# Appendix 1

To: Occupational Health and Safety Requirements for Contractors and Visitors

Penalty schedule, fine amounts:

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| **No.** | **Description/amount** | | |
| **1.** | **Missing fire extinguisher or fire blanket, blocked fire hydrant,**  **missing fire extinguisher inspection certificate** | | |
|  | First violation | **Instruction** | |
| Second violation | **PLN 1 000.00** | |
| Third and repeated violation | **PLN 2 000.00** | |
| **2.** | **Blocked evacuation or fire route** | | |
|  | First violation | **Instruction**  and supplementary OHS training for the team leader | |
| Second violation | **PLN 1 000.00**  and supplementary OHS training for the team leader | |
| Third and repeated violation | **PLN 2 000.00**  and supplementary OHS training for the team leader | |
| **3.** | **Attending the Company premises/worksite when under the influence of alcohol or other intoxicants and bringing alcoholic beverages or intoxicants into the worksite** | | |
|  | First and repeated incident | | **PLN 5 000.00**  and supplementary OHS training for the offending employee |
| **4.** | **Smoking cigarettes, e-cigarettes or using tobacco-heating devices outside the designated areas** | | |
|  | First violation | **Instruction**  and supplementary OHS training for the offending employee | |
| Second violation | **PLN 1 000.00**  and supplementary OHS training for the offending employee | |
| Third and repeated violation | **PLN 2 000.00**  and ban on the offending employee's entry to the worksite for 1 month. The final decision on the ban to enter the worksite shall be made by  GAZ-SYSTEM Project Manager | |
| **5.** | **Absence of the required written Work Order/Permit to Work. Absence or failure to keep the sheet listing members of the team executing the Work Order** | | |
|  | First violation | **Instruction**  and supplementary OHS training for the team leader | |
| Second violation | **PLN 2 000.00**  and supplementary OHS training for the team leader | |
| Third and repeated violation | **PLN 3 000.00**  and a replacement of the team leader. The final decision on the replacement of the team leader shall be made by GAZ-SYSTEM Project Manager. | |
| **6.** | **Absence of the contractor’s works manager/supervisor overseeing the workers performing work under the written Work Order** | | |
|  | First violation | **PLN 1 000.00**  Instruction and supplementary OHS training for the team leader | |
| Second violation | **PLN 2 000.00**  and supplementary OHS training for the team leader | |
| Third and repeated violation | **PLN 3 000.00**  and a replacement of the team leader. The final decision on the replacement of the team leader shall be made by GAZ-SYSTEM Project Manager. | |
| **7.** | **Operating equipment and carrying out work without up-to-date safety training, medical clearance or without the required licences and certificates** | | |
|  | First violation | **PLN 500.00**  and supplementary OHS training for the team leader and the employee | |
| Second violation | **PLN 1 000.00**  and supplementary OHS training for the team leader and the employee | |
| Third and repeated violation | **PLN 2 000.00**  and ban on the offending employee's entry to the worksite for 1 month. The final decision on the ban to enter the worksite shall be made by  GAZ-SYSTEM Project Manager | |
| **8.** | **Failure to ensure the required protection at the worksite/excavation, incorrect storage of materials/spoil, working with faulty tools, lack of proper housekeeping** | | |
|  | First violation | **Instruction**  and supplementary OHS training for the team leader and the offending employee | |
| Second violation | **PLN 2 000.00**  and supplementary OHS training for the team leader and the offending employee | |
| Third and repeated violation | **PLN 3 000.00**  and ban on the offending employee's entry to the worksite for 1 month. The final decision on the ban to enter the worksite shall be made by GAZ-SYSTEM Project Manager | |
| **9.** | **Lack of the required work clothing, lack of the applicable protective clothing  with anti-electrostatic and flame-retardant properties, lack of protective footwear, hardhat, gloves, goggles, reflective vest and other personal protective equipment depending on the type of work being carried out** | | |
|  | First violation | **Instruction**  and supplementary OHS training for the team leader and the employee | |
| Second violation | **PLN 1 000.00**  and supplementary OHS training for the team leader and the employee | |
| Third and repeated violation | **PLN 2 000.00**  and ban on the offending employee's entry to the worksite for 1 month. The final decision on the ban to enter the worksite shall be made by GAZ-SYSTEM Project Manager | |
| **10.** | **Incorrect selection or failure to use personal fall protection and arrest equipment, lack of safety harness with lanyard, no attendant, missing *Register of Persons Entering the Confined Space*** | | |
|  | First violation | **Instruction**  and supplementary OHS training for the team leader and the employee | |
| Second violation | **PLN 4 000.00**  and supplementary OHS training for the team leader and the employee | |
| Third and repeated violation | **PLN 5 000.00**  and ban on the offending employee's entry to the worksite for 2 months. The final decision on the ban to enter the worksite shall be made by GAZ-SYSTEM Project Manager | |
| **11.** | **Damaged insulation of power cords, using damaged extension cords, degraded welding hoses.** | | |
|  | First violation | **Instruction**  and supplementary OHS training for the team leader and the team | |
| Second violation | **PLN 1 000.00**  and supplementary OHS training for the team leader and the team | |
| Third and repeated violation | **PLN 2 000.00**  and supplementary OHS training for the team leader and the team | |
| **12.** | **Use of equipment, machinery or tools that do not meet safety requirements, that are damaged, incomplete, without the required approvals, labelling, certificates, inspections** | | |
|  | First violation | **Instruction**  and supplementary OHS training for the team leader and the employee | |
| Second violation | **PLN 1 000.00**  and supplementary OHS training for the team leader and the employee | |
| Third and repeated violation | **PLN 2 000.00**  and supplementary OHS training for the team leader and the team | |
| **13.** | **Failure to secure cylinders containing industrial gases, improper storage of such cylinders**  **in one room** | | |
|  | First violation | **Instruction**  and supplementary OHS training for the team leader and the employee | |
| Second violation | **PLN 1 000.00**  and supplementary OHS training for the team leader and the employee | |
| Third and repeated violation | **PLN 2 000.00**  and supplementary OHS training for the team leader and the employees | |
| **14.** | **Failure to detect/measure methane/oxygen content or other parameters during the work performance as required by the Work Order. Absence or failure to keep a sheet to record measured values of methane and oxygen content at the worksite** | | |
|  | First violation | **Instruction**  and supplementary OHS training for the team leader | |
| Second violation | **PLN 1 000.00**  and supplementary OHS training for the team leader | |
| Third and repeated violation | **PLN 2 000.00**  and supplementary OHS training for the team leader | |

