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Organisational unit DOMF/OEU1/OLS/B2C/EP	Author: Kamil Brzozowski	Property of Michelin Poland Ltd. - Copying / making available to third parties without prior prohibited without prior authorization	

Instruction: Functioning of Contractors and Visitors on the premises of Michelin Poland Ltd.

AIM

The purpose of this instruction is to define: general principles and recommendations regarding the prevention of threats, liability and procedures for all entities and persons from the outside who reside on the premises of MICHELIN POLAND Ltd. hereinafter referred to as the Company or Michelin Poland when performing services and supplies and other activities for the Company.

SCOPE OF APPLICATION OF THE INSTRUCTION

“Instruction: Functioning of Contractors and Visitors on the premises of Michelin Poland Ltd.”, hereinafter referred to as the “instruction”, apply to:

All Contractors and Subcontractors.

All employees of contractors and other persons staying on the premises of Michelin Poland Ltd. in relation to the works to be carried out.

Visitors staying on the premises of Michelin Poland Ltd. assisted by a Michelin employee.

All employees of Michelin Poland Ltd., and in particular: The Security Service, the Purchasing Service, RMT, Project Managers supervising implementation of the works, management and managers of the facilities in which these works are carried out.

Deadline for application of this instruction: no later than February 28, 2023.

The current instruction can be found in SMEP in the official database of Security Service documents: Intranet> Services> Security Service> SMEP documents> EP3...> EP3_INS-000-003_OLS

Verified by	Signature	Approved by	Signature
Piotr Sokół / EP	<i>P.S.</i>	Piotr Sokół / EP	<i>P.S.</i>
REPLACES Issue of 31/07/2021		CHANGES FROM THE PREVIOUS VERSION: Changes in the instruction are marked in yellow	

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CHAPTER I – DEFINITIONS / FUNCTIONS

SECURITY SERVICE (EP)

Michelin Poland Ltd. Security Service

FUNCTION: The Service performs an advisory function for Contractors on security issues. It verifies the Prevention Plans and supports RMT in its creation. It verifies whether the defined prevention measures meet the legal requirements and prevent risks associated with the works performed.

PURCHASING SERVICE (SZ)

An organisational unit of Michelin Poland Ltd. performing tasks in the area of the procurement process.

FUNCTION: The Purchasing Service maintains ongoing cooperation with suppliers in compliance with standards consistent with the requirements of the Company policy and the provisions of the contract or a purchase order. It takes into account the safety requirements during the criterion of selecting a service provider and provides this instruction at the stage of offering.

CONTRACTOR (FZ)

A natural, a legal person or an organisational unit without legal personality, which contractually undertakes to carry out work and/or services or to supply goods for Michelin Polska Ltd. on the Company premises.

SUBCONTRACTOR (FP)

A natural, a legal person or an organisational unit without legal personality, which is contractually committed to perform work and/or services or to supply goods to a Contractor.

RMT (Responsible Michelin de Travaux) or PROJECT MANAGER - MICHELIN EMPLOYEE RESPONSIBLE FOR THE WORK of the Contractor on behalf of Michelin Polska Ltd.

Only a Michelin employee who supports and supervises the work of the Contractor and its subcontractors. The role of RMT is performed by the Project Manager or another designated person from the production department. In justified cases, it is allowed to perform the functions of RMT by employees of: BE, FT and Services. Additional guidelines when choosing an RMT:

	Method of formalization of cooperation with Contractor	Scope of activity	Who RMT?
1	Points agreement (investment project)	Product Line	the person named in the contract
2	Temporary contract (so-called permanent contract)	Product Line	the person named in the contract
3	Temporary contract (so-called permanent contract)	the whole Factory	1) the person named in the contract (if available) or 2) the person submitting the requisition to Oracle (listed as Contact in the order line) or 3) the person identified as the RMT in the Note to Vendor field when creating the requisition
4	Spot order (investment project)	Product Line	1) Project Manager/person indicated in the notes to the order, or 2) the person submitting the requisition to Oracle (listed in the order line as Contact) or 3) the person indicated as the RMT in the Note to the supplier field when creating the requisition
5	Spot order (one-time service)	Product Line	1) the person submitting the requisition to Oracle (listed in the order line as Contact) or 2) the person indicated as the RMT in the Note to Vendor field when creating the requisition
6	Spot order (one-time service)	the whole Factory	1) the person submitting the requisition to Oracle (listed in the order line as Contact) or 2) the person indicated as the RMT in the Note to Vendor field when creating the requisition
7	Non-PO Purchase (No Order)	every purchase	a person ordering the performance of the service on the premises of the factory, in accordance with the Resolution of the Management Board 1/21/2019.

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8	Purchase with a shopping card	every purchase	purchase of the service at the factory using the card is not allowed

The most important tasks of RMT/PROJECT MANAGER include:

- Creating a prevention plan together with the Contractor performing the commissioned works or order in a language understood by ALL employees and in Polish,
- Agreeing with those responsible for the area of works and cooperation between the Contractor and Michelin,
- Ensuring, by checking the list of names at the end of the prevention plan that the Contractor/Subcontractor has completed the staff training,
- Participation in the handover of the construction site/installation site,
- Carrying out a formal audit **at least once during the term of the prevention plan, but not less frequently than every 1 month** on the basis of a checklist – EP3_INS_000_003_OLS_ZAL_01 and FORMS tool,
- Providing the necessary assistance to the Contractor in the field of security,
- Participation in scheduled audits by the Security Service,
- Communicating safety breaches to the Security Service and to the superiors,
- Initiating activities to strengthen the level of safety in terms of hazards occurring at work,
- Participating in the acceptance of the completed works,
- Responding to identified safety breaches.
- Selecting and formally (by e-mail) communicating his/her replacement for the Contractor during absence

OHS Coordinator of the Contractor/ Work Manager

The OHS Coordinator / Works Manager supervises the health and safety of all employees employed on the construction site, and their rights and obligations should be specified in the agreement concluded between the subcontractors.

The most important tasks include:

- Ongoing cooperation with the Security Service,
- Inspections of workers providing work on the site,
- Providing instructions to improve working conditions and to comply with occupational health and safety regulations and rules,
- Controlling the state of occupational health and safety,
- Requesting individual subcontractors to remove identified accident hazards and health and safety deficiencies,
- Immediate suspension of the operation of a machine or device in the event of a direct threat to the life or health of an employee or another person,
- Immediate dismissal of an employee employed in prohibited work.

OWN INSPECTIONS of Contractors - mandatory inspections carried out by a representative of each Contractor

The Contractor, in consultation with the Security Service and RMT, conducts once a month on the basis of the EP3_INS_000_003_OLS_ZAL_01 list and the FORMS tool, an inspection of the work and facilities on the premises of the Factory.

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PREVENTION PLAN

The purpose of the prevention plan is to identify safety hazards in the workplace and to define solutions to prevent them at the stage of work implementation.

A signed Prevention Plan with complete attachments must be available at the work sites in paper form or a pdf scan. with high quality.

The External Company (General Contractor) is obliged to familiarize both its employees and Subcontractors with the Prevention Plan before arriving and starting work!

The Prevention Plan also covers Michelin employees who supervise/control the construction/installation work provided for in the construction site/installation handover protocol. This applies only to separate and separated areas from the current operations of the Company.

PROTOCOL FOR HANDING OVER THE CONSTRUCTION SITE/INSTALLATION SITE

Construction site handover protocol: applies only to the space where construction works or works related to construction works are carried out, together with the space occupied by the facilities of the construction site.

Handover protocol for the installation: applies only to the limited space in which installation work is carried out, including new machinery. At the stage of installation of new machines/installations (before acceptance of R1), the Contractor is responsible for securing them. From the moment the protocols are signed by both parties, the contractor is responsible for any damage caused to the yard handed over to him. The construction site/installation area must be permanently fenced off and marked with appropriate information boards. Details of the location of the area, along with maps, must be described in the Prevention Plan.

BIOZ PLAN (HEALTH AND SAFETY PLAN)

A BIOZ plan is created for one specific construction site. It is the responsibility of the site manager to draw up or ensure that this plan is drawn up before the construction begins. The BIOZ plan aims to identify safety risks in the workplace and to implement solutions to prevent them at the investment stage.

IBWR (INSTRUCTIONS FOR SAFE EXECUTION OF WORKS)

Before commencing construction works, the Contractor is obliged to prepare an instruction for the safe conduct of works and to familiarize employees with it in the scope of the works performed by them..

THE PASS OFFICE

The office located at Gate No. 6 is open on working days from Monday to Friday from 7:00 to 15:00 with a break from 12:00 to 12:30.

Contact number: 89 539 46 71

E-mail address: biuro.przepustek@michelin.com

FUNCTION: Receiving applications, processing them, producing and issuing passes.

RECEPTION DESK

The office located in the main building is open on working days from Monday to Friday from 7:00 to 16:00.

Contact number: 89 539 40 00

FUNCTION: Providing information support.

