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Organisational unit DOMF/OEU1/OLS/B2C/EP	Author: Kamil Brzozowski	Property of Michelin Polska S.A. - Copying / sharing with third parties without prior authorisation is prohibited	

# Instructions for Contractors and Visitors staying on the premises of Michelin Polska S.A.

## AIM

The aim of these instructions is to specify general principles and recommendations concerning the prevention of risks, liability and rules of conduct for all third-party entities and persons staying on the premises of MICHELIN POLSKA S.A., hereinafter referred to as the Company or Michelin Polska, during the performance of services and supplies or other activities for the Company.

## THE SCOPE OF THE INSTRUCTIONS

“Instructions for Contractors and Visitors staying on the premises of Michelin Polska S.A”, hereinafter referred to as the “instructions”, apply to:

All Contractors and Subcontractors.

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

Visitors staying on the premises of Michelin Polska S.A. assisted by a Michelin employee.

All employees of Michelin Polska S.A., and in particular: The Security Service, the Purchasing Service, RMT, Project Managers supervising project implementation and managers of facilities on the premises of which those works are carried out.

These instructions come into effect: **not later than by 30 September 2020.**

Verified by	Signature	Approved by	Signature
Piotr Sokół / EP	<i>P.S.</i>	Piotr Sokół / EP	<i>P.S.</i>
REPLACES Issue of 31/07/2019		CHANGES WITH RESPECT TO THE PREVIOUS VERSION:  Changes in the instructions are marked in yellow	

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# CHAPTER I – DEFINITIONS / FUNCTIONS

## SECURITY SERVICE (EP)

Michelin Polska S.A. 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 Polska S.A. 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 the safety requirements into account as the criterion in selecting the service provider and provides these instructions at the bidding stage.

## CONTRACTOR (FZ)

A natural or 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 S.A. on the Company premises.

## SUBCONTRACTOR (FP)

A natural or 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 S.A.

Solely 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, the RMT function may be performed by employees of: BE, FT and Services.

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/installation assembly site handover
- 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
- Providing the necessary security assistance to the Contractor
- Participating in scheduled audits by the Security Service,
- Communicating safety breaches to the Security Service and to the superiors,

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- Initiating actions to improve the safety level with regard to the risks involved in the work performance,
- Participating in the acceptance of the completed works,
- Responding in the event of the breaches observed,
- For the time of their absence, appointing their replacement and formally notifying the Contractor about this fact (via e-mail)

### OHS Coordinator of the Contractor/ Work Manager

The OHS Coordinator / Work Manager supervises occupational health and safety of all employees working on the site, and their rights and obligations should be specified in an 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 remedy identified accident hazards and health and safety deficiencies,
- Immediately stopping a machine or equipment in the event of an imminent danger to the life or health of an employee or another person,
- Immediately removing from work any workers employed to perform forbidden work.

### PREVENTION PLAN

The aim of the prevention plan is to identify safety risks in the workplace and to define solutions to prevent them at the work performance stage.

A signed Prevention Plan with complete attachments must be available at the sites where the works are performed, in a paper form or as a high-quality PDF scan.

### CONSTRUCTION/INSTALLATION ASSEMBLY SITE HANDOVER REPORT

Construction site handover report: applies only to the area in which construction works or works related to construction are carried out, together with the space occupied by the backup equipments.

Installation assembly site handover report: applies only to the limited space in which installation works are carried out, including new machines. At the stage of assembling new machines/installations (prior to R1 acceptance), the Contractor is responsible for their protection.

From the moment the reports are signed by both parties, the Contractor is responsible for any damage caused on the site handed over to him.

The construction site/installation area must be permanently fenced off and marked with appropriate information boards. Details concerning the location of the site together with maps must be specified in the Prevention Plan.

