinator should be treated as an agreed Occupational Health and Safety Coordinator for a given period.

- 4.1.17. The External Contractor is responsible for their own activities and negligence, for the activities and negligence of their workers and any other persons whose services they use in order to perform the Services on the Company's Premises.
- 4.1.18. If the External Contractor is found not to comply with the general OHS or fire protection regulations and principles or the provisions of this Manual, CMC is entitled to suspend certain activities or the entire performance of the Services. Any costs related to withdrawal from the contract/agreement by CMC as the result of such suspension of works should be borne by the External Contractor.
- 4.1.19. Notwithstanding the provisions of point 4.1.17. above, CMC reserves the right to charge the External Contractor with a contractual penalty of PLN 500 for any breach of the general principles of OHS and fire protection, in particular, those contained herein. The reserved contractual penalty does not limit CMC's ability to claim damages on general terms.

4.2. TASKS FOR PARTIES ORDERING SERVICES FROM EXTERNAL COMPANIES


- 4.2.1. **Persons Drawing Up Agreements/Contracts** - Division Directors, Department Directors, Office, Department and Branch Managers and representatives appointed by them, each within their respective areas of responsibility - concerning the performance of the Services by External Contractors on the Company's Premises are required to include in the agreement/contract an information obliging the External Contractor *to read and apply the Occupational Health and Safety and Fire Protection Requirements for External Contractors - Manual* and make it available on paper or in electronic form or indicate a place where it can be found in electronic form (i.e. www.cmc.com).
- 4.2.2. **Parties Ordering Services from External Contractors** - Division Directors, Department Directors, Office, Department and Branch Managers and representatives appointed by them, each within their respective areas of responsibility, are responsible for:

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- a) signing the Works Notification submitted by an External Contractor, allowing for the commencement of the Services on the Premises of the Company (Appendix No.7), the notification is stored until the completion of the Service,
- b) Indicating the area and designating the Area Manager,
- c) accepting the area of the Services performance after their completion and confirmation of the Services completion on the Works Notification form,
- d) taking the measures necessary to ensure persons not involved in the works life and health protection - when carrying out works in a place to which they have access,
- e) requesting those in charge of workers to immediately cease works in the working area where there is an immediate risk to workers' health or life,
- f) conducting an occupational health and safety as well as fire protection informational training session when justified.

4.3. TASKS OF OHS AND FIRE PROTECTION OFFICE RELATED TO THE PERFORMANCE OF SERVICES BY EXTERNAL CONTRACTORS

- 4.3.1. Conducting an OHS and fire protection information training sessions.
- 4.3.2. Keeping a register of persons instructed on OHS and Fire Protection principles and regulations binding on the premises of CMC.
- 4.3.3. Accepting a completed Works Notification form and relevant appendices from External Contractors.
- 4.3.4. Keeping a register of Works Notifications.
- 4.3.5. Checking the compliance of External Contractors providing Services on the Company's Premises with the principles of occupational health and safety, fire protection, and this Manual.
- 4.3.6. Addressing individual External Contractors with a recommendation to remove identified accident hazards and deficiencies concerning occupational health and safety and fire protection.
- 4.3.7. Ordering to stop the works if the External Contractor's workers were found not to comply with the principles of occupational health and safety and fire protection.


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- 4.3.8. Accepting Works Notification upon confirmation of completion of the Service by the Area Manager.
- 4.3.9. Archiving Works Notification form for 2 years.
- 4.3.10. Submitting to the CMC's Management Board a request to apply the penalty referred to in Article 4.1.19.
- 4.3.11. Others under the law.

5. GENERAL OHS RULES APPLICABLE ON THE PREMISES OF CMC

5.1. WORK CLOTHING, FOOTWEAR AND PERSONAL PROTECTIVE EQUIPMENT

- 5.1.1. External Contractors performing the Services on the Company's Premises are obliged to provide and use, according to the scope of the Services, work/protective clothing and personal protective equipment, i.e.:
 - a) work/protective clothing with the visibility improvement elements (reflective elements or elements in vivid colors) and the External Contractor's company name,
 - b) work/protective footwear,
 - c) safety helmet,
 - d) safety eyewear,
 - e) hearing protectors,
 - f) depending on the type of hazards associated with the work performed and the use of hazardous substances and preparations, including particularly hazardous works, additional dedicated protective measures, in accordance with the applicable regulations; all the protective measures required by the OHS regulations and the requirements of the CMC, including welding helmets/glasses, chemical resistant and flame retardant clothing, fall protection equipment, multi-gas detectors, etc. should be provided by their employer - the External Contractor.
- 5.1.2. In the case of using the services of subcontractors indicated in point 5.1.1. the External Contractor should be obliged to fulfil the above obligations indicated respectively to all persons performing Services in their name and on their behalf.


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5.2. MOVING AROUND THE COMPANY'S PREMISES


- 5.2.1. On the Company's Premises rules of the road traffic, taking into account the provisions indicated in this Manual and in the CMC Traffic Manual available on www.cmc.com should apply.
- 5.2.2. Outside the facilities, it is recommended to move only on pavements, and in case of no pavements - on the left edge of the route.
- 5.2.3. It is allowed to cross the routes at designated pedestrian crosswalks or route crossings only.
- 5.2.4. It is forbidden to enter or leave the production halls through gates intended for road or rail traffic..
- 5.2.5. Special care should be taken in places where loading or unloading of materials onto/from vehicles takes place.
- 5.2.6. In production halls, in the absence of designated pedestrian traffic routes, walk on the left side of the transport route as close to the left edge as possible.
- 5.2.7. It is forbidden to take the so-called "shortcuts", between machines and equipment, etc.
- 5.2.8. The absolute priority should be given to railway transport and vehicles transporting billets (in designated and marked areas of the Company's Premises).
- 5.2.9. In the case of the Plant in Dąbrowa Górnicza, the Manual of Internal Transport and Traffic on Company Routes applies.

5.3. BASIC RULES OF CONDUCT IN THE COURSE OF PROVIDING SERVICES ON THE COMPANY'S PREMISES

- 5.3.1. When performing works that pose a hazard to unauthorized persons, the working area at which the works are performed by the External Contractor should be properly fenced off and marked in a permanent and visible manner, preventing entry of any unauthorized persons


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- 5.3.2. Where justified, communication crosswalks should be designated through the working area. The crosswalks should be separated, adequately protected and clearly marked with information boards.
- 5.3.3. No unauthorized or casual person unrelated to the above-mentioned activities, may have access to a machine or equipment when it is started/repared.
- 5.3.4. Machines/equipment undergoing overhaul/repair should be appropriately labelled with warning signs and protected against accidental start-up and access by unauthorized persons. All energy sources must be secured to prevent accidental movement of the machine/device during repair or maintenance.
- 5.3.5. During start-up tests carried out on the machine, equipment or system being the subject of the work, the provisions of the manufacturer's instructions manual, technological and safe working methods for the given position, activity or operation must be observed.
- 5.3.6. Keep law and order on the working area. Any leaks, stains of oils, emulsions, should be immediately removed with the use of sorption and neutralization agents. The workers of the External Contractor performing the work should be equipped with the aforementioned agents.
- 5.3.7. Before leaving the working area (during or after work breaks) it is required to:
 - a) switch off and secure machines and equipment against unintentional start-up by unauthorized persons,
 - b) protect open sewers, wells, technological holes, excavations, etc. against accidental access by unauthorized persons.
- 5.3.8. Protective work clothing and personal protective equipment must be worn when performing the Services.
- 5.3.9. Perform Services in accordance with the OHS instructions.
- 5.3.10. Every person on the CMC premises is obliged to immediately notify the supervisor, the person on the part of the plant or an employee of the OHS and Fire Protection Office of any irregularities found. CMC - using the following address: cmcp_bhp@cmc.com.

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5.4. PROCEDURE IN CASE OF ACCIDENT AT WORK

- 5.4.1. A person who has been injured during the performance of the Services on the Company's Premises, if their health permits, is obliged to report the incident to their superior immediately.
- 5.4.2. Any person who notices or becomes aware of an accident should immediately help the injured person, after having first ascertained that there are no hazards directly threatening their health or life. The person should report the incident to the injured worker's superior and to their supervisor.
- 5.4.3. The injured person's supervisor must secure the place of the accident and inform their employer, and, if designated, - the CMC area manager or the OHS Coordinator of the area where the accident occurred. When calling the emergency services is needed, follow the internal alarming system applicable on the Company's Premises:
 - a) Zawiercie plant: workers call the emergency telephone number directly on 32 672 5310 (Appendix No. 2),
 - b) Żyrardów, Rzeszów and Scrap Yards: workers call the emergency telephone number directly on: 112,
 - c) Scrap Yard in Gdańsk: workers notify SOP (Port Security Service), telephone number: 58 343 76 40,
 - d) Dąbrowa Górnicza Plant: Workers call the emergency telephone number directly on: 32-639 01 22, 885 558 999 (Appendix No. 3).
- 5.4.4. It is the duty of the External Contractors to report accidents at work on the CMC premises to the OHS and Fire Protection Office Manager. CMC - telephone number 32 672 52 50, mobile telephone number 695 104 072. This notification should be made immediately. This does not release the External Contractor from the obligation to carry out their own accident-related proceedings in accordance with the law.
- 5.4.5. The employer of the injured person is responsible for establishing the circumstances and causes of the accident, which happened to the External Contractor's worker on the Company's Premises. The External Contractor is


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obliged to provide the CMC OHS Office Manager with a photocopy of the accident report together with appendices concerning the accident that occurred on the CMC premises.


- 5.4.6. The External Contractor declares that they become familiar with the hazards, area characteristics and risks associated with the performance of the Services that are to be executed by their workers and employees of their subcontractors, and thus they release CMC from any liability for accidents at work that may occur to their workers or subcontractors.
- 5.4.7. The External Contractor should be solely liable for any damage caused by the acts or negligence of its workers or other persons by means of who it performs the Agreement, both in contractual and tortious. If the damage described in the previous sentence was caused to third parties, the External Contractor releases CMC from liability for these damages in accordance with Article 392 of the Civil Code.
- 5.4.8. The External Contractor is obliged to act in accordance with all legal regulations in force in Poland and with CMC's guidelines on occupational health and safety.
- 5.4.9. The External Contractor accepts all liability for any accident that occurs during and as a result of the Services entrusted to it, bearing the entire risk, penalties and sanctions for breach of the occupational health and safety provisions recorded after the visits and inspections of labor inspectors.

