



## Health, safety, environmental and fire protection guidelines for external entities (companies) operating on the premises of or on behalf of Air Liquide Polska and ALKAT

### Preamble

Safety, health and environmental protection are an important part of AIR LIQUIDE's corporate policy. The following guidelines summarize the basic safety, health and environmental requirements for the conduct and behavior of external entities (companies) on sites operated by Air Liquide Polska sp. z o.o. with its registered office in Cracow (hereinafter "**Air Liquide**") and on sites operated by ALKAT sp. z o.o. with its registered office in Cracow (hereinafter "**Alkat**"), as well as on other sites at the disposal of Air Liquide or Alkat, which are managed or on which work contracted by Air Liquide or Alkat is carried out. It is also in the best interest of you and your employees and associates to comply with these requirements.

As a Group, AIR LIQUIDE is committed to informing you and your employees and associates of the risks and hazards to health and the environment of your activities on Air Liquide or Alkat sites and on sites even temporarily at the disposal of Air Liquide or Alkat that are managed by Air Liquide or Alkat or on which work is carried out under contract by Air Liquide or Alkat, and to confirm that this information has been communicated to you and your employees and associates. For this reason, you and your employees and associates must be familiar with these terms and conditions, as confirmed by a declaration signed by authorized persons and referred to herein, in order to enter into a relationship with Air Liquide or Alkat, regardless of the form in which this cooperation is established.

A contractor's declaration confirming knowledge of these Guidelines must be signed by the employees or associates of any external entity (company) carrying out any work or activity on Air Liquide or Alkat sites or on any other site, even temporarily, at the disposal of Air Liquide or Alkat, managed by Air Liquide or Alkat, or on which work is carried out on behalf of Air Liquide or Alkat. These Guidelines apply both at the time the work is carried out, but also in the event that work is commissioned in the future.

## **Health, safety, environmental and fire protection guidelines for external entities (companies) operating on the premises of or on behalf of Air Liquide Polska and ALKAT**

<b>1. Scope</b>	<b>3</b>
<b>2. Aim</b>	<b>3</b>
<b>3. HSE management</b>	<b>3</b>
3.1 General indications	3
3.2 General safety rules	3
3.3 Work authorization and handover of the worksite	4
3.4 Life-Saving Rules (LSR)	5
3.5 Risk assessment, work permit and determination of work methods (instructions)	6
3.6 Personal Protective Equipment (PPE)	7
3.7 Social facilities, sanitation and first aid	8
3.8 Zero tolerance for deviations	8
3.9 Audit, inspection and behavioral safety visits	8
3.10 Reporting	8
3.11 Emergency response procedures	9
3.12 Maintenance of order	9
3.13 Subcontracting	9
3.14 Meetings, Consultations and Briefings	9
3.15 Work at Air Liquide Customer Sites	10
3.16 Organization and resources for Construction Works	10
<b>4. Detailed requirements for HSE</b>	<b>10</b>
4.1 In-house transportation	10
4.2 Confined spaces, tanks and manholes	11
4.3 Work using power equipment	11
4.4 Working at height	12
4.5 Lockout and tagout (LOTO)	13
4.6 Fire protection and fire hazardous work	13
4.7 Transport of materials and loads (excluding technical gases and cryogenic liquids)	14
4.8 Crane work	15
4.9 Earthworks (excavation)	15
4.10 Anoxia	16
<b>5. Specific requirements for environmental protection</b>	<b>16</b>
5.1 Handling of hazardous substances	16
5.2 Waste management	16
5.3 Emissions and others	17

## **Health, safety, environmental and fire protection guidelines for external entities (companies) operating on the premises of or on behalf of Air Liquide Polska and ALKAT**

### **1. Scope**

These Guidelines apply to all sites operated by Air Liquide Polska sp. z o.o., with its registered office in Cracow (hereinafter referred to as "**Air Liquide**"), and to the sites of Alkat sp. z o.o., with its registered office in Cracow (hereinafter referred to as "**Alkat**") or affiliates of Air Liquide or Alkat (hereinafter referred to collectively as "**Air Liquide Companies**") as well as or on other sites at the disposal of the Air Liquide Companies, even temporarily, which are managed by Air Liquide Companies or on which work commissioned by Air Liquide Companies is carried out.

### **2. Aim**

The purpose of these Guidelines is to ensure that third-party entities (companies) their employees and associates carrying out activities or providing services for and on the premises of Air Liquide Companies (hereinafter referred to as "**Contractors**") carry them out in compliance with health, safety, and fire protection laws and regulations, and in accordance with the internal requirements of Air Liquide companies.

### **3. HSE management**

#### **3.1 General indications**

These Guidelines are a binding part of the contract between Air Liquide Companies and Contractors. The Contractor shall be obliged to read and comply with these Guidelines, and to acknowledge the fact that it has read and complied with these Guidelines by having an authorized person sign the last page of these Guidelines in the "Contractor Declaration" section on its behalf, and to return the signed Contractor Declaration to the relevant Air Liquide Company before the start of the cooperation.

Prior to the start of the cooperation, the Contractor is also obliged to obtain detailed information from the relevant Air Liquide Company on the safety, fire protection, environmental protection and other regulations applicable to the activities performed at the site.