THE COMPANY FIRE DEPARTMENT

The Company Fire Department works 24/7 all year round

Emergency number: **89 539 4444**

Information number: 89 539 4445

E-mail address: compte-fonction.straz@michelin.com

Building 52

SECURITY GUARDS

External Company Protecting the Company open around the clock all year round

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Number: **89 539 4510**

E-mail address: michelin.ochrona@securitas.pl

Building 52 – Building of the Company Fire Department, room PAD.

CHAPTER II - INTERNAL REQUIREMENTS OF MICHELIN POLSKA Ltd.

Compliance with the following rules is obligatory, and every employee of the Contractor and the Subcontractor declares by their own signature in the PREVENTION PLAN that they know and will comply with these rules before starting work on the Company premises.

REQUIREMENTS OF THE PURCHASING SERVICE

The quality of the goods and provided services will be ensured by appropriately qualified and trained personnel with due accuracy and care in accordance with the highest quality standards applicable to the relevant service industry during the provision of the services and will be of satisfactory quality and appropriate to the purpose for which they are required.

The Supplier will at all times comply with all laws and regulations relating to the Contract, in particular the Labour Code and the Civil Code.

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GENERAL REQUIREMENTS

The MAIN RISKS on the premises of the Company are: moving vehicles, catch points on machines, risk of hitting machine and plant components, hot components of machines and installations, hazardous substances and mixtures, fire-hazardous work zones, explosion risk areas, intervention works in ATEX areas, areas of works at height, slippery surfaces and electric shock.

In order to ensure an appropriate level of security for all employees and persons on the premises of the Company, **five Basic Safety Rules** have been developed, compliance with which is non-negotiable.

A failure to comply with the regulations and rules of occupational health and safety or fire protection, environmental protection, including in particular intentional exposure of oneself or another employee to loss of health or life and intentionally causing of an accident at work are serious violations of the established order and discipline of work, and consequently are associated with the application of penalties in accordance with the applicable regulations.

Contractor Managers are obliged to constantly monitor compliance with safety regulations and rules by their employees.

The Contractor should ensure at all times the participation of its representative in the teams appointed by Michelin Polska to carry out inspections, inspections, occupational safety inspections and analyses of dangerous situations.

Contractors are obliged to remove any security deficiencies identified during the inspections within the deadlines agreed with Michelin Poland.

In the event of failure to comply with occupational health and safety obligations, Michelin Polska has the right to impose penalties specified in the agreements concluded by the parties on the basis of the penalty tariff table prepared by Michelin Poland.

In the case of gross violations of health and safety regulations and rules, Michelin Poland has the right to remove or request the Contractor/Subcontractor to remove their employees from the company premises.

Contractors are obliged to establish the circumstances and causes of accidents experienced by their employees. Michelin Poland has the right to participate in accident proceedings as an observer. Contractors are obliged to provide Michelin Poland with documentation or a report on the accident investigation.

Contractors are obliged to immediately notify RMT/Security Service of accidents at work, incidents, near misses or other dangerous events such as: construction disasters, fires, serious machine and equipment failures.










BASIC SAFETY RULES











1. Holding qualifications and completing training necessary to perform work according to safety requirements and workplace instructions
2. Operating machines only with operative and enabled security system.
3. Using the principles of locking machines during the intervention (repairs, cleaning, inspections etc.) according to the instructions.
4. Respecting, by pedestrians, forklift and vehicle drivers, the rules for safe movement, paying special attention to signs.
5. Respecting specific procedures and holding required permits for special works (hot works, works in confined spaces, works at height, etc.)






Each employee, with no exceptions, must always comply with the Basic Safety Rules








TRAFFIC ON EXTERNAL ROADS





DESCRIPTION OF THE SITUATION	HAZARD	ORDERS BANS BEHAVIOUR			
		<p>Risk of being hit by forklifts and motor vehicles.</p>	<p>Move along the pavements and designated pedestrian trails, and cross the road only using designated pedestrian crossings. Follow the signs and signals.</p> <p>Near the exit gates, stop and check whether a forklift is not approaching.</p>		 
		<p>Risk of tripping and falling.</p>	<p>Look under your feet, watch out for curbs and stairs, do not run!</p>		
		<p>Risk of falling down the stairs when crossing bridges.</p>	<p>When climbing stairs and walking on the platform, hold on to the railing.</p>		

DESCRIPTION OF THE SITUATION	HAZARD		ORDERS BANS BEHAVIOUR		
		Mobile phones	<p>On the entire factory premises it is forbidden to use mobile phones (for reading or writing messages, making phone calls, etc.) and unauthorized audio equipment while:</p> <ol style="list-style-type: none"> passing through the pedestrian crossing, climbing and descending stairs, staying in the forklift and vehicle working zone, staying on footpaths not separated by a barrier or a curb from the roadway. <p>The zones described in points c and d are marked with information boards:</p> 	 	Stay in a safe place while using the phone.
		Risk of being knocked down	<p>It is forbidden to stand or walk under hanging loads.</p>		
		Risk of being hit, related to the falling objects.	<p>It is forbidden to pass in places where works are performed at height.</p>		
		Works at height	<p>Use head protection where necessary in accordance with occupational health and safety rules.</p>		

DESCRIPTION OF THE SITUATION	HAZARD		ORDERS BANS BEHAVIOUR	
<p>Vehicle movement on factory premises</p>  <p>Vehicles should only stop or be parked in places designated for this purpose. The exception concerns delivery vehicles and vehicles of companies providing services on the basis of contracts/orders, subject to appropriate arrangements. However, the parking of these vehicles should be organised in such a way that it does not hinder the movement of other users and it is limited in time to the minimum necessary.</p>	 	Risk of collision	<p>Be particularly careful when driving on the factory premises.</p> <p>Comply with the Highway Code regulations.</p> <p>For motor vehicles and construction machinery allowed to move on public roads, observe the speed limit of 30 km/h, unless the signs specify otherwise.</p> <p>For forklifts, observe the speed limit of 12 km/h unless the signs specify otherwise.</p> <p>Before driving, check:</p> <ul style="list-style-type: none"> - technical condition of the vehicle, - the arrangement and protection of transported items, - whether windows and mirrors are clean. <p>Outgoing phone calls are prohibited while driving. Incoming calls with the use of a hands-free kit are permitted. When answering the phone call, inform the caller that you are driving and arrange for a call to be made at the next stop in a safe place.</p> <p>Always give way to pedestrians. We prohibit the entering and use of single-track vehicles on the premises of Michelin Poland Ltd. outside the employee car parks.</p>	 

MOVING ON INTERNAL ROADS (in production halls and warehouses)

<p>Moving along production halls and warehouse routes</p> 		<p>Internal means of transport Risk of being knocked down</p>	<p>When entering the production hall and warehouse hall, pay attention to and comply with all signs, signals and warning signposts located on the plant premises. Special attention must be paid to moving internal transport vehicles!</p> <p>The Company premises may be used only on roads (tracts) and pedestrian crossings - marked with solid WHITE LINES and dashed WHITE LINES . Do not run and keep to the railing when climbing stairs, footbridges or platforms!</p> <p>There is an absolute obligation to use safe footwear with the exception of footpaths marked with "feet", which allow private footwear to be used.</p> <p>It is obligatory to use vests or high visibility clothing or warning clothing in accordance with the standard and where it is required - marked with a vest use obligation.</p> <p>The following restrictions regarding forklifts apply respectively:</p> <ul style="list-style-type: none"> • inside the factory halls: max. 6 km/h, taking into account the principle of adapting the driving speed to road conditions, • in the entrance gates to production halls and warehouses and at crossings of transport routes inside production halls and between machines: max. 3 km/h taking into account the principle of adapting the driving speed to road conditions, <p>It is forbidden to enter IC trucks (except for those powered by LPG) in production halls and warehouses.</p> <p>The entry of contractor/sub-contractor vehicles into the factory premises must be agreed with RMT in each case.</p>	 	
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<p>Moving along production halls and warehouse routes</p> 		<p>Internal modes of transport Risk of being knocked down.</p>	<p>NO use telephones inside the halls without individual consent outside the premises:</p> <ul style="list-style-type: none"> - social (canteens, dining rooms, cloakrooms), - general use (hall, corridor, waiting room), <p>It is forbidden to use the phones during:</p> <ul style="list-style-type: none"> - crossing a pedestrian crossing, - passing through a manoeuvring or traffic zone, - passing through the forklift tracks, - moving up and down the stairs. 	 

MOVING ON INTERNAL ROADS (in production halls and warehouses) CLOTHING REQUIREMENTS:

Safety shoes minimum class SB (With toe cap)

Protective outerwear adapted to the working conditions and hazards in the environment

All clothing elements should be fastened so that they are snug to the body

Vest, shirt, T-shirt - without loose protruding additional elements, e.g. handles

Personal protection equipment - according to the provisions of the Prevention Plan

Long hair should be either gathered up or secured with a hat, net or headband

It is forbidden to wear hanging earrings

It is prohibited to wear chains, necklaces, scarves, neckerchiefs, etc.