5.5. FIRE SAFETY PRINCIPLES

- 5.5.1. It is forbidden to carry out activities that may cause fire, its spreading and hindering emergency and fire-fighting and evacuation actions in building facilities and adjacent areas.
- 5.5.2. It is strictly forbidden to:
 - a) smoke in building facilities except in places designated for that purpose,
 - b) use open fire and other factors which may initiate the ignition of the materials present:

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- in potentially explosive zones,
 - in places where there are flammable materials,
 - in places where other combustible materials are present - specified by the user and marked in accordance with Polish Standards,
- c) heat the tar and other materials with an open fire at a distance of less than 5m from adjacent laydown areas or a storage yard with combustible materials. These operations may be carried out on roofs with a non-flammable construction and covering in the facilities under construction, if suitable heaters are used for this purpose,
- d) store combustible materials at a distance of less than 0.5 m from:
- equipment and systems of which the external surfaces can heat up to more than 100°C,
 - cable lines with voltages above 1 kV, earth wires and main conductors, lighting protection systems,
- e) install luminaires and wiring system equipment directly on the combustible surface, if their structure does not protect the surface against ignition under the conditions specified by the manufacturer,
- f) use combustible materials for light points covers, except for flame-retardant materials if placed at a distance 0,05 m from the bulb,
- g) repair fuses and damaged electrical equipment and installations by unauthorized persons on their own,
- h) use electric heating devices placed directly on a combustible surface, except for devices which are operated in accordance with the conditions specified by the manufacturer,
- i) dump hot ash or incinerate junk and waste in a place where neighboring objects or flammable materials can catch fire,
- j) store combustible materials on general communication routes intended for evacuation,

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- k) place any objects on the staircases hindering evacuation,
- l) close emergency exit door so that it cannot be opened immediately,
- m) prevent or limit access to:
 - fire protection equipment,
 - fire suppression system activators and other systems contributing to fire safety,
 - emergency exits,
 - circuit breakers and electric switchboards and the main gas valves,
- n) garage motor vehicles in buildings and facilities not intended for this purpose if the vehicle's fuel tank has not been emptied and its battery supply has not been permanently disconnected,
- o) store combustible materials in quantities, places and in a manner that is not specified by technical documentation or other separate regulations,
- p) storage combustible liquids with a flash point below 55°C in containers made of combustible materials which are not designed to be sealed tightly.

5.5.3. Hot works

- a) Prior to the commencement of hot works, the External Contractor, in cooperation with a person from CMC responsible for fire safety, is obliged to:
 - assess the fire risk in the area where the works will be carried out,
 - determine the type of projects aimed at preventing fire and its spread,
 - identify those responsible for protecting the place after work completion,
 - fill in the form: "Permit to carry out hot works on the CMC Poland sp. z o.o. premises - Appendix no. 9"
- b) The following rules must be observed when performing hot works:
 - hot works may only be performed by persons authorized and qualified to do so,


| | | |
|--|---|----------------|
|  | Occupational Health and Safety and Fire Protection Requirements for External Contractors | |
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- all combustible materials present at the workplace and in adjacent areas, including the building's structure and technical installations, must be protected against ignition,
- the workplace should be equipped with portable fire-fighting equipment allowing for the elimination of all fire sources
- when the work is completed, the workplace and adjacent areas must be inspected as specified in the permit,
- the equipment used for the works performance should be technically operational and protected against the possibility of causing fire,
- in the event of fire, every person, who notices a fire or other local danger, is obliged by all available means to inform: persons in the fire affected or endangered premises, the immediate superior, and if it is not possible to notify this person, further alarming according to the procedure of summoning the emergency services to the CMCP premises in Zawiercie - (Appendix no. 2); Żyrardów, Rzeszów, Dąbrowa Górnicza plants and Scrap yards workers should call directly on the emergency number 112; Gdańsk Scrap Yard should notify the employees of Port Security Service, telephone number 58 343 76 40.

5.6. ACTIVITIES PROHIBITED ON THE COMPANY'S PREMISES

CMC may request the removal and, in justified cases, remove a worker of the External Contractor from the Company's Premises for the following reasons:

- a) entrance and stay on the CMC premises after drinking alcohol or consumption of other similarly acting drugs, narcotic drugs, psychoactive agents, etc. (including not respecting the rules of use or cancelling the passes referred to in the CMC Traffic Manual),
- b) possession, sale, distribution or use of drugs, alcoholic beverages or other intoxicating substances on the Company's Premises (including car parks),
- c) use or possession of weapons, explosives, or other hazardous materials on the Company's Premises,

| | | |
|--|---|----------------|
|  | Occupational Health and Safety and Fire Protection Requirements for External Contractors | |
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- d) refusal to follow the instructions of the OHS service, Works Supervisor, OHS Coordinator or failure to comply with this Manual with regard to the OHS and Fire Protection requirements concerning the External Contractors,
- e) breach of security, corporate security rules, theft attempt, unauthorized possession, use or movement of any CMC property,
- f) abuse, removal or destruction of property belonging to CMC or other contractors,
- g) moving around the Company's Premises: in Zawiercie - at a speed greater than 30 km/h (20 km/h applies to Scrap Yards, 10 km/h in the Dąbrowa Górnicza plant), or outside the areas designated for the provision of Services,
- h) unauthorized destruction of CMC information or information signs,
- i) usage of unauthorized entrances or exits, entering forbidden zones without authorization,
- j) refusal to cooperate with the CMC Security Service, failure to comply with the recommendations of the property inspection, vehicles, or pass-by or transit rights,
- k) unjustified stay on the Company's Premises before and after hours of Services performance.

LIST OF APPENDICES TO THE MANUAL

Appendix No. 1 Guide for external company employees and visitors - Zawiercie

Appendix No. 2 Emergency telephone numbers - Zawiercie

Appendix No. 3 Emergency telephone numbers - Dąbrowa Górnicza plant

Appendix No. 4 Presentation for the OHS and Fire Protection information training

Appendix No. 5 Information training attendance list

Appendix No. 6 Information on the personal data processing

Appendix No. 7 Works Notification

Appendix No. 8 Notification of subcontractors' participation

Appendix No. 9 Permit to carry out hot works on the premises of CMC Poland sp. z o.o.

MANUAL DISTRIBUTION LIST:

All organizational units



Basic Safety Rules



Guests may move within the company's premises exclusively under the care of designated employee. No children or juveniles are allowed.



Use personal protection equipment (clothes, shoes, helmet and others) where it is required.



Maximum permitted speed on internal roads.



Keep caution while passing, staying near machinery, equipment, in particular their rotating elements.



No photos on the company premises.



No smoking except for designated areas. No alcohol permitted.



Move only along marked out routes.



No passing under overhead heavy objects.



Pay attention to mobile means of internal transport.



Alarm Instructions

If you spot an accident, fire, explosion, environmental emergency – please call the following numbers:

EMERGENCY PHONE NUMBERS

| | |
|-----------------------------------|-----------------|
| CMCP dispatcher – phone extension | 5310 |
| call from mobile phone | +48 32 672 5310 |
| Health and Safety Office | 5240 |
| Environmental Protection Office | 5201 |

Provide the dispatcher with the following information:

1. My name is...
2. I am calling from number...
3. I am calling from...(department, building)
4. I have noticed...(accident, illness, explosion, fire, failure, contamination)
5. a) ... (employee, other person) has been injured ... (please provide age, gender, whether the person is conscious or not, breathes or not, describe visible injuries)
b) Failure, contamination is connected with (explosion, fire, release of substances to the environment, other incidents) describe its features and consequences.

Please hang on until the dispatcher receives your notification and hangs up himself.

DO NOT HANG UP FIRST, PLEASE HOLD ON



In case of evacuation, please comply with information signs and instructions given by persons in charge of rescue operation.



Guide for contractors and guests

Welcome to CMC Poland Sp. z o.o.

Compliance with all the rules in the guidebook will ensure your safety and safety of any persons staying within the premises of the mill.



Address:

CMC Poland Sp. z o.o.
ul. Józefa Piłsudskiego 82
42-400 Zawiercie
www.cmc.com

Contact:

Phone (+48) 32 67 216 21

CMC Poland Sp z o.o. Zawiercie



liczy się wnętrze



EMERGENCY TELEPHONE NUMBERS

CMC dispatcher
internal telephone
number **5310**

from a mobile phone **32 672 5310**

OHS Office Company **5240**
Social Labour Inspector **5207**

EMERGENCY SERVICE CALL PROCEDURE

It takes 30 seconds to say:

1. My name is.....
2. I'm calling from a number.
3. I'm calling from (department, building)
4. I'm a witness of. (accident, sickness)
5. The victim is a worker
(other person) - (specify gender and
age) **conscious - unconscious,**
breathing - not breathing
visible injuries
.....
6. What else can I do?

**WAIT FOR THE DISPATCHER TO CONFIRM RECEIPT
OF THE NOTIFICATION**

NEVER HANG UP THE PHONE FIRST



| EMERGENCY PHONE NUMBERS Plant in Dąbrowa Górnicza | |
|--|--|
| POLICE – 997 | |
| FIRE – 998 or 32 262 32 62 or 32 264 28 13 | |
| AMBULANCE 32 6390122 or 885 558 999 or 112 or 999 | |
| GENERAL EMERGENCY NUMBER – 112 | |
| ELECTRICITY EMERGENCY – 991 POWER DISPATCH CENTRE OF ARCELLOR MITTAL – 32 735 56 75 | |

Emergency Service Call Procedure

It takes 30 seconds to say::

1. My name is
.....
2. I'm calling from a number
.....
3. I am calling from the address (department, building)
.....
4. I am a witness of an accident/ fire / other threat
.....
5. Here's the information on the incident / accident
.....
6. What else can I do?
.....

