



HES Gdynia Bulk Terminal

**OCCUPATIONAL HEALTH AND SAFETY PROCEDURE
OUT OF THE ZONE OF HANDLING OPERATIONS OR THE ZONE OF REPAIRS
ON THE PREMISES AND IN THE FACILITIES
OF HES GDYNIA BULK TERMINAL SP. Z O.O.**

OP 05– 2019

	Name and surname	Date	Signature
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HES GDYNIA BULK TERMINAL SP. Z O.O.

§ 1. PRELIMINARY PROVISIONS

1. **The following procedure is applicable to all people performing work on the premises of HES Gdynia Bulk Terminal Sp. z o.o. out of the zone of handling operations or the zone of repairs if uninterrupted working time exceeds 2 hours and that if they do not enter the zone of handling operations or the zone of repairs on the premises and in the facilities of HES Gdynia Bulk Terminal Sp. z o.o.**
2. HES Gdynia Bulk Terminal Sp. z o.o., hereinafter referred to as HES Gdynia, being concerned about the safety of people staying within the port area and the facilities, provides the following procedure due to avoid many risks arising from the character of the workplace. Please read the following text and comply with its provisions.

WARNING!!! If intended **to enter the zone of handling operations or the zone of repairs**, follow the provisions: **"Health and safety procedures in the zone of handling operations or the zone of repairs on the premises and in the facilities of HES Gdynia Bulk Terminal Sp. z o.o."**

3. Getting familiar with this procedure should be confirmed by handwritten signature and handed over to HES Gdynia OHS services (the confirmation template - **Appendix No. 1**).

§ 2. DEFINITIONS

1. **Zone of handling operations** - the place where handling operations processes are performed, i.e. handling, other work procedures and activities carried out in a strictly defined sequence by workers using appropriate equipment and machines in order to move cargo. This process can be performed manually, mechanically or automatically depends on the specific features of the cargo and technological advancement.
2. **Zone of repairs** - the place where repair processes are performed, i.e. all work, other work procedures and activities carried out in a strictly defined sequence by workers using appropriate equipment and machines to inspect, repair, overhaul, maintain and modernize infrastructure and suprastructure. The processes can be performed manually or mechanically depends on the specific features of the process and repair techniques advancement.

In case of new investment activities not related to existing infrastructure or suprastructure, the same rules as for repairs apply.

3. **Accident at work** - a sudden event incurred by an external cause, resulting in work-related injury or death occurred:
 - a) while standard duties of an employee or other duties associated with the standard duties being instructed by its supervisors;
 - b) while standard duties of an employee or other duties associated with the standard duties, not being instructed by its supervisors;
 - c) while an employee is on the way between the employer's seat and the place of work where the employee performs its duties.
4. **Near-miss incident** - event that could result in injury or illness accident, however due to:
 - external circumstances;
 - human psychophysical capabilities;

5. **Failure** - sudden destruction or damage of the equipment (or its components) or the facility, caused by external factor, excessive use, faulty use, structural defects, etc., causing work suspension or work limitation or safety threat to the equipment itself or to the facility itself or potentially causing safety or life hazards, and repair costs resulting from the failure exceed PLN 10.000,00.
6. **Defect** - any damage with the repair costs not exceeding PLN 10.000,00.
7. **Construction disaster** - unintentional, wholesale or partial violent destruction of any object of the construction, also of scaffolding components, components of forming equipment, sheet pile walls and excavation supports.
8. **Other events causing losses** - events, resulting in costs, not defined as a failure, defects or construction disasters.
9. **Evacuation** - immediate emergency leaving out of all people staying within a facility, in the shortest possible time, in case of the event (fire, construction disaster, terrorist attack) resulting in a threat to their life and health. There are individual and collective evacuation.
10. **Health and Safety Coordinator** — a designated person supervising health and safety at work of all workers employed by different employers in the same place in the zone of handling operations or the zone of repairs on the premises and in the facilities of HES Gdynia Bulk Terminal Sp. z o.o.
For handling operations work it is reloading foreman, for repairing work - person designated by the Director of Technical Department, and for other works - person designated by the Director of the Department that such works relates to.

