



HES Gdynia Bulk Terminal

OCCUPATIONAL HEALTH AND SAFETY PROCEDURE
WITHIN 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 04 – 2019

	Name and surname	Date	Signature
PREPARED BY	Stuczewska Iwona Piotrowski Piotr Kędzierski Tomasz	23.04.2019	(-) illegible signatures
APPROVED BY	Buczko Bogdan	24.04.2019	(-) illegible signature

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. within the zone of handling operations or the zone of repairs, and excludes the crew and ship service workers to whom "Bulk carrier handling procedure" or the "Regulations for safe handling of tankers" applies.
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.
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. 7**).

§ 2. DEFINITIONS

1. **Zone of handling operations** - the place where the handling operation 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 repairs processes are performed, i.e. repairs 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.

Note!!! The zone of handling operations and the zone of repairs are within the secured area of basin II and III of the Port of Gdynia, limited from the land side by road gates No. 13 and 17 and railway gates to the quays - Silesian, Swedish, Danish and Dutch, with the exception of area used by other companies and roads at Francuska Street, Węglowa Street and access to entities located on the Danish quay (see the map in **Appendix 3**).

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:
 - a) external circumstances;
 - b) human psychophysical capabilities;during hazard situation, no person gets injured.
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 handling operation or the repairs zone on the premises and in the facilities of HES Gdynia Bulk Terminal Sp. z o.o.
For handling operation 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. While boarding, the relevant document must be presented — if required by the ship's crew.
4. 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 an appropriate pass to the security guard.
5. Either carrying in or transporting in or consuming alcohol or taking drugs or other intoxicants on the premises of HES Gdynia is forbidden.
6. Either carrying in or transporting in or using any weapons and ammunition on the premises of HES Gdynia is forbidden (does not concerns security services and officers of the Police, Border Guard, Customs Office and other authorized services).

7. 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.
8. It is forbidden:
 - a) to give orders or to give out signals without any authorisation or any empowerment;
 - b) to perform works in conditions requiring special eligibility without possessing one;
 - c) to activate devices without authorisation and operate these devices without a proper eligibility.
9. **Each person entering or already present on the premises of HES Gdynia or in the HES Gdynia operation area is obliged to undergo an examination for the presence of alcohol, drugs or other intoxicating substances at the request of Terminal security services.**
10. It is a compulsory requirement to use personal protective equipment in the zone of handling operations or the zone of repairs:
 - a) helmet in the handling operation zone, while working at heights and performing any work in the vicinity or under any structures, machines, equipment;
 - b) non-slip fully covered footwear and where necessary a special protective boots;
 - c) warning vests or high-visibility safety jacket;
 - d) clothing tightly adhering to the body and, where necessary, specialised protective work clothing;
 - e) dust masks at dusty cargo;
 - f) work hearing protection (where required);
 - g) safety glasses / face shield;
 - h) protective gloves;
 - i) other protective measures necessary according to Technological Instruction, Safe Work Method Statement and Material Safety Data Sheets requirements, while handling cargo or dealing with chemicals used during operating the equipment, machinery, performing overhauls, repairs, upgrades, etc.
11. Each person entering the zone of handling operations or the zone of repairs is individually responsible for proper selection, collection and use of Personal Protective Equipment.
12. The responsibility for supervising the correct selection, collection and use of Personal Protective Equipment by people within the zone of handling operations or the zone of repairs lies with all employees of HES Gdynia and in particular with:
 - a) functional workers;
 - b) reloading foremen or employees being eligible to perform duties of a reloading foreman;
 - c) technical foremen or employees being eligible to perform duties of a technical foreman;
 - d) employees of the Operations Department of all levels;
 - e) supervising technical workers;
 - f) managers of divisions, departments, organisational units and people subbing on duty;
 - g) directors of departments and Chief Executive Officer.
13. Manager of Property and Supply Maintenance Department, together with respective managers of organizational units, are responsible for purchasing the appropriate Personal Protective Equipment and ensuring its availability.

14. Each person who notices behaviours of people that seems to be dangerous, inadequate to the circumstances, endangering safety of any person and property within the premises or in the operating area of HES Gdynia, should report this fact to the HES Gdynia dispatcher (mobile **phone 508-376-415**) and its direct superiors. If it is possible and does not extend the risk, that person should counteract the potential effects of the actions of the above mentioned people.