### BIOZ (SAFETY AND HEALTH PROTECTION) PLAN

The Safety and Health Protection Plan is developed for one specific construction. It is the responsibility of the site manager to draw up or ensure that this plan is drawn up before the

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construction begins. The aim of the Safety and Health Protection Plan is to identify safety risks in the workplace and to implement solutions to prevent them at the stage of investment implementation.

## **IBWR - Safe Work Instructions**

Before commencing construction works, the Contractor is obliged to prepare instructions on safe work performance and to make its employees acquainted with them.

## **THE PASS OFFICE**

The office situated 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](mailto:biuro.przepustek@michelin.com)

FUNCTION: Receiving, processing, 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](mailto:compte-fonction.straz@michelin.com)

Building 52

## **SECURITY GUARDS**

Security guards - third party ensuring the Company security operates 24/7 all year round

Number: **89 539 4510**

E-mail address: [michelin.ochrona@securitas.pl](mailto:michelin.ochrona@securitas.pl)

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

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## CHAPTER II - INTERNAL REQUIREMENTS OF MICHELIN POLSKA S.A.

**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 suitably qualified and trained personnel, acting with due diligence and care, in accordance with the highest quality standards applicable to the industry in question when providing the services and will be satisfactory and suitable for 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 Company premises include: moving vehicles, catch points on machines, risk of hitting machine and plant components, hot components of machines and installations, hazardous substances and mixtures, hot work areas, explosion risk areas, intervention work 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 an accident at work are grave violations of the established order and discipline of work, and consequently result in imposing penalties, in accordance with the applicable regulations in this regard.

Contractor Managers are required to monitor the compliance of their employees with safety rules and regulations on an ongoing basis.

The Contractor should ensure that his representative participates at all times in teams appointed by Michelin Polska to carry out inspections, audits, work safety checks and analyses of hazardous situations.

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

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 Polska.

In the case of gross violations of health and safety regulations and rules, Michelin Polska 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 Polska has the right to participate in accident proceedings as an observer. Contractors are obliged to provide Michelin Polska 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.)






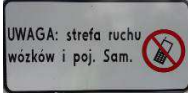




Each employee, with no exceptions, must always comply with the Basic Safety Rules








## TRAFFIC ON EXTERNAL ROADS

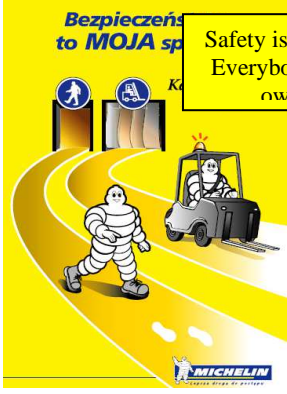




DESCRIPTION OF THE SITUATION	HAZARD	ORDERS BANS BEHAVIOUR	
		<p>Risk of being hit by forklifts and motor vehicles.</p>	  
		<p>Risk of tripping and falling.</p>	
		<p>Risk of falling down the stairs when crossing bridges.</p>	
		<p>Move along the pavements and designated pedestrian trails, and cross 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>Look under your feet, watch out for curbs and stairs, do not run!</p> <p>When climbing stairs and walking on the platform, hold on to the railing.</p>	    

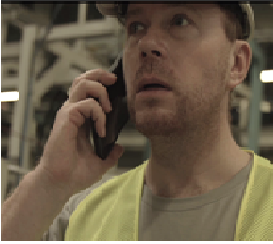





DESCRIPTION OF THE SITUATION	HAZARD	ORDERS BANS BEHAVIOUR			
	      	<p>Mobile phones</p> <p>Risk of being knocked down</p> <p>Risk of being hit, related to the falling objects.</p> <p>Works at height</p> <p>Attention: forklifts and vehicle traffic zone</p> 	<p>On the entire factory premises it is forbidden 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"> <li>passing through the pedestrian crossing,</li> <li>climbing and descending stairs,</li> <li>staying in the forklift and vehicle working zone,</li> <li>staying on footpaths not separated by a barrier or a curb from the roadway.</li> </ol> <p>The zones described in points c and d are marked with information boards:</p> <p>It is forbidden to stand or walk under suspended loads.</p> <p>It is forbidden to pass in places where works are performed at height.</p> <p>Use head protection where necessary in accordance with occupational health and safety rules.</p>	      	<p>Stay in a safe place while using the phone.</p>

