ROCKFIN

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HEALTH & SAFETY RULES AT ROCKFIN

Smile

You are in a safe place

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1. PURPOSE AND SCOPE OF THE INSTRUCTION

The purpose of this instruction is to provide information on the general safety rules and requirements applicable at Rockfin. It applies to Rockfin employees, contractors and their subcontractors, visitors, and any persons present the premises or providing services for Rockfin. The requirements included in this document are complementary to the provisions set out in contracts, detailed instructions and other documents applicable to external entities.

2. GENERAL REQUIREMENTS

Each employee commencing work must be fit for duty, hold a valid medical certificate confirming no contraindications to perform work in a given position, have up-to-date OHS training, and possess qualifications and authorizations to perform specific tasks.
Failure to comply with the regulations and safety rules specified in this document may result in an accident and may lead to removal from the company premises or the imposition of disciplinary measures.
Each person present on the premises of Rockfin. is required to comply with occupational health and safety rules, fire protection regulations, and waste segregation requirements.
An external entity (Contractor) providing services to Rockfin. is required to comply with and ensure continuous compliance with applicable legal regulations as well as the rules and standards in force on the premises of Rockfin., in particular those relating to occupational health and safety, fire protection, and environmental protection.
The Contractor is obliged to comply with the requirements set out in applicable legal regulations, applicable standards, contracts, and in the instructions and procedures made available by Rockfin.
The Contractor and the person supervising the Contractor's employees are required to be familiar with and comply with the rules applicable on the premises of Rockfin. They are also required to ensure that the Contractor's employees performing work on the premises of Rockfin are familiar with and comply with the applicable rules of conduct.
The Contractor undertakes to maintain order at the workplace and to clean the work area after completing work on a given day, in accordance with waste segregation rules. The Contractor is responsible for its employees as well as for the employees of its subcontractors and further subcontractors on the same principles as for its own employees.
A strict prohibition on bringing in and consuming alcoholic beverages, narcotic drugs, and psychotropic substances applies on the premises of Rockfin Entry to the company premises by persons under the influence of alcohol or narcotic substances is prohibited and may result in disciplinary action and termination of the contract without notice.
An authorized Rockfin supervisory employee may conduct a alcohol test or request that the police carry out such a test.
If persons employed by different employers perform their duties in the same location, those employers are required to cooperate to ensure safe working conditions for all their employees. Employers are required to designate an OHS Coordinator who will supervise occupational health and safety at the workplace in accordance with Article 208 of the Polish Labour Code.

Activities prohibited on the premises of Rockfin:

- use of open flames without authorization
- smoking (including e-cigarettes) outside designated smoking areas
- bringing in and consuming alcoholic beverages and narcotic substances
- entering the premises under the influence of alcohol or narcotics
- taking photographs or video recordings without prior authorization
- bringing weapons and dangerous tools
- using mobile phones while driving
- blocking access to fire protection infrastructure, roads, passageways, evacuation routes and exits, and building entrances
- entering a hazardous zone, a cordoned-off work area, standing under a suspended load
- stopping or parking vehicles in prohibited areas


No alcohol and drug substances


No photos and videos

Only authorised persons

No smoking cigarettes and e-cigarettes

A sample photo of a designated smoking area (incl. E-cigarettes)

3. HAZARDS

The following sources of hazards and risk factors may be encountered within the production areas of Rockfin:

- machinery and hand tools (noise, vibration, moving and rotating machine parts)
- material handling equipment (MHE), including overhead cranes, hoists, and forklift trucks
- assembly and mechanical work areas (protruding structural elements of systems and processed components, communication obstacles, compressed air, falling objects, insufficient lighting, restricted work areas, work at height, confined spaces, noise)
- welding areas and hot work (hot surfaces, optical radiation, noise, fire)
- system testing areas (hazardous electrical energy, high pressure, temperature, noise, vibration, fire, hazardous substances and gases, oil leaks)
- painting areas (chemical substances)
- explosion hazard zones (EX) (fire and explosion hazards in designated production areas)
- ionizing radiation

Fall hazard

Trip hazard

Slippery surface

Vehicle movement hazard

Head injury hazard

Falling objects

Hanging objects

High noise level

Gas bottles

Rotating parts

Explosive atmosphere zone

Forklift truck

Electric devices

Ionizing radiation

4. OHS TRAINING / INSTRUCTIONS

Detailed information is provided in procedure "PR2-P1 Occupational Health and Safety Management".

Before being permitted to work, each employee must complete initial OHS training consisting of a general part and job-specific instruction. Completion of both the general and job-specific instruction must be confirmed in writing on the initial training record card, which is kept in the employee's personnel file by the Employer.

Prior to commencing work, employees must familiarize themselves with the applicable OHS instructions and the risk assessment documentation.
Employees of external entities performing production or infrastructure-related services on the premises of Rockfin are additionally required, prior to entering the premises of Rockfin, to complete informational OHS training covering general safety rules.
This informational training is carried out by reviewing the provided OHS video and informational brochure. Immediately before entering the production area or before external employees are permitted to perform work on the premises of Rockfin, the person commissioning the work or another Rockfin representative will inform them about the currently existing hazards, the locations of first aid points and AED defibrillators, and the routes to the nearest emergency exit.
The purpose of the informational training is to remind participants of the minimum OHS requirements and the health and safety hazards present on the premises of Rockfin The training includes, among other things, rules for moving around the facility, procedures in the event of hazards, emergency situations, accidents, and evacuation.
The informational training does not cover all occupational health and safety requirements related to the work performed by external entities arising from applicable legal regulations, compliance with and organization of which remain the responsibility of the external entity.
The informational training does not constitute occupational health and safety training within the meaning of applicable legal regulations, including the Polish Labour Code and regulations issued on its basis. Completion of the informational training does not release the external entity from the obligation to provide proper OHS training before permitting employees to commence work.
Guests –persons who do not perform production or infrastructure-related work – are required watch the provided OHS video a read informational brochure concerning general safety rules applicable on the premises of Rockfin
Each person entering the premises of Rockfin S. A., must confirm familiarization of the OHS rules in the designated register.