#### **3.2 General safety rules**

The Contractor shall ensure that the Contractor's employees and associates, and other persons it uses to perform the works (collectively, the "**Personnel**"), are familiar with these Guidelines and comply with them at all times while performing the works or while on the premises of the Air Liquide Companies, including other safety and emergency procedures.

- The safety of Personnel performing works on the premises of the Air Liquide Companies shall be the responsibility of the Contractors, and the Personnel shall be obliged to comply with health and safety regulations arising from the law, including the Labor Code, work regulations and general health and safety rules adopted by Air Liquide Companies.
- The movement of Personnel on the premises of Air Liquide Companies in the course of the works, as well as the Contractor's area of activity, must be agreed with Air Liquide and strictly defined.
- Personnel performing works on the premises of Air Liquide Companies must have up-to-date medical examinations, health and safety training and meet other requirements specified by law related to the activities performed.
- The Contractor shall ensure that Personnel have the appropriate knowledge, competence and authorization for the work to be performed. At the request of Air Liquide, the Contractor shall be obliged to provide the relevant documents confirming the above.
- The Contractor shall familiarize Personnel with the documents relating to work safety on the premises of Air Liquide Companies.

## Health, safety, environmental and fire protection guidelines for external entities (companies) operating on the premises of or on behalf of Air Liquide Polska and ALKAT

- It is forbidden to be on the premises of Air Liquide Companies under the influence of alcohol or intoxicants.
- It is forbidden to film or take photographs on the premises of Air Liquide Companies without Air Liquide's permission.
- The Contractor shall be responsible for the Personnel's compliance with these Guidelines and with generally applicable laws and regulations, as well as health and safety standards and norms.
- The Contractor shall keep its Personnel continuously informed of the Guidelines and any other requirements communicated by Air Liquide Companies during the execution of the works. Upon request by Air Liquide Companies, the Contractor must provide information regarding training, briefing sessions concerning the Guidelines, as well as qualifications and certifications.
- The Contractor shall perform all activities on the premises of the Air Liquide Companies in accordance with the required qualifications and authorizations of the personnel, using tools, facilities and equipment that are fully operational and meet the relevant requirements of the law and the relevant standards.
- There will be a designated Air Liquide Company Work Coordinator/Admissions Officer for each task (hereinafter the "**Coordinator**") with whom the Contractor will establish all details of the work.
- Any situation noticed by the Contractor that may affect the safety of the works or bystanders should be reported to the Coordinator.
- It is the Contractor's responsibility to immediately notify the Coordinator or the HSE Service directly of the accident.
- The introduction of chemicals, machinery, plant and equipment onto Air Liquide's premises shall be subject to the submission of a list of such chemicals, machinery, plant and equipment and to Air Liquide's approval of their introduction.
- For matters not covered by these Guidelines, the rules arising from generally applicable laws, standards and norms, compliance with which is the responsibility of the Contractor.

### 3.3 Work authorization and handover of the worksite

1. The Contractor is strictly obliged to comply with generally applicable laws, in particular regarding occupational health and safety (HSE) and environmental protection, as well as the working conditions and safety standards in force at Air Liquide Companies, as referred to in Section 2 below.
2. The Contractor represents that, in addition to its knowledge of generally applicable laws, it has familiarized itself with the safety standards in force at Air Liquide Companies, i.e., "[HSE Requirements for Contractors](#)" and the "[Life-Saving Rules](#)," which constitute an integral part of the GTC and are binding upon the Contractor. Any amendment to the aforementioned Air Liquide Companies' documents does not constitute a change to the order and shall be binding upon the Contractor as of the date of their publication on the Air Liquide Polska website at: <https://pl.airliquide.com/o-nas/bezpieczenstwo-jakosc-i-srodowisko/materialy-w-zakresie-bezpieczenstwa-dla-podwykonawcow>
3. The Contractor represents and warrants that it possesses the appropriate knowledge, experience, technical facilities, and trained personnel to be utilized in the performance of the order for Air Liquide Companies. The Contractor further guarantees that in each instance, the execution of any order for Air Liquide Companies will be conducted in compliance with generally applicable laws—specifically regarding occupational health and safety (HSE) and environmental protection— as well as in accordance with the aforementioned Air Liquide Companies' safety standards referred to in Section 2 above.
4. The Contractor undertakes and warrants that, prior to each commencement of any work for Air Liquide Companies, it shall independently, at its own cost and risk, perform a detailed inspection of the worksite and the work zone. This inspection shall involve, in particular but without limitation, determining the feasibility of safely commencing and conducting work in



## **Health, safety, environmental and fire protection guidelines for external entities (companies) operating on the premises of or on behalf of Air Liquide Polska and ALKAT**

accordance with generally applicable legal provisions (specifically HSE and environmental protection) and the safety standards in force at Air Liquide Companies referred to in Section 2 above.