DESCRIPTION OF THE SITUATION	HAZARD	ORDERS BANS BEHAVIOUR
<p><b>Vehicle movement on factory premises</b></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>	  <p>Risk of collision</p>	<p>Be particularly careful when driving on the factory premises.</p> <p>Comply with the Highway Code regulations. 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. 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"> <li>- technical condition of the vehicle,</li> <li>- the arrangement and security of transported items,</li> <li>- whether windows and mirrors are clean.</li> </ul> <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 introduction and use of single-track vehicles on the premises of Michelin Polska S.A. 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 modes 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 WHITE LINES interrupted or continuous. 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"> <li>• inside the factory halls: max. 6 km/h, taking into account the principle of adapting the driving speed to road conditions,</li> <li>• 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,</li> </ul> <p>It is forbidden for combustion trucks (except for those powered by LPG) to enter production and warehouse halls.</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>Do not use telephones inside the halls without individual consent outside the following rooms:</p> <ul style="list-style-type: none"> <li>- social facilities (canteens, dining rooms, cloakrooms),</li> <li>- general use (hall, corridor, waiting room),</li> </ul> <p>It is forbidden to use the phones while:</p> <ul style="list-style-type: none"> <li>- crossing the pedestrian crossing,</li> <li>- passing through a manoeuvring or traffic zone,</li> <li>- passing through the forklift tracks,</li> <li>- moving up and down the stairs.</li> </ul>	  	
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**MOVING ON INTERNAL ROADS (in production halls and warehouses) CLOTHING REQUIREMENTS:**

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

Vest, shirt, T-shirt - no loose protruding elements

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 for interpretation)

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## WORK SAFETY REQUIREMENTS

### PARTICULARLY HAZARDOUS WORK - CONSTRUCTION, DEMOLITION, REPAIR AND ASSEMBLY WORK CARRIED OUT WITHOUT STOPPING THE MOVEMENT OF THE PLANT OR ITS PARTS

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

For construction works, the BIOZ (Safety and Health Protection) Plan, IBWR (Safe Work Instruction) and Construction Site Handover Report 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 in the case of building renovation works that do not meet the criteria for construction works:

- for a completely new Contractor, a Prevention Plan and a Construction Site Handover Report are required.
- For companies that already have a Prevention Plan developed for works performed on the Company premises, the current Prevention Plan should be verified to ensure that it corresponds to the scope of works. If so, only the Construction Site Handover Report is obligatory. If this is not the case, a new Prevention Plan should be created for the relevant scope of works together with a Construction Site Handover Report.

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

Works may only be undertaken and carried out in tanks, ducts and other hazardous confined areas on the basis of the rules described in the prevention plan and the attachment to the prevention plan. In the case of works in the areas under the supervision of the Technical Service, it is necessary to provide notification of the works and obtain a permit issued in accordance with the procedure established by the FT.

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.

It must be ensured that a person working in a tank, ducts and other hazardous confined areas can be immediately provided with first aid in the event of an emergency or accident.

### PARTICULARLY HAZARDOUS WORK - WORKS AT HEIGHT

**A worker performing works at height must have an appropriate and valid medical certificate to work on the roof.**

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

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

Where a 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.

It is obligatory to use compatible safety barriers (railings) and personal protective equipment as required by the regulations.

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Before starting works at height, an Instruction must be prepared, which is a mandatory attachment to the Prevention Plan, with special focus on:

- 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 work platforms or basket elevators, technical tests of the equipment must be checked and, if the scaffolding is used, the conformity of the assembly with the technical and operating documentation or the assembly instructions must be checked.