**Wait for the dispatcher to confirm the receipt of
the notification**

NEVER HANG UP THE PHONE FIRST

OHS and Fire Protection requirements for the External Contractors Providing Services on the Premises of CMC Poland



Developed by OHS and Fire Protection
Office as of 1st October 2023

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Appendix no. 4 to IC-W1-1/2020
Page 2 of 38

Training Schedule

1. Introduction
2. Accidents Preparedness
3. General OHS Rules
4. Standards of Ethics and Safe Conduct
5. Integrated Management System
6. Personal Protective Equipment
7. Requirements for Visitors and Guests
8. Requirements for External Contractors
9. Models of Correctly Completed Documents
10. Instruction on Risks and Hazards on the Premises of CMC
11. Preventive Measures

Introduction – the purpose of training

Manual IC-W1-1/2020 OHS and Fire Protection Requirements for External Contractors

- Presentation of OHS and Fire Protection standards applicable at CMC
- Raising awareness of External Contractors regarding principles and requirements for the provision of services, applicable on the premises of CMC

Download and read the Manual

Safety Instructions

Instruction on Pass System

Environmental Instruction



**Read the
Instructions**



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Accidents Preparedness

ALARMING

Zawiercie: call directly to the shift manager of the security company at CMC CMC Poland on: **32 672 5310**

Żyrardów, Rzeszów and Scrap Yards: (except for Gdańsk): call directly on the emergency number **112**

Scrap Yard in Gdańsk: call directly on SOP (Port Security Service) number: **58 343 76 40**

Dąbrowa Górnicza: call directly on the emergency number: **32 639 01 22** or **885 558 999**

| EMERGENCY TELEPHONE NUMBERS | |
|--------------------------------|--------------------|
| CMC dispatcher | 5310 |
| internal telephone number | |
| fixed mobile phone | 32 672 5310 |
| OHS Office Company | 5240 |
| Social Labour Inspector | 5207 |

EMERGENCY SERVICE CALL PROCEDURE

Within 30 seconds to say:

1. My name is.....
2. I'm calling from a number...
3. I'm calling from (department, building)
4. I'm a witness of: (accident, sickness)
5. The victim is a worker
(other person) - (specify gender and age) conscious - unconscious,
breathing - not breathing
visible injuries
.....
6. What else can I do?

**WAIT FOR THE DISPATCHER TO CONFIRM RECEIPT
OF THE NOTIFICATION**

NEVER HANG UP THE PHONE FIRST



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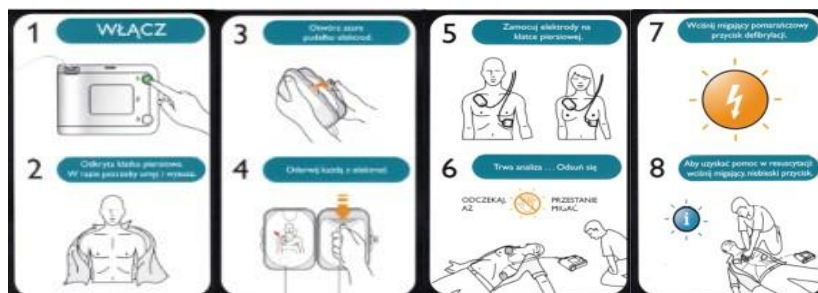
Accidents Preparedness

Providing First Aid to injured persons – Defibrillator (AED)

In the event of a sudden cardiac arrest, lack of breathing or no pulse, everyone can make an attempt to save life by using AED. Defibrillators are available in places marked with the sign:



AED manual:



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Accidents Preparedness

Providing First Aid to injured person - Defibrillator

Melt Shop – E2 Fumance Compartment, phone no. 326725993

Rolling Mill – controlling bridge CP2 of the Danieli Rolling Mill I, phone no. 326725507

Security Company Office Rail Department, phone no. **326725310**

Electric Power Distribution: - GSTS

CMC Poland Sp z o.o. Zawiercie



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General OHS Principles

Manual IC-W1-1-2020 – Chapter 5.1 Protective clothing, footwear and PPE

5.1.1. External Contractors performing the Services on the Company's Premises are obliged to provide and use, according to the scope of the Services, work/protective clothing and personal protective equipment, i.e.:

- a) work/protective clothing with the visibility improvement elements (reflective elements or elements in vivid colors) and the External Contractor company name,
- b) safety / protective footwear
- c) safety helmet
- d) safety eyewear
- e) hearing protectors
- f) depending on the type of hazards associated with the work performed and the use of hazardous substances and preparations, including, particularly, hazardous works, additional dedicated protective measures, in accordance with the applicable regulations; all the protective measures required by the OHS regulations and the requirements of CMC, including welding helmets/glasses, chemical resistant and flame retardant clothing, fall protection equipment, multigas detectors, etc. should be provided by their employee the External Contractor



5.1.2. In the case of using the services of subcontractors, the obligations indicated in point 5.1.1 herein are to be fulfilled by the External Contractors with respect to all persons performing Services in their name and on their behalf.



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General OHS Principles

Manual IC-W1-1-2020 – Chapter 5.2 MOVING AROUND THE COMPANY'S PREMISES

- 5.2.1. The road traffic rules including the provisions specified herein and in the CMC Traffic Manual available on www.cmc.com are applicable on the premises of the Company.
- 5.2.2. Outside the facilities, it is recommended to move on pavements only, and in case of no pavements - at the left edge of the route.
- 5.2.3. Crossing the roads is allowed only at designated pedestrian crosswalks or route crossings.
- 5.2.4. It is forbidden to enter or leave the production halls through gates intended for road or rail traffic.
- 5.2.5. Special care should be taken in places where loading or unloading of materials onto/out of vehicles takes place.
- 5.2.6. In production halls, in the absence of designated pedestrian walkways, walk on the left side of the transport route as close to the left edge as possible.
- 5.2.7. It is forbidden to take the so-called "shortcuts" between machines and equipment, etc.
- 5.2.8. The absolute priority should be given to railway transport and vehicles transporting billets (in designated and marked areas of the Company's Premises).
- 5.2. In the case of Plant in Dąbrowa Górnicza, the Manual of Internal Transport and Traffic on Company Routes applies.



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General OHS Principles

Manual IC-W1-1-2020 – Chapter 5.3 BASIC RULES OF CONDUCT IN THE COURSE OF PROVIDING SERVICES ON THE COMPANY'S PREMISES

- 5.3.1. When performing works that pose a hazard to unauthorized persons, the working area at which the works are performed by the External Contractor should be properly fenced off and marked in a permanent and visible manner, preventing entry of any unauthorized persons.
- 5.3.2. Where justified, communication crosswalks should be designated through the working area. The crosswalks should be separated, adequately protected and clearly marked with information boards.
- 5.3.3. No unauthorized or casual person non-related to the above-mentioned activities, may have access to the machine or equipment when it is started/repared.
- 5.3.4. Machines/equipment undergoing overhaul/repair should be appropriately labelled with warning signs and protected against accidental start-up and access by unauthorized persons. All energy sources must be secured to prevent accidental movement of the machine/device during repair or maintenance.
- 5.3.5. During start-up tests carried out on the machine, equipment or system being the subject of the work, the provisions of the manufacturer's instructions manual, technological and safe working methods for the given position, activity or operation must be observed.
- 5.3.6. Keep the working area clean and in order. Any leaks, stains of oils, emulsions, etc., should be immediately removed with the use of sorption and neutralization agents. The workers of the External Contractor performing the work should be equipped with these agents
- 5.3.7. Before leaving the working area (during or after work breaks) it is required to :
 - a) switch off and secure machines and equipment against unintentional start-up by unauthorized persons ,
 - b) protect open sewers, wells, technological holes, excavations, etc. against accidental access by unauthorized persons.
- 5.3.8. Protective work clothing and personal protective equipment must be worn when performing the Services.
- 5.3.9. Perform Services in accordance with the occupational health and safety instructions.
- 5.3.10. Every person on the CMC premises is obliged to immediately notify the supervisor the person on the part of the plant or an employee of the OHS and Fire Protection Office of any irregularities found - using the following address: cmcp_bhp@cmc.com



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General OHS Principles

Manual IC-W1-1-2020 – Chapter 5.4 PROCEDURE IN CASE OF ACCIDENT AT WORK

- 5.4.1. A person who has been injured during the performance of the Services on the Company's Premises, if their health permits, is obliged to report the incident to their superior immediately.
- 5.4.2. Any person who notices or becomes aware of an accident should immediately provide assistance to the injured person, after having first ascertained that there are no hazards directly threatening their health or life. The person should report the incident to the injured person's superior and to their supervisor.
- 5.4.3. The injured person's supervisor must secure the place of the accident and inform his employer; if designated, the CMC are a manager or the OHS Coordinator of the area where the accident occurred. When calling the emergency services is needed follow the internal system applicable on the Company's Premises:
 - a) Zawiercie plant: workers call the emergency telephone number 32 672 53 10 (Appendix No. 2)
 - b) Żyrardów Rzeszów and Scrap Yards: workers directly call the emergency telephone number 112
 - c) Scrap Yard in Gdańsk workers notify SOP (Port Security Service) telephone number: 58 343 76 40,
 - d) Dąbrowa Górnicza Plant: Workers call directly the emergency telephone number 32 639 01 22, 885 558 999 (Appendix No. 3)
- 5.4.4. It is the duty of the External Contractors to report accidents at work on the CMC premises to the OHS and Fire Protection Officer. CMC telephone number 32 672 52 50, mobile telephone number 69 51 04 072. This notification should be made immediately. This shall be the External Contractor from the obligation to carry out his own accident-related proceedings in accordance with the law.
- 5.4.5. The employer of the injured person is responsible for establishing the circumstances and causes of the accident which had to be reported to the External Contractor's worker on the Company's Premises. The External Contractor is obliged to provide the CMC OHS Office Manager with a photocopy of the accident report together with appendices concerning the accident that occurred on the CMC premises.
- 5.4.6. The External Contractor declares that it has become familiar with the hazards, area characteristics and risks associated with the performance of the Services that are to be executed by their workers and employees of their subcontractors and thus it releases CMC from any liability for accidents at work that may occur to its workers or subcontractors
- 5.4.7. The External Contractor should be solely liable for any damage caused by the acts or negligence of their workers or other persons by means of whom they perform the Agreement both in contractual and tortious. If the damage described in the previous sentence was caused to third parties, the External Contractor releases CMC from liability for these damages in accordance with Article 392 of the Civil Code
- 5.4.8. The External Contractor is obliged to act in accordance with all legal regulations in force in Poland and with CMC's guidelines on occupational health and safety
- 5.4.9. The External Contractor accepts all liability for any accident that occurs during the performance of the Services entrusted to them, bearing the entire risk, penalties and sanctions for breach of the occupational health and safety provisions recorded after the visits and inspections of labor inspectors