Ties should be placed underneath the garment elements

It is forbidden to wear passes or ID cards on lanyards

It is prohibited to wear watches, bracelets or wrist chains

It is forbidden to wear rings

It is forbidden to use unauthorized audio headphones (all except translation)

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WORK SAFETY REQUIREMENTS

PARTICULARLY HAZARDOUS WORK - CONSTRUCTION, DEMOLITION, RENOVATION AND ASSEMBLY WORKS CARRIED OUT WITHOUT STOPPING THE OPERATION OF THE WORKPLACE OR ITS PARTS

Before starting construction work, documentation must be provided in accordance with the building regulations.

For construction works, the BIOZ Plan (Health and Safety Plan), IBWR (Instruction for Safe Execution of Works) and Construction Site Handover Protocol should be provided, which are obligatory attachments to the Prevention Plan for each construction site.

The Prevention Plan referred to above must be approved each time by the Security Service.

Minimum requirements must be ensured for construction renovation works that do not meet the criteria for construction works:

- for a completely new Contractor, a Prevention Plan and a Construction Site Handover Protocol are required.
- for companies that already have a Prevention Plan for work in the Enterprise, it is necessary to verify the current prevention plan whether it corresponds to the scope of work. If so, only the Construction Site Handover Protocol is mandatory. If not, a new Prevention Plan should be created for a given scope of work along with the Construction Site Handover Protocol.

The construction site should be fenced from openwork system fences permanently embedded in the ground, resistant to falling over during rapid weather changes.

PARTICULARLY HAZARDOUS WORK - WORKS IN TANKS, DUCTS AND OTHER HAZARDOUS CONFINED SPACES

Work in tanks, canals and other confined hazardous spaces may be undertaken and carried out only on the basis of the rules described in the prevention plan and the annex to the prevention plan. In the case of works in areas under the supervision of the Technical Service, it is always necessary to notify and permit to be issued in accordance with the procedure established by Technical Service.

When working in tanks, ducts and other hazardous confined areas, constant supervision must be ensured. The person giving the order to perform such work should check whether the organisational and technical arrangements ensure the safety of the employees during their work.

An employee in a tank, duct or other confined hazardous spaces must be provided with the ability to provide immediate first aid in the event of an emergency or accident.

PARTICULARLY HAZARDOUS WORK - WORKS AT HEIGHT

The area of works at height must be fenced off and appropriately marked.

A worker performing works at height must have an appropriate and valid medical certificate allowing him to work at height.

It is obligatory to use personal protective equipment when working at height and to use the assistance of another person.

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In the event that the worker has to change the anchorage point, a minimum of double belaying system must be provided.

Personal protective equipment must be properly selected and checked each time before use. It should be subject to a documented inspection by a competent person within the applicable deadlines.

An order to use helmets for work at height with a fastened 4-point chin strap.

Obligation to use compliant safety barriers (railings) and personal protective equipment in accordance with the requirements of the regulations.

Before starting work at height, it is necessary to prepare an Instruction, which is a mandatory attachment to the Prevention Plan, paying particular attention to:

- risks associated with the possibility of persons or objects falling,
- ways of managing key safety hazards when working at height,
- the selection of appropriate and effective methods of risk reduction and control and appropriate equipment,
- the possibility of unfavourable weather conditions or other external factors which may disrupt the production process,
- selection of suitable and fixed equipment anchorages,
- the free fall path, taking into account the following components: safety line length + length of the unfolded shock absorber + height at which the worker is standing + safety margin.

Before using working platforms or aerial work platforms, technical inspections of the equipment must be inspected before working at height, and in the case of using scaffolding, compliance of the assembly with the technical and operational documentation or assembly instructions should be checked.

All technical equipment used during work at height, including mainly: working platforms, aerial work platforms or scaffolding, should have documents confirming their efficiency.

The equipment should be installed at its destination by persons with appropriate permissions, in accordance with the manual, technical or design documentation.

Persons working from aerial platforms or working platforms must be authorised to operate them and must be equipped with personal protective equipment and use it during work..

It is forbidden to store materials and tools on roofs without protection against weather conditions or in a way that endangers safety.

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STAYING IN FENCED ZONES



Each person who enters the zone fenced with guards must protect themselves against accidental locking in the zone in accordance with the provisions of the manual for securing machinery, equipment and installations during the intervention, hereinafter referred to as LOTO, by putting on an individual padlock. Padlocks are provided by a Contractor, but in a crisis situation, the Maintenance Service or Technical Service.

WORKS AT MACHINES/INSTALLATIONS

Before starting works with the machinery/equipment and installations, they must be secured in accordance with the LOTO rules.

The so-called LT1 procedure applies to Contractors: All energy sources are locked -> LOTO Intervention by the Contractor based on the locking process checklist - recorded in a paper form.

BEWARE of risks with gravitational energy.

In the case of maintenance, repair and service works carried out for Michelin Poland Ltd. by Contractors, an employee of technical or maintenance services of Michelin Poland Ltd. indicated in the Prevention Plan is responsible for locking energy sources.

At the stage of assembling new machines/installations (before R1 acceptance), the responsibility for their protection lies with the Contractor.

Each employee of the Contractor participating in this works is obliged to use their own individual locks.

PAPER FORM FOR LOCKING must be each time signed by the Contractor.

WORKING TOGETHER WITH MICHELIN STAFF ON MACHINES/INSTALLATIONS

Organisation of works at installation of new machines with Michelin employees before R1:

- The main Contractor is RESPONSIBLE for the preparation of a prevention plan detailing all subcontractors and Michelin employees and specifying the scope of their works.
- Michelin employees have a designated person responsible for safety coordination and work organisation on the site.

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- All Michelin employees confirm that they have been trained and read the guidelines in the prevention plan, in writing at the end of the plan.
- Michelin employees assigned to installation work by their supervisors remain under their authority.

WORKS INVOLVING THE USE OF FORKLIFTS

Exceptionally, it is allowed to make available Michelin forklifts for unloading/loading semi-trailers and tractor trailers. These special cases should be clearly identified in the description of work in the procurement contract at the procurement stage and in the form of an attachment to the Prevention Plan on the basis of the formal consent of the written instruction provided by the production department on the document from the instruction EP3_INS-000-007_OLS.

Their use is allowed only by authorised persons indicated in the Prevention Plan.

Conditions for making forklifts available to Contractors:

- the area for loading/unloading semi-trailers must be separated, without the presence of persons or Michelin Poland forklifts
- the forklifts concerned may not be made available to the operators of Michelin Polska Ltd. during the same period
- the number of the Contractor's employees authorised to operate forklifts must be kept to a minimum,
- requirements for the Contractor's forklift operators:
 - a. have medical examinations and are authorised do carry them out,
 - b. know and apply Michelin's safety rules,
 - c. receive a permit issued by the Technical Service (depot) to use Michelin Poland forklifts at RMT's request in accordance with internal instructions,
 - d. perform a checklist of the technical condition of the forklift (forklift OC).

It is required to remove the keys from the ignition when leaving the vehicle and leave it at a parking place.

Forklifts (and other electric such as running platform, risers, melex, etc.) can be charged in buildings after determining the parking place with the RMT and Company Fire Brigade and analysing the hazards on the basis of REF 710.

WORKS WITH CRANE EQUIPMENT

The use of crane equipment is only permitted by authorised persons indicated in the Prevention Plan on the basis of written permission agreed with the RMT.

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FIRE SAFETY REQUIREMENTS

The Work Manager (Contractor) is responsible for fire protection in the area where contractor/subcontractor performs works.

Smoking and electronic cigarettes are strictly prohibited on the premises of Michelin Poland (also in the cabins of vehicles), except for designated areas (smoking rooms and temporary smoking rooms designated on the construction site).

The use of open fire and the performance of other fire-hazardous works, including intervention works in explosion risk zones - ATEX, may only be carried out with the consent of the MICHELIN FIRE DEPARTMENT on the basis of internal procedures.

FZ/FP workers must be familiarised by RMT with the contents of the internal instructions for fire safety work and intervention in ATEX zones in the form of a course or instruction by RMT depending on the fire hazard level. In the case of carrying out the above mentioned works on the site handed over as a construction site, the Site Manager, who should undergo training conducted by the Plant Fire Department, is responsible for the implementation of the provisions of internal instructions.

A Contractor's worker performing works related to open fire (e.g. welding) must have received training in fire safety, recorded in a book (applies to welders). A Contractor's worker must have the skills to use portable fire-fighting equipment and be familiar with the principles of its operations. A Contractor's worker must apply all possible technical measures to eliminate the fire if it occurs and, above all, prevent fire hazards by carefully preparing the work site (removing flammable materials, checking the condition of extinguishing equipment and access routes), especially when working with open fire. Such an employee must be familiar with the alert procedure.

It is forbidden to collect spare and empty gas cylinders, flammable materials and other materials which pose a fire hazard at the place where work is carried out, where only cylinders connected to reception facilities may be located. Full and empty spare cylinders shall be located in an open space outside the facility and stored visibly divided into full and empty cylinders protected from mechanical damage and possibly access by third parties. The location of such a storage site must always be agreed with the Plant Fire Department.