§ 3. ORDINANCE PROVISIONS

1. Each time, upon entering and leaving the restricted area of HES Gdynia, a pass authorizing entering the area must be presented.
2. Both the company providing the security service on the restricted area of HES Gdynia and authorized officers of other services have the right to request a pass authorising entering the area.
3. Either carrying in and out or transporting in or out goods or objects from the restricted areas of HES Gdynia that are not the personal items, in particular chemical substances, require presenting of an appropriate pass to the security guard.
4. Either carrying in or transporting in or consuming alcohol or taking drugs or other intoxicants on the premises of HES Gdynia is forbidden.
5. If working conditions do not comply with the health and safety regulations at work and if pose a direct threat to health or life, everyone has the right or even the obligation to suspend the work, notifying immediately the direct superior, Dispatch Centre and the health and safety officer of HES Gdynia.
6. **Each person entering or already present on the premises of HES Gdynia or in the HES Gdynia operations area of is obliged to undergo an examination for the presence of alcohol, drugs or other intoxicating substances at the request of Terminal security services.**

§ 4. BASIC REQUIREMENTS

All people within the restricted area of HES Gdynia – each person in the respective scope – should comply with the following rules.

A. Traffic in the port

1. After entering the HES Gdynia gate, exercise extreme caution and follow the rules of more intensive traffic:
 - a) obey maximum speed of vehicles in accordance with the road signs;
 - b) **park vehicles only in designated areas;**
 - c) walk on pavements, marked passages or marked lanes.
Crossing the roads make sure that there are no vehicles coming over, follow the shortest route - never go diagonally! If there are no pavements, walk on the left side of the road.
2. While being on the premises of HES Gdynia, should behave on the basis of limited trust to those who participate in the traffic (pedestrian, road, railway).
3. Step away, not awaiting for a warning signal, to give preference to road vehicles and mechanised equipment units.
4. Exercise extreme caution at railroad crossings and when crossing the rail tracks.
5. It is forbidden:
 - a) to cross over the railway tracks:
 - after the warning signal of locomotive or shunting staff until completion of shunting operation,
 - at a distance of less than 3 m from the front of the standing wagon or wagon train where the gap between the wagons is less than 6 m while locomotive or other wagon shunting truck is connected to the train;
 - b) to cross over the tracks either under railway wagons or under wagon bumper or either to step on wagon bumpers or to walk through open doors of railway wagons;
 - c) passing by or standing near a taut rope of the wagon shunting truck.
6. In addition to the above provisions, as regards pedestrian and road traffic at HES Gdynia, the Polish Road Traffic Regulations shall apply.

B. Fire protection

1. **Each noticed potential fire danger must be immediately reported to the direct superior, HES Gdynia dispatcher (mobile phone: 508-376-415) or directly to the Emergency Call Centre 112.**
Remember ECC number to quickly alert the emergency services in the event of fire, chemical, environmental disaster or other emergency.
2. Any fire must be extinguished immediately avoiding the fire to spread, while maintaining the maximum safety of people, using available appropriate extinguishing media.
3. During the rescue and extinguishing action and the evacuation, strictly follow the instructions of the person that commends rescue operation.
4. Work performance, storage of materials and traffic must be carried out in accordance with the applicable fire protection regulations.

5. In particular it is forbidden:

- a) blocking the fire roads intended for emergency vehicles and escape routes;
- b) blocking access to external hydrants;
- c) using fire-fighting equipment for other purposes ;
- d) smoking in places not designated for this purpose ;
- e) using open fire in the zone of handling operations or the zone of repairs, except cases agreed with operational or technical services and ensuring the fire protection regulations requirements (point B.4.) are in place;
- f) using, storing or transporting flammable materials not in accordance with the Material Safety Data Sheet.

C. Emergencies

I. Accidents, near misses and providing first aid.

1. Immediately after an accident, near-miss incident or hazardous situation, it is necessary to:

- a) warn people in the area of danger and immediately inform the dispatcher of HES Gdynia (mobile phone: **508-376-415**), emergency services and your direct superiors;
- b) provide first aid to the injured and call for medical assistance.**
The location of first aid points with the necessary equipment (first-aid kits, stretchers, defibrillators) in HES Gdynia are marked on the map of HES Gdynia (Appendix 2);
- c) secure the place of the event until the arrival of the appropriate HES Gdynia services or emergency services;
- d) cooperate with the relevant services of HES Gdynia, in particular with OHS services, in order to record, explain and document accidents or near-misses, in accordance with the internal regulations in force of HES Gdynia.