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General OHS Principles

Manual IC-W1-1-2020 – Chapter 5.5 Fire Safety Principles

- 5.5.3. Hot works

a) Prior to the commencement of hot works, an External Contractor, in cooperation with the person from CMC responsible for fire safety, is obliged to:

- assess the fire risk in the area where the works will be carried out,
- determine the type of projects aimed at preventing fire and its spread,
- identify those responsible for protecting the place after work completion,
- fill in the form: "Permit to carry out hot works on the CMC Poland sp. z o.o. premises"

b) The following rules must be observed when performing hot works

- hot works may only be performed by persons authorized and qualified to do so,
- all combustible materials present at the workplace and in adjacent areas, including the building's structure and technical installations, must be protected against ignition,
- the workplace should be equipped with portable fire-fighting equipment allowing for the elimination of all fire sources
- when the work is completed, the workplace and adjacent areas must be inspected as specified in the permit,
- the equipment used for the works performance should be technically operational and protected against the possibility of causing fire,
- in the event of fire, every person, who notices a fire or other local danger, is obliged by all available means to inform: persons in the fire affected or endangered premises, the immediate superior, and if it is not possible to notify this person, further alarming according to the procedure of summoning the emergency services to the CMCP premises in Zawiercie - (Appendix No. 2); Żyrardów, Rzeszów, Dąbrowa Górnicza plants and Scrap yards workers should call directly the emergency number 112; Gdańsk Scrap Yard should notify the employees of Port Security Service, telephone number 58 343 76 40



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General OHS Principles

Manual IC-W1-1-2020 – Chapter 5.6 Activities Prohibited on the Company's Premises

- CMC may request the removal and, in justified cases, remove a worker of the External Contractor from the Company's Premises for the following reasons:

- entrance and stay on the CMC premises after drinking alcohol or consumption of other similarly acting drugs, narcotic drugs, psychoactive agents, etc. (including not respecting the rules of use or cancelling the passes referred to in the CMC Traffic Manual),
- possession, sale, distribution or use of drugs, alcoholic beverages or other intoxicating substances on the Company's Premises (including car parks,
- use or possession of weapons, explosives, or other hazardous materials on the Company's Premises,
- refusal to follow the instructions of the OHS service, Works Supervisor, OHS Coordinator or failure to comply with this Manual with regard to the OHS and Fire Protection requirements concerning the External Contractors,
- breach of security, corporate security rules, theft attempt, unauthorized possession, use or movement of any CMC property,
- abuse, removal or destruction of property belonging to CMC or other contractors,
- moving around the Company's Premises: in Zawiercie - at a speed greater than 30 km/h (20 km/h applies to Scrap Yards, 10 km/h in the Dąbrowa Górnicza plant), or outside the areas designated for the provision of Services,
- unauthorized destruction of CMC information or information signs
- usage of unauthorized entrances or exits, entering forbidden zones without authorization,
- refusal to cooperate with the CMC Security Service, failure to comply with the recommendations of the property inspection, vehicles, or pass-by or transit rights,
- unjustified stay on the Company's Premises before and after hours of Services performance



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Standards of Safe Conduct

Standards of Ethics and Safe Conduct at CMC



- Staying on the Company's Premises under the influence of drugs or alcohol is a gross dereliction of Employee's basic duties
- The Employer may take disciplinary actions against the Employee due to the violation of agreed work organization
- Pursuant to Art.17 of Act on Upbringing in Sobriety and Counteracting Alcoholism, the Plant Manager or an authorized person is obliged to stop an Employee from working if there is a reasonable suspicion that the said Employee has consumed alcoholic beverages prior to reporting to work or during work.
- Art. 207 of the Labour Code imposes on the Employer a requirement to ensure the conditions of health and safety at work to the employees. Allowing an employee under the influence of alcoholic beverages or drugs to perform their duties shall pose safety of other employees at risk.
- The Employer may require employees to get tested for the presence of alcohol or drugs in their body.
- Due to the increase in popularity and availability of intoxicating substances, CMC purchased a **certified drug and alcohol testing device.**

An employee who was subject to a work accident and was found to be under the influence of alcohol or intoxicating drugs or who significantly contributed to the occurrence of an accident **is not entitled to sickness allowance or rehabilitation benefit**



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Standards of Safe Conduct

Standards of Ethics and Safe Conduct at CMC

- It is forbidden to:**
- Possess, sell, distribute, use or / and promote drugs, alcoholic beverages or other intoxicating substances on the premises of the Company (including car parks);
 - Use, possess or present weapon or explosives on the premises of the Company;
 - Act in an insubordinate manner (to deliberately refuse to obey or follow orders of managers, directors);
 - Steal;
 - Engage in fights or behave inappropriately;
 - Remove or destroy the property of CMC or other contractors;
 - Provide false, incomplete or incorrect information about CMC's documentation or correspondence to CMC containing results of tests for intoxicants or alcohol in blood; e.g.
 - Trespass on unauthorized areas;
 - Use unauthorized entrances or exits;
 - Enter forbidden zones without authorization;
 - Threaten, intimidate, coerce or disturb others in performance of their duties;
 - Testify untruths or submit false information against CMC;
 - Inform with a delay about an accident; provide false information or reports on accidents, diseases or incidents;
 - Refuse to have a vehicle, cabinet, desk, toolbox or private property inspected by security employees;
 - Stay on the premises of the Company before or after working hours without a reasonable justification.



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Integrated Management System (IMS)

At CMC, the Integrated Management System is based on the following standards: EN ISO 9001, EN ISO 14001, EN ISO 45001



POLITYKA ZINTEGROWANEGO SYSTEMU ZARZĄDZANIA

Nadziwimy się, że działalność naszego przedsiębiorstwa, wyrażającą z przysięgą praca nas ma, jest umocnieniem wizerunku CMC Poland sp. z o.o. w Polsce i krajach sąsiadujących, jako najbardziej wydajnego producenta wysokiej jakości stalowych waleń ciągłych, wyrobów walcowanych i profilowanych oraz firmy oferującej nowoczesny, zintegrowany system świadczenia usług.

Dążymy do spełnienia swoich celów oraz oczekiwań wszystkich stron zainteresowanych dzięki integracji Systemu Zarządzania Jakością opartego o normę EN ISO 9001:2015 z Systemem Zarządzania Środowiskowego opartego o normę EN ISO 14001:2015 oraz Systemem Zarządzania Bezpieczeństwem i Higieną Pracy zgodnego z ISO 45001:2018. W naszych wysiłkach kierujemy się szlachetnością i niedziadłością w relacjach ze stronami zainteresowanymi, troszcząc się jednocześnie o środowisko naturalne i bezpieczeństwo swoich pracowników oraz osób przebywających na naszym terenie.

Założone cele osiągamy przez:

- zrozumienie kontekstu organizacji i planowanie działań uwzględniając ryzyka i szanse;
- zapewnienie zasobów niezbędnych do realizacji założonych celów;
- współpracę z Klientem w celu poznania jego oczekiwań i wymagań;
- budowanie trwałych związków biznesowych ze wszystkimi uczestnikami rynku;
- organizację pracy, konsekwentną modernizację wyposażenia technicznego oraz stosowanie najnowocześniejszych rozwiązań technologicznych nakierowanych na podnoszenie wydajności pracy i jakości wyrobów, przy optymalizacji procesów wytwarzania i związanych z tym kosztów;
- wysoką i powtarzalną jakość wyrobów;
- zaangażowanie w prowadzenie działalności w sposób zrównoważony, który wspiera i promuje odpowiedzialność za środowisko realizując restrykcyjne wymagania prawne z zakresu ochrony środowiska;
- optymalizację zużycia energii elektrycznej, gazu, w tym zużycia nieodnawialnych zasobów naturalnych, aby ograniczyć wpływ na środowisko naturalne;
- realizację idei gospodarki o obiegu zamkniętym (GOZ) - odpady wytwarzane w naszych procesach produkcyjnych stanowią surowiec wtórny do produkcji innych produktów, wyrobów, dzięki czemu mamy wpływ na ograniczenie wykorzystania nieodnawialnych zasobów naturalnych;
- podnoszenie świadomości ekologicznej pracowników;
- zwracanie uwagi na bezpieczeństwo, wypadki, choroby zawodowe, wypadki przy pracy i dolegliwości zdrowotne poprzez zapewnienie bezpiecznych i higienicznych warunków pracy;
- eliminowanie zagrożeń i ograniczanie ryzyka dotyczących BHP oraz monitorowanie i pomiar stanu bezpieczeństwa i higieny pracy;
- kreowanie bezpiecznych, prośrodowiskowych postaw i zachowań pracowników poprzez stałe podnoszenie wiedzy, ich współpracę, konsultacje i zaangażowanie w działania na rzecz poprawy warunków bezpieczeństwa i higieny pracy, ochrony środowiska naturalnego oraz zadowolenia klienta;
- spełnianie wymagań prawnych i innych, do których spełnienia organizacja się zobowiązała;
- przeprowadzanie audytów oraz wdrażanie działań korygujących i doskonalących;
- przestrzeganie przez wszystkich pracowników zgodnie z ich stanowiskami, kompetencjami i odpowiedzialnością wymagań Zintegrowanego Systemu Zarządzania;
- ciągłą poprawę działań w odniesieniu do bezpieczeństwa i higieny pracy, środowiska oraz zadowolenia klienta.