When introducing a guest into a production or warehouse area, the person commissioning the work or another Rockfin representative shall inform the guest about the required personal protective equipment, existing hazards, procedures in the event of emergency or hazardous situations, building evacuation procedures, routes to the nearest emergency exit, and the locations of first aid points and AED defibrillators at the relevant Rockfin site.
Independent access to production areas, warehouse areas, or technical rooms without an authorized escort is prohibited.

5. RULES FOR MOVING AROUND THE FACILITY

5.1 REQUIREMENTS FOR PEDESTRIANS

When moving around the premises, particular caution must be exercised, taking into account hazards related to ongoing production activities, including the operation of machinery and material handling equipment (MHE), such as overhead cranes, hoists, and forklift trucks.
While moving around the facility, it is prohibited to use mobile phones or other distractions that may affect safety.
Pedestrians must use designated walkways. If it is necessary to leave a designated walkway, they must ensure that this can be done safely.
Pedestrians crossing roadways must use marked pedestrian crossings, where available. Moving vehicles have the right of way.

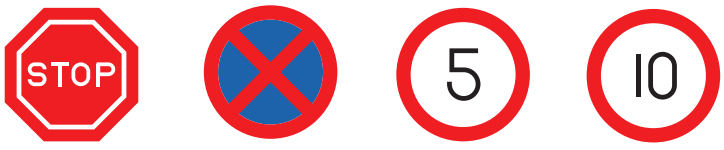
Example of a communication route marked with solid and dashed yellow lines.

When moving within the production department, particular caution must be exercised due to ongoing internal transport operations. Personnel must not approach loading and unloading areas or areas where forklifts and lifting equipment are operating.

Example of marking a hazardous zone in the vicinity of a forklift truck.

5.2 REQUIREMENTS FOR VEHICLE DRIVERS

Traffic regulations apply on the company premises. The maximum permitted vehicle speed is 10 km/h. In production and warehouse halls, and in areas where pedestrians are present, the speed limit is 5 km/h. While driving, drivers must comply with horizontal and vertical traffic signs, use low-beam headlights, and ensure that both the driver and all passengers wear seat belts. Particular caution must be exercised while driving, taking into account pedestrian traffic and other road users. Parking is permitted only in designated parking areas. Entry of vehicles into production or warehouse areas is permitted solely for the purpose of loading and unloading goods. Parking on access roads and designated communication routes is prohibited. The use of mobile phones or other distractions while driving is prohibited.



The driver is required to carry the documents required for the vehicle, i.e. a valid driving licence, vehicle registration certificate, and third-party liability insurance policy.

Drivers exiting vehicles and moving within production areas are required to wear a high-visibility vest. When participating in transport operations, they are additionally required to wear safety helmet and safety footwear.

5.3 REQUIREMENTS FOR VISITORS AND GUESTS

Independent entry of visitors and guests to production areas and technical rooms without an authorized guide / Rockfin representative is prohibited.
Movement is permitted only along communication routes marked with yellow lines.
It is prohibited to remain within transport operation zones or in the vicinity of testing areas or other areas that are cordoned off or marked as hazardous.
Visitors to production areas are required to follow the instructions of the Rockfin representative and to wear a safety helmet, a high-visibility vest, and flat-soled footwear. If entry into an active work zone is required, certified safety footwear must additionally be worn.

safety helmet

Reflective vest

6. HEALTH AND SAFETY DURING WORK

Work performed on the premises of Rockfin must be carried out in accordance with applicable OHS and fire protection regulations, as well as good OHS practices.

Cables routed through passageways must be secured in a manner that eliminates tripping hazards, e.g. by using dedicated cable protectors. Hazardous areas must be cordoned off and clearly marked.

During hazardous work, continuous safety supervision must be maintained.

If work is carried out in violation of applicable regulations, Rockfin supervisory personnel, including the OHS service, are authorized to stop the work in progress. In such cases, Rockfin shall not be held liable for the consequences of stopping the work, including delays. In cases of gross disregard for OHS or fire protection regulations, an employee may be subject to disciplinary measures or required to leave the premises of Rockfin

Work performed under construction law regulations must be carried out in accordance with the Safe Work Execution Instruction (IBWR) and the Health and Safety Plan (BIOZ plan). The required documentation must be submitted to Rockfin prior to commencing the work.

Upon completion of the work, the Contractor is required to clean the workplace in accordance with waste segregation rules. Completion of the work must be reported to the designated Rockfin representative, who will inspect the work for proper execution. If any OHS-related irregularities are identified during the inspection, the Contractor is required to rectify them immediately. Until the hazard is eliminated, the area must remain clearly marked and secured.

6.1 OFFICE WORKSTATION ERGONOMICS

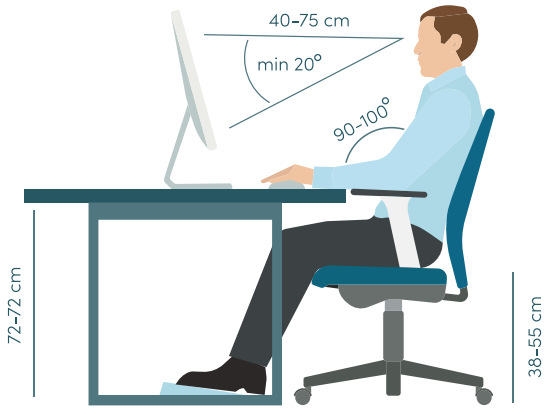
Detailed information is provided in the General OHS Instruction IO-03 for the use of computer equipment and in PR20-I1 “Rules for equipping employees with computer equipment”.