A Contractor's worker applies the principle of safe work and handling of open fire; he does not heat the gas cylinder, uses reducers, burners kept in good condition and keeps 1.5 m distance of the gas cylinder from the open fire.

It is obligatory to equip the workstation with portable fire-fighting equipment and agents in the amount of at least 6 kg and to keep the equipment in constant working technical condition in easily accessible places. When selecting portable fire-fighting equipment, the type of combustible materials (fire group) should be taken into account.

It is recommended to agree each time with Michelin Poland and other interested parties on the location of storage sites for materials necessary to carry out construction and assembly works or

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to set up barracks on Michelin Poland premises on the basis of entries in the Prevention Plan or Construction Site Handover Report.

It is forbidden to gather any materials under windows, at the entrance doors of buildings, on communication and evacuation routes.

It is forbidden to use substances called PIR PUR (polystyrene, polyurethane foams, polypropylene, etc.) as insulation materials on the premises of the Company.

The responsibility of the Companies carrying out tasks in the field of loading/unloading and transport of dangerous goods (ADR) by internal routes of Michelin Polska is regulated by the internal instruction on "Loading/unloading and transport of dangerous goods on the premises of Michelin Polska Sp. z o.o."

HOT WORK

Hot works, known as "welding", are carried out only on the basis of internal instructions.

The commencement and completion of works should be reported by phone to the Emergency Dispatch Point of the Plant Fire Department using the following phone number: 89 539 44 45.

The works may be commenced only after obtaining a written permission from the owner of the area / commissioning party and from the Plant Fire Department in a paper form after obtaining it from the commissioning party.

Any changes in the manner and location of the works as well as fire hazards (during the work performance) should be immediately reported to the commissioning party.

Before commencing dusty and smoking work that may subsequently trigger a fire alarm:

- Report indoor dusting works to Michelin Plant Fire Department
- Cover the fire detector after reporting by phone and determining the details
- Uncover the fire detector after completion of dusting works and notify Plant Fire Department thereof

Any ambiguities, problems of the nature of "HOW to do it?," and doubts, please consult MICHELIN Plant Fire Department.

INTERVENTIONAL WORKS IN EXPLOSION RISK ZONES - ATEX

Intervention works in explosion risk zones - ATEX are classified as works other than hot works. This includes works such as measuring, cleaning, replacing parts, etc.

To carry out work in explosion risk zones - ATEX, additional qualifications are required to work in these zones, e.g. electricians.

If some rooms or parts of rooms are classified as explosion risk zones, labelled with the EX - ATEX sign, power tools and other tools in these areas must meet the specific requirements of the ATEX directive and be marked accordingly.

Intervention works carried out in explosion hazardous areas - ATEX are carried out only on the basis of internal instructions.

The commencement and completion of works should be reported by phone to the Emergency Dispatch Point of the Plant Fire Department using the following phone number: 89 539 44 45.

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The works may be commenced only after obtaining a written permission from the owner of the area / commissioning party and from the Plant Fire Department in a paper form after obtaining it from the commissioning party

Any changes in the manner and location of intervention works as well as fire hazards (during the execution of works) should be immediately reported to the commissioning party.

GENERAL SAFETY REQUIREMENTS

Bringing in alcohol or similar intoxicants, including drugs, stimulants, consumption and being under the influence of drugs is strictly prohibited.

Inside the Company, it is forbidden to enter facilities and rooms not connected with the works performed.

It is prohibited to record photo/video images on the entire Company's premises using mobile phones/computer devices or audio/video equipment without obtaining prior permission.

The use of mobile phones is allowed outside the buildings and inside the buildings in public places (corridors, social rooms, designated walking routes, meeting rooms - MQP).

Permission to periodically bring/take out and use computer equipment used for work (laptop/tablet) is issued at the request of the RMT on the basis of an application EP3_INS_000_003_OLS_FOR_08.

Entry to the premises of the Company takes place only on the basis of the passes obtained.

Passes are the property of Michelin Poland Ltd. The personnel pass allows access to the areas and rooms subject to access control within the assigned rights granted by the Security Service.

A personnel pass issued to an employee of the contractor/subcontractor is valid together with an identity document.

The pass must be carried from the moment of entering to the moment of exiting the Company premises. Passes may not be made available or used by third parties at the risk of sanctions.

Passes must be protected from damage or loss.

If a pass is lost or forgotten, Security Guards must be notified immediately.

For each non-returned or damaged pass, the contractor/subcontractor is obliged to pay a fee of 100 PLN (one hundred PLN).

A new pass can be issued on the condition that the payment for the debit note is made.

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The pass is activated in the access system for the requested period, i.e. for the period of work, but not longer than 3 years from the date of issuance the pass.

In the case of absence of more than 30 days on the premises of the Company, passes are automatically blocked. To unblock, contact the Pass Office or Security Guards.

An invited person holding a pass with the inscription "VISITOR" moves around the company premises accompanied by an employee of MICHELIN POLAND.

Only technically operational motor vehicles have the right to enter and move around the premises of the Company. In particular, it is forbidden to enter vehicles posing a danger to people and the environment (e.g. with oil or gasoline leaks, leaking exhaust system, missing lights, etc. hazards). In justified cases, Security Guards may not allow such a vehicle to enter the premises of the Company.

Entry and exit of motor vehicles to the premises of the Company takes place on the basis of a pass through Gate No. 7 and No. 10 and, in exceptional cases, No. 3 after obtaining the consent of the Security Service.

The vehicle must be marked with the Company's logo, contact details and with a vehicle pass in a visible place.

The rules of the Highway Code and internal signs apply on the premises of the Company.

On the premises of the Company, it is mandatory to use seat belts in every vehicle adapted for this purpose.

Export of materials, machinery, equipment and construction equipment from the premises of the Company by Contractor/Subcontractor may take place only on the basis of material passes.

Any large-size/multi-component loading of vehicles (e.g. ash, debris, soil, etc.), which will ultimately be the subject of cargo export outside the premises of the Company, must be reported to the Security Commander before loading. Such loading without notification to the Security Commander is strictly prohibited under the threat of ordering a control unloading.

Employees of Contractor/Subcontractor are obliged to undergo tests for the presence of alcohol, psychotropic, narcotic drugs or other substances with similar effects in the body, if the circumstances indicate that the employee may be under the influence of them.

IT SECURITY

It is forbidden to connect IT equipment belonging to subcontractors to Michelin network without the prior consent of RMT (RMT contacts the IM of the given area or RIS beforehand).

Permission to periodically bring/take in and use computer equipment used for work (laptop/tablet) is given with the consent of the RMT on the basis of an application EP3_INS_000_003_OLS_FOR_08.

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INDUSTRIAL HYGIENE REQUIREMENTS

On the premises of the Company, it is mandatory to have a permit for the use and storage of chemical substances or mixtures on the ZAL_07 form approved by the Security Service.

The list of used substances is mandatory for both the use of substances purchased by Contractor and by Michelin.

The list of used chemical products approved by the Security Service, together with their safety data sheets, is a mandatory attachment to the Prevention Plan.

Any need to use a new chemical substance requires the approval of the Security Service and the update of ZAL_07 attached to the Prevention Plan. Electronic versions of safety data sheets must be provided to the Security Service at the stage of approval of the Prevention Plan and when new chemical products need to be applied/stored.

The Contractor's employees must be familiar with the requirements applicable on the premises of the Company and must be aware of the risks posed by the chemical products they use, know how to handle them safely and use appropriate personal protective equipment. They should also know where the safety data sheets are located and have access to them if necessary.

An approved list of used chemical products is required in the Contractor's warehouses and at workstations.

Chemicals should be stored in their original packaging in such a way that they do not come into contact with food or beverages. If it is necessary to use replacement packaging, it must be in good condition, with a clear indication of the contents (product name) and hazard pictograms.

Instructions for the safe use of chemicals should be displayed in a visible place.

It is forbidden to bring into the Company premises products with the following designations: H340, H350, H360.

Products with designations: H341, H351, H361 and toxic products that pose a fire or environmental hazard need to be analysed depending on their quantity and place of use.

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Requirements for Contractors



Rules for handling chemical products



Before starting work,
make sure you know how
to deal with the specific
chemical!



- Rooms/cabinets where various chemicals are stored should be marked with a warning sign (exclamation mark)
- Chemicals should be stored in original packaging, without contact with food or beverages
- Replacement packaging, if necessary, must be in good condition, marked with the name of the product and hazard pictograms.
- The instruction for the safe use of chemical products should be put in a visible place
- The employee must know the hazard posed by chemical products and apply required personal protective equipment
- Safety data sheets should be attached to the Prevention Plan. Each employee should know where to access them.



ATTENTION:
Chemicals



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- In the case of a corrosive, toxic or flammable substance, it should be placed on a non-reactive retention tray (e.g. in a plastic tray or on a metal tray made of galvanised steel)
 - × Do not place corrosive acids (pH<5) and corrosive bases (pH>9) on the same retention tray [Info about the pH can be found in section 9 of the safety data sheet].
 - × The retention material must not react with the chemical product placed on it!
 - × The weight of all chemical products placed on one shelf must not exceed the load capacity of the shelf.