5. In the event of circumstances preventing the Contractor from commencing work, the Contractor guarantees that it shall immediately report any objections or comments regarding the worksite and work zone to the Air Liquide Company. Following a review of the Contractor's objections and comments, if they are found to be justified, the Air Liquide Company shall take the necessary measures to enable the Contractor to safely commence work related to the Subject of the Order. In the absence of any reported objections and/or comments to the Air Liquide Company, it shall be deemed that the worksite and work zone provide the Contractor with the capacity to correctly and safely execute the order and conduct work in accordance with generally applicable laws (HSE and environmental protection) and the safety standards in force at Air Liquide Companies referred to in Section 2 above.
6. The Contractor, in the Safe Work Permit or another relevant document, confirms the fulfillment of the aforementioned obligations and assumes responsibility for the handed-over worksite and work zone. The handover of the worksite and work zone does not exclude other obligations or liabilities of the Contractor. The assumption of the worksite and work zone by the Contractor, as referred to above, constitutes the basis for commencing work in accordance with the order and is mandatory before the actual commencement of any activities related to the execution of the Subject of the Order.
7. Air Liquide Companies reserve the right to suspend the Contractor's work until the Contractor fulfills the above obligations, and any negative consequences resulting from the failure to meet these obligations shall be borne by the Contractor.
8. The above matters, i.e., sections 1–7 above, concern in particular, but without limitation: work at height, electrical work, and other work in specific conditions or of a special nature, including work classified as particularly hazardous. Any exclusion of the aforementioned matters may only occur with the prior written or electronic consent (within the meaning of Art. 78 (1) of the Civil Code) of the Air Liquide Company.

### **3.4 Life-Saving Rules (LSR)**

All Personnel on Air Liquide premises or working on behalf of Air Liquide must comply with 12 Life-Saving Rules. These are listed below. For more information on the Life-Saving Rules, see the attached informational brochure

Rule 1 - I do not work under the influence of drugs and / or alcohol.

Rule 2 - I do not smoke outside designated smoking areas.

Rule 3 - I wear the Personal Protective Equipment required for the job.

Rule 4 - I never enter a confined space without authorization.

Rule 5 - I wear an ambient gas detector when required.

Rule 6 - I work with a valid safe work permit.

Rule 7 - I apply isolation procedures before working on potentially energized systems.

Rule 8 - I do not bypass EIS requirements without authorization.

Rule 9 - I wear fall-prevention equipment when required.

Rule 10 - I do not walk under suspended loads.

Rule 11 - I secure the load on vehicles.

Rule 12 - I always wear a seat belt when I am in a moving vehicle.

## Health, safety, environmental and fire protection guidelines for external entities (companies) operating on the premises of or on behalf of Air Liquide Polska and ALKAT



### 3.5 Risk assessment, work permit and determination of work methods (instructions)

The Contractor shall analyze all contracted activities in cooperation with Air Liquide and conduct a risk assessment and prepare an instruction/methodology for all activities to be performed by the Contractor.

The works specified in Section 4: Detailed requirements for HSE (excluding transport activities), as well as those referred to in §2 of the Regulation of the Minister of Infrastructure on occupational health and safety during the execution of construction works, shall not be carried out without a risk assessment and a work method statement approved by work by the party contracting the service.

Occupational risk assessments and work methods shall be defined in the Method Statement in accordance with "F02 – Method statement for High-Risk Works" which is attached as an annex to this document. Alternatively, the Contractor may utilize their own internal form, provided it contains the following information:

- scheduled dates for the execution of works;
- work location;
- scope of works, including a description of the work sequence and execution method;
- impact of weather conditions on the works;
- list of chemical substances;
- required Personal Protective Equipment (PPE);
- type of waste generated and the method of its management/disposal;
- list of machinery, equipment, and tools;
- occupational risk analysis.

The Contractor shall obtain a Safe Permit Work (SWP) for all high-risk and non-routine activities, with the exception of works other than those classified as particularly hazardous, when performed by a resident Contractor with an Risk Assessment and Safety Instructions approved by Air Liquide Companies. Both the permit issuer and the permit receiver are required to conduct an inspection of the works covered by the SWP.

Air Liquide Companies shall not be liable for any delays or additional costs resulting from failure to submit a risk assessment or method statement in a timely manner.

The Contractor shall bear all costs of conducting the risk assessment and preparing the determination of the work methods. If any risk assessment or work method determination does not comply with generally applicable regulations, health and safety requirements, the Contractor shall promptly make the appropriate corrections at Air Liquide's request and at its expense.

Prior to the commencement of work, the Contractor shall comprehensively explain all work methods and



## Health, safety, environmental and fire protection guidelines for external entities (companies) operating on the premises of or on behalf of Air Liquide Polska and ALKAT

risk control measures to its Personnel assigned to perform the tasks. All briefed members of the Contractor's personnel shall sign the prepared documentation, which shall serve as confirmation that they have understood the specified work method and/or risk control measures. Documented acknowledgments of all risk assessments and work methods (instructions) must be readily available on-site at Air Liquide premises at all times to enable verification by Air Liquide employees.

A Permit to Work (SWP) must be obtained for all non-routine\* activities. The recipient and the issuer of the permit must inspect the work covered by the SWP to ensure that all specified control measures have been implemented.

Prior to starting work, all Contractor personnel performing works covered by the SWP must receive documented instructions on the control measures specified in the permit.

*\*\*non-routine activities* – works that are not described in the instructions

\*SWP - Safe Work Permit

### 3.6 Personal Protective Equipment (PPE)

The Contractor shall ensure, at its own expense, that each member of the Personnel is equipped with appropriate personal protective equipment or clothing to perform the contracted works (hereinafter collectively "PPE"). All PPE used shall at all times comply with Polish and international standards and generally applicable laws. The Contractor shall ensure that all PPE is properly evaluated for suitability and is properly maintained and stored with instructions for safe use. The Contractor shall supervise the proper use of PPE by its personnel. The type of PPE shall be specified in a risk assessment to be approved by Air Liquide or in accordance with Air Liquide site rules. Work tools and protective equipment used shall be subjected to periodic tests, inspections to the extent established in the Polish Standards or in the manufacturer's documentation.