All technical devices used during works at height, including mainly: working platforms, aerial platforms or scaffolding, should have documents confirming their functionality.

The equipment shall be installed at its destination by duly authorised persons in accordance with the instructions, technical or design documentation.

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

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## STAYING IN FENCED OFF ZONES



Any person entering the area enclosed by shields must protect themselves against accidental closure in the area in accordance with the provisions of the safety instructions for machinery, equipment and installations during an intervention hereinafter referred to as LOTO, by putting an individual padlock. **The padlocks are provided by the Contractor, but in a crisis situation by the UR or the FT Service.**

## WORKS AT MACHINES/INSTALLATIONS

Before starting work 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.

In the case of maintenance, repair and servicing works carried out for Michelin Polska S.A. by Contractors, an employee of technical or maintenance services of Michelin Polska S.A. indicated in the Prevention Plan is responsible for locking the 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 work 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, specifying the scope of their works.
- Michelin employees have a designated person responsible for safety coordination and work organisation on the site.
- All Michelin employees confirm in writing that they have undergone the training and are familiar with guidelines specified at the end of the prevention plan.
- Michelin employees appointed by their supervisors to perform installation works should remain under their supervision.

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## WORKS INVOLVING THE USE OF FORKLIFTS

In exceptional cases, Michelin forklifts can be allowed to be used to unload/load semi-trailers. These specific cases should be clearly identified in the description of works in the purchase contract at the procurement stage and as an attachment to the Prevention Plan on the basis of a formal written order consent provided by the production department in the EP3\_INS-000-007\_OLS instruction document.

Their use is only allowed 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 Polska forklifts
- the forklifts concerned may not be made available to operators of Michelin Polska S.A. in 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. they should have the certificates and qualifications to operate forklifts,
  - b. know should and apply Michelin safety rules,
  - c. they should receive a permit issued by the FT service (depot) to use Michelin Polska forklifts at RMT's request in accordance with internal instructions,
  - d. they should 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.

## WORKS INVOLVING THE USE OF CRANE EQUIPMENT

Only authorized persons indicated in the Prevention Plan are allowed to use crane equipment on the basis of a written permit agreed with 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 (also in vehicle cabins) are completely forbidden on Michelin Polska premises, with the exception of designated areas (smoking rooms and temporary smoking rooms designated at the construction site).

The use of open fire and other hot 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 Polska Sp. z o.o. and other interested parties on the location of storage sites for materials necessary to carry out construction and assembly works or to set up barracks on Michelin Polska 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.

The use of substances referred to as PIR PUR (polystyrene, polyurethane, polypropylene foams, etc.) as insulation material is prohibited on the premises of the Company.

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The responsibility of companies carrying out tasks in the area of loading/unloading and transport of hazardous goods (ADR) on Michelin Polska internal roads is regulated by the internal instruction concerning "Loading/unloading and transport of hazardous goods on the premises of Michelin Polska S.A."

## HOT WORKS

Hot works as well as hot works in ATEX explosion zones, referred to as welding works, are carried out exclusively 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.

## 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 work carried out in explosion hazardous areas - ATEX is carried out exclusively 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 intervention works as well as fire hazards (during the execution of works) should be immediately reported to the commissioning party.

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## 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).

A permit valid for a specific period to move in/out and use computer equipment for work (laptop/tablet) is granted with the consent of the Security Service on the basis of an application form EP3\_INS\_000\_003\_OLS\_FOR\_08.

Entry to the Company closed area and entry into the Company closed area is based solely on the obtained passes.

Passes are the property of Michelin Polska. 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 and must not be made available or used by third parties at the risk of sanctions.

Passes must be protected against 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 PLN 100 (one hundred PLN).

A new personnel pass may be issued on the condition that the contractor/subcontractor makes a justified application to the Security Service and after paying the above mentioned fee.