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ENVIRONMENTAL REQUIREMENTS

The waste generated is waste of the Contractor unless otherwise specified in the purchase contract.

The Contractor provides the waste collection points indicated by RMT in accordance with the requirements for the marking of waste containers (WASTE NAME, WASTE CODE, WASTE OWNER'S NAME)

It is prohibited to discharge any waste and chemical substances and mixtures thereof into the sewerage system and into the soil.

The Contractor must comply with national and EU environmental legislation.

It is forbidden to leave waste in places not intended for this purpose.

The following persons are responsible for meeting environmental protection requirements during and in connection with the works performed:

- Work manager,
- RMT or Project Manager.

The duties of the Works Manager (contractor) in the field of environmental protection include ensuring that all employees are familiar with and comply with the environmental protection principles in force at Michelin Poland, in particular:

- keep the area of the performed works tidy and clean,
- apply appropriate methods for storing hazardous substances, ensuring protection of the environment in the event of uncontrolled release such as leakage, spillage, etc. This applies especially to materials such as oils, greases, fuels, solvents, paints, varnishes, etc.
- properly handle generated waste, and in particular, properly collect and dispose of it outside Michelin Poland. This applies in particular to hazardous waste, such as: petroleum-based waste (waste oil and oil-containing waste), paint, lacquer and solvent residues and packaging, used fluorescent lamps. The removal of excavated soil should be consulted each time with the Security Service.
- comply with the ban on discharging into the sewage system of Michelin Poland any contaminants (solid or liquid) that are hazardous materials or waste,
- comply with the rules on the prevention of environmental accidents, have adequate equipment and have the ability to take appropriate action to limit the consequences of accidents.
- comply with the established rules of conduct for the extraction of the soil/rubble.

Locations and conditions for storage of hazardous substances and collection of hazardous waste shall be determined by the RMT/PROJECT MANAGER, if required, with the participation of representatives of environmental and fire protection services.

If there is no RMT/PROJECT MANAGER - e.g. in case of a new investment - this function is performed by Michelin Poland Design Office.

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RETENTION

Types of chemical substances for which retention trays are required to be used regardless of the quantities stored:

- Corrosive substances (corrosive acids and corrosive bases are stored separately on retention trays)
- Flammable substances (grounded trays)
- Hydrocarbons (oils,...)
- Products classified as environmentally hazardous,
- Toxic,
- Other stored substances (irritants, sensitizers) with cumulative amounts > 250 litres

If the storage area is not equipped with an airtight floor (e.g. terracotta) or if leaked substances can enter the soil or sewage system, retention trays should be used for all substances stored, regardless of the quantities stored.

If the staff transfer / fill / repack potentially polluting liquid substances such as hydrocarbons, chemicals or liquid waste, these operations shall take place in the retention area which:

- is tight and resistant to chemicals and
- has sufficient surfaces to collect potential splashes.

Each tank shall be located in a tight and resistant retention zone for such products with a capacity of 100% by volume.

In case of a retention zone divided into several tanks:

The retention capacity is highest for the following two values:

- 100% of the largest tank capacity and
- 50% of the cumulative capacity of the combined tanks

This capacity must be available at all times (the risk of rainwater in the storage tank in the event of leaks must be taken into account).

WASTE



Rules for waste handling by Contractors

Municipal waste

Municipal waste

Municipal waste is generated mainly in offices, social and dining rooms.

It includes: plastic and cardboard beverage packaging, paper, foil, plastic bags, jars and glass bottles



Sorting rules



Put newspapers, office paper, packaging paper, paper bags and cardboard into [blue containers](#).

Remember to squash the packaging before putting it into the container.

- ✗ Do not put wet, greasy and dirty paper, foil-coated papers and metals or beverage cartons into blue containers.



Put beverage bottles (PET), plastic bags, beverage packaging combined with other materials (e.g. milk cartons), plastic packaging of household goods (liquids, shampoos) into [yellow containers](#).

- ✗ Do not put here packaging of hazardous substances



Put glass bottles of drinks, which are empty and without caps, glass jars, glass packaging of cosmetics into [green containers](#).

- ✗ Do not put here ceramics, window panes, mirrors, porcelain, bulbs or fluorescent lamps.



Put mixed municipal/other waste that cannot be separated into grey or blue containers with a description.

- ✗ Do not put here any production waste



Ambitions 2013-2020.
Michelin achievements and responsibility



Rules for waste handling by Contractors

Waste from the operations carried out by Contractors

Waste generated by Contractors

may originate from machine repairs, construction works, cleaning of production halls, e.g. cleaning of hall floors



used cleaning clothes
15 02 02*

Waste from operations carried out by Contractors should be collected in containers marked with the name of the waste and the 6-digit code

Liquid waste



Liquid waste

- ✗ Do not pour it into the sewage system.

Collect into a suitable container marked with the 6-digit code

Use retention trays for hazardous liquid waste!!!

Waste of unknown origin

Do not put found waste or containers with abandoned substances into municipal waste containers. Protect them against spillage and then transfer to a waste storage facility

The facility employee will take them in and secure accordingly.



pozostałe

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QUALITY REQUIREMENTS

Michelin produces high quality tyres, acknowledged by its customers, intended for various purposes. The key to success, apart from the developed technology, is to apply the rules of order and cleanliness at all stages of the production process - from the raw material storage to the final product storage.

In order to maintain a high quality standard, we require our subcontractors to respect the following rules:

It is forbidden to move semi-finished products, products, storage media. Including the removal of area markings and labels placed on products.

Any work that may cause contamination of products such as: concrete hammering, welding, bricklaying, painting, work at height, etc. may only be carried out after the removal of products, semi-finished products and stored items, and proper protection of the zone to avoid contamination of products.

It is forbidden to use wood in production halls, it also applies to tools with wooden elements (e.g. brushes, shovels, etc.).

During and after the completion of performed works, special care must be taken to ensure that no tools or machine elements, bolts, washers, nuts, auxiliary materials (e.g. cleaners, ...) or similar can reach the products.

It is forbidden to continue work when there is a risk of contamination of products, semi-finished products or stored items, machine elements, e.g.: works at height, when a fence or its elements may be in contact with products or stored item, etc.

Any discovered contamination of products must be immediately reported to the Michelin surveillance authority. It is forbidden to intervene on your own to bring the situation back to normal. Any chemical agents used during the work may cause a change in the properties of rubber elements.

It is forbidden to put items, spare parts, tools, cleaners, working clothes and other personal belongings on products, stored items and machine elements not intended for this purpose.

In each of the above cases, the subcontractor is obliged to report irregularities or the need to adapt the area of work to the person who ordered the work or the person appointed to supervise the work or the owner's representative.

In exceptional cases, the need to use wood must be accepted by the quality service on the basis of the site handover report.

It is forbidden to use black plastic cable ties. Only white cable ties can be used.

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CHAPTER III – PROCEDURE ON THE CONTRACTOR’S SIDE

STEP 1 - DEVELOPING A PREVENTION PLAN

STEP 2 - COMPULSORY TRAINING FOR THE CONTRACTOR

STEP 3 - OBTAINING ACCESS TO THE COMPANY PREMISES

STEP 4 - COMMENCEMENT OF WORKS

STEP 5 - COMPLETION OF WORKS

STEP 6 - EMERGENCY PROCEDURE / EVACUATION

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STEP 1 - DEVELOPMENT OF A PREVENTION PLAN

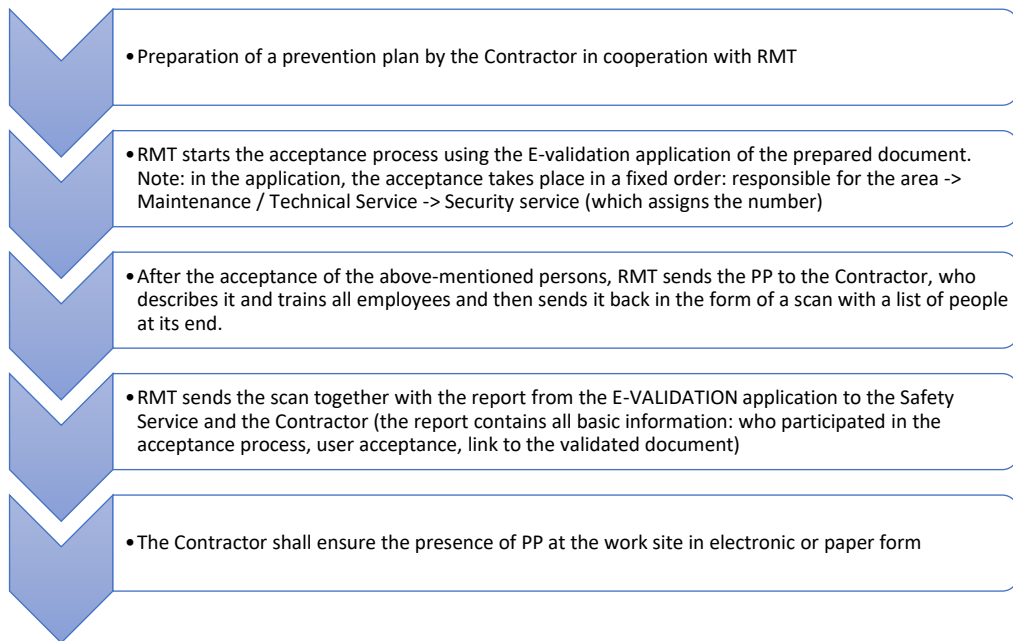
The Prevention Plan is a safety document between Michelin Poland Ltd. and the Contractor/Subcontractor in which all persons performing work, services and/or supplies describe the activities related to the tasks and the risks resulting from their activities (work) and the measures to be taken to control and prevent risks associated with joint work.