Minimum Requirements for Personal Protective Equipment		
Personal Protective Equipment	Location /Application	Polish Standard (minimum requirement)
Industrial hard cap	Within technical gas filling plant	EN 812
High-visibility vest	In all areas across all sites/units	PN-EN 471
Safety footwear	Within the facility premises	EN 345 – minimum protection class S1P OR S3
	Construction work	EN 345 – minimum protection class S3 (ankle protection required)
Safety helmet with chin strap	Work at height, transport activities, construction works, within ASU (Air Separation Unit) production units or – in the absence of an industrial hard cap – gas filling plant	EN 397
Protective gloves	Based on occupational risk assessment	EN 388 – mechanical risks EN 374-1 –household chemicals EN 374-3 – chemicals *Other standards apply to different hazards
Safety glasses, goggles, or face shield	Based on occupational risk assessment; required when handling or operating technical gas cylinders and installation valves	EN 166 – minimum class 1F

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## **Health, safety, environmental and fire protection guidelines for external entities (companies) operating on the premises of or on behalf of Air Liquide Polska and ALKAT**

### **3.7 Social facilities, sanitation and first aid**

The Contractor and the Air Liquide Company must provide social facilities (including toilets, sanitary facilities, lockers and a place to eat and, as required, a warming room sufficient for the number of Personnel present). The use of Air Liquide Companies' facilities without prior approval is not permitted. It must be specified by agreement who is responsible for the installation and maintenance of these facilities.

The Contractor shall provide a first aid station. The Contractor shall also provide an adequate number of trained pre-medical rescuers, in accordance with applicable laws, to provide immediate first aid to Personnel.

### **3.8 Zero tolerance for deviations**

Air Liquide's Companies have a zero-tolerance policy for deviations in every area of operation. In the event of deviations that could cause a serious accident, emergency, etc., work must be stopped immediately, followed by an investigation and corrective/preventive measures. Air Liquide Companies shall have the right to require the Contractor to immediately remove from the Air Liquide Companies' premises any persons or facilities, materials, tools or equipment that do not comply with health and safety requirements.

### **3.9 Audit, inspection and behavioral safety visits**

Air Liquide Companies reserve the right to conduct or have a third party conduct any audits or inspections it deems necessary during the term of its relationship with the Contractor. The Contractor shall at all times allow safe entry for Company representatives and provide them with the required training. These audits may be conducted at the work site or, if necessary, at the premises of Air Liquide or the Contractor.

Contractors will also conduct regular audits and inspections of their own operations or the managed site, at the frequency specified in the HSE manuals. Confirmation of performance is to be emailed to the Air Liquide Coordinator and will be included quantitatively and qualitatively in the monthly report or as otherwise approved by Air Liquide Companies.

Any irregularities found in the Contractor's management of HSE issues and any deviation from HSE rules arising from generally applicable laws, norms and standards shall be promptly corrected by the Contractor at its own expense.

### **3.10 Reporting**

The Contractor shall promptly notify Air Liquide Companies of any environmental incidents, injuries, illnesses, near misses, unsafe conditions or practices, and any loss or damage to Air Liquide Company property, including incidents involving Personnel.

A preliminary investigation report with an assessment of the root cause should be communicated to the relevant Air Liquide Company within 1 day of the incident. Corrective and preventive actions shall be reported by the Contractor to the relevant Air Liquide Company within 5 days, unless otherwise specified in the Method Statement for High-Risk works. The incident report (hereinafter: notification) shall be prepared on the Air Liquide Company's form, unless otherwise agreed in writing by the parties. The final template of the HSE report shall be approved by the parties at the conclusion of the contract.

**The site of the accident should be left unchanged, unless it makes it impossible to save lives.**

Notwithstanding the foregoing, the Contractor shall, upon Air Liquide's request, prepare a monthly HSE

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## **Health, safety, environmental and fire protection guidelines for external entities (companies) operating on the premises of or on behalf of Air Liquide Polska and ALKAT**

report (hereinafter referred to as the "HSE report"), and submit it to the relevant Air Liquide Company no later than the 10th of the following month. The HSE report shall record total personnel and site-specific data, including safety statistics, among others:

- hours worked by staff,
- HSE events (accidents, incidents, near misses, irregularities, etc.),
- inspections, audits, behavioral safety visits,
- environmental monitoring (e.g. amount of waste),
- proposals for solutions to improve processes.

The final template of the HSE report shall be approved by the parties at the conclusion of the contract.

### **3.11 Emergency response procedures**

The Contractor shall ensure that all of its Personnel are familiar with Air Liquide's site-specific emergency response procedures.

The Contractor shall designate Personnel to conduct evacuation from the area in which it is working.

The Contractor must have a system for counting Personnel in the event of an emergency at the site. A report with the number of people, must be given to the chief coordinator of the evacuation at Air Liquide.

In the case of work at a site made available by Air Liquide Polska, the Contractor will develop emergency response procedures and plan emergency drills at least once a year.

### **3.12 Maintenance of order**

The Contractor shall ensure that its work area is clean, tidy and free from waste resulting from its activities. Work areas must be cleaned daily, and a full cleaning of each area will be conducted weekly. All waste must be managed and disposed of in compliance with applicable laws and regulations.