A display-screen workstation should be equipped with a keyboard, mouse, mouse pad, ergonomic chair, and a monitor with adjustable height and tilt angle. If the monitor cannot be adjusted to an appropriate height, an additional monitor stand must be provided.

If portable systems (laptops) are used at a given workstation for at least half of the daily working time, the workstation must be equipped with an additional laptop stand ensuring that the top edge of the screen is at the employee's eye level.

If necessary to ensure ergonomic conditions (at the employee's request), the workstation must be equipped with a footrest.

Take care of an ergonomic posture:
- keep your feet flat on the floor or on a footrest.
- bend your knees at a right or slightly acute angle.
- sit all the way back in your chair.
- rest your back against the backrest.
- adjust the chair height and ensure proper monitor positioning.



**Keep your workstation clean.
Remember to clean your keyboard and mouse frequently.**

6.2 PERSONAL PROTECTIVE EQUIPMENT, WORKWEAR AND SAFETY FOOTWEAR

Employees performing production or infrastructure-related work in Rockfin production areas are required to use, at a minimum, the following protective equipment:
- workwear with long trousers
- safety footwear with protective toe caps
- additional protective equipment appropriately selected for the specific location and type of work performed

Safety helmet – must be worn during work at heights above 1 meter, during transport operations, work in tanks, in areas marked as requiring head protection, and during any other work where there is a risk of head injury. When working at height, the chin strap must be fastened. Wearing a safety helmet is mandatory for office personnel at all times while they are present in production areas.

Protective gloves – must be worn during work involving the risk of cuts, crushing injuries, burns, or contact with hazardous chemical substances. The use of protective gloves is prohibited where there is a risk of entanglement with moving or rotating machine parts.

Safety goggles or a face shield – must be worn in designated areas and during work involving dust or the risk of foreign objects entering the eyes.

Fall protection equipment – must be used during work involving a risk of falling from height if, due to the nature and conditions of the work, collective protection measures (such as guardrails) cannot be applied. Effective fall protection appropriate to the type and conditions of the work must be used. Fall protection equipment must be used in particular on scaffolding when working beyond guardrails, on masts, poles, roofs, inside tanks, and in mobile elevating work platforms.

Hearing protection – must be used in designated areas and in areas where noise levels temporarily exceed 80 dB.

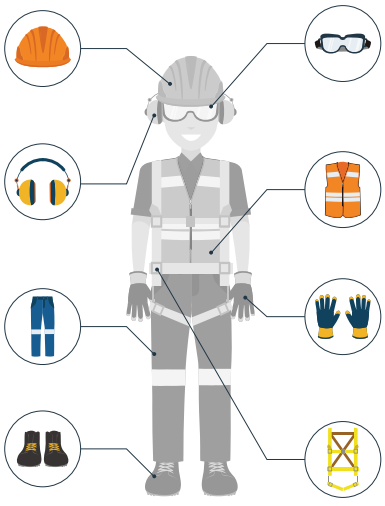
Respiratory protective equipment – must be used when exposure limits for harmful factors are exceeded or when there is exposure to dust, fumes, or toxic and hazardous substances. The type of respiratory protection must be selected according to the hazard and the type of work performed.

Gas detector – must be used where atmospheric testing is required, including during work in confined spaces.

6.3 TOOLS, MACHINERY AND TECHNICAL EQUIPMENT

All tools, machinery, and technical equipment must be in good technical condition and used in accordance with the manufacturer's documentation.

Employees must be trained in the proper use of personal protective equipment, workwear, and safety footwear. The Contractor is responsible for providing such training to its employees within its own organization.
Protective clothing must cover the torso, arms, and legs. Working in damaged clothing or footwear is not permitted.



All employees provided with tools, machinery, or technical equipment must be properly trained in their use. The use of defective tools, machinery, or technical equipment is prohibited. In the event of damage, the equipment must be immediately taken out of service and disconnected from its power supply.

Repairs and maintenance activities may only be carried out by persons with appropriate qualifications.

The Contractor is required to carry out and document inspections of all tools, machinery, and technical equipment, including electrical equipment with power cables, extension cords, welding cables, and lifting slings..

6.4 BARRICADING AND MARKING OF WORK AREAS

Barricades and markings must be placed in a visible manner to prevent accidents.
If, for technical reasons, it is not possible to install guardrails organizing the work area, the Contractor is required to mark the work area using warning tape or other effective methods.

A tape and warning sign example (white and red, yellow and black)

6.5 PARTICULARLY HAZARDOUS WORK

The following activities are considered particularly hazardous work:

- work at height
- work in tanks, ducts, inside technical equipment, and in other hazardous confined spaces
- pneumatic testing (when the design pressure PS is exceeded)
- work involving hazardous materials
- construction, demolition, renovation, and installation works, carried out without shutting down the operation of the plant or any part of it.

as well as any work defined as particularly hazardous in other occupational health and safety regulations or in operating instructions for equipment and installations, and other high-risk work classified by the employer as particularly hazardous.

Performing particularly hazardous work requires:
• direct supervision by designated personnel
• appropriate protective measures suitable for the conditions and nature of the work
• providing workers with instruction covering, in particular:
– the assignment of responsibilities to specific persons
– the sequence of tasks to be performed
– occupational health and safety requirements for individual activities

6.6 WORK AT HEIGHT

Detailed requirements are specified in OHS Instruction „PR2-I4 Work at Height".