Załączając CMC Poland sp. z o.o. zobowiązuje cały personel firmy do ciągłego rozwoju Zintegrowanego Systemu Zarządzania oraz do zapoznania się i stosowania załącznika Polityki Zintegrowanego Systemu Zarządzania.

DYREKTOR GENERALNY

Wojciech Wójcik

Prokura



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Integrated Management System (IMS)

The scope of the Integrated Management System

CMC Poland Sp. z o.o. is a global steel mill company committed to delivering outstanding customer service, providing exciting opportunities for employees, improving local communities and creating values for investors. CMC Poland Sp. z o.o. is one of the largest manufacturers of fabricated rebar and wire mesh in Poland. The products of CMC Poland Sp. z o.o. are used as steel reinforcement in major transport and commercial infrastructure projects.

When managing the product life cycle, CMC Poland Sp. z o.o. considers its impact on the environment, starting from the raw material acquisition, through the production process until it becomes waste material enabling its proper recycling.

A certified scope of the Organization's system includes:

„Production of steel billets by continuous casting and hot and cold-rolled long products and prefabrication of reinforcement elements for construction industry, incl. welded fabrics. Collection and processing of scrap material”.

The physical boundaries of the Integrated Management System comprise organizational units and premises of CMC Poland sp. z o.o. specified in accordance with the table. The implemented IMS does not include real estate or parts thereof or installations for which the right to dispose of has been granted to another entity. The list of the contracts in question is kept and updated by a relevant unit – BO.

* Exclusions from the certified scope of the Organization's system include the following areas: Rebar Detailing Office ZB7 and 2 scrap yards from the Recycling area: Gdańsk - R5, RH5; Raczkki - R12, RH12.

| The Integrated Management System comprises the entire Organization - CMC Poland sp. z o.o. within its scope: | | |
|---|---|--|
| No. | Location | Content: |
| 1. | The Head Office in Zawiercie | Production of steel billets by continuous casting and hot and cold-rolled long products and prefabrication of reinforcement elements for construction industry, incl. welded fabrics. Collection and processing of scrap material. |
| 2. | Production Facility in Dąbrowa Górnicza | Manufacturing of rolled reinforcement products, incl. welded steel meshes. |
| 3. | Zyrardów Fabshop | Prefabrication of reinforcement elements for construction industry. |
| 4. | Rzeszów Fabshop | Prefabrication of reinforcement elements for construction industry. |
| 5.* | Scrap Yard in Katowice | Collection and processing of scrap material. |
| 6. | Scrap Yard in Żebiec | Collection and processing of scrap material. |
| 7. | Scrap Yard in Konin | Collection and processing of scrap material. |
| 8. | Scrap Yard in Świdnica | Collection and processing of scrap material. |
| 9. | Scrap Yard in Bydgoszcz | Collection and processing of scrap material. |
| 10. | Scrap Yard in Chorzów | Collection and processing of scrap material. |
| 11. | Scrap Yard in Lublin | Collection and processing of scrap material. |
| 12. | Scrap Yard in Herby | Collection and processing of scrap material. |
| 13.* | Scrap Yard in Gdańsk | Collection and processing of scrap material. |
| 14.* | Scrap Yard in Koszalin | Collection and processing of scrap material. |
| 15.* | Scrap Yard in Olsztyn | Collection and processing of scrap material. |
| 16.* | Scrap Yard in Raczkki | Collection and processing of scrap material. |



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Personal Protective Equipment

Please remember to adapt personal protective equipment to performed work.

- Protective clothing
- Face and respiratory protection
- Protective footwear
- Safety helmets
- Safety eyewear
- Hearing protectors
- Protective gloves
- Fall protection



Visitor / Guest



Employee



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Requirements for Visitors and Guests

Requirements during the visit at CMC



Getting familiar with the Manual IC-W1-1/2020 OHS and Fire Protection Requirements for External Contractors



Before entering the production and warehouse area, each person is obliged to send a completed list / statement (Appendix no.5, 5a) to the email address of OHS Office:
CMCP_BHP@cmc.com



In case the documents cannot be sent electronically, they shall be delivered to OHS Office



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Requirements for Visitors and Guests

Documentation



Documents shall be sent to the email address of OHS Office:



CMCP_BHP@cmc.com

or delivered in person

Documents to be sent:

- Appendix 5a Statement of becoming familiar with OHS Regulations
or
- Appendix 5 to the Manual IC -W1-1/2020 - OHS Training Attendance List



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Requirements for Visitors and Guests

Documentation

**Manual
IC-W1-1/2020**

**Statement on getting familiar with OHS rules
and regulations – Appendix 5a
or
Training list – Appendix 5**



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Requirements for Visitors and Guests

Confirmation of becoming familiar with the Manual IC-W1-1/2020 – Training attendance list– Appendix no. 5a



Appendix no. 5 to IC-W1-1/2020
Page 1 of 2

Attendance List

at the Information Training on the OHS and Fire Protection regulations applicable on the premises of CMC Poland sp. z o.o. at the location:

ZAWIERCIE

for employees of an external company / CMC Poland sp. z o.o. employed in another CMC location / guests / visitors

| Company name | | | | Training date |
|--------------------|---------|------------|--------------------|----------------|
| TOM-TECH Zawiercie | | | | 02.10.2023 |
| No. | Surname | First Name | Job Position | Signature* |
| 1 | Tomecki | Tomasz | Inżynier automatyk | <i>Tomecki</i> |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |

I hereby confirm that I have become familiar with the information on personal data processing by CMC Poland sp. z o.o. Appendix no. 6 to IC-W1-1/2020



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Requirements for External Contractors

Requirements at work

- From the moment of commencement of works on the premises of CMC Poland, External Contractor bears full responsibility for all acts and activities.
- External Contractor bears full responsibility for each type of accident that takes place during and as the result of provided services and accepts risks, penalties and sanctions for the breach of regulations and principles of work safety.
- External Contractor declares that they have read and understood the content of the Manual IC-W1-1/2020 and undertakes to follow the provisions included therein.
- External Contractor is obliged to ensure conditions of health and safety at work and to equip their employees and subcontractors with protective clothing and PPE adapted to the work conditions.
- If External Contractor's employee fails to follow the regulations, rules and recommendations, CMC has the right to withhold the performance of specified tasks and stop the employee from performing the services. In such a case, External Contractor undertakes to immediately ensure another person to perform services resulting from the order/contract. All costs related to the cancellation of the order/contract are borne by External Contractor.
- CMC reserves the right to charge External Contractor with a penalty fee of PLN 500 for each breach of general OHS and Fire Protection principles.



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Requirements for External Contractors

Basic duties of Employer in the area of OHS– Art. 207 of the Labour Code

- § 1. The Employer is responsible for ensuring conditions of health and safety in the work establishment. The duties of employer in relations to health and safety as well as health and safety tasks entrusted to specialists from outside the work establishment do not affect the employer's responsibility.
- § 2. The employer is obliged to protect health and life of employees by ensuring conditions of health and safety at work by the appropriate use of the achievement of science and technology. In particular, the employer is obliged to:
 - 1) organize work in a manner ensuring conditions of health and safety at work;
 - 2) ensure the provisions and the principles of health and safety at work are followed in the work establishment, issue instructions to remedy breaches within this scope, and supervise the implementation of such instructions ;
 - 3) react to the needs in relation to ensuring health and safety at work, as well as to adopt measures to improve the existing level of protection of health and life of employees, given the changing conditions of work ;
 - 4) ensure the development of coherent policy preventing accidents at work and occupational diseases; the policy should consider technical problems, work organization, conditions of works, social relations as well as the effect of factors of the work environment ;
 - 5) consider the protection of health of young employees, pregnant employees or employees nursing a child, as well as disabled employees within the preventive measures undertaken;
 - 6) ensure the implementation of orders, submissions, decisions and decrees issued by the authorities exercising supervision over the conditions of work;
 - 7) ensure the implementation of recommendations of a social labor inspector.
- § 2¹. The costs of acts undertaken by the employer as part of health and safety at work must not be borne by the employees in any way .
- § 3. The employer and a person managing the employees are obliged to know, to the extent necessary to perform duties imposed on them, the provisions on the protection of work, including provisions and principles of health and safety at work.



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Requirements for External Contractors

Requirements at work

- From the moment of commencement of works on the premises of CMC Poland, External Contactor bears full responsibility for all acts and activities.
- External Contractor bears full responsibility for each type of accident that takes place during and as the result of provided services and accepts risks, penalties and sanctions for the breach of regulations and principles of work safety.
- External Contractor declares that they have read and understood the content of the Manual IGW1-1/2020 and undertakes to follow the provisions included therein.
- External Contractor is obliged to ensure conditions of health and safety at work and to equip their employees and subcontractors with protective clothing and PPE adapted to the work conditions.
- If External Contractor's employee fails to follow the regulations, rules and recommendations, CMC has the right to withhold the performance of specified tasks and stop the employee from performing the services. In such a case, External Contractor undertakes to immediately ensure another person to perform services resulting from the order/contract. All costs related to the cancellation of the order/contract are borne by External Contractor.
- CMC reserves the right to charge External Contractor with a penalty fee of PLN 500 for each breach of general OHS and Fire Protection principles.



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22

Requirements for External Contractors

Duties of a person managing employees- the Labour Code, Art. 212

Any person managing employees is obliged to:

- Organize job positions in accordance with the provisions and principles of health and safety at work
- Care about efficiency of measures of individual protection and their application in accordance with their use
- Organize, prepare and perform works to protect employees against accidents at work, occupational diseases and other diseases related to the conditions of the work environment
- Care about conditions of health and safety in the working premises and technical equipment, and of efficiency of measures of group protection and their application in accordance with their use
- Execute the observance of provisions and principles of health and safety at work by employees
- Ensure the execution of medical recommendations of a doctor conducting health care over employees



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Requirements for External Contractors

Requirements during performance of work



Getting familiar with the Manual IGW1-1/2020 OHS and Fire Protection requirements for External Contractors



Before commencement of works on the CMC premises, External Company is obliged to send a completed "Works Notification" form together with the appendices, if required, (Appendix: 7, 8, 9) to the email address of the OHS Office: CMCP_BHP@cmc.com



In case the documents cannot be sent electronically, they are to be delivered to OHS Office



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Requirements for External Contractors

Documentation

Documents shall be sent to the OHS Office at the following email address:

CMCP_BHP@cmc.com

or shall be delivered in person

- Appendix 5a Statement on becoming familiar with the OHS and Fire Protection principles and regulations at CMC or Appendix 5 to the Manual IC -W1-1/2020 - OHS Training Attendance List
- Appendix 7 to the Manual IC -W1-1/2020 – Works Notification
- Appendix 8 to the Manual IC -W1-1/2020 – Notification of subcontractors' participation* - if External Contractor has their own subcontractors
- Appendix 9 to the Manual IC -W1-1/2020 Permit to carry out hot works on the premises of CMC Poland sp. z o.o. * - if such works are to be performed (grinding, welding, burning, etc.).