All equipment, materials and vehicles shall be stored in an orderly manner. Access to emergency equipment, exits, telephones, safety showers, eyewash stations, fire extinguishers, manual call points, fire hoses, etc. shall not be blocked or otherwise obstructed or restricted.

The Contractor is obliged to ensure that the works are carried out in such a way as to minimize and control the generation and spread of noise, dust and waste to neighboring areas.

### **3.13 Subcontracting**

The Contractor may subcontract the partial performance of the works, subject to obtaining prior written consent from the Air Liquide Company. The intent to delegate any part of the activities to be performed shall be communicated before the purchase order is issued. The Contractor shall not have the right to subcontract the entirety of the works assigned to it by the Air Liquide Company.

All provisions applicable to the Contractor in this document shall apply equally to any subcontractor performing work on behalf of the Contractor.

### **3.14 Meetings, Consultations and Briefings**

The Contractor shall engage employees in all safety improvement initiatives, i.e., organize safety meetings, training sessions, and workshops, ensuring that its employees or the personnel utilized for the performance of the order/works participate actively. The Contractor shall also encourage employees to

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## **Health, safety, environmental and fire protection guidelines for external entities (companies) operating on the premises of or on behalf of Air Liquide Polska and ALKAT**

report best practices, non-conformities, near misses, and other incidents.

Coordination meetings between the Contractor and the Air Liquide Company shall be held at a frequency and in a format appropriate to the duration and complexity of the scope of work.

### **3.15 Work at Air Liquide Customer Sites**

If the Contractor performs work at a customer site of the Air Liquide Company, the customer's requirements must be observed in addition to those contained in this document, should they be more stringent. The Air Liquide Company guarantees to provide the Contractor with all relevant information and necessary documentation.

### **3.16 Organization and resources for Construction Works**

The Contractor must appoint a "Site Manager" to supervise the works on-site and ensure they are conducted in accordance with applicable laws.

The Site Manager must be a permanent employee of the Contractor and must be sufficiently proficient in the relevant language to ensure effective communication with other personnel employed by the Contractor and the person responsible for the work at the Air Liquide Company.

If more than 10 workers (including subcontractors' employees) are on-site, or if the Contractor has engaged an additional subcontractor, the Contractor must appoint a qualified HSE Coordinator who shall be present at the construction site.

For all other works, the Contractor shall appoint a supervisor (person in charge of personnel) who has completed at least periodic HSE training for management/supervisory staff. This person shall be responsible for the execution and organization of works on Air Liquide Company premises, as well as for communication with the Air Liquide Company.

## **4. Detailed requirements for HSE**

### **4.1 In-house transportation**

The provisions of the Traffic Code apply on the premises of the Air Liquide Companies. The Contractor shall ensure that all vehicles it will use have a set of documentation required by law, are technically sound, and are authorized for operation.

Vehicles parked in violation of the regulations may be towed away at the expense of the vehicle owner. Unregistered motor vehicles used on Air Liquide's premises must be in roadworthy condition, meet technical inspection requirements, and carry motor vehicle liability insurance and all operating permits.

Contractor Personnel shall, at all times, comply with the rules and regulations in force on the premises of Air Liquide Companies where the work is being performed. Personnel performing services for Air Liquide are required to wear high-visibility clothing in vehicle maneuvering areas, construction sites, production halls and storage areas.

In areas where vehicle traffic is not physically separated, all persons not directly involved in the work performed by a moving vehicle should maintain a safe distance – at least 2 m from the vehicle.

- **When the powered vehicle is not in use, make sure that:**
  - The engine is turned off and protected from unauthorized use (e.g., the starter key has been removed), and the brake is applied (and the wheels of heavy vehicles are chocked);

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## **Health, safety, environmental and fire protection guidelines for external entities (companies) operating on the premises of or on behalf of Air Liquide Polska and ALKAT**

- All moving parts have been lowered down (e.g. forks) or placed in a safe position (cranes);
- The parked vehicle must not obstruct emergency exits, other routes, fire-fighting equipment and access to electrical switchboards.

**When filling and emptying tanks, strictly comply with the relevant safety, health and environmental regulations contained in internal procedures of Air Liquide Companies.**

### **4.2 Confined spaces, tanks and manholes**

All confined spaces in which Personnel work must be identified and clearly marked as a confined space in accordance with Air Liquide Companies' internal procedure.

Before working in a confined space, the Contractor must obtain a Safe Work Permit.

When undertaking work in confined spaces, the following requirements must be met:

- only competent and properly trained Personnel may participate in the work,
- before, during (continuously) and after work, air analysis tests should be conducted to determine whether the confined space is oxygen deficient and/or whether the confined space contains flammable substances, toxic substances, carbon monoxide and/or harmful physical agents,
- adequate ventilation must be provided. Aeration with oxygen is prohibited. Ventilation should be carried out without the worker entering the interior, by flushing, washing, neutralization, blowing with steam or inert gas and blowing with air,
- verify the need for Lockout-Tagout and secure all mechanical, hydraulic, and electrical power sources,
- fence off the area in such a way as to prevent unauthorized entry min. 2 meters from the space with warning tape or 1 meter with a rigid fence to prevent falling in,
- working in a confined space without a stand-by person is strictly prohibited,
- adequate means of communication are required for easy and clear communication,
- equip the work area with evacuation equipment – a winch or self-braking devices with an evacuation function,
- a visual inspection of the evacuation equipment and personal protective equipment in use must be made, and any equipment or personal protective equipment that raises doubts must be immediately removed from use,
- set a time after which the evacuation plan should be implemented, in case of loss of communication (e.g. 1 minute),
- in areas exposed to explosion, use equipment and tools that are intrinsically safe,
- the work must be carried out in personal protective equipment – at a minimum, full protective clothing, protective helmet with a three-point chin strap, protective footwear, gas detector, protective gloves, and including additional measures depending on the work to be performed (e.g., safety glasses, hearing protectors),
- electrical equipment must be supplied with a safe voltage of up to 24V, and if there is a risk of flammable and/or explosive media, it must also be explosion-proof,
- work should be performed between the hours of 6:00 a.m. and 10:00 p.m. (work in confined spaces at night is prohibited, except in emergency situations),
- during work, all openings and exits must be open.

### **4.3 Work using power equipment**

Outside entities can only perform work using power equipment on a commission and contract basis.

The work of these entities should be organized in accordance with the concluded contracts, applicable instructions, documentation, written orders.

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## **Health, safety, environmental and fire protection guidelines for external entities (companies) operating on the premises of or on behalf of Air Liquide Polska and ALKAT**

The use of power equipment belonging to external entities but located on the premises of Air Liquide Polska is carried out by the owner of the facilities after prior arrangements with the Company's unit manager and assumes all obligations arising therefrom. ALP is obliged to allow safe communication to these facilities.

Persons authorized on the part of the Contractor, who will supervise the electrical work, must issue a personal authorization for an SEP-certified (Polish Electricians' Association certified) employee with a specification of the scope of activities and the type of equipment. Prior to the commencement of the work, at the request of Air Liquide Companies, the Contractor must provide all documents that permit the issuance of such authorization. Air Liquide Companies shall not be liable for delays and additional costs resulting from failure to provide the requested evidence in a timely manner.

No Personnel member shall undertake energy work without such authorization approved by Air Liquide.

It is forbidden to work on high or medium voltage equipment if it is live. All electrical works performed on high or medium voltage must be carried out on isolated equipment and only after verifying the absence of voltage with a suitable device. Work on low-voltage or very low-voltage equipment that is live is permitted only for the purpose of measuring tests and checking equipment. The following steps must be taken:

- Work practices must protect against direct or indirect body contact with tools or materials and be adapted to the working conditions and the level of exposed voltage.
- The LOTO procedure must be followed before starting any electrical works. Before working on isolated equipment, the absence of voltage must be verified with appropriate safety testing tools.
- Live equipment must be locked with a separate key when left unattended and must be marked with signs and warnings indicating the hazard. If this is not feasible, a suitable restricted area must be established around the open equipment and cordoned off with physical barriers and warning signs.

The disconnection of electricity must be requested well in advance so that arrangements can be made in a timely manner. Only a qualified electrician should turn the power on or off or install or remove the protection.

Electrical equipment used by personnel must be maintained in proper condition and have an up-to-date technical inspection.

### **4.4 Working at height**

The Contractor shall perform work at height in accordance with generally applicable laws, taking into account the following guidelines.

Prior to performing work at height, the Contractor must obtain a permit for such work. The permit shall be issued by a person authorized by the manager of the Air Liquide Company's unit. Personal protective equipment used for work at height should be inspected and in good working order.

When performing work at height, each Personnel member performing this work must wear a protective helmet with a 4-point buckle under the chin.

The work area below the work at height should be marked and cordoned off from public access.

Ladders, scaffolding and hoists must comply with applicable regulations and standards, must be approved for operation and may only be used for their intended purpose.

Priority over ladders is given to elevators or scaffolding. If the site prevents access by scaffold or hoist, then only a ladder may be used, provided that a second person is assisted and the ladder is properly

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## **Health, safety, environmental and fire protection guidelines for external entities (companies) operating on the premises of or on behalf of Air Liquide Polska and ALKAT**

secured. Scaffolding may be used only if it has a technical acceptance report permitting ascent, a scaffolding inspection performed by the scaffolding erector, and a daily inspection. If no such information is visible during the ascent, the scaffolding is considered closed. Changes to the scaffolding may be made only by an authorized scaffolding erector and confirmed by an entry in the technical acceptance report. Only scaffolding made of material of suitable quality and certified may be used. Workplaces located more than 1.00 m above the ground must be secured with appropriate measures in accordance with the provisions of Polish law and relevant standards. If it is not possible to secure these places, individual fall protection equipment must be used. Anchor points to which workers must be attached must be in accordance with relevant standards.

To ensure the stability of mobile scaffolding, it must be placed on level ground and the supports must be properly secured. Rollers and supports must be locked. Scaffolds must not be moved when people are on them. Lock the casters and supports before climbing scaffolding. It is forbidden to carry out any activities on the scaffolding while work is being carried out underneath it or while people are underneath it. In such cases, consult a representative of Air Liquide Companies to determine when the work can be carried out. Completely enclosed areas of scaffolding are an exception to the above prohibition.

In the case of work within the range of cranes, a representative of Air Liquide Companies must be informed of the type and scope of work. Work may not begin until the work area has been secured (e.g. locking the main crane switch, mechanical end stops).