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

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

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Entry and exit of motor vehicles into and from the premises of the Company is based on a pass through Gate No. 6 and in justified cases through other Gates No. 3, 7, 10 after obtaining the consent of the Security Service.

The driver must place the pass behind the windscreen in a way that is completely visible to the person standing outside.

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

There is an obligation to use seat belts in every vehicle on the premises of the Company.

Materials, machinery, equipment and construction equipment can be removed from the Company's premises by contractors only on the basis of material passes.

Any bulky/multicomponent vehicle loading (e.g. ash, debris, earth, etc.) that will ultimately be removed outside the Company's premises must be reported to the **Security Guard Commander** before the loading takes place. It is strictly forbidden to carry out such loading without notification to the Security Guard Commander, under the threat to receive an order to unload for inspection purposes.

The Contractor's employees are required to undergo tests for alcohol, psychotropic, narcotic or other substances with similar effects, if circumstances indicate that the employee may be under their influence.

## 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).

A permit valid for a specific period to move in/out and use computer equipment for work (laptop/tablet) is granted upon the consent of the Security Service on the basis of an application form EP3\_INS\_000\_003\_OLS\_FOR\_08.

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## INDUSTRIAL HYGIENE REQUIREMENTS

If chemical substances/mixtures (oils, paints, solvents, cleaning agents, etc.) need to be stored and/or used on the Company's premises, they must be reported in ZAL\_07 attachment to the Prevention Plan (names of chemical products and quantities) and approved by the Security Service for use.

The list of chemical products used and their safety data sheets approved by the Security Service is an integral part of the Contractor's 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 chemical products used 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.

# 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



- 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 [For the pH see point 9 of the Safety Data Sheet, Info].
  - × 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, respectively, for meeting environmental protection requirements during and in connection with the works performed:

- Work manager,
- RMT or Project Manager.

It is the responsibility of the Work Manager (Contractor) to ensure that all employees are aware of and comply with the environmental protection rules applicable in Michelin Polska, and 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 Polska. 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 sewerage system of Michelin Polska 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/debris.

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 Polska 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 (earthed 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 / repackage 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 one's own in order to bring the situation back to normal. Any chemical agents used in the course of works may change 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 S.A. and the Contractor/Subcontractor in which all those carrying out work, services and/or supplies describe the tasks and risks arising from their activities (work) and the measures to be taken to control and prevent risks associated with working together.

Only an approved and up-to-date Prevention Plan permits the commencement or 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 to this instructions, taking into account the characteristics of the work and all risks.

The Prevention Plan must in particular include arrangements for the safe performance of particularly hazardous work.

The Preventive Plan, with its assigned number, pre-authorized by RMT, is sent in an electronic way to the approvers for verification and acceptance.

Then, after the acceptance of the electronic version, the document should be printed and physically signed by the approvers.

The document is signed in the following order: a person responsible for the Contractor, a person responsible for the direct supervision of works on behalf of the Contractor (Work Manager or Work Coordinator), a person responsible on behalf of Michelin (RMT or Project Manager), a person responsible for the area where the works are performed on behalf of Michelin (Manager), a person responsible for the protection of machinery and technical installations (Maintenance or FT Service), and finally, a person responsible for the acceptance of work on behalf of the Security Service (REP or EP).

