

Requirements for Subcontracting Companies Performing Work in the VW MP Premises

Rules for Conducting Work and Requirements Regarding Safety, Environmental Protection, and Fire Protection Imposed on Subcontracting Companies.



1. Applied terms and definitions

Abbreviation / Technical Term	Explanation / Description
VW MP	Volkswagen Motor Polska sp. z o. o.
VW MP Premises	VW MP plant premises in Polkowice.
OE	Organisatorischer Einheit / Organizational unit
AM/OM	Area Manager / Object Manager
Subcontracting Company	External company (contractor/service provider) holding an order to perform work on the VWMP premises, also referred to as the Contractor. The term Contractor also includes subcontracting companies whose services are used by the Contractor.
Work Coordinator on the VW MP side	This is a person who is a VW MP employee, entered in the system for reporting entry and access to the plant premises, coordinating the work of the subcontracting company and authorized to have direct contact with that company, exercising substantive supervision over the execution of work. Provides the subcontracting company with training materials, including requirements for subcontracting companies performing work on the VW MP premises (PDF), a presentation, and video material (training video). Responsible for the proper reporting of the entry/access of the subcontracting company to the VW MP premises.
Work Coordinator on the Subcontracting Company Side.	This is a person who is an employee of the Contractor, simultaneously performing the function of OSH coordinator, coordinating the work of the Contractor.
Ordering Entity	A person from a given OE (AM, OM or a person designated by them) responsible for the organization and execution of the task resulting from the order, by an external company
MP/U	Occupational Safety and Health Department

2. Regulations

- Act of 26 June 1974 – Labour Code (Journal of Laws. of 2014, item 1502 as amended).
- Regulation of the Minister of Labour and Social Policy of 26 September 1997 on General Occupational Safety and Health Regulations (Journal of Laws No. 169, item 1650 as amended).
- Act of 10 April 1997 – Energy Law (Journal of Laws. No. 54, item 348 as amended).
- Act of 24 August 1991 on Fire Protection (Journal of Laws of 2016, item 191).

3. General principles

The objective of VW MP is to eliminate events that could lead to accidents and occupational diseases as well as environmental failures, and also the waste of electrical energy. To achieve this goal, the fundamental issue is the cooperation of all employees performing work in the premises and for the benefit of VW MP (own employees, subcontractors, employees of companies providing employment services).

The Contractor is obliged to comply with all legal requirements and all requirements and principles presented in this document.

The Contractor shall ensure that work is performed in a manner that does not interfere with or hinder the production flow at VW MP and does not create a hazard by the given Contractor and their subcontractors. In the event that such a situation cannot be avoided, the Contractor is obliged to notify VW MP of this fact before commencing work.

When sending their employees to work at VW MP, the Contractor ensures that the employees possess all training required by law, including in particular on-the-job training, qualifications, work permits, and that the contract concluded with the employees is in accordance with the provisions of law. In the case of employing foreigners, the contractor provides the documents necessary to perform the work, including in particular work instructions in the employee's native language. The Contractor shall also fulfill all information obligations provided for by law towards state authorities and shall exercise due diligence in proceedings concerning work permits for foreigners. The Contractor bears full responsibility for all penalties and for personal injury and property damage caused by the violation of regulations and standards in the above scope.

If the Contractor uses the services of other subcontractors, they are obliged to provide the subcontractors with the provisions of this instruction. Thus, they are responsible for compliance with these provisions by their subcontractors. If the Contractor employs a subcontractor, they are obliged to inform the VW MP coordinator about this fact. Such a subcontractor must also be registered in the entry and access system (registration in the system is performed by the VW MP coordinator).

Every employee working for the Contractor (including management and employees of subcontractors working for the Contractor) performing work on the VW MP premises must, before starting work, be familiarized with these requirements, the training video, and the presentation, which are available on the website www.vwmp.com.pl in the "Visits" tab. The fact that employees have familiarized themselves with these requirements is confirmed in the form: "List confirming participation in the information training for employees of a subcontracting company performing work in the premises of Volkswagen Motor Polska Sp. z o.o." (constituting Annex No. 3).

