

**DETAILED HEALTH AND SAFETY INSTRUCTIONS FOR SUPPLIERS AND CUSTOMERS**

**Welcome to STEICO Spółka z o. o.**

**I. Registration of entry and exit to the site of people and vehicles.**

Anyone driving in must register with the company. Please, provide your first name and surname, as well as the contact person to see to deliver goods or collect finished products. Site security will record your entry and exit.



- A driver should report to the customer service office or designated contact point, and then to specified loading or unloading point.
- Having parked the vehicle in the designated point the driver should remove keys from the ignition and notify the warehouseman responsible for loading and unloading. Vehicle keys should be with the driver at all times.
- On site drivers are allowed to stay only in designated places.
- Throughout the site during the delivery of raw materials and collection of finished products proper protective clothing and footwear should be used, high-visibility vests, as well as required personal protective equipment.
- All transportation road users must follow traffic regulations.
- The maximum vehicle speed on internal roads is **15 km/h**.

**II. Main risks and hazards which may occur on site:**



- Road collision with another user of transportation roads.
- Fall from vehicle, or when getting on or off a vehicle.
- Slipping, stumbling, and falling while working on a vehicle.
- Getting stuck between the vehicle and goods or handling equipment during unloading or loading.
- Poor weather conditions like wind, rain, or snow.
- Falling goods during unloading or loading operations.
- Injury when handling unwieldy, large or sharp objects.
- Risk of being hit by other means of transport in motion.
- Risk of hitting against immobile objects or sharp edges.
- Hazards related to the movement of people.
- Uneven and slippery surface.
- Break out of fire while being in the unloading or loading area.

**III. Recommended security measures and protection against risks and hazards:**



- During loading and unloading operations the driver should stay away from the vehicle at a safe distance that allows supervision of the operations, unless the service agreement also covers loading or unloading.
- During on-site transportation loads must be secured so that they do not shift their position or fall freely.
- A safe zone for loading and unloading charge materials and finished goods is at least 2 meters from the vehicle or equipment used for handling operations, including such material.
- A safe zone for unloading raw timber logs and in the form of chips is at least 3 meters from the vehicle or equipment used for handling operations, including unloaded material.
- Loading or unloading operations should be carried out using fork-lift trucks or other equipment fitted onto the vehicle.
- When getting off or on the vehicle the driver should observe the three-point support rule.
- Means of transport used for deliveries and collection of goods should be kept clean.
- Work at heights on vehicle platforms which do not offer proper protection should be carried out using personal fall protection equipment.
- If the vehicle is fitted with outriggers then during unloading and loading operations they must be extended.
- Use only designated places to get on the vehicle.
- During manual unloading goods may be removed from the edge of the vehicle by a warehouseman standing on the ground.

**Prohibitions on site:**

- People under the influence of alcohol or other drugs are not allowed to enter the site or stay on the site.
- Bringing alcohol or other drugs to the site and their consumption on site is strictly prohibited.
- No driving under the influence of alcohol or other drugs.
- No smoking on site, even in cars or vehicle cabins.
- No use of open fire throughout the site.
- Smoking is allowed only in designated places.
- Exercise care on unguarded level crossings.
- Watch out for fork-lift trucks and other vehicles driving on site.
- Stay away from machines and equipment.

**In designated places:**

- Use eye protection only in designated areas.
- Use ear protection in high noise levels areas.
- Use head protection.



- Be aware of evacuation plans placed on all buildings

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**IV. General guidelines:**

- ✓ All transportation road users should be particularly alert in the vicinity of storage shelters and yards, and at traffic intersections, since fork-lift trucks and loaders could be making shuttle trips in such places.
- ✓ The use of machinery or equipment for temporary work at heights which do not meet health and safety requirements is strictly prohibited.
- ✓ While on site suppliers and customers shall not:
  - stay outside of the area designated in the service agreement for the delivery of materials or collection of goods,
  - start or operate machinery and equipment belonging to STEICO Sp. z o. o.,
  - stay or operate in dangerous zones with risk of falling, being caught, or crushed,
  - get on a vehicle while holding a load in their hands,
  - pass a load to a person standing on the ground.
- ✓ Performing any work that is deemed dangerous work by STEICO Sp. z o. o.'s management requires special protection and written **"Instructions to perform particularly dangerous work"**.
- ✓ Fire access routes, access to fire hydrants, and manual fire-fighting equipment must not be obstructed.

**V. Conduct in non-standard situations**

**In case of accident:**



- ✓ Call Company Emergency Services – **phone: 58/ 5877380, mobile: 606 838 905** in order to provide **qualified first aid**; if required call the ambulance – **phone 999** and notify Security Services – **phone 58/ 5877379.**

**In case of fire:**



- ✓ Notify Company Emergency Services using the "FIRE" button or by calling the emergency line **58/ 5877380, mobile: 606 838 905**



- ✓ Leave the building immediately and go to the nearest evacuation assembly point



- ✓ Evacuation assembly points

**In case of emergency or other non-standard situations:**

- ✓ Immediately notify Company Emergency Services – **phone 58/ 5877379.**

**Emergency phone numbers:**

- ❖ 999 - Ambulance Service
- ❖ 998 - Fire Service
- ❖ 997 - Police
- ❖ 112 - Emergency number for mobile phones

**VI. Hot work operations.**

- ✓ All work during which open fire is used, work during which sparks or heat is produced (like welding, metal cutting, grinding, soldering or brazing), must be carried out by at least two persons and require a written hot work permit.

**VII. Environmental protection rules:**



**Please observe the following rules:**

- ✓ Place waste in appropriate containers.
- ✓ Do not mix different types of waste.
- ✓ Please, save water and electricity.

**Warning:**

- ❖ **Drivers must be aware that for smoking in a vehicle cabin or on-site outside of designated places they will be given a written reprimand.**
- ❖ **Another such transgression shall result in the driver being banned from entering STEICO Sp. z o. o. site.**

**NOTE:** STEICO Sp. z o. o. ACCEPTS NO RESPONSIBILITY FOR ANY DAMAGE RESULTING FROM FAILURE TO OBSERVE SAFETY REGULATIONS

I confirm that I have read the above regulations and shall follow them

.....  
(date)

.....  
(company name)

.....  
(first name and surname)

.....  
(signature)