Any work performed on a surface located at least 1 meter above floor or ground level is classified as work at height.
Work at height must be organized in such a way that collective protection measures are used as a priority, such as guardrails, scaffolding, and mobile elevating work platforms. If collective protection measures cannot be applied, appropriately selected fall protection equipment must be used, suited to the existing hazard. Safety harnesses must be used together with a lanyard, shock absorber, or self-retracting fall arrester. During work at height, safety helmet with a fastened chin strap must be worn at all times..

Safety helmet with the chin strap fastened

Safety harness

lanyard with a shock absorber or a self-retracting fall arrester

Tool lanyard

All tools and installation components must be effectively secured against falling to a lower level by using tool belts, dedicated tool bags, and tool lanyards preventing tools from slipping or falling.

LADDERS

Temporary work on a ladder is permitted provided that the ladder:
• bears identification marking enabling its traceability,
• bears the CE marking and is in proper technical condition,
• is used in accordance with its intended purpose,
• is positioned in such a way as to ensure stability during use,
• is placed on a fixed, durable, stable, appropriately sized, and immovable surface in a manner that eliminates the risk of overturning,
• in the case of a leaning ladder, is set at an angle of inclination between 65° and 75°,
• in the case of a mobile ladder, has its wheel locks engaged during use.

While working on a ladder, leaning beyond the side rails must be avoided. The ladder must be climbed with both hands free. Tools or materials must be carried using tool bags, backpacks, or tool belts.
Each time before using a ladder, the user is required to visually inspect its technical condition.

It is prohibited to:
• use a damaged ladder,
• use a ladder contrary to its intended purpose,
• use a stepladder as a leaning ladder,
• use a ladder on unstable ground,
• lean a ladder against an unstable surface.

It is also prohibited to:

- position ladders in the immediate vicinity of machinery or other equipment in a manner that creates a hazard for ladder users,
- ascend or descend a ladder with one's back facing the ladder,
- carry a ladder longer than 4 meters by one person,
- perform painting work from ladders at heights exceeding 4 meters,
- use leaning ladders for masonry or plastering work,
- perform work from ladders at a height exceeding 2 meters above ground level without appropriate fall protection equipment, such as a safety harness attached by a lanyard to a fixed structural anchor point.

Each ladder must be periodically inspected by designated personnel and marked in a way that enables identification and record-keeping. An unmarked or damaged ladder may be removed from the premises of Rockfin by supervisory personnel.

SCAFFOLDING

Scaffolding must have a safety certificate authorizing its use in accordance with legal requirements and must be erected in compliance with applicable regulations, either in accordance with the manufacturer's documentation (for standard scaffolding) or based on an individual design (for non-standard scaffolding). Unauthorized modification of scaffolding or dismantling of its structural elements is prohibited. Documentation of scaffolding acceptance and inspections is compiled by the Rockfin Production Manager in accordance with Instruction "PR2-I4 Work at Height".

ERECTION / DISMANTLING OF SCAFFOLDING

- Scaffolding may only be erected and dismantled by qualified scaffolders holding appropriate authorizations.
- Prior to commencing work, the scaffolding contractor must mark and cordon off the work area to prevent unauthorized access to the hazard zone.
- Where the use of a full body safety harness is required or where there is a risk of head injury, appropriate warning signage must be placed at the access ladder at the location of the hazard.
- Erection and dismantling of scaffolding must be carried out in accordance with applicable regulations.

SCAFFOLDING ACCEPTANCE

- Scaffolding may be used only after acceptance by the construction manager or a person holding appropriate structural engineering qualifications, confirmed by an entry in the construction logbook or an acceptance protocol.
- The technical acceptance protocol is prepared by the scaffolding contractor, confirming that the scaffolding is complete and suitable for safe use in accordance with the manufacturer's requirements and legal regulations.
- The scaffolding contractor is required to rectify any deficiencies indicated by a Rockfin representative.
- The contractor must prepare and place an information board at each access point to the scaffolding.
- If full scaffolding cannot be erected, the contractor must define the conditions of use, which must be stated on the information board.
- Scaffolding not suitable for use must be clearly marked at each access point with a red sign stating:

"ENTRY TO SCAFFOLDING PROHIBITED".

SCAFFOLDING INSPECTIONS

Scaffolding inspections must be documented. Any defects identified during inspection must be reported and rectified immediately before further use of the scaffolding.

- **Daily inspection** – carried out by the scaffolding user to verify that no damage or deformation has occurred during use, that the scaffolding is properly anchored, that electrical cables are properly insulated and not in contact with the scaffolding structure, that working platforms are in good condition, and that no circumstances have arisen that could negatively affect safety.

- **Ad hoc inspections** – carried out after strong winds, heavy precipitation, or other factors that may affect safety, and after work interruptions longer than 10 days.

- **Periodic inspections** – carried out by the scaffolding contractor (at least once per month).

6.7 WORK IN CONFINED SPACES

Detailed requirements are specified in OHS Instruction "PR2-I2 Work in Confined Spaces".