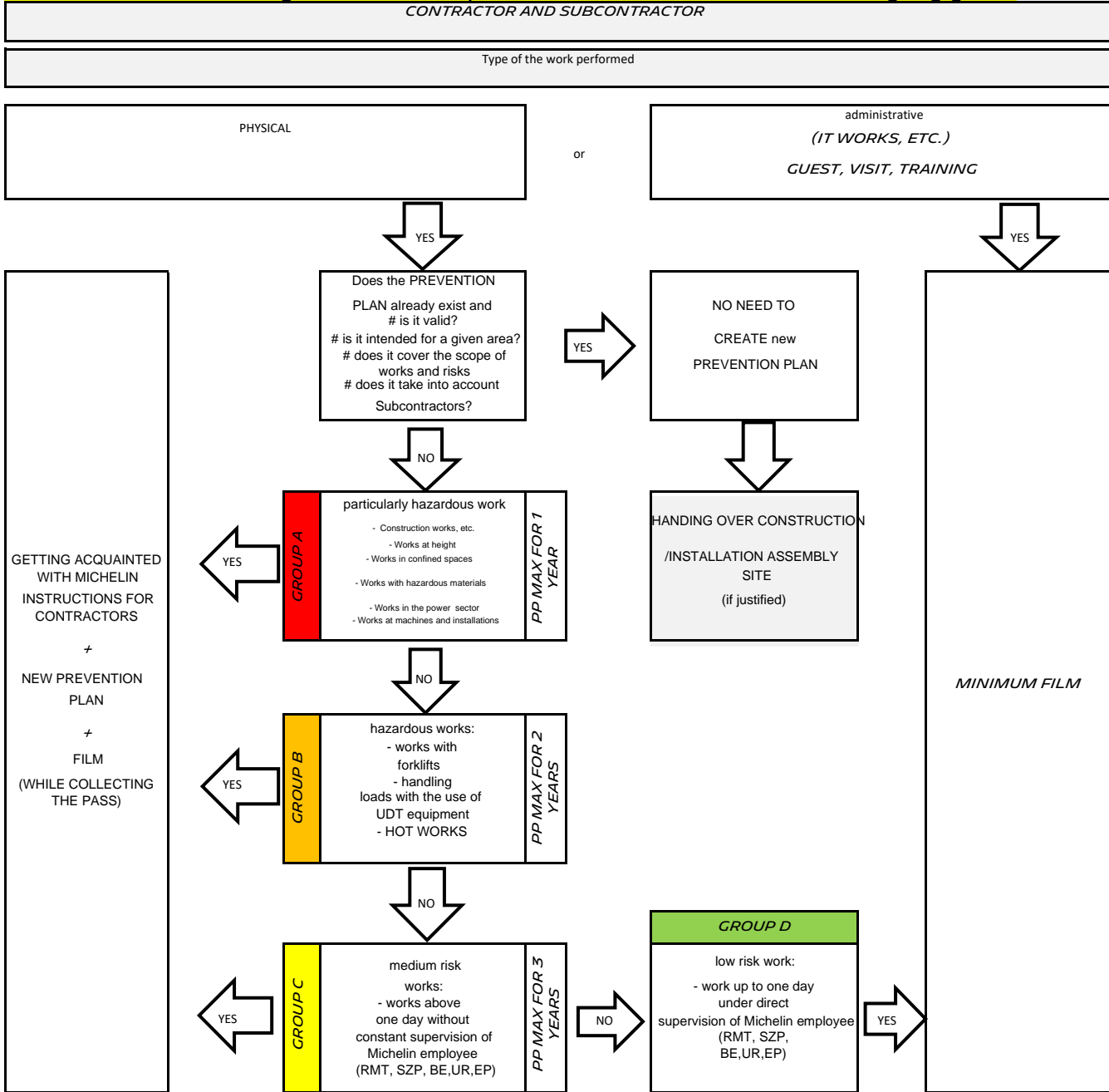
After the training of the working persons and the collection of signatures at the end of the prevention plan, the Contractor is obliged to immediately make a scan of the document in high quality and send it as a pdf file to all the approvers.

A signed Prevention Plan with complete attachments must be available at the sites where the works are performed, in a paper form or as a high-quality PDF scan.

Electronic archiving is maintained in the EP service for a period of 5 years from the completion of the works.

The Preventive Plan should be updated when the contractual or working conditions change, or when a significant new risk not recorded in the Preventive Plan is found during the construction or work inspection.