II. Failures, defects and construction disasters and other events resulting in any loss.

1. Each failure, defect, construction disaster or other event causing any loss one should immediately report to the HES Gdynia dispatcher (mobile phone: **508-376-415**), an authorized representative of the site / facility user and also one's direct superiors. In the event of a failure or construction disaster, the dispatcher shall notify the emergency inspector.
2. The place of the hazardous event must be secured until the arrival of the relevant HES Gdynia services.
3. It is necessary to follow the orders of the HES Gdynia services responsible for securing the place of the hazardous event, equipment and facilities against obliterating traces and against further damage and losses.
4. It is necessary to cooperate with the relevant services of HES Gdynia in order to record, explain the causes and document the event, in accordance with the internal ruling regulations of HES Gdynia.

III. Evacuation.

1. In case of the occurrence resulting an evacuation (described in point B, C I and C II, as well as - explosion, terrorist attack, radioactive radiation, environmental pollution and other life and health hazard), it is necessary to warn people in the hazardous area about the danger and immediately call the dispatcher of HES Gdynia (mobile phone: **508-376-415**), rescue services and one's direct superiors.

2. As long as it is possible and does not cause any direct hazard to health or life, it is necessary to secure the workplace, machinery, equipment, important documentation, financial resources and securities.
3. **Collective evacuation is announced by the Chief Executive Officer or a person designated by him. In case of an absence of such persons on the premises of HES Gdynia, the evacuation is announced by the HES Gdynia dispatcher.**
4. **The person responsible for collective evacuation in the relevant area is the most senior person of organizational structure of HES Gdynia, present in the area during the event.**
5. The instructions of the person responsible to manage the evacuation and the rescue action must be strictly followed.
6. The assembly points for evacuation are located (**see map in Appendix 2**):
 - a) at the front of the Marine Station building at Polska Str. 1, Gdynia;
 - b) at the front of the Port Fire Brigade building at Chrzanowskiego str. 15/17, Gdynia.

§ 5. SPECIFIC REQUIREMENTS

A. It is forbidden:

- a) to carry out electrical or mechanical repairs of the equipment by unauthorised person;
- b) to employ pregnant women at work with a computer more than four hours a day – from the day when pregnancy being diagnosed by a doctor or after notifying the employer by the employee about pregnancy;
- c) to smoke tobacco outside of designated areas;
- d) using open fire on the premises of HES Gdynia;
- e) to use hazardous working methods that pose a risk to health and life;
- f) to use damaged electrical and heating equipment and installations;
- g) to obstruct exits, doors, switchboards, electrical and gas switches, fire-fighting equipment;
- h) to operate transport and lifting equipment without proper training and authorization;
- i) to perform warehouse keeper activities without personal protection (in places where there is an obligation of using them) and under hanging over load;
- j) to use an electric-propelled devices without training, authorization and also without the permission of the direct superior;
- k) exceeding the permitted load of shelves, racks and floors;
- l) to transport manually materials without complying the applicable standards of manual lifting and handling;
- m) to contaminate space room, to block passageways and other communication routes;
- n) to allow unauthorized person to work;
- o) to drink alcoholic beverages at work, to perform work while being alcohol-impaired.

B. Personal hygiene and culture of the workplace

It is obligatory at the workplace:

- a) to eat meals in the dedicated dining rooms or in places where there is no work and no hazardous conditions;

- b) to take care of work and protective clothing and to use it in accordance with its purpose;
- c) to maintain cleanliness and to impeccable manners in the rooms;
- d) to keep the workplace clean and tidy by immediately removing any unnecessary objects that could cause an accident;
- e) to dispose the waste in special containers.