Work in confined spaces includes work carried out in tanks, ducts, wells, manholes, inside technical equipment, and in other enclosed spaces where entry is through hatches or small openings, or where access is otherwise restricted.
Work in confined spaces requires strict control and prior authorization from a Rockfin representative, i. e. the Manager or Director, based on a written work permit.
Work inside a tank may be commenced and carried out only after the following requirements have been met:

1. The tank must be emptied and preliminarily cleaned by rinsing, purging with steam or inert gas, and subsequently ventilated with air; purging the tank with oxygen is strictly prohibited.
2. If work inside the tank may involve a fire hazard, appropriate fire protection measures must be implemented.
3. The supply of materials, substances, and media to the tank from other tanks, pipelines, equipment, etc., must be disconnected.
4. Heaters, moving devices, and any other equipment inside the tank that may pose a hazard must be disconnected from their power sources.
5. Immediately prior to commencing work inside the tank, the atmosphere within the tank must be tested for oxygen content and for the presence of gases and vapours of substances classified as hazardous.
6. The air temperature inside the tank must not differ from the ambient temperature by more than 5°C.
7. Appropriate collective and personal protective measures must be provided.

Immediately prior to commencing work inside the tank, the person supervising the employees is required to inform them about:

- the scope of work to be performed
- the types of hazards that may occur
- the necessary collective and personal protective measures and the method of their use
- the method of communication between employees working inside the tank and those providing standby assistance outside the tank
- the procedures to be followed in the event of a hazard

An employee entering the tank must be equipped with appropriate personal protective equipment, in particular:

- a full body safety harness with a lanyard attached to a suitably strong external structural anchor point,
- a safety helmet and protective clothing,
- appropriate respiratory protective equipment providing isolation from the surrounding atmosphere.

The personal protective equipment of the standby person must be equivalent to that of employees entering the tank.
Respiratory protective equipment may be omitted only if the oxygen concentration in the tank atmosphere is at least 18% and no substances harmful to health are present at concentrations exceeding the maximum permissible exposure limits, nor is there any risk of such substances occurring during the employee's stay inside the tank.

The decision to allow employees to work without respiratory protection, provided the above conditions are met, may be taken only by the person supervising the employees.
The interior of the confined space and the work area must be illuminated using an electric light source of safe voltage, supplied by a 24 V safety transformer located outside the equipment. Power tools must be supplied through an isolation transformer located outside the confined space.

Cleaning of flammable media must be carried out using tools and methods that eliminate the risk of ignition.
Upon completion of work, the supervising person must ensure that all employees have safely exited the tank and must secure open tank hatches to prevent persons from falling inside.
Completion of the work must be recorded on the written work permit and submitted to the Rockfin Production Manager.

6.8 SYSTEM TESTING

Information regarding preparation for testing is specified in Instruction "PR2-I1 Preparation for Testing".
Depending on the medium used and the applied pressure, the work may be classified as particularly hazardous and may require additional safety measures. Detailed safety requirements are specified in the following instructions:
- PR13-I1 Hydrostatic testing of pressure equipment
- PR13-I2 Pneumatic pressure testing
- PR13-I3 Hydrostatic leak testing of non-pressure tanks
- PR2-I3 General OHS instruction for conducting CO_2 testing inside the hall

Pneumatic testing is classified as particularly hazardous work. It consists of pressurizing the installation to the parameters specified in the test program.
Testing must be carried out with special precautionary measures in accordance with Instruction PR13-I2 "Pneumatic Testing of Pressure Equipment".
Barricading and marking of the test station is mandatory for all types of tests. Each test station must be equipped with a signal lamp indicating the status of the work in progress and with a test information board.
The test information board indicates the current test status and the required personal protective equipment.

Warning light with a bordering tape

Tests information board

SIGNAL LAMP – in accordance with the test information board, two stages of work are distinguished:
a) Lamp („OFF") – preparation for testing
There is no significant risk to health or life; however, entry into the zone is permitted only with the consent of the Test Engineer. The Test Engineer must be informed of the scope of the intended activities and will then inform the employee about potential hazards or refuse permission to perform the work.

b) Lamp („ON") – testing in progress
Testing has commenced at a pressure that may pose a risk to health and life. Entry into the zone is permitted only for authorized personnel and only after the hazard has been reduced to an acceptable level..
When the lamp is on, the use of minimum personal protective equipment is mandatory, including: safety helmet, safety goggles, safety footwear, and, where noise is present, hearing protection.
For pneumatic tests above 0.5 bar and where the test pressure exceeds the design pressure (PS), the test station must be enclosed with dedicated protective barriers. Additionally, a separate "Safety Zone" must be designated, within which the presence of personnel is strictly prohibited.

An example of a dedicated tests zone with protection borders

6.9 WORK WITH HAZARDOUS SUBSTANCES AND MATERIALS

When carrying out work involving hazardous substances or hazardous materials, particular caution must be exercised in accordance with the safety requirements specified in the relevant Safety Data Sheet (SDS). Required collective protective measures, personal protective equipment (PPE), and appropriate fire protection measures must be applied. Substances and their mixtures are labelled with hazard pictograms and classified into one of the following CLP categories:.