When planning work at height, it is also necessary to consider the aerial and underground infrastructure in the area where the work is to be carried out.

### **4.5 Lockout and tagout (LOTO)**

Detailed information on the LOCKOUT/TAGOUT system can be found in separate instructions of the Air Liquide Companies. Contractors should make sure that the workstation is secured against accidental start-up before starting work. It is forbidden to start work if the workstation is not prepared in accordance with the total isolation procedure. Contractors are prohibited from interfering with the LOTO system. Information on LOTO protection and/or its use should be detailed in the work method approved by Air Liquide.

### **4.6 Fire protection and fire hazardous work**

The Contractor shall be responsible for compliance by Personnel with currently applicable regulations, fire protection. Fire-hazardous work must be detailed in the HSE plan and should be performed in accordance with generally applicable laws.

The Contractor is required to obtain a Fire Hazard Work Permit for each such work it performs.

In addition, it is important to remember that:

- Emergency exits must not be blocked,
- Always provide at least 1 meter of access to firefighting equipment,
- Portable fire fighting equipment shall be ensured at the worksite at all times,
- Contractors are required to familiarize their employees with how to report a fire and with evacuation plans,
- The fire-fighting equipment used by Contractors should have a current inspection,
- Flammable liquids must be stored in a manner that prevents spillage and free evaporation, and at a distance of minimum 10 m from sources of ignition.

## Health, safety, environmental and fire protection guidelines for external entities (companies) operating on the premises of or on behalf of Air Liquide Polska and ALKAT

### 4.7 Transport of materials and loads (excluding technical gases and cryogenic liquids)

All persons involved in the transport or loading process (including drivers, forklift operators, crane operators, etc.) who provide the aforementioned services to **Air Liquide Polska Sp. z o.o.** and **ALKAT Sp. z o.o.** are obliged to perform their work in accordance with the rules in force at the loading/unloading site. Particular compliance is required with **Section 3.3: Life-Saving Rules (LSR)** and **Section 3.5: Personal Protective Equipment (PPE)**.

The Air Liquide Company employee is required to provide the subcontractor with the technical data of the transported load (including dimensions, weight, loading/unloading methods, etc.) in every instance. Should the subcontractor not receive the technical data or find it unclear, they are obliged to contact the Air Liquide Company immediately to supplement the missing information. The absence of technical data regarding the load is equivalent to the inability to load or perform transport operations.

Loading may only take place using vehicles that, through their technical specifications and auxiliary equipment, are suited to the transported load (e.g., transport of pressure equipment) and guarantee the safety of the driver, other road users, and all other persons involved in the transport process (including surrounding property).

Any vehicle utilized in the transport process must strictly possess all current technical inspections and the necessary insurance valid in the countries where the transport will take place. The vehicle must be clean and in sound technical condition.

Upon presenting the vehicle for loading, the driver represents that they have conducted a vehicle inspection. The driver confirms that their current psychophysical state allows for the performance of work on that day. There are no reasons—whether personal or technical—that would prevent the commencement of the route. The driver is aware of the properties of the goods and the potential hazards associated with the transported load.

The minimum scope of the vehicle inspection before departure includes verification of the technical condition of the following:

- Wheel bolts are sufficiently tightened;
- Speedometer and tachograph are functioning correctly;
- Operational wipers and topped-up washer fluid;
- Functional steering system (no play or resistance);
- Functional braking system;
- All windows and mirrors are clean and undamaged;
- Tires are in good condition;
- Absence of leaks (e.g., water or oil);
- The pneumatic system is airtight/leak-proof;
- Functional lighting;
- Functional horn.

The minimum vehicle equipment includes:

- Lashing straps with a valid expiry/service date;
- Plastic corner protectors;
- Rubber mats for equipment feet;
- Wooden dunnage/sleepers (as required);

including:

- Fire extinguishers;
- Warning triangles;
- First aid kit.



## **Health, safety, environmental and fire protection guidelines for external entities (companies) operating on the premises of or on behalf of Air Liquide Polska and ALKAT**

**Furthermore**, the length of the vehicle's loading space must be at least 2 meters longer than the length of the load planned for transport.

**Failure to comply with these rules may result in a refusal to load or unload until the non-conformities are rectified. Air Liquide Companies' employees may refuse loading or unloading at any time if there is a suspicion that the aforementioned safety requirements have not been met.**

### **4.8 Crane work**

The Contractor shall be responsible for the Personnel's compliance with currently applicable regulations, regarding the operation of equipment used in the performance of lifting works. The Contractor shall prepare a lifting plan and submit it for approval by the person from the Air Liquide Company who is commissioning the service.

The Contractor's lifting plan should include, at a minimum:

- A step-by-step lifting methodology,
- Analyze the risks associated with the operation, including consideration, where appropriate, of weather conditions and the working environment (e.g., the distance of the load from hazards and obstacles, consideration of the possibility of overturning and the integrity of the load), as well as consideration of simultaneous operations and measures taken to avoid carrying out collision tasks in the lifting area.
- Marking of the designated lifting area, fall zone and control measures to prevent access, such as barriers, signs, etc.
- Description of the load to be lifted, the weight, size, shape and center of gravity of the load, as well as the method of suspending, attaching and detaching the load,
- A list of certified and tested lifting equipment and instruments to be used.
- The composition of the team required to perform the task (crane operator, hook operator, etc.), with the necessary qualifications and a description of their roles and responsibilities, including the assumed method of communication, if necessary.