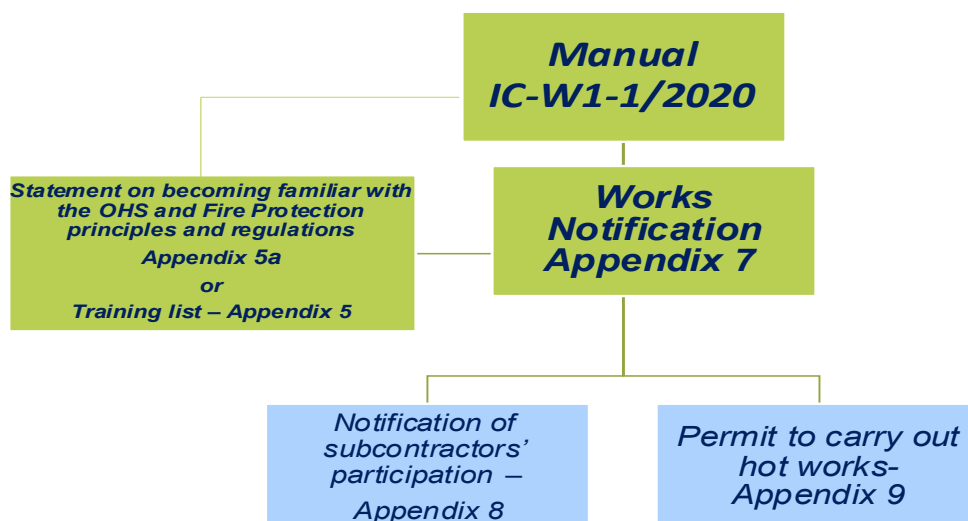


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Requirements for External Contractors

Documentation



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Models of correctly complete d documents

Training list – Appendix 5a

Appendix no. 5 to IC-W7-1/2020
Page 1 of 2

Attendance List

at the Information Training on the OHS and Fire Protection regulations applicable on the premises of CMC Poland sp. z o.o. at the location:

ZAWIERCIE

for employees of an external company / CMC Poland sp. z o.o. employed in another CMC location / guests / visitors.

| | | | | |
|--------------------|----------|------------|---------------------|-----------------|
| Company name | | | Training date | |
| TOM-TECH Zawiercie | | | 02.10.2023 | |
| No. | Surname | First Name | Job Position | Signature* |
| 1 | Tomecki | Tomasz | Automation engineer | <i>Tomecki</i> |
| 2 | Kowalski | Jan | Mechanic | <i>Kowalski</i> |
| 3 | Nowak | Adam | Mechanic | <i>Nowak</i> |
| 4 | | | | |
| 5 | | | | |

* I hereby confirm that I have become familiar with the information on personal data processing by CMC Poland sp. z o.o. Appendix no. 6 to (C-44)-1/2020



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Models of correctly completed documents

Works notification – Appendix 7



Downloaded from <http://ajphaphysoc.org/>

| WORKS NOTIFICATION NO. _____ | | Date of work: _____ | |
|------------------------------|--|--|--|
| 1. Name of works: _____ | | To be completed by the relevant supervisor | |
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Models of correctly completed documents

Notification of contractors' participation – Appendix 8 IC-W1-1/2020

The list of subcontractors shall be updated in a timely manner.



Zak. nr 8 do IC-W1-1/2020

CMC

Data: 20... r.

(Data firmy wykonawcy)

ZGŁOSZENIE UDZIAŁU PODWYKONAWCÓW

DO ZGŁOSZENIA PRAC NR

1. WYKAZ PODWYKONAWCÓW (nazwa firmy, adres siedziby, adres biurowy)

| |
|-----|
| 1. |
| 2. |
| 3. |
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| 7. |
| 8. |
| 9. |
| 10. |

Pracownicy podwykonawcy powinni posiadać odzież roboczą, obuwie, środki ochrony, narzędzia i inne wyposażenie niezbędne do wykonania prac oraz inne materiały.

ODPOWIEDZIALNOŚĆ ZA BEZPIECZEŃSTWO PODLEGLYCH PRACOWNIKÓW ORAZ OSÓB PRZEBYWAJĄCYCH W REJONIE WYKONYWANYCH PRAC SPOCZYWA NA OSOBACH WYMENIOWANYCH W PUNKTACH IV.1 ORAZ IV.3. ZGŁOSZENIA PRAC



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Models of correctly completed documents

Permit to carry out hot works – Appendix No. 9 IC-W1-1/2020

Hot works are works involving the use of open fire, welding, grinding, etc.

CMC

PERMIT No.

to perform hazardous works - hot works on the CMC Poland sp. z o.o. premises

(i.e. Works involving use of open flames such as welding, cutting, heater applications, heating, etc. in accordance with the applicable standards or at gas systems, which require a separate permit)

1. WORKPLACE (DEPARTMENT/OFFICE): Wald Shop 153

2. WORK PURPOSE: Crane engine repair

3. NAME OF THE COMPANY PERFORMING WORK: Assemble 1000h

4. WORKING TIME - DATE from 22.09.2020 to 22.09.2020

5. FIRE/EXPLOSION RISK IN THE WORKPLACE: welding, grinding, heat

(state what it results from)

6. SAFETY MEASURES IN THE AREA OF HOT WORKS PERFORMANCE:
CLEAN THE SURFACE OF ANY COMBUSTIBLE MATERIALS AT THE WORKPLACE.
REMOVE ANY FLAMMABLE MATERIALS AND LEAKERS FROM THE WORKPLACE. IF THEY CANNOT BE MOVED, PROTECT THEM WITH FIREPROOF BLANKETS OR METAL PLATES.
- COVERINGS, CULVERTS ETC. IN WALLS OR IN THE FLOOR SHOULD BE COVERED WITH METAL PLATES OR A FIREPROOF BLANKET.
- METAL PLATES OR FIREPROOF BLANKETS SHOULD BE PLACED IN SUCH A WAY AS TO COVER FLAMMABLE MATERIAL WHICH CANNOT BE REMOVED.
- ANOTHER WAY TO PROTECT AGAINST THE POSSIBILITY OF FIRE/EXPLOSION.

7. PROTECTION MEASURES (COMPLY AS APPROPRIATE OF JOBS):
1) FIRE PROTECTION: FIRE EXTINGUISHERS, FIREPROOF BLANKETS, METAL PLATES, HAND PUMP, WATER PUMP EXTINGUISHERS, FIRE HYDRANTS WITH EQUIPMENT
2) OTHER: fire extinguishers, fireproof blankets, metal plates
MUST BE THE PROPERTY OF THE COMPANY PERFORMING THE WORKS

8. OHS PERSONAL PROTECTIVE EQUIPMENT:
1) fire extinguishers, fireproof blankets, metal plates
2) OTHER: fire extinguishers, fireproof blankets, metal plates

9. METHOD/TYPE OF PERFORMED WORKS: welding, cutting, grinding, heating, etc.
(delete as appropriate or add)

Appendix No. 9 to IC-W1-1/2020

10. RESPONSIBLE FOR: (delete as appropriate or add)
a) preparation of the workplace, protective measures and hot works protection measures:
SURNAME: PERFORMED (signature of the Contractor)
b) switching off of electric and energy systems (electric, gas, water, etc.):
type of the system: PERFORMED (signature of the system switching off)
SURNAME: PERFORMED (signature of the system switching off)

c) if there is a possibility of presence of flammable liquids/gases/vapours or dusts at the workplace, analyse their concentration:
there is / there is no risk of explosion (full name of the contractor) (signature of the Contractor)

d) use of protective measures for work organization and timing:
I have read and agree to follow and perform full name of the contractor (signature of the Contractor)

11. APPROVE TO COMMENCE WORKS:
(work permit may be signed by the persons listed in points 9 and 10)
signature of the Contractor: PERFORMED (signature of the Contractor)
signature of the Principal (area manager): PERFORMED (signature of the Principal)

12. AFTER WORKS COMPLETION, THE WORKPLACE AND ITS SURROUNDINGS WERE CHECKED AND NO NEGLIGENCE WAS FOUND THAT COULD CAUSE A FIRE:
(work permit may be signed by the persons listed in points 9 and 10)
signature of the Contractor: PERFORMED (signature of the Contractor)
signature of the Principal (area manager): PERFORMED (signature of the Principal)

13. WORKS ARE COMPLETED: DATE: 22.09.2020 TIME: 15:00
signature of the Contractor: PERFORMED (signature of the Contractor)
signature of the Principal (area manager): PERFORMED (signature of the Principal)

14. AFTER WORKS COMPLETION, THE WORKPLACE AND ITS SURROUNDINGS WERE CHECKED AND NO NEGLIGENCE WAS FOUND THAT COULD CAUSE A FIRE:
(work permit may be signed by the persons listed in points 9 and 10)
signature of the Contractor: PERFORMED (signature of the Contractor)
signature of the Principal (area manager): PERFORMED (signature of the Principal)

REMARKS: THE INSTRUCTIONS FOR COMPLETING THE PERMIT ARE ON THE REVERSE SIDE

page 1 of 2



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Information on types of hazards

Hazards on the premises of CMC

- Noise
- General vibrations
- Lightening
- Changeable microclimate
- Hot microclimate
- Industrial dust
- Slippery, uneven surfaces
- Possibility of falling to a lower level
- Moveable, loose, sharp, protruding parts of tools, machines, equipment;
- High temperature, hot surfaces
- Risk of being struck by an object in motion
- Splinters, shards, dusts
- Risk of being hit by vehicles, car collisions
- Treat of backfill by landslide materials
- Fall of objects transported by material handling equipment
- Threat of fire or explosion
- Improperly secured access to devices, machines or work platforms
- Chemical substances
- Road and rail transport
- Failures of technical devices



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Preventive measures

Securing machines against unintentional start-up.