Pictogram	Hazard Class and Category
	Section 2.1 – Unstable explosives; Explosives, Divisions 1.1, 1.2, 1.3, 1.4 Section 2.8 – Self-reactive substances and mixtures, Types A, B Section 2.15 – Organic peroxides, Types A, B
	Section 2.2 – Flammable gases, Hazard Category 1 Section 2.3 – Flammable aerosols, Hazard Categories 1, 2 Section 2.6 – Flammable liquids, Hazard Categories 1, 2, 3 Section 2.7 – Flammable solids, Hazard Categories 1, 2 Section 2.8 – Self-reactive substances and mixtures, Types B, C, D, E, F Section 2.9 – Pyrophoric liquids, Hazard Category 1 Section 2.10 – Pyrophoric solids, Hazard Category 1 Section 2.11 – Self-heating substances and mixtures, Hazard Categories 1, 2 Section 2.12 – Substances and mixtures which, in contact with water, emit flammable gases, Hazard Categories 1, 2, 3 Section 2.15 – Organic peroxides, Types B, C, D, E, F
	Section 2.4 – Oxidising gases, Hazard Category 1 Section 2.13 – Oxidising liquids, Hazard Categories 1, 2, 3 ction 2.14 – Oxidising solids, Hazard Categories 1, 2, 3
	Section 2.5 – Gases under pressure: Compressed gases; Liquefied gases; Refrigerated liquefied gases; Dissolved gases
	Section 2.16 – Substances corrosive to metals, Hazard Category 1 Section 3.2 – Skin corrosion, Hazard Categories 1A, 1B, 1C ection 3.3 – Serious eye damage, Hazard Category 1
	Section 3.1 – Acute toxicity (oral, dermal, inhalation), Hazard Categories 1, 2, 3
	Section 3.1 – Acute toxicity (oral, dermal, inhalation), Hazard Category 4 Section 3.2 – Skin irritation, Hazard Category 2 Section 3.3 – Eye irritation, Hazard Category 2 ection 3.4 – Skin sensitisation, Hazard Category 1 Section 3.8 – Specific target organ toxicity – single exposure, Hazard Category (Respiratory tract irritation; Narcotic effects)

Pictogram	Hazard Class and Category
	Section 3.4 – Respiratory sensitisation, Hazard Category 1 Section 3.5 – Germ cell mutagenicity, Hazard Categories 1A, 1B, 2 Section 3.6 – Carcinogenicity, Hazard Categories 1A, 1B, 2 Section 3.7 – Reproductive toxicity, Hazard Categories 1A, 1B, 2 Section 3.8 – Specific target organ toxicity – single exposure, Hazard Categories 1, 2 Section 3.9 – Specific target organ toxicity – repeated exposure, Hazard Categories 1, 2 Section 3.10 – Aspiration hazard, Hazard Category 1
	Section 4.1 – Hazardous to the aquatic environment: Acute hazard, Category 1, Chronic hazard, Categories 1, 2

Examples of Hazardous Substance Labelling

6.10 FIRE-HAZARDOUS WORKS

Detailed requirements are specified in the Facility Fire Safety Instruction (IBP).

Fire-hazardous works include repair and construction works involving the use of open flame, cutting operations generating mechanical sparks, and welding, carried out inside buildings, on roofs, in adjacent areas, and in storage yards, as well as works performed in explosion hazard zones or other areas posing a fire risk.
Detailed conditions for performing fire-hazardous work must agreed each time with the Facility Manager.
The Contractor must be responsible for performing the works in accordance with the applicable fire safety regulations in force throughout the plant.
When performing fire-hazardous works, appropriate fire-fighting equipment shall be available and selected according to the scope of work being carried out, including at least.
- a fire extinguisher,
- a fire blanket.

All equipment must have valid inspection certificates, and employees must be trained in its proper use.

Fire extinguisher

Fire blanket

When performing fire-hazardous works, the following shall be ensured:
- All flammable materials present at the workplace and in adjacent areas, including structural elements of the building and technical installations, shall be protected against ignition.
- Fire-hazardous work in rooms or at equipment with explosion risk, or in rooms where works involving the use of flammable liquids or gases were previously carried out, may be conducted only if the concentration of vapours of liquids or gases in the air mixture at the workplace does not exceed 10% of their lower explosive limit (LEL).
- Fire-fighting equipment enabling the elimination of potential sources of fire must available at the workplace.
- Upon completion of work, the workplace and adjacent areas shall be inspected with the frequency specified in the Fire Safety Instruction.
- Only technically efficient equipment protected against the risk of causing fire must be used.
- The welded structure must be grounded using a neutral conductor as close as possible to the welding point, so that the welding current path is as short as possible and does not close through other routes (e.g. grounding strips, PE conductors of other devices, cable structures).

WORK IN EXPLOSION HAZARD ZONES (EX)

Detailed requirements are specified in the following documents: PR2-I8 Organisation and Execution of Painting Works, I0-12 General Instruction for Work in the Paint Shop, Fire Safety Instruction, Explosion Protection Document (DZPW)

An explosive atmosphere is a mixture of flammable substances (in the form of gases, vapours, mists or dusts) with air under atmospheric conditions in which, after ignition, combustion spreads to the entire unburned mixture.
Explosion hazard zones (EX) have been classified for all departments and defined in the Explosion Protection Document (DZPW). Areas where an explosive atmosphere may occur are marked with a warning sign as shown below.

The Contractor shall provide appropriate explosion protection training for persons performing work in areas where an explosive atmosphere may occur.
Work in EX zones is permitted only for authorised and properly trained personnel, and only with the required protective measures in place.
Fire-hazardous works in EX zones must be carried out in accordance with written permits issued prior to the commencement of work by a designated representative of Rockfin

Explosion hazard zones occur in all areas related to painting works, including.
- storage of factory-sealed painting products in containers,
- storage boxes/areas for painting materials currently in use,
- paint mixing room,
- paint shop/painting station,
- other areas specified in the DZPW for a given department.