The Contractor must appoint a competent operational leader from among the Personnel to oversee each lifting operation. All lifting plans must clearly define the specific roles and responsibilities of each person involved (e.g., crane operators, lifting coordinators and riggers) and must be reviewed and issued prior to the start of lifting operations. Open channels of communication must be formally established and maintained between all persons involved in lifting, with only an authorized person being allowed to give instructions to the operator.

No member of the Personnel shall be under a suspended load or between a suspended load and other infrastructure objects or materials.

All lifting equipment and instruments must be approved for operation, have valid manufacturers' certificates or detailed test documentation, have their own markings with the allowable working load, be registered, undergo regular formal inspections in accordance with legal requirements, and have CE declarations. It is mandatory for the operator to carry out an inspection before each use.

Any lifting equipment and instruments that are not approved, are defective, have not been inspected, or do not have a marking (permissible working load / identification number) must be removed from the site or physically prevented from being used.

Personnel shall not be permitted to use Air Liquide Companies' lifting equipment without obtaining its prior approval.

### **4.9 Earthworks (excavation)**

The Contractor shall be responsible for the Personnel's compliance with currently applicable

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## **Health, safety, environmental and fire protection guidelines for external entities (companies) operating on the premises of or on behalf of Air Liquide Polska and ALKAT**

regulations regarding earthworks. A work permit must be obtained before any earthwork is started. At a minimum, the permit must address the following risks:

- excavation depth,
- the possibility of water ingress,
- the presence of foundations near the excavation or underground infrastructure,
- soil/land type,
- potential for soil contamination (hazardous substances or unexploded ordnance),
- the presence of simultaneous activities and the possibility of collapse (taking into account the following potential events: landslide, overturning, uplift, blowout, uplift of water from the ground, and flooding),
- vehicle traffic less than 3 meters from the edge of the excavation.

Excavations more than 1 meter deep, where special access measures are required, must be surrounded by rigid barriers and curbs that prevent people or objects from falling. Curbs are not required if a safe distance of 1.5 meters is maintained between the edge of the excavation and the rigid barrier. Safe means of access and exit must be provided in all excavations, at least every 15 meters. Before starting work in or near the excavation, the Contractor's competent employees must check daily that all preventive and protective measures are maintained and applied.

### **4.10 Anoxia**

Work on Air Liquide's sites or with the Company's products is associated with the risk of anoxia. Individual gas detectors are used to verify the concentration of oxygen levels in the atmosphere. The necessity of their use is specified by order signs and the Permit to Work. The absence of a detector in the indicated zone means a violation of one of the 12 rules of the LSR (specified in section 3.3) and involves the risk of suffocation.

*Explanation regarding anoxia – the normal composition of air is approximately 21% oxygen, 78% nitrogen and 1% other gases. Oxygen is needed to sustain life for all organisms, including humans. If the oxygen percentage changes, people can be seriously endangered, and the extreme result of this exposure can be death. When the percentage of oxygen in the air is reduced, either by its removal or by the addition of other gases, so that the oxygen content is below 21%, this is called anoxia.*

## **5. Specific requirements for environmental protection**

### **5.1 Handling of hazardous substances**

If there is a risk that substances may enter water, soil or air in violation of generally applicable laws, the consent of the party contracting the service is required before introducing the substance into Air Liquide's premises. A separate safety data sheet must be submitted for each substance and should be available at the workplace or be attached to the F02 - Method Statement for High-Risk Works.

The Contractor shall take all measures so that hazardous substances (e.g. paint or varnish residues, solvents, adhesives, oils) do not get into the sewerage system or the ground.

The Contractor shall be responsible for ensuring that adequate sorbent kits are available to clean up or prevent spills, as well as for the costs associated with the disposal of waste resulting from spills.

### **5.2 Waste management**

The Contractor shall be responsible for the proper disposal, segregation and collection of all waste generated as a result of the work. The use of waste collection points located on the premises of Air Liquide Companies is prohibited. Any arrangements deviating from these requirements must be



## **Health, safety, environmental and fire protection guidelines for external entities (companies) operating on the premises of or on behalf of Air Liquide Polska and ALKAT**

approved by the ordering party on behalf of the Air Liquide Company.

It is necessary to ensure the availability of legally required permits and certificates.

Upon completion of the work, the work site must be left in a clean condition and waste must be properly recovered or disposed of. If the Contractor fails to comply with its obligations, Air Liquide Companies shall be entitled to order appropriate work at the Contractor's expense after the deadline set by Air Liquide Companies.

### **5.3 Emissions and others**

The Contractor shall identify and quantify sources of emissions associated with the contracted work. The Contractor shall implement control measures to eliminate or minimize emissions, which include, but are not limited to, volatile organic compounds, noise, dust, fumes, etc.

Wherever possible, screens should be provided to prevent dust and debris from getting outside from the work site. The Contractor shall ensure that appropriate dust control methods (e.g. wetting, exhausts, etc.) are used at all times in its work areas.

The Contractor shall be responsible for ensuring that public and company roads are not soiled by mud generated by the work, regardless of the cause. The Contractor shall provide the Air Liquide Companies, upon request and at any time specified by the Method Statement for High-Risk Works, with all information, plans, measurements, analyses and control measures necessary to comply with legal and Method Statement requirements.