Prior to the performance of overhaul, maintenance or repair of a machine or equipment, a lock should be put on a dangerous energy source (mechanical, electric, pneumatic or hydraulic lock) to avoid its activation by an unauthorized person.

7 steps to use locks and safety guards:

Step 1 – Preparation

Step 2 – Notification of all operators and persons responsible for a given area on planned overhaul / maintenance works

Step 3 – Isolate all energy sources of the machine or equipment

Step 4 – Lock and tag all energy sources of a given machine / equipment in a switch-off position.

Step 5 – Try to switch the machine / equipment on to make sure the energy source has been properly switched-off

Step 6 – Overhaul or maintenance (planned repair works)

Step 7 – Reinstation to operation



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Preventive measures

Secure a worksite

Before the commencement of works, mark the work area in a permanent and visible manner.



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Questions and concerns

If you have any questions or concerns, please send them to the email address of OHS/Fire Protection team of CMC Poland



CMCP_BHP@cmc.com



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***All human activity
involves certain risk.
There are risks that
cannot always be
avoided. However,
they can be
predicted and
counteracted***





Attendance List

at the Information Training on the OHS and Fire Protection regulations applicable on the premises of CMC Poland sp. z o.o at the location:
for employees of an external company / CMC Poland sp. z o.o employed in another CMC location / guests / visitors

| Company name | | | | Training date |
|--------------|---------|------------|--------------|---------------|
| | | | | |
| No. | Surname | First Name | Job Position | Signature* |
| 1 | | | | |
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* I hereby confirm that I have become familiar with the information on personal data processing by CMC Poland sp. z o.o Appendix no. 6 to IC-W1-1/2020



OHS and Fire Protection information training program

- 1) Introduction
 - a) Training objective
 - b) General information on CMC Poland
 - c) Integrated Management System
 - d) Personal data processing
- 2) Rules of staying and moving around CMC Poland premises
 - a) Passes
 - b) Safe conduct standards
 - c) Pedestrian traffic
 - d) Internal transport
 - e) Accidents, alarming rules
- 3) Work clothing, footwear and personal protective equipment
- 4) Rules of safe work
 - a) Work permit
 - b) Hot works
 - c) Works at height
 - d) Work in confined spaces
 - e) Machines, devices, equipment
- 5) Basic principles of fire protection
- 6) CMC procedures
 - a) TOP – worker care
 - b) LOTO procedure
- 7) Summary

Statement
of becoming familiar with the Principles and Regulations of OHS and Fire Protection
applicable on the premises of CMC Poland sp. z o.o.

.....

Location of CMC Poland

for the employees of external company / CMC Poland sp. z o.o. employed at a
different location of CMC Poland / guests / visitors

| Company name | | | | Date of training |
|--------------|---------|------------|--------------|------------------|
| | | | | |
| N o. | Surname | First name | Job position | Signature* |
| 1 | | | | |
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- I hereby confirm that I have read and understood the principles specified in the Manual IC-W1-1/2020
- I hereby confirm that I have become familiar with the information on personal data processing by CMC Poland sp. z o.o. Appendix no. 6 to IC-W1-1/2020



TRAINING PARTICIPANT -
PLEASE READ INFORMATION ABOUT THE PROCESSING OF YOUR PERSONAL DATA IN CONNECTION
WITH THE OCCUPATIONAL HEALTH AND SAFETY TRAINING

CMC Poland Sp. z o.o according to respectively Article 13 and 14 of Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation, Official Journal L 2016.119.1 ("GDPR")):

Data controller at the time of occupational health and safety training is CMC Poland Sp. z o.o. ul. Piłsudskiego 82, 42-400 Zawiercie, Poland (hereinafter "CMCP"), contact details: iod@cmc.com.

The Controller processes personal data for the following purposes, for which the Controller indicates the following legal bases for the processing: performance of obligations arising from the provisions of law, occupational health and safety obligations related to the retention of safety and traffic rules on the CMCP premises, as well as the performance of contractual obligations if, on the basis of a civil-law agreement, the CMCP has undertaken to provide training - Article 6(1)(b) of the GDPR Article 6(1)(c) of the GDPR and Article 9(2)(b) of the GDPR or processing related to legitimate interests, among others, the assertion of claims before a common court - Article 6(1)(f) of the GDPR. Categories of relevant data are: full name, position, contractor's name, brand number, contact phone number.

The Recipients of personal data are the authorised workers of the Controller, and in cases of entrusting services to other entities, these entities and their authorised employees, as well as administrative bodies or institutions that request access to data within the framework of their statutory powers. Personal data may be transferred to a processor: Commercial Metals Company, 6565 N. MacArthur Blvd. Suite 800 Irving, TX 75039, United States. Suitable protection measures have been provided by application of standard contractual clauses on the basis of Article 46(2)(c) of the GDPR and Article 26(2) of Directive 95/46/EC of the European Parliament and of the Council of 24 October 1995 on the protection of individuals with regard to the processing of personal data and on the free movement of such data (Official Journal EC L 281, 21.11.1995, p. 31) in conjunction with Article 46(5) of the GDPR.

Under conditions specified in Article 15 of the GDPR, you have the right to access your personal data and to obtain a copy of your data. Contact us at the email address indicated above to exercise these rights.

The personal data will be kept for the periods required by law to keep training records for workers, and in the case of other trainees - for contractors for at least the period of validity of the occupational health and safety training (1 year after the training), but not longer than the limitation period of claims.

You have the right to access, rectify, erase or limit the processing of personal data concerning you and the right to object to the processing, as well as the right to transfer the data. You may object to the processing of your personal data at any time for reasons relating to your particular situation.

You have the right to lodge a complaint with the President of the Office for Personal Data Protection, i.e. the data protection authority if you find that the processing of your personal data violates the applicable legal provisions on the personal data processing. In case of sending the contractor's employees for training - the source of data acquisition can be the ordering CMCP contractor. The provision of your personal data is voluntary and at the same time necessary for the circumstances of an accident at work, an occupational disease, the establishment of a threat to human life or health, or provision of the occupational health and safety training. The Controller avoids taking automated decisions on the processing of your personal data, in particular profiling.



Appendix no. 7 to IC- W1-1/2020

....., on 20....

(Name of the external contractor)

WORKS NOTIFICATION no. *

Contract / order no.

I. Scope of works

To be completed by the external contractor

-
(start date – planned date of completion)
-
(exact location of works – department / location)
-
(scope of works)

II. Main hazards related to performed works

To be completed by the external contractor

| No. | Work that is the source of danger | Yes/No | Basic preventive measures | Work permit |
|-----|--|--------|---|---|
| 1 | Hot works | | Fire risk assessment. Isolation from a fire/heat source of combustible materials in a place of performing hot works by removal, increase of the distance or use of an insulating cover. In addition, securing the place of works according to the hot works permit. In explosion hazard zones, operation with the use of intrinsically safe equipment | Required Appendix No. 9 to the Manual ICW1-1/2020 |
| 2 | Works at height | | Fencing off and marking the danger zone in a permanent and visible manner. Protection of the trench, manhole, construction opening. Work assurance. If necessary, use of the fall protection equipment. | |
| 3 | Work in confined spaces | | Atmosphere measurement before the start of operation, next measurements at least once per hour with a multi-gas detector (min. O ₂ , CO). Constant work protection. Means of communication. If necessary, a safety harness with a safety line. | |
| 4 | Working under exposure to harmful gases or lack of oxygen | | Having and using a multi-gas detector (min. O ₂ , CO), currently calibrated according to the Operation and Maintenance Manual of the equipment manufacturer. Proper response to its indications. | |
| 5 | Work with power tools | | Daily visual inspection of power tools and electric cables. Use of guards. Operating with damaged equipment is prohibited. | |
| 6 | Overhaul and maintenance of machines, equipment and electric power systems | | Notification of the operators and persons responsible for the area on planned works, shut down of all energy sources in repaired machine/equipment, lockout and tagout of all energy sources in off position, performance of a test, execution of repair/maintenance works. | |
| 7 | Staying in the transport works area | | Reacting to audible signals. Maintaining a safe distance from transport works. Stay under the transported material is prohibited. | |
| 8 | Mechanical lifting and handling of loads | | Hooks and slings certified and undamaged. If necessary, use auxiliary equipment to guide the load. | |
| 9 | Handling chemical substances | | Use and storage of substances and preparations according to the safety data sheets for the substance/preparation concerned | |
| 10 | Other | | | |

III. RECOMMENDATIONS OF THE OHS AND FIRE PROTECTION OFFICE

To be completed by CMC

- Wear work/protection clothing with company's name, use appropriate personal protective equipment required at the CMC premises (provided by the contractor). Move along the designated communication routes. Fence off the work area and mark it in a permanent and visible manner, appropriate to the hazards and conditions of work. Apply safe working methods. In the case of any occupational health and safety irregularities - STOP WORKING, report them to your supervisor and to the person authorizing/contracting the work. Once the work is completed, clean and order the area and give over to persons authorizing/contracting the work.
- Observe the occupational health and safety and fire safety regulations during work and internal rules on alarming, staying in and moving around the CMC Poland premises.
- Additional occupational health and safety remarks (in case of works carried out outside Zawiercie, to be completed by the person responsible for the works site)