The Work Coordinator from VW MP is responsible for supervising the work performed by the Contractor and for ongoing contact with VW MP plant departments.

4. Rules for entry/drive-in to the VW MP premises

All persons entering, driving into, and moving around the VW MP premises, regardless of the type of official duties performed and the purpose of the visit, must be registered in the entry and exit system. Regulations regarding pedestrian traffic established by VW MP apply on the plant premises.

Before entering the plant premises, the Contractor is obliged to report their entry to the factory premises to the Security Service – main entrance gate. When registering entry, they are obliged to present a nominal list of employees who will be temporarily staying on the VW MP premises and a list of tools / equipment being brought in. After verification, employees receive passes, which they are obliged to always wear in a visible place while performing work on the VW MP premises. The list of persons staying on the VW MP premises should be updated by the Contractor with every change.

Contractor employees move exclusively:

- along designated pedestrian walkways,
- within the area where they are performing work.

A maximum vehicle speed limit applies on the VW MP premises:

- to 20 km/h on external roads (outside the building),
- up to 10 km/h on internal roads (inside the building) for forklifts,
- up to 8 km/h on internal roads (inside the building) for EZX trailers and other vehicles.

Traffic regulations apply in the VW MP premises.

Inspections of entering and exiting vehicles will be carried out, as well as personal searches of randomly selected employees of subcontractors.

5. VW MP occupational safety and health department authorizations

VW MP Occupational Safety and Health department employees have the right to inspect the work being performed. In case of necessity, the Contractor shall make current documents available for inspection:

- a. Certificate of employees' current occupational safety and health training.
- b. Medical certificate of employees regarding the absence of health contraindications to perform work at a given position.
- c. Confirmation of holding specialist authorizations or required professional qualifications to perform specific work (e.g., authorizations to operate forklifts, construction machinery, welding authorizations, SEP authorizations, authorizations to operate cranes, hoists, overhead cranes, etc.).
- d. Technical documentation for the machines and equipment used.
- e. Current confirmations of fire protection effectiveness tests for all machines, equipment, and power tools.

- f. Decisions, certificates, attestations, and other documents confirming that the tools/ machines used are in good working order and may be operated.

In the event of a breach of regulations, VW MP reserves the right to immediately remove the Contractor or their individual employees and subcontractors from its premises and/or suspend further work in VW MP premises until the consequences of the breaches have been rectified or appropriate protection against breaches has been provided. The period of work suspension does not affect the contractual deadline for their completion. The Contractor is not entitled to any compensation claims against VW MP for any damages arising in connection with the Contractor's breach of health and safety, fire safety, environmental protection, personnel and material traffic, and plant security regulations.

At least two breaches of occupational safety and health, fire safety, environmental protection, personnel and material traffic, and plant security regulations entitle VW MP to terminate the contract with the Contractor with immediate effect or for VW MP to withdraw from this Agreement within 30 days from the date of identifying the breach.

6. In the VW MP plant premises, it is forbidden to:

- a. Consume, be under the influence of, or bring in alcohol and other intoxicating substances.
Random tests will be conducted on all entering persons.
- b. Smoke tobacco or e-cigarettes, except in designated areas.
- c. Enter the facility premises with vehicles in poor technical condition (e.g., with visible oil leaks).
- d. Photograph, record, or reproduce documents without obtaining appropriate permission.
- e. Contractor employees must not stay in areas where they are not performing assigned work.
- f. Use a mobile phone while driving, e.g., a passenger car, forklift, tractor, EKX, or other vehicles.
- g. Use in-ear or over-ear headphones.