WELDING WORK / PROCESS GASES

- When carrying out welding work, flame-retardant clothing and the required personal protective equipment must be worn. When working at height, appropriate fall protection equipment must also be used.
- Cylinders containing process gases must be located at least 1 m away from active central heating radiators and at least 10 m away from other open flame heat sources.
- When using gas from a cylinder, the cylinder must be placed in a vertical position or inclined at an angle not less than 45° from the horizontal.
- The distance between the burner flame and the cylinder must not be less than 1 m.
- Portable welding units must be located outside the rooms where welding works are carried out. If this is not possible, the welding unit must be positioned at least 1 m from the welding site.
- Before commencing work, the technical condition of welding equipment and tools, hose tightness, and cable insulation must be checked and protected against damage during operation.
- Welding cables or hoses must be secured to reducers, burners and connectors exclusively with flat clamps.
- Hoses carrying process gases shall not run near live electrical cables.
- Gas cylinders must be secured against tipping over, mechanical damage, oil contamination of reducers and valves, heat sources, and contact with live electrical wires.
- Cylinders must be stored in areas away from moving mechanical equipment. The storage area must clearly indicate the locations of full and empty cylinders. Open cylinder storage areas must have a floor and a roof protecting against sunlight and precipitation.
- The workstation must be organised so that welding spatter does not burn through rubber hoses or electrical cable installations.
- In the case of electric welding, the condition of fuses and the location and operation of the main power switch must be checked to ensure rapid power shutdown in the event of fire.

GRINDING WORK

Grinding work must be performed in a natural, stable position. The tool shall be held firmly to prevent it from being torn out of the hands in case the disc jams. The workpiece must be securely fixed, e. g. in a vice, using clamps or mounting screws. Grinding discs must be replaced only after disconnecting the tool from the power supply and removing the plug from the socket. During grinding work, protective clothing and appropriate personal protective equipment must be used, including safety glasses or a grinding face shield, hearing protection, and other PPE depending on the workplace conditions. Clothing must be tight-fitting, and sleeves shall be fastened to prevent entanglement with the rotating tool. Hands must not be brought close to the rotating grinding disc due to the risk of entanglement. Maintenance and repair works must be carried out only by persons with appropriate qualifications. When using an angle grinder, it must be equipped with a side handle and a disc guard.

6.11 POWER DEVICES AND INSTALLATIONS

Electrical devices must be technically efficient and operated in accordance with the manufacturer's technical documentation.
The user shall verify the general technical condition before each use. If damage is identified or the inspection validity has expired, the device must not be used.
Inspections of technical devices shall be carried out by a designated employee holding appropriate SEP authorisations.
Electrical switchboards shall be secured against unauthorised access and accidental switching on.
Cables, wires and hoses located on roads or in communication passages shall be protected against mechanical damage using dedicated cable protection ramps.
Work on electrical installations is considered hazardous and shall be performed in accordance with applicable legal regulations.
Work on power equipment shall be carried out in accordance with the operating instructions exclusively by authorised and qualified personnel.
Work on exposed devices and live electrical installations requires maintaining specified air clearance distances. The minimum distances depend on the rated voltage of the device.

LINE RATED VOLTAGE (1 kV = 1000 V)	PERMISSIBLE HORIZONTAL DISTANCE (m)
up to 1kV	3m
from 1kV to 15kV	5m
from 15kV do 30kV	10m
from 30kV do 110kV	15m
above 110kV	30m

6.12 HOISTING AND HAULING EQUIPMENT (UTB)

Additional information is provided in procedure "PR2-P3 Supervision of Persons Authorised to Operate Hoisting and Hauling Equipment (UTB)".

Hoisting and Hauling Equipment (UTB) shall have a certificate issued by an authorised inspection body and shall be operated in accordance with the manufacturer's operating instructions. Only persons holding appropriate qualifications and authorisations, and who have received prior permission from a representative of Rockfin S. A., are allowed to operate UTB.

Overhead Cranes, Cranes

An authorised operator of lifting equipment shall receive identification marking from a Rockfin representative in the form of a sticker.
The sticker shall be affixed to the operator's protective helmet bearing his or her full name.
Operation of lifting equipment without proper helmet identification is strictly prohibited.

Example of slings in good technical condition with legible markings.

Before starting any lifting operation, it must be ensured that the operation can be carried out safely. Access of third parties to the lifting area must be prevented. If necessary, the work area must be fenced off and properly marked.
The condition of slings must be checked before each use. An authorised person attaching the load must hold valid rigger qualifications. The use of damaged slings is strictly prohibited.

The following is strictly prohibited:
- using damaged slings or slings without the required certificate,
- lifting loads from which elements or parts may detach during transport,
- operating defective lifting equipment or equipment without valid inspections and examinations,
- exceeding the load capacity of the lifting device or the lifting accessories used (e.g. shackles, slings).

Mobile Elevating Work Platforms (MEWP)

Mobile platforms, including boom lifts, must be properly fenced off and supervised by an employee positioned at ground level near the operating device. The supervising person must hold the required qualifications and possess the necessary skills to respond in emergency situations and to operate or reposition the platform if required. Before commencing work, the Production Manager must be consulted to ensure that there is no risk of collision with overhead cranes or other ongoing operations. A separate work permit is required prior to commencing work, in accordance with Instruction I053 – **Operation of Mobile Platforms.**

Forklift Trucks

An authorised forklift operator must verify the technical condition of the forklift before use and record the inspection in the daily inspection log. The use of damaged or defective equipment is strictly prohibited. Any defects must be immediately reported to the Production Manager. Before commencing loading or unloading operations, the setting of the warning lamp indicating the danger zone must be verified and adjusted if necessary.

Example of a forklift truck with a designated danger zone

6.13 RADIOLOGICAL PROTECTION

Additional information is provided in Instruction PR5-F17-F14 – Work with ionizing Radiation Sources.

Examinations must be performed in accordance with the legal requirements specified by the National Atomic Energy Agency and in compliance with the relevant Regulations of the Council of Ministers.
Organisational supervision over such examinations must be exercised personally by the Laboratory Manager or by a designated trained employee.
The correctness of radiological protection must be supervised by the Radiation Protection Inspector.