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



	PP	REVE W/ OF	EP AUDIT	RMT AUDIT	REGULAR MEETINGS
<b>GROUP A</b>	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
<b>GROUP B</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
<b>GROUP C</b>	MEDIUM RISK GROUP - PREVENTION PLAN MAX FOR 3 YEARS	1X3 YEARS	IF NECESSARY	YES / MINIMUM 1 A YEAR	1 X A YEAR
<b>GROUP D</b>	GROUP WITH NO OBLIGATION	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/sub-contractor employees are not allowed to stay on Michelin Polska premises without being acquainted with these instructions, the prevention plan and the completion of multimedia training, except as separately agreed with the Security Service.

It is the responsibility of the Contractor's representative to make the Contractor/sub-contractor employees acquainted with these instructions, with the approved prevention plan, which is ensured by RMT.

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 official issue.

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

The multimedia training takes place in the training room of the Pass Office at Gate number 6.

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 Polska single shift work calendar.

In case of works performed on Saturdays, Sundays, public holidays and other days off for single-shift workers of Michelin Polska, 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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## PERSONNEL MOVEMENT - to carry out the 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:

- 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.

## PERSONAL MOVEMENT – 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.

## MOVEMENT OF VEHICLES - ENTRY/EXIT OF VEHICLES (does not apply to SINGLE ENTRIES - NOTIFIED VEHICLES):



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

**GATE 6 – closed**

**GATE 7/10 – for trucks and Contractors.**

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 Polska 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.

**MOVEMENT OF VEHICLES - SINGLE ENTRY (e.g. supply of raw materials, TIR trucks,)**

An entry concerns a single entry of motor vehicles into the premises of Michelin Polska 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 Polska S.A.” – (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 Polska 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.

## MOVEMENT OF MATERIALS - MOVING MATERIALS OUT

Materials, machinery, appliances and construction equipment may only be brought out of the Michelin Polska premises by contractors based on:

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 permit 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

**In order to ensure the smooth processing of applications, they must be sent for approval at least one working day in advance of the date when materials or tools are brought out. In exceptional cases, e.g. machine failure, an application must be sent and the persons approving the applications must be contacted by phone.**

## LOSS OF THE PASS AND ITS RE-ISSUE

If a pass is lost, the Company Security Guard must be notified immediately at tel. 89 531 45 10, available 24/7, and the Pass Office open on working days from **7.00** to **15.00** tel. 89 539 46 71.

A new pass may be issued provided that the Contractor/Subcontractor submits a justified application to the Security Service and makes a payment to the Michelin Polska account of an appropriate fee as a penalty for the lost document.

## RENEWAL OF PASSES

A personal pass can be renewed for the next period on the basis of an **official e-mail from the decision-maker with an attached personal list, this time without an electronic application** (form:

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and without the need to return the personal passes of those employees of the Contractor/Subcontractor who will continue working in the next period requested.

## 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).

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 RMT or 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 vicinity, 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 Polska 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 Polska. 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 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 , breaches of law and order.

In the event of an emergency (accident, fire, environmental breakdown, theft, disorderly conduct), Michelin Polska S.A. 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 by means of an 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. Fire alarm.

Any person who notices a fire is obliged to immediately NOTIFY the persons in the danger zone and the Plant Fire Department by means of a fire alarm:

#### Manual call point (fire button):

- Go to the nearest manual 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:
  - the exact location of the fire,
  - what is on fire (type of material),
  - whether people are at risk,

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- your full name,
- 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 fire button.**

## 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 Company's fire brigade by means of:

#### 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 full name,
  - 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,
- 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:** By means of 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.