7. Detailed duties of contractors during work performance:

- a. Work must be organized in a safe manner that prevents hazards to one's own employees as well as other persons present in the vicinity. All zones where work is performed at height must be properly fenced off (fencing with tape, safety barriers).
- b. Ensuring cleanliness around the work area is the responsibility of the Contractors. Areas where work is performed must be cleaned and secured; unnecessary packaging and waste must be removed and properly managed. As a minimum, it must be assumed that work areas must be:
 - Tidied up at the end of the work shift,

- All equipment, tools, extension cords, etc. must be stored and secured until the next scheduled working day.
- c. The Contractor is obliged to provide its employees free of charge with work clothing, work footwear, and personal protective equipment appropriate to the type of work performed and protecting against dangerous and health-harmful factors, and to inform employees about how to use these means.
- Work clothing and/or high-visibility vests should be clearly marked, enabling identification of the company employing the given worker.
- The Contractor shall ensure that personal protective equipment has protective and functional properties, required approvals and certificates, and is fit for use. The Contractor shall not allow its employees or its subcontractors to work without the personal protective equipment required for the given workstation. As a minimum, everyone entering the facility must always wear:
- Safety footwear with a toe cap.
 - For employees working in the logistics hall, a high-visibility vest is also required.
- d. Ensure that all utilities (e.g., electricity, compressed air, water, heat, etc.) needed for testing or using own equipment and machines will be properly connected. If necessary, this should be consulted with the appropriate department. After finishing work, control/electrical cabinets must always remain closed and locked. Also use barriers, a minimum of 1.5 meters from the equipment, and appropriate warning signs "Caution". Ongoing work under voltage. Authorized personnel only" or similar. All electrical work may only be performed by qualified personnel.
- e. Have available Safety Data Sheets of hazardous substances/mixtures introduced onto the VW MP premises for inspection. It is required to have the Safety Data Sheet in Polish as well as in the native language of the user of the hazardous chemical preparation. The Contractor is responsible for securing chemical materials against access by unauthorized third parties. All packaging must be properly labeled in accordance with the applicable legal regulations in this regard. It is strictly forbidden to use unlabeled containers or containers not intended for the storage of hazardous chemical substances/mixtures, in particular in packaging that bears the hallmarks of food packaging. The Contractor must also possess all personal protective equipment listed in the Safety Data Sheet, as well as comply with the recommendations for safe use.
- f. Appoint a Safe Work Coordinator from among their own employees in relation to other Contractors (applies to cases where work is performed simultaneously in the same place by different employers).
- g. The Contractor shall bear the costs of removing damage resulting from identified violations of health and safety regulations, fire safety, environmental protection principles, personnel and material traffic, and security on the plant premises.

8. Environmental protection

- a. Waste segregation is mandatory in the VW MP premises. It is forbidden to place waste in containers other than those indicated by the container labeling.
- b. The Contractor is the entity generating waste resulting from its work on the VW MP premises (e.g., waste from construction, demolition, facility renovation, equipment installation, maintenance, repairs, cleaning). They manage waste on their own. The Contractor has the obligation to transfer waste to other entities that hold appropriate permits for waste collection or processing and has an entry in the BDO (Database of Waste).
Waste). The Contractor is obliged to segregate waste at the place of its generation and may temporarily store it with the consent of VW MP in designated places until the waste is handed over to external recipients. Excluding situations where the parties have made other arrangements (e.g., entries in the requirements logbook or agreements concluded between the parties).
The Contractor is obliged to comply with regulations regarding the protection of soil and land surface by preventing contamination with harmful agents, e.g., oils, lubricants, paints, etc. Furthermore, it is forbidden to introduce harmful and poisonous substances into the VW MP sewage system.
- c. In the event of an environmental emergency, follow the Eco-emergency Notification Plan – these plans are posted on the plant premises and are available in the environmental protection department. In the event of a spill, leak, or discharge of chemical agents, including oils and fuels, the Contractor is obliged to use a neutralizing agent (e.g., sorbent) provided for in the Safety Data Sheet of the hazardous mixture and collect it into a sealed, properly labeled container. The Contractor must provide the container and the appropriate neutralizing agent at their own expense.
- d. The Contractor is obliged to immediately notify the Plant Security services and an employee of the Environmental Protection department of the incident. The Contractor who causes environmental damage in the VW MP premises is obliged to reimburse VW MP for the costs of repairing the resulting damage.
- e. It is forbidden to pour any liquid waste, refuse, or sewage into sewer manholes, onto the ground, or into septic tanks.