§ 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) short-term leaving of vehicles within the zone of handling operation or the zone of repairs only with the consent of the disposer, dispatcher or land user (phone numbers see **Appendix no. 4**).
2. 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.
3. Use warning vests (or other clothing in high-visibility colours), protective helmets and work shoes on quays and other places where goods are handled.
4. It is forbidden to lean on and sit on the handling equipment and on mooring equipment.
5. Step away, not awaiting for a warning signal, to give preference to road vehicles and mechanised equipment units.
6. Exercise extreme caution at railroad crossings and when crossing the rail tracks.
7. Exercise extreme caution when moving in warehouses and on ramps due to the increased traffic of mechanised equipment and conducted handling operations.
8. 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 either under railway wagons or under wagon bumper or either to step on wagon bumpers or walk through open doors of railway wagons;
 - c) passing by or standing near a taut rope of the wagon shunting truck;
 - d) passing by or standing in a distance of less than 30 m from mooring equipment while vessel mooring operation (the provision does not apply to mooring staff and the Terminal staff at vessel positioning operation);

- e) passing under or standing under dangled load.
 - f) passing under equipment being repaired;
 - g) walking up the crane or any other equipment or any port's structure without informing the owner or the user and its permission;
 - h) walking on the quay or boarding the deck while vessel is leaving or berthing;
 - i) walking or driving into dedicated hazardous handling operation area;
 - j) driving motorcycle and other vehicle onto ramps and in warehouses;
9. 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 commands rescue operation.
4. Before commencing welding or any other open fire work, it is required to report this work to the Port Fire Service and to obtain written consent with relevant conditions.
5. The necessary fire-fighting equipment must be provided to the workstations and shall be maintained in a proper technical condition.
6. Work performance, storage of materials and traffic must be carried out in accordance with the applicable fire protection regulations.
7. 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 operation 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;
 - g) the presence of bystanders/unauthorised people.

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 3**);
 - c) rescue drowning person by throwing a lifebelt (located every 200 m), tow the person with a rope, a boat-hook or any other way to the exit berth ladder (located every 50 m);
 - d) secure the place of the event until the arrival of the appropriate HES Gdynia services or emergency services;
 - e) 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 threat 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 the absence of such persons at the site of HES Gdynia, the evacuation is announced by the HES Gdynia dispatcher.

4. The person responsible for collective evacuation in a given area is the most senior person in the hierarchy 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 3**):
 - 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. For visitors, delegates, organized groups, tours

Rules of visiting the zone of handling operation and the zone of repairs.

1. Before entering the zone, it is required to read this procedure and obey its provisions.
2. The tour guide should know the area of HES Gdynia, regulations of this document and should hold the authorization and permission of the Management Board of HES Gdynia Bulk Terminal Sp. z o.o. to lead the visitors to the restricted area of HES Gdynia, and in particular to the zone of handling operation and the zone of repairs.
3. The number of visitors of HES Gdynia area cannot exceed 15 per one guide.
4. The guide should take constant care of the visitors, ensuring their safety.
5. Visitors to HES Gdynia should follow the instructions and warnings of the tour guide.
6. In the event of disrespecting this procedure by individual visitors, the guide should discontinue the visit and lead the group outside the restricted area of HES Gdynia.

B. Transport

1. When transporting and manipulating loads, it is required to use auxiliary equipment indicated by the person responsible for the equipment.
2. Prior to transportation, the technical condition of the auxiliary equipment should be checked, employing the rule that the most powerful equipment can withstand only as long as its weakest component.
3. Use gloves when transporting a load.
4. When lifting a load by hands, it is required to adapt good lifting posture, and while manual handling to ensure good visibility of the road.
5. When placing a load on means of transport, the load must be secured against self-dislocation or falling over.
6. While driving down a ramp hand carts or wheel barrows should be frontally pushed.
7. People standing close to rail tracks must be informed of any move or approach of any wagon or any other rail vehicle.