Appendix no. 7 to IC- W1-1/2020

IV. WORK SUPERVISION To be completed by the external contractor

1. Works supervisor on the behalf of the external contractor : _____
(full name) (telephone number)
2. Is the participation of a subcontractor expected (delete as appropriate): YES / NO
If YES, complete the "NOTIFICATION OF SUBCONTRACTORS' PARTICIPATION" (Appendix No. 8 to IC-W1-1/2020)
3. Continuous works supervision - persons managing works on each work shift :
I shift
from _____ to _____
II shift
from _____ to _____
III shift
from _____ to _____
(number of all persons) (full name, position) (phone number) (signature)
4. Requirements:
 - a) familiarizing your workers and subcontractors with the "Occupational Health and Safety and Fire Protection Requirements for External Contractors" Manual (IC-W1-1/2020).
 - b) your workers and subcontractors should have current medical examinations, OHS training, authorizations and competences required to perform the works
 - c) your workers and subcontractors should have current OHS information training performed by the CMC Poland OHS Office (or management - for locations outside Zawiercie); the training is valid up to 1 year.
5. External Contractor's Employee performing tasks of the OHS Service : _____
(Full name) (Phone number)

I confirm:

(Signature of a person indicated in point 1)

V. WORK COORDINATION ** To be completed by the external contractor and CMC

OHS Coordinator (Full name) (Phone number) (Signature) (Area)

VI. APPROVAL TO COMMENCE WORKS To be completed by CMC

Approval of the area manager / person contracting works for the commencement of works:

(Full name of the person contracting works from CMC Poland department) (Signature)

(Full name of the area manager from CMC Poland department) (Signature)

VII APPROVAL TO COMMENCE WORK To be completed by the external company and CMC

(signature of an external contractor's work supervisor - p. IV.1)

(signature of CMC OHS and Fire Protection Office employee)

VIII. CONFIRMATION OF WORKS COMPLETION To be completed by the external contractor and CMC

(date and signature of a person contracting works from CMC Poland) (date and signature of an employee of OHS and Fire Protection Office) (date and signature of an external contractor's representative)

Document distribution:

Before commencing works:

1. The External Contractor fills in the Works Application form (hereinafter: Application) with applicable appendices,
2. The CMC Department contracting the works approves to commence the works - signs the Application,
3. The OHS and Fire Protection Office verifies the Application, gives possible remarks and Application number and prepares two copies: first for the external contractor, second for the CMC department contracting works. The original document is stored in the OHS and Fire Protection Office.

After works completion:

1. CMC Department contracting the works approves completion of works on their and external contractor's Application copy,
2. External Contractor brings the signed Application forms to the OHS and Fire Protection Office,
3. OHS and Fire Protection Office confirms the acceptance of the works' ~~completion~~ on both documents and retains one of them for 2 years after completion of works,
4. External Contractor retains a copy of the Application for 3 months after the completion of the works,

If there are any changes concerning: the date of work performance, the number of persons employed on particular shifts or using services of subcontractors, the works application and the appendix should be updated in the OHS and Fire Protection Office of CMC Poland

If there are any changes concerning: the date of work performance, the number of persons employed on particular shifts or using services of subcontractors, the works application and the appendix should be updated in the OHS and Fire Protection Office of CMC Poland

* The application number is assigned by the OHS and Fire Protection Office of CMC Poland

** In the case of work of several companies at the same time and place, an external contractor appoints an Occupational Health and Safety Coordinator - a person who supervises the occupational health and safety of workers employed (by different employers) at the same place at the same time (according to Article 1.208 §1 KPi, which DOES NOT RELEASE individual employers from the obligation to ensure the occupational health and safety of their workers).



....., on 20..... r.
(Name of External Company)

NOTIFICATION OF SUBCONTRACTORS' PARTICIPATION

WORKS APPLICATION NO.

| |
|--|
| I. LIST OF SUBCONTRACTORS <i>company name, representative, contact telephone number</i> |
|--|

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

The subcontractor's employees should be provided with work/protective clothing, protective measures enabling the identification of the company contracting the works as well as a personal pass.

RESPONSIBILITY FOR THE SAFETY OF SUBORDINATE EMPLOYEES AND PERSONS IN THE AREA OF WORKS PERFORMANCE IS BORNE BY THE PERSONS LISTED IN THE WORKS NOTIFICATION FORM IN IV.1 AND IV.3.



PERMIT No.
**to perform hazardous works - hot works on the CMC Poland sp. z o.o.
premises**

(i.e. Works involving use of open flames such as: welding, cutting, mastic application, heating, etc. in inadequate places; excluding gas hazardous works on all gas systems, which require a separate permit)

1.WORKPLACE (DEPARTMENT/OFFICE)

2.WORK PURPOSE

3.NAME OF THE COMPANY PERFORMING WORKS

4.WORKING TIME - DATE from to

5.FIRE/EXPLOSION RISK IN THE WORKPLACE

(state what it results from)

6.SAFETY MEASURES IN THE AREA OF HOT WORKS PERFORMANCE:

- CLEAN THE SURFACE OF ANY COMBUSTIBLE MATERIALS AT THE WORKPLACE,
- REMOVE ANY FLAMMABLE MATERIALS AND LIQUIDS FROM THE WORKPLACE; IF THEY CANNOT BE MOVED, PROTECT THEM WITH FIREPROOF BLANKETS OR METAL PLATES,
- OPENINGS, CULVERTS ETC. IN WALLS OR IN THE FLOOR SHOULD BE COVERED WITH METAL PLATES OR A FIREPROOF BLANKET,
- METAL PLATES OR FIREPROOF BLANKETS SHOULD BE PLACED IN SUCH A WAY AS TO COVER FLAMMABLE MATERIAL WHICH CANNOT BE REMOVED,
- ANOTHER WAY TO PROTECT AGAINST THE POSSIBILITY OF FIRE/EXPLOSION:

7.PROTECTION MEASURES: (*delete as appropriate or add)

- a) FIRE PROTECTION: FIRE EXTINGUISHERS, FIREPROOF BLANKETS, METAL PLATES, HAND PUMP WATER FIRE EXTINGUISHERS, FIRE HYDRANTS WITH EQUIPMENT
..... APPLIED FIRE PROTECTION MEASURES
MUST BE THE PROPERTY OF THE COMPANY PERFORMING THE WORK!
- b)
- c) OHS: PERSONAL PROTECTIVE EQUIPMENT
- d) OTHER.

8.* METHOD/TYPE OF PERFORMED WORKS: welding, cutting, soldering, heating etc.
(delete as appropriate or add)

9.RESPONSIBLE FOR: (*delete as appropriate or add)

a) preparation of the workplace, protective measures and hot works protection measures:

SURNAME..... PERFORMED
(signature of the Contractor)

b) *switching off of electric and energy systems (electric, gas, water, etc.):

type of the system

SURNAME..... PERFORMED
(signature of the worker switching off)

SURNAME..... PERFORMED
(signature of the worker switching off)

c) * if there is a possibility of presence of flammable liquid/gas vapours or dusts at the workplace, analyse their concentration:

there is / there is no risk of explosion Full name of the contractor
signature of the Contractor

d) use of protective measures for work organization and training:

I have read and agree to follow and perform Full name of the contractor
signature of the Contractor

10.* I APPROVE TO COMMENCE WORKS

(*work permit may be signed by the persons listed in points 9 and 10)

signature of the Contractor

signature of the Principal (area owner/manager)

10.A* SCOPE OF WORKS HAS BEEN AGREED ON WITH THE CMCP OHS AND FIRE PROTECTION OFFICE
(*point is completed only if it meets the conditions of the Manual for authorization - point 1 g)

OHS and Fire Protection OFFICE employee signature

11. WORKS ARE COMPLETED. Datetime
signature of the Contractor

12. AFTER WORKS COMPLETION, THE WORKPLACE AND ITS SURROUNDINGS WERE
CHECKED AND NO NEGLIGENCE WAS FOUND THAT COULD CAUSE A FIRE.

I confirm the works acceptance Controller Inspected three times within two hours Controller - inspected after four hours

(Name and signature of the
CMCP's principal signature)

(Name and signature of the person
responsible for the site/area)

(Name and signature of the person
responsible for the site/area)

REMARKS: THE INSTRUCTIONS FOR COMPLETING THE PERMIT ARE ON THE OTHER SIDE!



Instructions for completing the permit to perform hot works on the CMCP premises:

- 1) The permit is required when the above mentioned works are carried out on the premises of the CMCP establishment by their workers and employees of external companies in places that are not adapted for this purpose and when there is a high fire hazard (due to the stored or presence of flammable materials, the place of work in the vicinity of gas installations, etc.).
 - a) points 1 to 4 - to be completed by the contractor / CMCP worker performing the work,
 - b) point 5 is to be completed by the contractor in the presence of the principal (area owner/manager),
 - c) points 6 to 8 - to be completed by the contractor / CMCP worker performing the work,
 - d) point 9 a, c, d - to be completed by the contractor/CMCP worker performing the work,
 - e) point 9b, - to be completed by the contractor or CMCP worker with the required/relevant qualifications,
 - f) point 10 is to be completed by the principal (area owner/manager) of the works from CMCP,
 - g) point 10A is an optional point, to be completed by an employee of the OHS and Fire Protection Office only if the contractor or the principal (area owner/manager) find it difficult to determine the type of protection of the above mentioned works or if the works are carried out in places particularly exposed to fire. The OHS and Safety and Fire Protection Office will return the document to be completed without issuing work permit if the permit has not been properly completed in points 1 to 10,
 - h) after completing points 1 to 10, the contractor can commence works,
 - i) point 11 is to be completed by the contractor or CMCP employee performing the works,
 - j) point 12 is to be completed by the CMCP principal (area owner/manager) of the works or a person appointed by it,
 - k) after completion of the works, the original permits should be submitted to the OHS and Fire Protection Office, where they will be archived,
 - l) the principal (area owner/manager) on the part of the CMCP archives a copy of the permit at his premises,
- 2) **A PERMIT TO PERFORM HOT WORKS IS ISSUED FOR ONE DAY ONLY.**
A LONGER-TERM PERMIT MAY BE GRANTED IF THE WORKS ARE PERFORMED IN CONTINUOUS MANNER. A BREAK IN THE SUPERVISION OF THE PERFORMED WORKS IN PROGRESS LASTING MORE THAN TWO HOURS WILL RESULT IN A BREAK IN THEIR CONTINUITY WHICH MEANS THAT ANOTHER PERMIT MUST BE ISSUED.