9. Accidents and first aid

- a. Every work-related accident or potential accident must be reported immediately to the VW MP work coordinator and the OHS department.
- b. Subcontractors are required to have their own first aid kit at the workplace.
- c. First aid must be provided to any person who has been involved in an accident. Defibrillators are located in marked areas on the plant premises, and first aid kits are available in every department.
- d. In justified cases, assistance can be provided by the VW MP infirmary, tel. 600 420 098



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10. Hazards and risk assessment for the Contractor working in the VW MP premises

Hazard	Source of hazard	Potential consequences	Severity of consequences	Probability of occurrence	Estimation and acceptability Risk scale [1-3] Acceptable [1-2]	Risk reduction method	Residual risk Risk scale [1-3] Acceptable [1-2]
Being hit by vehicles	Moving around the facility: being hit by internal transport equipment, e.g., forklifts, electric tractors, cleaning equipment, passenger cars and trucks	Death, severe bodily injury, limb fractures, internal injuries, crushing, bruising	High	Probable	HIGH - 3 - UNACCEPTABLE	Compliance with internal regulations regarding pedestrian and vehicle movement, adherence to horizontal and vertical signs, use of spherical mirrors, equipping forklifts with Blue Spot lights, use of high-visibility vests in the logistics hall area, exercising particular caution	MEDIUM - 2 ACCEPTABLE
Fall on the same level (slipping/ tripping)	Moving around the office/facility surface, slippery surfaces on communication routes and in the area of one's workstation	Fractures, contusions, sprains, dislocations, concussion of the brain	Medium	Probable	MEDIUM -2 - ACCEPTABLE	Maintaining order and proper condition of floors (dry, even) throughout the facility, using protective footwear in production hall areas, exercising special caution	LOW -1 ACCEPTABLE



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Fall to a lower level	Moving on stairs, ladders, ladder platforms	Fracture of limbs, spinal injuries, contusions, concussion of the brain	Medium	Probable	MEDIUM - 2 - ACCEPTABLE	Holding onto handrails when going up/downstairs, marking level differences, performing ongoing inspections of ladders and ladder platforms, using mats, anti-slip elements	LOW - 1 ACCEPTABLE
Hit against stationary objects	Moving around the facility, narrow passages and access to workstations	Contusions, cuts	Low	Probable	LOW - 1 - ACCEPTABLE	Appropriate width of access to workstations, marking of narrowed areas, exercising caution, maintaining order, proper workplace organization	LOW - 1 ACCEPTABLE
Fire	Short circuit of the electrical installation, fire	Death, disability, skin burns, poisoning by toxic gases	High	Unlikely to occur	MEDIUM - 2 - ACCEPTABLE	Proper technical condition of electrical installations and equipment, smoke detectors, fire protection equipment and extinguishers, compliance with OSH regulations and rules, compliance with fire safety regulations.	LOW - 1 ACCEPTABLE



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Electric shock	Equipment and electrical installations	Death, disruption of body function, burns	High	Probable	HIGH - 3 - UNACCEPTABLE	Proper technical condition and periodic inspection of electrical installations and equipment, exercising caution when using equipment, use of residual-current circuit breakers in the facility	MEDIUM -2 - ACCEPTABLE
Hot surfaces of machines, equipment, and processing tools	Hot parts of equipment, machines, tools, electric kettle, water dispenser, microwave oven	Burn	Medium	Probable	MEDIUM - 2 - ACCEPTABLE	Use of protective clothing. Use of machine guards, exercising caution, regular electrical inspections of equipment and appliances.	LOW - 1 - ACCEPTABLE
Overload of the musculoskeletal system (musculoskeletal system)	Forced body posture, sitting or standing work mode	Musculoskeletal disorders, postural defects, muscle pain, degeneration of the spine and joints	Medium	Probable	MEDIUM - 2 - ACCEPTABLE	Proper handling of carried objects, use of auxiliary equipment (e.g., overhead crane, jib crane), work breaks, compliance with OHS regulations and rules, training in ergonomic awareness,	LOW - 1 - ACCEPTABLE