Only an approved and up-to-date Prevention Plan permits the commencement and continuation of works on the Company premises.

The Prevention Plan is created for a given production line except for Companies providing services within the scope of the whole Company after consultation with the Security Service.

RMT and the Contractor is responsible for developing a Prevention Plan based on the attached template, taking into account the characteristics of the work and all types of hazards, and in particular to include arrangements for the safe conduct of particularly dangerous work.

From 2023, approving/signing Prevention Plan on the Michelin side will take place in electronic form in the E-VALIDATION application according to the established order:



The transitional period applies until the end of 2023.

Electronic archiving is maintained in the Security Service for a period of 5 years from the date of completion of the works.

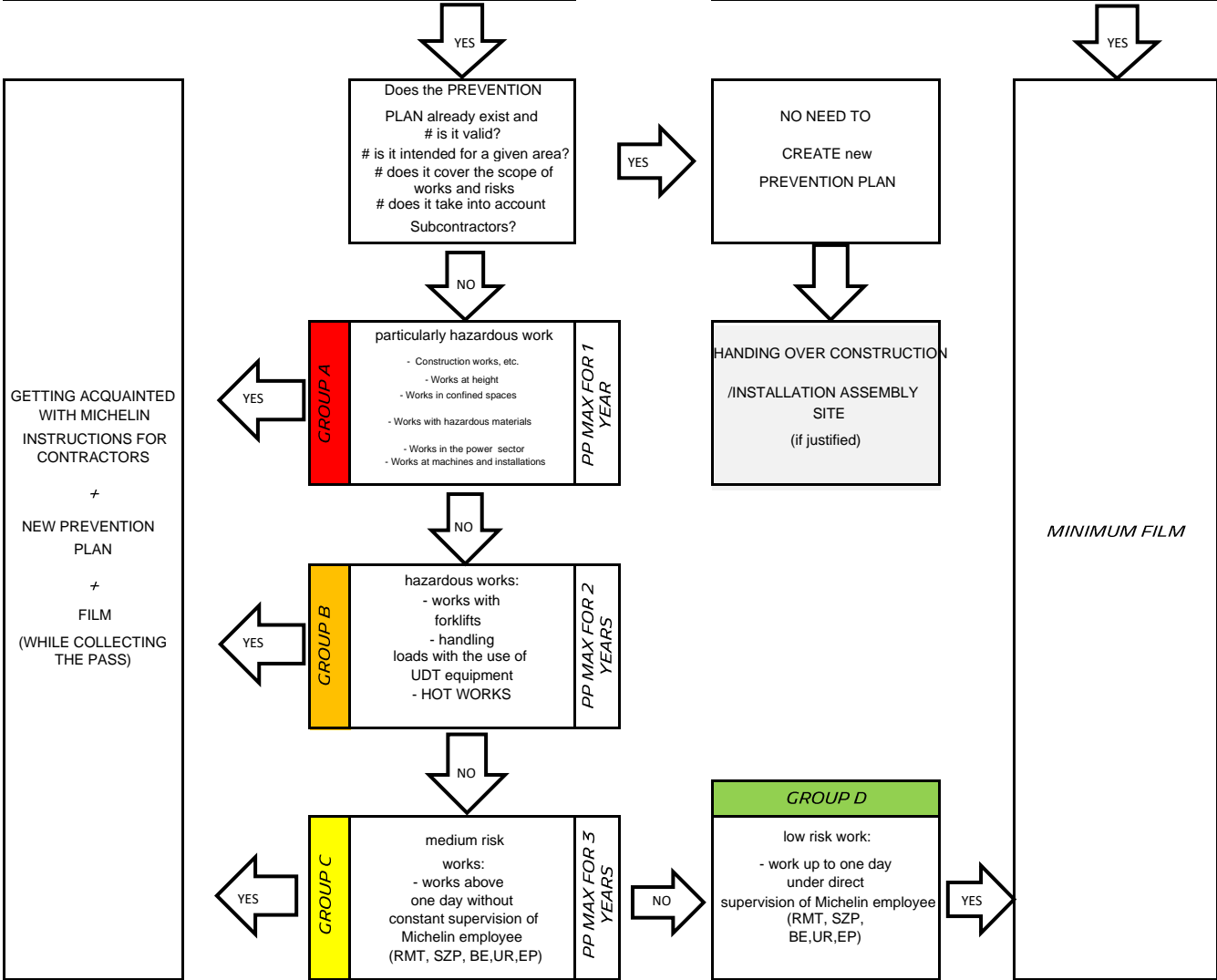
The Prevention Plan should be updated when the contractual or working conditions change, or when a new significant risk is identified during the inspection of the work that is not included in the Prevention Plan.

The Prevention Plan is generated for a period of time based on the following logigram:

CONTRACTOR AND SUBCONTRACTOR

Type of the work performed

PHYSICAL	or	administrative <i>(IT WORKS, ETC.)</i> GUEST, VISIT, TRAINING
----------	----	---



	PP	REVIEW OF PP	EP AUDIT	RMT AUDIT	REGULAR MEETINGS
GROUP A	SPECIAL RISK GROUP PREVENTION PLAN MAX FOR 1 YEAR	1X A YEAR	MIN 2 X A YEAR	YES / MINIMUM 1 A MONTH	3 X A YEAR
GROUP B	HIGH RISK GROUP - PREVENTION PLAN MAX FOR 2 YEARS	1X2 YEARS	MIN 1 X A YEAR	YES / MINIMUM 1 A MONTH	3 X A YEAR
GROUP C	MEDIUM RISK GROUP - PREVENTION PLAN MAX FOR 3 YEARS	1X3 YEARS	IF NECESSARY	YES / MINIMUM 1 A YEAR	1 X A YEAR
GROUP D	GROUP WITH NO OBLIGATION TO HAVE A PREVENTION PLAN	direct supervision	IF NECESSARY	N/A	N/A

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STEP 2 - COMPULSORY TRAINING FOR THE CONTRACTOR - making all employees aware of the safety requirements.

Contractor/Subcontractor employees are not allowed to stay on Michelin Poland premises without being acquainted with these instructions, the prevention plan and the completion of multimedia training, except for exceptions established separately with the Security Service.

A representative of the External Company is responsible for familiarizing Contractor/Subcontractor employees with this instruction and with the approved prevention plan, and the RMT is the guarantor of this.

Acknowledgement of the requirements referred to above must be confirmed by a signature:

- of the Contractor's representative (Director, Contractor's Manager) - on the approved Prevention Plan
- of the Contractor's Manager/Safety Coordinator acting directly on the Company premises - on the approved Prevention Plan
- of the Contractor's and Subcontractor's employees performing the works - on the list of persons at the end of the Prevention Plan after its approval.

The Contractor's drivers/carriers entering on the basis of a single-entry pass are only required to receive multimedia training for drivers at the gates.

The multimedia training takes place in the training room of the Pass Office at Gate number 6 and for drivers at gates 7 and 10.

Multimedia training for each employee of the Contractor/Subcontractor is valid for two years.

STEP 3 - ACCESS TO THE COMPANY PREMISES

The entry to the Company premises is normally possible from Monday to Friday on working days according to Michelin Poland single shift work calendar.

In case of works performed on Saturdays, Sundays, public holidays and other days off for single-shift workers of Michelin Poland, it is necessary to determine, together with the RMT/Project Manager, the necessity and scope of the presence of the selected MICHELIN EMPLOYER in the area of work.

NOTE! During the performance of particularly hazardous works on the above mentioned days, the supervision on behalf of Michelin is obligatory (construction, demolition, repair and assembly works carried out without stopping the operation of the plant or its parts, works in tanks, ducts, interiors of technical equipment and other hazardous confined spaces, works using hazardous materials, works at height).

The entry through the gates on the days mentioned above is normally based on personal and vehicle passes.

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PASSENGER TRAFFIC - for the purpose of carrying out the works:

1. In order to obtain a pass, an electronic application received from a Michelin employee (RMT) must be submitted.

2. After the application has been processed, feedback has been received from RMT and the training film has been watched, the pass should be collected at the Pass Office. The following persons are entitled to collect a pass:

- each employee of the Contractor/Subcontractor, individually,
- in exceptional situations – RMT.