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| **15.** | **Use of mobile phones in prohibited areas** | |
|  | First violation | **Instruction**  and supplementary OHS training for the team leader and the employee |
| Second violation | **PLN 1 000.00**  and supplementary OHS training for the team leader and the employee |
| Third and repeated violation | **PLN 2 000.00**  and supplementary OHS training for the team leader and the employees |
| **16.** | **Failure to comply with the instructions given by Company employees, i.e. supervision, OHS service, approver, OHS and Fire Safety Office employee, facility administrator, head of the organisational unit, person in charge of rescue operations or emergency services** | |
|  | First violation | **Instruction**  and supplementary OHS training for the team leader and the employee |
| Second violation | **PLN 2 000.00**  and supplementary OHS training for the team leader and the employee |
| Third and repeated violation | **PLN 3 000.00**  and supplementary OHS training for the team leader and the employees |
| **17.** | **Failure to comply with traffic regulations in force on the Company premises** | |
|  | First violation | **Instruction**  and supplementary OHS training for the team leader and the employee |
| Second violation | **PLN 2 000.00**  and supplementary OHS training for the team leader and the employee |
| Third and repeated violation | **PLN 3 000.00**  and supplementary OHS training for the team leader and the team leader and the employees |

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| **18.** | **Removal or destruction of physical safeguards or warning, mandatory, prohibition or information signs** | |
|  | First violation | **Instruction**  and supplementary OHS training for the team leader and the employee provided by an employee of GAZ-SYSTEM OHS and Fire Safety Office or the contractor’s OHS service, if established. |
| Second violation | **PLN 2 000.00**  and supplementary OHS training for the team leader and the employee |
| Third and repeated violation | **PLN 3 000.00**  and supplementary OHS training for the team leader and the employees |
| **19.** | **Performing works in the vicinity of energised systems or on live equipment in violation of**  **OHS regulations** | |
|  | First violation | **Instruction**  and supplementary OHS training for the team leader and the employee |
| Second violation | **PLN 2 000.00**  and supplementary OHS training for the team leader and the employee |
| Third and repeated violation | **PLN 3 000.00**  and supplementary OHS training for the team leader and the team |
| **20.** | **Installation and use of scaffolding, work platforms in contravention of the manufacturer's documentation or a custom design, as well as the assembly and disassembly of scaffolding by workers without the required credentials** | |
|  | First violation | **Instruction**  and supplementary OHS training for the team leader and the employee |
| Second violation | **PLN 2 000.00**  and supplementary OHS training for the team leader and the employee |
| Third and repeated violation | **PLN 3 000.00**  and supplementary OHS training for the team leader and the team |
| **21.** | **Absence or inadequate fencing and signage of the construction site or exclusion zones** | |
|  | First violation | **Instruction**  and supplementary OHS training for the team leader and the employee |
| Second violation | **PLN 1 000.00**  and supplementary OHS training for the team leader and the employee |
| Third and repeated violation | **PLN 2 000.00**  and supplementary OHS training for the team leader and the employees |
| **22.** | **Leaving unsecured chemical mixtures or hazardous substances, including empty containers of the aforesaid, outside the designated area** | |
|  | First violation | **Instruction**  and supplementary OHS training for the team leader and the employee |
| Second violation | **PLN 2 000.00**  and supplementary OHS training for the team leader and the employee |
| Third and repeated violation | **PLN 3 000.00**  and supplementary OHS training for the team leader and the team |

1. The fine shall be imposed as a written Company statement in the form of a financial penalty imposed on the contractor/subcontractor bound by the contract.
2. In respect of penalties from the schedule, they shall be treated as contractual penalties and, in the event of their emergence, the procedure relevant to contractual penalties shall be applied.
3. Trainings shall be provided for: the team leader, the team or for the employee who committed the given violation.
4. The supplementary OHS trainings are provided by an employee of GAZ-SYSTEM OHS and Fire Safety Office in case of operation and maintenance works, contractor’s OHS service in case of key investment projects or in the form of self-learning as appropriate to the violation.