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Contact with sharp edges	Machining tools and certain machine components	Cut, laceration	Medium	Probable	MEDIUM - 2 - ACCEPTABLE	Using appropriate gloves and sleeves while operating tools and while working inside machines. Maintaining order and tidiness in the workplace, exercising caution, ensuring convenient access to the workstation	LOW -1 ACCEPTABLE
Stress	Work organization, working under time pressure	Short-term absenteeism at work and long-term, coronary – heart diseases, cancers, weakening of the body	Medium	Unlikely to occur	LOW -1 - ACCEPTABLE	Regular work breaks, ensuring daily and weekly rest, avoiding conflict situations, training	LOW -1 ACCEPTABLE
Employee aggression	Co-workers	Stress, absenteeism at work	Low	Unlikely to occur	LOW -1 - ACCEPTABLE	Regular work breaks, ensuring daily and weekly rest, avoiding conflict situations, training	LOW -1 ACCEPTABLE



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Hazard	Source of hazard	Potential consequences	Severity of consequences (consequence)	Probability of occurrence	Estimation and acceptability Risk scale [1-3] Acceptable [1-2]	Risk reduction method	Residual risk Risk scale [1-3] Acceptable [1-2]
Poor lighting at the workstation	Improperly selected lighting parameters	Deterioration of eyesight, fatigue	Medium	Probable	MEDIUM -2 - ACCEPTABLE	Proper lighting of the workstation, in accordance with PN, using additional lighting, i.e., portable lamps when working inside machines. Maintaining the efficiency of light points, cleanliness of fixtures.	LOW -1 ACCEPTABLE
Impact, being caught by moving parts of equipment	Operating equipment	Severe injuries body, limb fractures, internal injuries, crush injuries, contusions	High	Probable	HIGH - 3 UNACCEPTABLE	Use of guards in places with moving parts. Maintaining order, increased attention, proper tool handling, use of appropriate work clothing, prohibition of wearing jewelry, tying back hair	MEDIUM - 2 ACCEPTABLE
Work at height	Work on a lift, ladder, platform	Severe injuries body, limb fractures, internal injuries, contusions, death	High	Unlikely to occur	MEDIUM -2 - ACCEPTABLE	Use of personal protective equipment. regular inspections of safety harnesses, lifting devices, ladders, platforms, holding valid authorizations, training	LOW -1 ACCEPTABLE



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Hazard	Source of hazard	Potential consequences	Severity of consequences (consequence)	Probability of occurrence	Estimation and acceptability Risk scale [1-3] Acceptable [1-2]	Risk reduction method	Residual risk Risk scale [1-3] Acceptable [1-2]
Contact with substances and chemical mixtures*	Used hazardous substances and mixtures and other chemical products	Irritating, corrosive effect, allergy, poisoning and others	Medium	Probable	MEDIUM - 2	Use of appropriate PPE in accordance with the chemical substance safety data sheet, mechanical ventilation	LOW -1 ACCEPTABLE
Measurable factors							
Hazard	Source of hazard	Potential consequences	Severity of consequences ($P > P_{max}$, $P_{max} \geq P \geq 0,5$ P_{max} , $P < 0.5 P_{max}$)	Probability of occurrence	Estimation and acceptability Risk scale [1-3] Acceptable [1-2]	Risk reduction method	Residual risk Risk scale [1-3] Acceptable [1-2]
Noise	Operating machines, devices	Hearing damage, headaches, poor well-being, irritability, fatigue	≤ 0.5 MAC	Probable	MEDIUM - 2 ACCEPTABLE	Machine modernization, replacement with new ones, workplace organization i.e., employee rotation, use of acoustic enclosures and materials, use of hearing protection	LOW -1 ACCEPTABLE