An RT inspector performing examinations on the premises of Rockfin, in a location other than the RT Test Chamber, must be obliged to:
- inform the Head of the Production Section each time RT examinations are conducted on site,
- designate a safe zone using warning tapes and signs,
- possess and use a radiometer for continuous monitoring of ionizing radiation.

The Contractor performing radiological examinations must present to the Laboratory Manager a permit issued by the National Atomic Energy Agency authorising such work, as well as any other documents required by the Radiation Protection Inspector of Rockfin
Radiological work may only be performed by trained personnel familiar with the principles of working under exposure to ionizing radiation.
During field work, RT operators must strictly use ionizing radiation warning signs and designate a safe zone.

7. WASTE MANAGEMENT

Industrial waste generated within the company must be segregated and stored appropriately according to the type of waste, in accordance with the waste generation permits obtained by the company.
In compliance with the Waste Act, industrial waste must be segregated and stored in appropriate containers, bins, IBC containers (Mauser-type), crates, etc., and must be labelled with the waste name and waste code.

WASTE SEGREGATION CATEGORIES:

Glass
Dispose of glass bottles and jars here. Do not dispose of ceramics, porcelain, light bulbs, optical glass or heat-resistant glass.

Paper
Dispose of paper, cardboard, magazines, catalogues and notebooks here. Do not dispose of contaminated, greasy or thermal paper, wallpaper, or multi-material packaging (e. g. milk or juice cartons).

Bio-waste
Dispose of vegetable and fruit waste, coffee grounds, eggshells, cut grass and leaves here. Do not dispose of bones, meat, animal waste, cooking oil or soil.

Metals and Plastics
Dispose of plastic bottles, cans, caps and aluminium foil packaging here. Packaging should be emptied and crushed before disposal.

Mixed Waste
Dispose of remaining waste that cannot be segregated into other categories, e. g. food residues, wet wipes, used hygiene products, cigarette butts and items contaminated with chemicals.

Municipal waste must be stored selectively in marked containers located within the production facilities.
In accordance with the Waste Act, industrial waste must be removed on the basis of relevant agreements concluded with external entities holding the required decisions and permits for the collection, transport and disposal of waste.
All waste generators are obliged to be familiar with and comply with environmental protection and occupational health and safety regulations.
Hazardous waste must be marked with special identification tags.
Hazardous waste must be stored in designated areas until collection.
Each container or package containing hazardous waste must be labelled with the name and code of the hazardous substance in accordance with the list of hazardous substances specified in the Waste Act.
All hazardous waste must be stored in designated areas until collected by authorised recipients holding the required permits.

8. PROCEDURE IN THE EVENT OF INCIDENTS AND FAILURES

Important emergency telephone numbers are available at each first aid and fire protection point in the production halls and warehouse.
Near-miss incidents may also be reported electronically via PDM stations available in the production halls.

Emergency Numbers:
- 112 – Emergency number
- 999 – Ambulance Service
- 998 – State Fire Service
- 997 – Police

First Aid Point and Fire Protection Point

During the incident investigation conducted by the OHS services of Rockfin S. A., the Contractor must provide ongoing information regarding the status of the proceedings, the health condition of the injured persons, and any other relevant information concerning the incident.
In the event of an occupational accident involving the Contractor's employee, the Contractor must send a scanned copy of the accident report, with sensitive personal data redacted, no later than within 5 days from the date of approval of the accident report, to the following e-mail address: bhp@rockfin.pl, and to the entity commissioning the work.

First aid and fire protection point
In the event of an environmental failure, the contractor must:
- notify persons in the vicinity about the hazardous situation,
- eliminate sources of ignition,
- locate the source of the leak or chemical spill,

- take action to stop the leak or, if this is not possible, to limit its spread,
- secure the incident site against access by unauthorised persons,
- apply appropriate personal protective equipment and appropriate neutralisation methods specified in the relevant Safety Data Sheet,
- secure sewage manholes, cable ducts, etc.,
- notify the supervisor and the representative of Rockfin / the ordering party,
- remove the environmental effects of the failure.

9. FIRST AID

Any person who notices an individual or individuals in a state of sudden health threat, or witnesses an event causing such a condition, is obliged, within the limits of their abilities and skills, to immediately provide assistance to the injured person.
First aid kits are located in designated and marked areas in production halls and administrative buildings.
Each department is equipped with an AED defibrillator located in a red box marked "AED". The defibrillator must be used in the event of sudden cardiac arrest and may be operated by a person without medical qualifications.
The AED operating instructions are located next to the device.
Emergency numbers and a list of persons trained and designated to provide first aid are available near first aid kits and fire protection points in production halls and in the warehouse.

Immediate first aid and resuscitation performed by witnesses of the incident increase the victim's chances of survival threefold.

10. EVACUATION PROCEDURES

Upon announcement of an alarm, all persons present on the company premises must proceed to the designated evacuation assembly point using marked evacuation routes and await further instructions from the emergency response coordinator, a Rockfin representative wearing a yellow vest marked "Evacuation".
Rapid assistance and resuscitation performed by bystanders can triple the injured person's chances of survival.

A yellow reflective vast of a person leading evacuation process

Safety procedures

Remember that in case of the fire alarm set, go directly through the nearest passage to the evacuation points located in particular places.

EVACUATION POINTS IN MAŁKOWO

EVACUATION POINT IN GORLICE

EVACUATION POINT IN ELBLĄG

EVACUATION POINT IN NOWINA

EVACUATION POINT IN BYDGOSZCZ

EVACUATION POINT IN MATARNIA

For any questions and comments, please, contact OSH and fire safety.
Directly or via e-mail: bhp@rockfin.pl