# Appendix 8

to Occupational Health and Safety Requirements (OHS) for Contractors and Visitors procedure

1. Construction works contractor’s OHS personnel: permanent OHS staff – qualification requirements:

1) in accordance with the Regulation of the Council of Ministers of 02.09.1997 on occupational health and safety service, the OHS specialist shall have university education with a major or specialisation in occupational health and safety or postgraduate studies in occupational health and safety and at least 1 year of work experience in occupational health and safety service,

2) a minimum of 1 year of professional experience as an OHS specialist directly involved in construction projects,

3) category B driving licence.

2. The construction works contractor's OHS supervision shall be responsible for the following:

1) the contractor bears full responsibility for monitoring the OHS aspects and for the state of OHS during the performance of the contract,

2) the contractor is obliged to protect the health and life of its employees, employees of its subcontractors and visitors to the project site by ensuring safe and hygienic working conditions while making appropriate use of the achievements of science and technology,

3) cooperation in organising the works in a manner that ensures safe and hygienic working conditions,

4) cooperation in ensuring that the OHS regulations and rules are observed at the project site, issuing instructions to eliminate identified non-conformities in this respect, and controlling the implementation of such instructions,

5) responding to the needs in the OHS area and adjust measures taken to improve the existing level of protection of health and life of its employees, subcontractors' employees and visitors to the project site, taking into account the changing working conditions,

6) cooperation in ensuring a coherent policy for the prevention of work accidents and occupational diseases on the project site, taking into account technical matters, work organisation, social relations and the impact of the working environment,

7) supervision over the implementation of recommendations, orders, requests, decisions and regulations issued by GAZ-SYSTEM, investor supervision contractor, and authorities supervising working conditions,

8) having the knowledge, to the extent necessary for the performance of its duties, of labour protection regulations, including OHS regulations and principles,

9) providing information to the employees, subcontractors' employees and persons visiting the project site about hazards to health and life which might occur on the project site, at individual workplaces and in the course of specific works, including rules of procedure in the event of a breakdown or other situations which might pose a threat to the health and life of employees, subcontractors' employees and persons visiting the project site,

10) familiarising employees, subcontractor's employees with the scope of their responsibilities, the manner of performing work in designated positions, including ensuring that employees are trained in occupational health and safety before they are allowed to work,

11) informing employees, subcontractor's employees about occupational risks related to their work and the principles of protection against hazards,

12) cooperating in supervising the validity of: OHS trainings (induction and recurrent), preventive medical examinations, qualifications to perform specific works, operate equipment, drive vehicles or machinery, etc. of all its employees and subcontractor's employees,

13) co-operating in the provision of the first aid system, performance of activities in the field of firefighting and evacuation of employees, subcontractors' employees and visitors to the project site, providing the resources necessary for emergency first aid, firefighting and evacuation of employees,

14) cooperating in equipping workplaces with equipment, other technical devices and work tools ensuring safe and hygienic working conditions, in particular protecting against injuries, the effects of hazardous chemical substances, electric shocks, excessive noise, mechanical vibrations and radiation, as well as the harmful and hazardous effects of other elements of the working environment and taking into account the principles of ergonomics,

15) cooperating in equipping machinery, equipment and other technical devices with adequate protection (collective protection measures),

15) cooperating in the monitoring of the functioning of work order system (Work Order Logbook),

16) reporting to the Company in accordance with the provisions of the contract.

3. The investor supervision contractor’s OHS personnel: permanent staff, IS contractor’s OHS supervision – qualification requirements:

1) in accordance with the Regulation of the Council of Ministers of 02.09.1997 on occupational health and safety service, the OHS senior specialist shall have university education with a major or specialisation in occupational health and safety or postgraduate studies in occupational health and safety and at least 3 years of work experience in occupational health and safety service,

2) a minimum of 2 years of professional experience as an OHS specialist directly involved in construction projects,

3) category B driving licence.

4. The investor supervision contractor’s OHS supervisor shall be responsible for the following:

1) close cooperation with the Company and the construction works contractor, in particular with regard to organising and ensuring adequate OHS supervision and level of safety at the project site in accordance with the Labour Law, Construction Law and the Company's internal regulations,

2) advising the contractor on the application of OHS regulations and rules,

3) advising the contractor on the work organisation and work methods at workplaces where there are hazardous, harmful or arduous conditions, and on the selection of the most appropriate collective and personal protection measures,

4) conducting daily inspections of working conditions and contractors’ and subcontractors’ compliance with OHS regulations on the project site,

5) conducting ad hoc inspections at the Company request,

6) informing the Company on an ongoing basis of the identified occupational hazards, along with proposals aimed at their elimination,

7) preparation and presentation to the Company of:

a) information on safety incidents,

b) daily reports (on the template prescribed by the Company OHS and Fire Safety Office) from the conducted inspections of working conditions,

c) analyses of the state of occupational health and safety including proposals for technical and organisational measures aimed at prevention of hazards to employees' life and health and improvement of working conditions on the project site,

c) additional reports on the state of occupational health and safety at the request of the Company,

8) participation in the evaluation of assumptions/updates to the project documentation from the OHS point of view (e.g. Detailed Design, Health and Safety Plan [BIOZ], Instruction for the Safe Execution of Work [IBWR], process instructions) and submission of proposals for incorporating OHS requirements into these assumptions and documentation,

9) participation in tests and commissioning, technical acceptance of equipment, facilities and gas pipelines,

10) participation in site meetings/coordination meetings/working meetings related to OHS,

11) submitting to the contractor proposals concerning OHS requirements related to the already applied as well as new processes introduced during the project implementation,

12) initiating and developing various forms of promotion of OHS and ergonomics aspects on the project site.

5. The investor supervision contractor’s OHS supervision has the right to:

1) perform inspections of the state of occupational health and safety, as well as of compliance with the OHS regulations and rules on the project site,

2) make recommendations to the persons in charge of employees to eliminate the identified accident and occupational hazards as well as nonconformities in the area of occupational safety and health on the project site,

3) immediately stop the operation of machinery or equipment in the event of a direct threat to the life or health of employees or other persons,

4) immediately exclude from work any employee engaged in prohibited work,

5) immediately exclude from work any employee whose behaviour or manner of work performance poses a direct threat to the life or health of either the employee or other persons,

6) immediately stop works on the project site if there is a direct threat to the life or health of employees or other persons.