§ 6. FINAL PROVISIONS

1. Every person staying outside of the zone of handling operations or the zone of repairs and on the premises of HES Gdynia, is obliged to strictly comply with the provisions of the above Procedure. The person responsible for handing over the above procedure to the external company is the HES Gdynia employee authorized to contact the external company. An external company assigning employees to perform work on the premises of HES Gdynia outside the zone of handling operations or the zone of repairs is obliged to familiarise these workers with the above procedure and provide to HES Gdynia Health and Safety services the confirmation of such actions (**Appendix No. 1**).
2. The exceptions to the rule constituted in § 6.1 are:
 - people not performing work on the premises of HES Gdynia;
 - people performing work on the premises of HES Gdynia outside of the zone of handling operations or the zone of repairs, if their working time does not exceed 2 hours at a time;
 - car drivers outside of the zone of handling operations or the zone of repairs (**Appendix No. 1** to the Occupational Health and Safety Procedures in the zone of handling operations or the zone of repairs on the premises and in the facilities of HES Gdynia Bulk Terminal Sp. z o.o.)

The information placed on the board at the entrance gate to the HES Gdynia Bulk Terminal Sp. z o.o. area is applicable to such a case.

3. If case of ambiguity about interpretation of the Procedure provisions, please contact the supervisor or HES Gdynia OHS services for clarification.
4. Failure to comply with the provisions of this Procedure may result in sanctions under the Working Regulations of HES Gdynia or, in the case of external companies workers, in administrative penalties, at worst including the ban on entering the secured area of HES Gdynia.
5. In the case of **Appendices 1-4**, their current versions will be supervised by OHS services of HES Gdynia.

Appendices:

1. Confirmation of familiarising with the procedure
2. Map of HES Gdynia OHS checklist
3. Emergency phone numbers
4. Brief manual out of the zone of handling operations or the zone of repairs



**The Card Of Confirmation of familiarizing
with "Health and safety at work procedure outside of the zone of handling operations or the zone of
repairs on the premises and in the facilities of HES Gdynia Bulk Terminal Sp. z o.o."**

I confirm that I have read this procedure and feel obliged to comply with its provisions.

No.	Name	Given name	Date	Signature
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				

I. POLISH EMERGENCY NUMBERS

AMBULANCE	999
FIRE BRIGADE	998
POLICE	997
GENERAL EMERGENCY NUMBER	112

II. GENERAL PORT NUMBERS

PORT FIRE BRIGADE	48-58-627-46-04
PORT MASTER'S OFFICE	48-58-621-07-05
THE MAIN PORT DISPATCHER	48-58-620-76-37

III. HES GDYNIA BULK TERMINAL SP. Z O.O.

DISPATCHING CENTRE	48-508-376-415
OPERATIONS OF QUAYS AND WAREHOUSES	48-508-375-964
OHS SERVICE	48-668-834-955
SECURITY MTMG - D-CA „IMPEL”	48-510-015-544



USE INDIVIDUAL PROTECTION MEASURES (HELMET, JACKET, GOOGLES, SOLID FOOTWEAR)



COMPLY WITH ROAD TRAFFIC REGULATIONS AND ROAD SIGNS



IT IS FORBIDDEN AT THE SITE OF HES GDYNIA:

- POSSESSING AND USING NARCOTIC DRUGS
- POSSESSING AND USING ALCOHOL
- POSSESSING AND USING WEAPONS, AMMUNITION AND PYROTECHNIC MATERIALS
- SMOKING OUTSIDE THE DESIGNATED AREA



DO NOT ENTER THE QUAY WITHOUT INSTRUCTION FROM THE HANDLING OPERATOR.
COMPLY WITH THE INSTRUCTIONS OF OPERATING AND SECURITY SERVICES OF HES GDYNIA.



IN THE EVENT OF AN ACCIDENT CALL ASSISTANCE, GIVE FIRST AID AND NOTIFY
DISPATCHING CENTRE TEL. NO. 508 376 415



DURING EMERGENCY OR EVACUATION ACTION FOLLOW THE INSTRUCTIONS OF THE PERSON
IN CHARGE OF THE ACTION



DURING HANDLING OPERATION STAY INSIDE THE VEHICLE

REMEMBER !!!!

- THE COMPANY IS NOT RESPONSIBLE FOR DAMAGES RESULTING FROM NON-COMPLIANCE WITH THE SAFETY REGULATIONS WHILE STAYING AT THE SITE OF HES GDYNIA,
- THE DRIVER WILL BE BANNED FROM ENTERING THE SITE OF HES GDYNIA BULK TERMINAL SP. Z O.O. IN CASE OF NON- COMPLIANCE WITH THE ABOVE RULES.