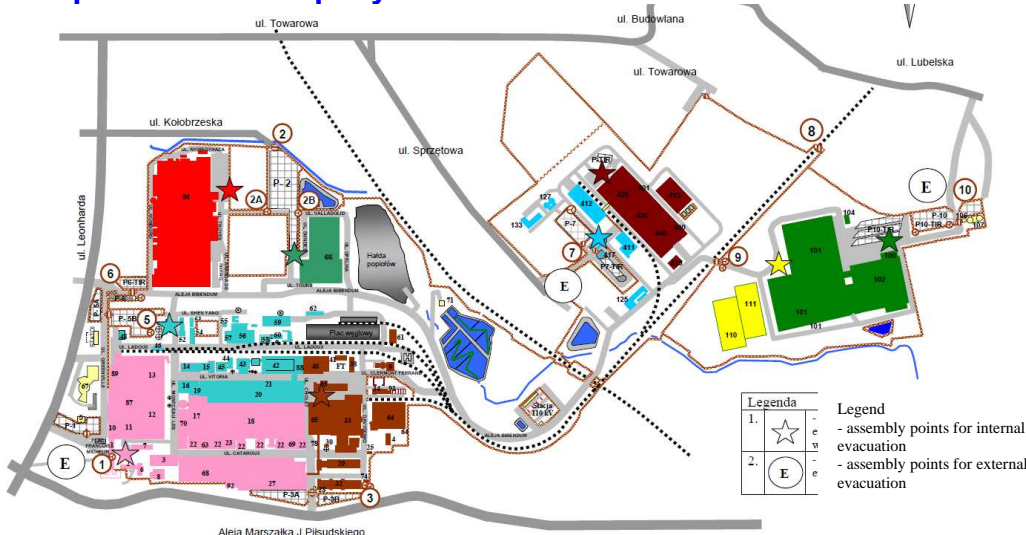
**The evacuation assembly point for LOG** is the area of exit gate No. 10 at Towarowa Street.

**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 Polska in accordance with the provisions of these Instructions will result in the following sanctions:
- 1) taking back or blocking a pass to enter the premises of Michelin Polska,
  - 2) a written reminder,
  - 3) a contractual penalty in the amount indicated in the tariff table attached as Appendix No. EP3\_INS\_000\_003\_OLS\_ZAL\_02 to these Instructions - for each case of violation
- II. The choice of penalties referred to in point I is to be made by Michelin Polska. The sanctions may be applied individually or in combination, depending on the decision of Michelin Polska.
- 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 Polska may result in termination of the agreement by Michelin Polska with immediate effect.
- V. The employees of the Contractor/Subcontractor are authorised and obliged to enforce the provisions of these Instructions 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”:
- a) Michelin Polska 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 the compliance of employees of Contractors/Subcontractors with the rules set out in these Instructions is the “Checklist for the operations of Contractors on the premises of Michelin Polska” EP3\_INS\_000\_003\_OLS\_ZAL\_01
- VII. Michelin Polska 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 respect.
- VIII. The Company security guards are entitled to inspect, among other things, the protection of property and the legality of persons’ stay on the premises of Michelin Polska, and the observance of law and order rules.
- 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
Application for a pass for RMT	 EP3_INS_000_003_O LS_FOR_03.xlsm EP3_INS_000_003_OLS_FOR_03
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 <a href="#">Link to the electronic version: provided by the author of the instructions</a>
TARIFF TABLE	 EP3_INS_000_003_O LS_ZAL_02 TARYFIKA EP3_INS_000_003_OLS_ZAL_02
QUALITY PRINCIPLES	 EP3_INS_000_003_OLS_ZAL_03 JAKOŚĆ EP3_INS_000_003_OLS_ZAL_03
<b>COVID 19 – ANNEX – SURVEY / PREVENTION</b>	  EP3_INS_000_003_O EP3_INS_000_003_O LS_ZAL_04 ANEKS-ANL_ZAL_04 PREWENC
LIST OF HAZARDOUS SUBSTANCES	 EP3_INS_000_003_O LS_ZAL_07 wykaz suł EP3_INS_000_003_OLS_ZAL_07