3. If necessary, additional documents should be completed:

- List of materials and tools brought in (DAILY) - EP3_INS_000_003_OLS_FOR_06
- ONE TIME / PERIODIC permit for moving materials and tools out
EP3_INS_000_003_OLS_FOR_07

4. Upon completion of works in the Company, personal passes are immediately returned to the Pass Office.

PASSENGER TRAFFIC – VISITOR - without performing work:

Visitor - a person invited for consultation, site inspections, discussions etc. without the right to perform work.

1. In order to obtain a pass, an electronic application received from a Michelin employee (RMT) must be submitted.

2. After the application has been processed, feedback has been received from RMT and the training film has been watched, the pass should be collected at the Pass Office. The following persons are entitled to collect a pass:

- an invited person individually.

NOTE: During the stay of the VISITOR, from the entry to the exit from the premises of the Company, the Visitor should be NON STOP assisted by a Michelin employee.

3. If necessary, additional documents should be completed:

- List of materials and tools brought in (SINGLE DAY) - EP3_INS_000_003_OLS_FOR_06
- ONE-TIME/ PERIODIC permit for moving materials and tools out
EP3_INS_000_003_OLS_FOR_07

4. Upon the end of the visit in the Company, a personal pass is immediately returned to the Pass Office.

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VEHICLE TRAFFIC - ENTRY/EXIT OF VEHICLES (does not apply to SINGLE ENTRIES - NOTIFIED VEHICLES of the TIR type):

GATE 3 – for employees of Michelin and Contractors who obtained a positive opinion of the Security Service.

GATE 7/10 – truck traffic and for Contractors/Subcontractors.

1. In order to obtain a pass, an electronic application received from a Michelin employee (RMT) must be submitted.

The entry of vehicles of Contractor/Subcontractor into the Michelin Poland premises takes place only in cases justified by the type of work performed and deliveries!

2. After the application has been processed, feedback has been received from RMT and the training film has been watched, the pass should be collected at the Pass Office. The following persons are entitled to collect a pass:

- A driver or the Manager of the Contractor/Subcontractor

3. If necessary, additional documents should be completed:

- A SINGLE DAY list of materials and tools moved in - EP3_INS_000_003_OLS_FOR_06

- ONE-TIME/ PERIODIC permit for moving materials and tools out EP3_INS_000_003_OLS_FOR_07

4. Upon completing works in the Company, vehicle passes are immediately returned to the Pass Office.

VEHICLE TRAFFIC - SINGLE ENTRY – NOTIFIED VEHICLES (e.g. Raw Material Deliveries, TIR,)

An entry concerns a single entry of motor vehicles into the premises of Michelin Poland where passes are issued by a security guard directly at the entrance gates.

A single entry pass may be issued:

1 -After verification by a security guard of notified (documented) single entries on the basis of:

- UT number in the TOM system (supply/dispatch of raw materials, semi-finished products, finished products to/from sector warehouses),

- CMR for entries non-notified in TOM (applies to raw materials, semi-finished products, finished products),

- warehouse delivery notes,

- instruction EP3_INS-300-002_OLS „Loading/unloading and transport of hazardous goods in the premises of Michelin Poland Ltd.” – (petrol, gas),

- arrangements with the Security Service.

2 - After verification by a security guard of single unpredictable entries based on:

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- emergency entry notifications - repair service requested by Michelin Poland in emergency mode to remove the failure.

- a phone or written notification received from the Security Service (from the Head of the Service or an authorised person).

3 - After the driver has been identified, the training film has been watched by the driver, the vehicle has been inspected and the entry has been recorded at the terminal and in the vehicle traffic register.

4. If necessary, an additional document should be completed:

- List of materials and tools brought in (ONE DAY) - P3_INS_000_003_OLS_FOR_06

5. On leaving the premises of the Company, the pass should be returned to Security Guards.

MATERIALS TRAFFIC - MATERIALS DISPOSAL

Export of materials, machinery, equipment and construction equipment from the premises of Michelin Poland by external companies may take place only on the basis of:

a) the warehouse and accounting evidence:

- "615-Wz-Shipment Specification (Loading Report)" - external edition (materials, semi-finished products, finished products, etc.) removed outside the company,

- regardless of the document referred to above, it is allowed to use other material evidence resulting from an established system with the use of electronic digital machines - (shipment specification; WZ document, WX document);

b) a material pass (pre-numbered forms)

c) - ONE-TIME/PERIODIC permission to move materials and tools out:
EP3_INS_000_003_OLS_FOR_07

d) List of materials and tools to be brought in - EP3_INS_000_003_OLS_FOR_06 completed and valid only on the given day.

In order to ensure the smooth processing of applications, they should be sent for approval at least one working day in advance of the export date. In exceptional cases, e.g. machine failure, you should send an application and contact the persons approving the applications by phone.

EXTENSION OF THE VALIDITY OF PASSES

If you lose your pass, you should immediately notify the Enterprise Security Service at telephone number 89 531 45 10 available 24/7 and the Pass Office open on weekdays from 7.00 a.m. to 3.00 p.m. at 89 539 46 71.

A new pass can be issued on the condition that a payment is made to the account of Michelin Poland, which is a financial sanction for the lost document.

RENEWAL OF PASSES

The extension of the validity of an existing pass for the next period is based on an official e-mail from the decision-maker with the list attached, without an electronic application (form: EP3_INS_000_003_OLS_FOR_02) and without the need to return the said passes.

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STEP 4 - COMMENCEMENT OF WORKS

Commencing works, the Contractor is each time obliged to report this fact to the person responsible for the area in accordance with the applicable standard at each plant (Work Board for Contractors and Workbook for Contractors) and ultimately according to the Security Service arrangements.

Once the prevention plan has been approved and signed, it should be determined whether it is necessary to create a Construction Site/Installation Assembly Handover Report.

The work performance site must be secured in accordance with the prevention plan and an information board must be placed in a visible location.

Before starting work on the machines/installations, the Contractor fills in a "5 question" board by each employee involved in the works, provided to the Contractor by a maintenance worker from the area in which the intervention is being carried out. The boards must be displayed in a visible place until the intervention is completed. The boards are valid until the maintenance IT system is fully implemented.

In the case of hot works, the Contractor is obliged to provide and use portable fire-fighting equipment at the work performance site place of work and in its immediate surroundings, required in accordance with the instructions for hot works and the provisions in the hot works permit.

The Contractor's managers supervising the execution of works or persons supervising a group of people in the course of service provision in the premises of Michelin Poland are responsible for organising, preparing and conducting works in accordance with the arrangements set out in the Prevention Plan, in accordance with the applicable law and the principles of occupational health and safety, in particular:

- the commencement of construction works on the premises of the production departments and other units must be agreed with the management of those units in the presence of a supervisor or other person supervising the work on behalf of Michelin Poland. The arrangements should be included in the "Construction Site Handover Report" (form EP3_INS-000-003_OLS_FOR 04).

STEP 5 - COMPLETION OF WORKS

Completion of works must each time be agreed with the commissioning party on the basis of the scope of ordered works.

The place of completion of works must be cleaned and brought to the state agreed between the parties in terms of health and safety, fire protection and environmental protection.

The construction site must be formally handed over during the construction/installation acceptance.

RMT supervising a given company establishes and coordinates the details concerning completion of works, including the settlement of passes.

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STEP 6 - EMERGENCY PROCEDURE / EVACUATION

Emergency numbers

Plant Fire Department - 89 539 4444 (ext. 4444)

- accident, fire, environmental emergency situation.

Plant Security Guards - 89 539 4510 (ext. 4510)

- thefts, violation of law and order.

In the event of emergency situations (accident, fire, environmental emergency situation, theft, violation of law and order), Michelin Poland Ltd. services must be immediately notified.

In the event of sudden, unfortunate accidents while carrying out the work, Contractor's/Subcontractor's employees are obliged to use the assistance of a paramedic, who should be called via the emergency number, specifying the location of the accident (plant, entry number) and the name of the Contractor's company.

ALERTING THE PLANT FIRE DEPARTMENT IN THE EVENT OF FIRE, LEAKAGE OR ANOTHER FAILURE:

1. Alarming in case of fire.

Any person who notices a fire is obliged to immediately notify the persons in the danger zone and the Plant Fire Department using:

Manual fire call point (fire button):

- Go to the nearest manual fire call point (fire button),
- Break the glass,
- Press the button (when the red light comes on, it indicates that the Fire Department has been alerted).

Phone:

- Landline phone on the factory premises - by calling the emergency number 4444
- Mobile phone – selecting the emergency number 89 539 4444
- When the fire officer on duty reports, provide the message "Fire" along with the following information:

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- the exact location of the fire,
- what is on fire (type of material),
- whether people are at risk,
- your name and surname,
- the telephone number from which the alarm is reported,
- the entrance number to the facility, e.g. 22H.

NOTE! Hang up only after confirming the acceptance of the notification and hanging up the handset by the fireman answering the call. Wait for a moment at the phone for a possible check call.