8. When transporting long, metal objects, pay attention to the electric wires, crane sliding wire channels to avoid electric shock.
9. It is forbidden :
 - a) to throw objects or goods down from the stack, car or wagon if the route of fall is not clearly visible or if there is a risk of damage of the objects or the goods;
 - b) to start up handling equipment, machinery or vehicles without authorisation;
 - c) to overload equipment, devices and vehicles;
 - d) to handle hazardous materials without special training and authorization;
 - e) to leave vehicles or mechanised equipment in places obstructing traffic of other road and yard users, in particular on fire routes and evacuation routes. Breaking that ban may result in taking back an access pass to the premises of HES Gdynia (at the request of the security service or the supervisory staff to the Chief Executive Officer of HES Gdynia).

C. Road transport

The drivers of trucks and vans in both internal and external transport are obliged:

- a) to have a valid training in occupational safety and health;
- b) to have the appropriate qualifications necessary to drive the vehicle;
- c) to drive the vehicle in a proper mental and physical condition;
- d) to have current technical inspections of the vehicle and current motor-vehicle insurance against civil liability;
- e) to ensure that the driven vehicles do not pose a threat to people and property located in the neighbourhood;
- f) to notify in writing the OHS services of HES Gdynia or HES Gdynia dispatcher and obtain consent in case of using dangerous or harmful substances (at refuelling, replacement of liquid consumables, etc.) that may pose an additional threat to people and the environment;
- g) to comply with Road Traffic Regulations, especially road signs and instructions of the handling operation manager/traffic controller (operational and technical services and Terminal security service);
- h) to drive on the quay only if instructed by the reloading foreman;
- i) to stay out of the cabin in the zone of handling operations only in personal protective equipment;
- j) to drive out to a safe place immediately right after the handling operation completion, where it is possible to prepare for further driving;
- k) to notify the Dispatching Centre by phone about the failure of the vehicle;
- l) not to touch the handling operations equipment;
- m) to call the emergency services, to give first aid and to inform the Dispatching Centre about the accident at the site and the zone of handling operations of HES Gdynia;
- n) not to consume alcoholic beverages and not to use narcotic drugs;
- o) not to smoke in the zone of handling operations in warehouses and being on storage yards;
- p) to follow the instructions of the person in charge of the evacuation;
- q) to carry out instructions of the authorized operational employee in the zone of handling operations, and to carry out instructions issued by an authorized subordinate employee of technical services in the repair zone.

D. Handling operation work

1. During the night a workplace on an open area, in containers, in wagons, on the load platform of the vehicle, in the cargo holds and decks of the vessel and in other enclosed spaces, where cargo is being handled and stored, must be lighted to ensure a clear visibility.
2. Workplaces on an open area: yard, wharf, containers, ship's decks, where operational workers perform their duties, must be cleaned off snow and ice.
3. Workplaces raised more than 1,0 m above floor or ground level and serving as walkways, where operational workers perform their duties, must have balustrades with protective handrails located at the height of at least 1,1 m and must have a nosing at least 0,15 m high. There shall be a middle cross rail halfway between the handrail and the nosing or the space should be filled up to prevent people falling out.
4. Where the use of handrails, as referred to in point 3, is not possible due to a type of work and conditions of work at height, the places must be equipped with personal protective equipment to protect workers from falling down from heights.
5. Where hold hatch coamings are lower than 0,75 m and the distance from the bottom of the hold or the top surface of the load exceeds 1,5 m, after opening the hold, there shall be installed permanent or folding sides of at least 0,9 m height. This requirement shall also apply to hatches on interdecks. The sides in holds and interdecks should remain until handling operation is completed.
6. Other openings on deck or interdecks, which may pose a threat for the handling operators, must be secured.
7. Accesses to interdecks, where handling operation does not take place, must be closed or have illuminated boards of no entry.
8. One foreman may manage and supervise the work of several handling operation teams, except from the work at vessel loading/discharging, provided that the number of staff employed in these teams does not exceed 19 persons, regardless of whether they are operators of HES Gdynia or subcontractor operators.
9. When vessel loading/discharging operation of the homogeneous cargo and the same operation technology, one foreman or a worker being eligible to perform foreman duties may manage and supervise the work of all handling sub-teams being employed on one vessel, and at the same time, another foreman or worker being eligible to perform foreman duties may manage and supervise the work of all handling sub-teams being employed on land, regardless of the number of staff being employed in handling sub-teams.
10. In the case of work with a high level of difficulty and safety risk, such as handling with coupled cranes, handling of hazardous materials in classes 3, 6, 8, 9 and other not classified according to IMDGC, large size components of industrial structures, etc., the foreman manages only one handling work team.
11. The foreman interrupts work in the event of any other threat to the life or health of the working teams due to ice, snow or any other threat.

12. A hatchman should transmit manual signals to a crane and an equipment operator as well as to other employees working in the hold - the basic method of communication (**Appendix No. 6**). An alternative method of communication are verbal messages by means of wireless communication, i.e. a radio-telephone or intercom on handling equipment. Verbal announcements concerning handling with a stationary or mobile crane should be transmitted in accordance with the requirements specified in **Appendix No. 5** to the equipment operator or staff working in the hold.

The HATCHMAN - REMEMBER!!!

STAY OUT OF RANGE OF THE CRANE (grabber or hook in operation), IN A SAFE, VISIBLE AND WELL-LIGHTED PLACES.

13. The foreman must give verbal messages to a hatchman and to a crane operator in accordance with the requirements specified in **Appendix No. 5**. In addition, they shall confirm that the message is understood by the entire work team prior to any work changes that may affect safety at work.
14. All people not being employed at the operation, supervision services and technical services of HES Gdynia, are obliged to notify the foreman of their intention to enter into the handling equipment working range in the zone of handling operations and also are obliged to obtain his permission and, if applicable, the conditions of entry into the zone.
15. Other detailed regulations are specified in the job-stand OHS instructions and other internal regulations in force at HES Gdynia.

E. Repair works

1. Prior to operating machines or machine tools it is required to read the operating manual.
2. While standing in the vicinity of a working electric welding machine, avoid looking towards the electric arc and, if necessary, use protective goggles to protect your eyes.
3. Before climbing up a mobile ladder, check the position of the ladder and secure it against dislocation.
4. When climbing up and descending a ladder, face the ladder notches and hold the ladder handrails with both hands.
5. When feeling dizzy while working at heights, the work should be stopped and the fact should be reported to the supervisor.
6. When staying and working at a height, it is essential to wear appropriate personal protection and also to secure tools and other objects from falling down.
7. Before entering trench, check condition of protections.
8. It is forbidden:
 - a) to start up and operate the equipment and other machinery by unauthorised person;
 - b) to lean against the moving machine or equipment and to hand any objects over the moving machine or equipment;
 - c) to stand on electric cables or to drive on unprotected cables lying on the ground;
 - d) to touch or to lean on any kind of electrical switchgear.

F. Companies and workers of outside companies

1. Prior to starting any work on the premises of HES Gdynia for the first time, external companies are obliged:
 - a) to fill in checklist and to send or to hand it over to the OHS services of HES Gdynia;
Checklists completed in accordance with the previous versions of the "Procedures in zone of handling operations or the zone of repairs on the premises and in the facilities" remain valid provided there are no changes, i.e. no new hazards resulting from organisational, technological or resulting from work scope extension. Checklists completed in accordance with the previous "Procedures in the zone of handling operations or in the zone of repairs on the premises and in the facilities" of Ordinance 22/14 or 33/17 remain valid provided there are no changes in the type and nature of work performed on the premises of HES Gdynia.
 - b) to become familiar with the health and safety requirements and internal regulations of HES Gdynia regarding the scope of work to be performed (**Appendix No. 2**);
 - c) to send or to hand over a confirmation of familiarising and commitment to comply with health and safety requirements and internal regulations of HES Gdynia regarding the scope of work performed (**Appendix No. 7**);
 - d) to familiarise the workers assigned to perform work on the premises or in the area of activity of HES Gdynia with the health and safety requirements and internal regulations of HES Gdynia regarding the scope of work to be performed;
 - e) to send or to hand over a confirmation of familiarising and commitment to comply with health and safety requirements and internal regulations of HES Gdynia regarding the scope of work performed by assigned workers on the premises or in the area of activity of HES Gdynia.
2. Workers of external companies are obliged:
 - a) to have valid OHS training;
 - b) to have appropriate certificates necessary to operate used equipment units, tools and devices;
 - c) to ensure that machinery, equipment and devices, used by an outside company, do not pose health risk to all workers;
 - d) to notify in writing HES Gdynia Health and Safety Services if hazardous or harmful substances are used at HES Gdynia in the work process;
 - e) to stack and to secure all materials and raw materials so that they do not pose health risk to people;
 - f) to manage out on their own any waste generated from materials or raw materials used in the process of the commissioned work;
 - g) to secure and mark dangerous places that arise as a result of the work.
3. The requirements of item 1-2 must be absolutely completed before starting work on the premises of HES Gdynia. If they are not met, a supervising employee or OHS service has the right to suspend the work, and all costs related to that will be charged to the external company.