Through the messenger:

- The designated employee goes from the place of fire to the company fire brigade using the available means of transport or on foot and reports the fire orally.

This method of alerting should only be used if it is not possible to alert the Fire Department by phone or a manual fire call point.

2. Alert in the event of a leakage of hazardous substances or other failure.

- Any person who notices a leakage of dangerous substances or the occurrence of any other accident is obliged to immediately notify the persons in the danger zone and the Plant Fire Department using:

Phone:

- Landline phone on the factory premises - by calling the emergency number 4444,
- Mobile phone – selecting the emergency number 89 539 44 44.
- When notifying the Plant Fire Department, it is necessary to provide at least:
 - the exact location of the accident,
 - type and extent of the accident,
 - the level of risk to people and the environment,
 - your name and surname,
 - the telephone number from which the alarm is reported,

NOTE! Hang up only after confirming the acceptance of the notification and hanging up the handset by the fireman answering the call. Wait for a moment at the phone for a possible check call.

Through the messenger:

- The designated employee goes from the place of an accident to the company fire brigade using the available means of transport or on foot and reports the threat orally.

This method of alerting should only be used if it is not possible to alert the Fire Brigade by phone.

BASIC PRINCIPLES OF EVACUATION

Do not use any crane devices or passenger lifts during evacuation.

After the evacuation is announced, employees, contractors, subcontractors and other persons:

- Shut down machines and equipment in operation,
- Secure their work stations,

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- Go through the nearest evacuation exits to the evacuation assembly point.

In case of strong smoke in the escape routes, move:

- Along the walls so as not to lose the direction of movement,
- In an inclined position, trying to keep your head as low as possible,
- Along designated general traffic routes

During the evacuation it is forbidden:

- To do anything that could cause panic,
- To move in the opposite direction to the evacuation direction,
- To stop or block traffic in any other way.

Internal evacuation (within the Company premises)

Announcement methods: Using alarm systems - a voice announcement or a modulated sound.

The internal evacuation assembly point is a designated point within the company - marked with the following information sign:



External evacuation (outside the company premises)

Announcement methods: Continuous 5-minute sound from external sirens placed on the roofs of the company buildings.

The evacuation assembly point for OLS1 and OLS2 is car park NR1 between Leonharda Street and the Main Office Building.

The evacuation assembly point for Z2 is the area of exit gate No. 7 at Sprzętowa Street.

The evacuation assembly point for LOG is the area of exit gate No. 10 at Towarowa Street.

The locations of external evacuation assembly points are shown in the "Company plan with marked internal and external evacuation assembly points" below.

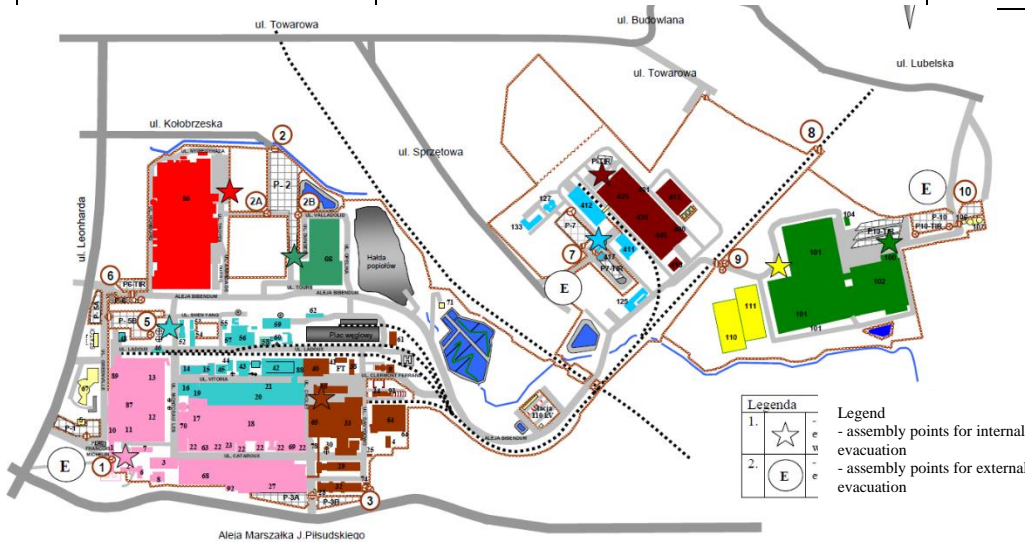
Employees of the Contractor/Subcontractor as well as other persons are obliged to leave the hazard area using the shortest possible route, following the evacuation signs, and go to an evacuation assembly point.

If any person is found to be absent, this should be immediately reported to the person in charge of the rescue operation.

The plan of the Company with marked internal and external evacuation assembly points.

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CHAPTER IV – SANCTIONS

I. A failure to comply with occupational health and safety, fire safety, environmental protection, law and order rules and regulations required in the premises of Michelin Poland in accordance with the provisions of this Instruction will result in the following sanctions:

- 1) taking back or blocking a pass to enter the premises of Michelin Poland,
- 2) a written warning,
- 3) a contractual penalty in the amount indicated in the tariff table attached as Appendix No. EP3_INS_000_003_OLS_ZAL_02 to this Instruction - for each case of violation

II. The choice of penalties referred to in point I is to be made by Michelin Poland. The sanctions may be applied individually or in combination, depending on the decision of Michelin Poland.

III. Agreements concluded with the Contractor may provide for individual sanctions for non-compliance with occupational health and safety rules and regulations.

IV. Gross or repeated violations of the Occupational Health and Safety, fire safety, environmental protection, law and order rules and regulations required on the premises of Michelin Poland may result in termination of the agreement by Michelin Poland with immediate effect.

V. To enforce the provisions of this Instruction from the employees of the Contractor/Subcontractor and to check whether the work is carried out in accordance with the regulations and principles of occupational health and safety, fire safety and environmental protection and the provisions of the "Prevention Plan", authorized and obliged are:

- a) Michelin Poland employees supervising the works (RMT),
- b) Security Service employees (and Company Security Guards),
- c) Managers of organisational units taking responsibility for facilities and areas where works are performed by Contractors/Subcontractors.

VI. An auxiliary tool for assessing compliance by employees of Contractors/Subcontractors with the rules set out in this Instruction is the "Checklist for the operations of Contractors on the premises of Michelin Polska" EP3_INS_000_003_OLS_ZAL_01









VII. Michelin Poland employees working in the occupational health and safety, fire safety and environmental protection services are entitled to audit the employees of the Contractor/Subcontractors to ensure that they have documents proving appropriate training in occupational health and safety, fire safety and environmental protection and that they comply with the regulations in this regard.




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VIII. The Company security guards are authorized to inspect, among other things, the protection of property and the legality of persons' stay on the premises of Michelin Poland, and the compliance with law and order.

IX. The persons authorised to enforce penalties are representatives of the Security Service and Services supporting the business activity of the Company.

CHAPTER V – FORMS and ATTACHMENTS

Form name	Template / document
Prevention Plan	 EP3_INS_000_003_O LS_FOR_01 Plan Prev EP3_INS_000_003_OLS_FOR_01
Application for a pass for a Contractor/Visitor	 EP3_INS_000_003_O LS_FOR_02.xlsx EP3_INS_000_003_OLS_FOR_02
Construction site/installation assembly handover report	 EP3_INS_000_003_O LS_FOR_04 (przekaz EP3_INS_000_003_OLS_FOR_04
- A ONE-DAY list of materials and tools brought in (to be collected at the gate)	 EP3_INS_000_003_O LS_FOR_06 (wykaz je EP3_INS_000_003_OLS_FOR_06
Permit to MOVE THE PROPERTY OUT (ONE-TIME and PERIODIC)	 EP3_INS_000_003_O LS_FOR_07 JEDNOR/ EP3_INS_000_003_OLS_FOR_07
PHOTO/VIDEO/LAPTOP permit	 EP3_INS_000_003_O LS_FOR_08 FOTO VII EP3_INS_000_003_OLS_FOR_08
Attachment names	Template / document
Checklist for Contractors (paper and electronic version)	 EP3_INS_000_003_O LS_ZAL_01 Lista Kont EP3_INS_000_003_OLS_ZAL_01 Link to the electronic version: provided by the author of the instructions
TARIFF TABLE	 EP3_INS_000_003_OLS _ZAL_02_TARYFIKATOF EP3_INS_000_003_OLS_ZAL_02

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OHS GUIDE FOR PEOPLE WORKING ON PROJECTS	 EP3_INS_000_003_OLS_ZAL_03 PORADNIK Bł EP3_INS_000_003_OLS_ZAL_03		
COVID 19 – PREVENTION	 EP3_INS_000_003_OLS_ZAL_04 PREWENCJA EP3_INS_000_003_OLS_ZAL_04 PREWENCJA COVID 19		
LIST OF HAZARDOUS SUBSTANCES	 EP3_INS_000_003_OLS_ZAL_07 wykaz suł EP3_INS_000_003_OLS_ZAL_07		