§ 6. FINAL PROVISIONS

1. Every person staying in the zone of handling operations or the zone of repairs is strictly obliged to follow the provisions of this Procedure.
2. If case of ambiguity about interpretation of the Procedure provisions, please contact the supervisor or HES Gdynia OHS services for clarification.
3. 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.
4. In the case of **Appendices 1-4**, their current versions will be supervised by OHS services of HES Gdynia.

Appendices:

1. Driver's manual.
2. OHS checklist.
3. Map of HES Gdynia.
4. Emergency phone numbers.
5. Requirements for the use of verbal messages transmitted using wireless communication.
6. Requirements for the use of hand signals.
7. Confirmation of familiarising with the procedure



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.

APPENDIX NO. 2

NO.	CONTROL QUESTIONS		YES	NO	N/A	NOTES
1.	Has the instruction for safe execution of works in the HES Gdynia area / HASP been prepared?					
1A.	Has a copy of the instructions of the safe execution of works in the HES Gdynia area / HASP provided to Health and Safety Services of HES Gdynia Bulk Terminal?					
2.	Have the job instructions been prepared?					
3.	Have the workers been made familiar with these instructions?					
4.	Does the company have a certificate of the Health and Safety Management System?					
4A.	Has the OHS Policy been developed? Is it available and known?					
5.	Has the occupational risk been assessed?					
6.	Have workers been informed about the risk assessment (documentation)?					
6A.	Has a copy of the risk assessment for your job stands been submitted to the HES GDYNIA Health and Safety Service (only for work carried out in the area and area of the HES GDYNIA activity)?					
7.	Does the company use subcontractors and if so, have the subcontractors been informed about the issues in points 1-6? Is there provided a statement available and the required documents from points 1 to 6?					
8.	Number of observed near misses (from January last year)? What were they?					
9.	Number of accidents at work (since January last year)? What were they?					
10.	Do workers have got valid medical certificates for work? <u>Especially for work at heights?</u>					
11.	First aid points (first aid kits) - if there are own first aid kits used at the area of HES GDYNIA	Is there a list of the equipment of the first aid kit with the list of persons trained in rendering first aid?				
		Are the contents of the first aid kit in accordance with the list?				
		Does the first aid kit content first aid instructions?				
12.	If you do not have your own first aid kits are the employees familiar with the location of first aid kit points in the HES GDYNIA?					
13.	Do the employees have up-to-date training in the following areas?	Initial Training				
		Periodic Training				
		Certificates (where are they kept? – describe in the Notes)				
14.	Do the employees have the qualifications required for the performed work (SEP, hook operator, scaffolding, mobile platforms, mechanised equipment, driving licence, etc.)?					
15.	What Personal Protective Equipment is required?	Protective helmets				
16.		Safety harness				
17.		Working footwear				
18.		Gloves				
19.		Protective goggles				
20.		Dust masks				
21.		Other (what? – describe in Notes)				
22.		Validity of tests / certificates of PPE (where are they stored? - describe in Notes)				
23.	Do workers use the above mentioned personal protective equipment?					
24.	Power Tools (including	List of power tools				

26.	Ladders	List of ladders				
27.		Valid tests				
28.	Scaffolding	Valid tests				
29.		Possess a certificate				
30.		Have they installation and use instructions?				
31.	Slings	Valid attestation				
32.		Current inspected sling condition status				
33.	Does the unit, that requires governmental certain obligations (UDT, TDT), have a valid decision of the Office of Technical Inspection (UDT)/ Technical Transportation Inspection (TDT) authorising the operational condition of the equipment - mobile platforms, forklift trucks, cranes, etc.?					
34.	Does the unit have valid technical inspections allowing the operation of devices and machines not subject to supervision by the Office of Technical Inspection/TDT?					
35.	Are the hygienic and sanitary facilities that have been provided by the employer in the proper condition?					
36.	Are the materials properly stored?					
37.	Current electrical measurement protocols (backup facilities, office, workshop)					
38.	Fire protection	Fire permit for fire hazardous work				
		Fire extinguishers – how many and what type?				
39.		Other fire protection measures - how many and what type?				
40.		Valid tests of fire protection measures				
41.		Instructions and instruction signs				
42.	Does the company have a list of the used chemicals?					
43.	Does the company have a safety data sheet for the used chemicals? Confirmation that the employee are familiarised with it.					
44.	Does the organisational unit manage the waste?					
45.	Does your company keep evidence of a proper waste management?					
46.	Other comments					

Company name -

Type of work performed -

Number of employees employed -

Number of employees working in HES GDYNIA (max) -

Note!!! In the event of new risks arising from organisational, technological and work extension changes, the HES GDYNIA health and safety services must be informed of these changes and their scope and of new, modified or additional risk assessments.

DATE AND PLACE

EXTERNAL COMPANY

OHS SERVICES OF HES GDYNIA

Confirmation of receipt.



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

Verbal messages should be as short, simple and transparent as possible — adapted to the verbal capacity of the sender and the recipient. Use words such as:




- **start** - means the start of steering
- **halt** - means an interruption or end of a movement
- **end** - means stopping the action
- **quick** - meaning that motion must be accelerated for safety reasons
- **Upwards** - in the sense of lifting the load upwards
- **Downwards** - in the sense of lowering the load downwards
- **Forward** - indicates a direction of movement which should be accompanied by appropriate hand signals at the same
- **Backwards**- indicates the direction of motion, which should be coordinated with the appropriate manual signals
- **to the right** - indicates the direction of movement which should be coordinated with the corresponding hand signals at the same time
- **to the left** - indicates the direction of movement, which should be coordinated with the corresponding manual signals at the same time
- **stop** - means that a stop is necessary in an emergency

WARNING!!! IN CASE OF THE TRANSMISSION OF A MORE COMPLEX MESSAGE, COMMUNICATION OR COMMAND, THE STOP COMMAND SHALL BE GIVEN TO STOP THE HANDLING OPERATION, THEN RESUME THE OPERATION AFTER CONFIRMATION THAT AN INFORMATION IS UNDERSTOOD.

Requirements for the use of hand signals.

The manual signal shall be precise, simple, easy to implement and understand, and distinguishable from other signals.

If both hands need to be used at the same time during a manual signal. — they should be used symmetrically and only for one signal.

Signal meaning	Signal description	Illustration
A. GENERAL SIGNALS		
START Attention Start of	Both hands outstretched horizontally, palms facing with their inner side forward	
HALT Interruption - end-of motion	Right hand facing upwards, with their inner side forward	
END Stop of action	Both hands are connected at a chest height	
FAST MOTION	The coded motion control gestures shown in the table are made at a fast rate	
SLOW MOTION	The coded motion control gestures shown in the table are made at a slow rate	

B. VERTICAL MOVEMENTS

RISE UPWARDS

Right hand facing upwards with palm facing its inner side forward- makes a slow circular motion



LOWER DOWNWARDS

Right hand facing down with palm inner side facing forward- makes a slow circular motion



VERTICAL DISTANCE

Hands show the correct distance



C. HORIZONTAL MOVEMENTS

FORWARD MOVEMENT

Both hands are bent with the palms facing upwards with their inner sides, and the forearms make slow movements away from the body



MOVEMENT TO THE REAR

Both hands bent, palms facing outward, forearms making slow movements from each other



MOVEMENT TO THE RIGHT FROM THE SIGNALMAN

Right hand stretched horizontally with palm facing downwards with its inner side, makes small slow movements to the right



MOVEMENT TO THE LEFT FROM THE SIGNALMAN

Right hand stretched horizontally with palm facing downwards with its inner side, makes small slow movements to the left.



HORIZONTAL DISTANCE

Palms show a proper distance



D. DANGER

STOP in emergency case

Both hands outstretched horizontally, palms facing with their inner side forward



F. WORK WITH A GRIPPER AND ELEVATOR

CLOSING THE GRIPPER

Both hands lowered, slightly apart with the palms facing inwards, moving with the forearms inward until both ends come into contact



STEERING THE COUPLED ELEVATORS

Each hand indicates separately the movement of the elevators



**The Card Of Confirmation of familiarizing
with "Health and safety at work procedure within 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.				
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