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Mineral oils – inhalable fraction	Engine component machining	Irritation of the respiratory tract and eyes, skin reactions	≤ 0.2 TLV	Unlikely to occur	LOW -1 ACCEPTABLE	Proper maintenance of machines, functional housings and guards. Functional, unobstructed machine exhaust systems	LOW -1 ACCEPTABLE
Hazard	Source of hazard	Potential consequences	Severity of consequences ($P > P_{max}$, $P_{max} \geq P \geq 0.5 P_{max}$, $P < 0.5 P_{max}$)	Probability of occurrence	Estimation and acceptability Risk scale [1-3] Acceptable [1-2]	Risk reduction method	Residual risk Risk scale [1-3] Acceptable [1-2]
PEM	Demagnetizer (AFO 160/170) machine operation	Circulatory, immune, and cardiovascular system disorders	Intermediate zone	Probable	MEDIUM - 2 ACCEPTABLE	Proper design of machines and equipment. Metering. In case of EMF occurrence, appropriate marking of sources.	LOW -1 ACCEPTABLE
	Flaw detector		Danger zone				
	Elotherm (AF 70)		Safe zone				



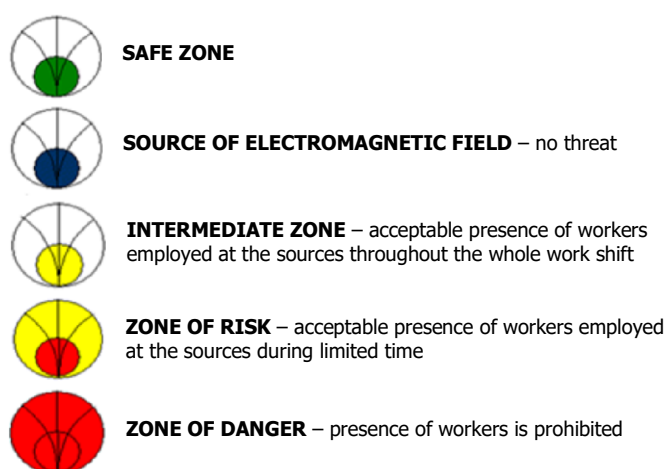
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No.	Hazard	Source of hazard / hazard group	Type/ degree of exposure/ severity of consequences	Probability of occurrence	Assessment and acceptability risk scale [1 – 3]	Potential consequences	Protective measures against the hazard	Residual risk
1	Bacteria (Gram-negative cocci – <i>Acinetobacter calcoaceticus</i>) ²	Oil mist, coolant / 2	Direct – inhalation, skin / sporadically / small	Probable	LOW -1 ACCEPTABLE	Allergic reactions, immunotoxic reactions caused by inhaled endotoxin	Mist reduction via ventilation exhaust systems	LOW -1 ACCEPTABLE
2	Bacteria (aerobic Gram-negative rods – <i>Legionella</i> spp. (<i>L. micdadei</i> , <i>L. anisa</i> , <i>L. bozemanii</i> , <i>L. longbeachae</i> i inne),	Oil mist, coolant / 2	Direct – inhalation, skin / sporadically / small	Probable	LOW -1 ACCEPTABLE	Pneumonia (legionellosis), less frequently flu-like fever	Mist reduction via ventilation exhaust systems	LOW -1 ACCEPTABLE
3	Bacteria (mycobacteria – <i>Mycobacterium chelonae</i> , <i>Mycobacterium xenopi</i>)	Oil mist, coolant / 2	Direct – inhalation, skin / sporadically / small	Probable	LOW -1 ACCEPTABLE	Allergies, mycobacteriosis, chronic pneumonia	Mist reduction via ventilation exhaust systems	LOW -1 ACCEPTABLE

11. Electromagnetic fields

Subcontractor employees performing work on the VW MP premises may be exposed to electromagnetic field intensity at a level that will not cause any negative effects. In some workplaces, however, the magnetic field intensity may pose a hazard (applies only to department 121 - shafts and 126 - iVM). Such places are marked with special pictograms, with which subcontractor employees should be familiarized before they start work on the plant premises. Attention should be paid to pictograms informing about sources of electromagnetic fields, in accordance with the information below.



12. Performing particularly hazardous work

The Contractor will be informed by the VW MP Work Coordinator about the types and procedures for performing particularly hazardous work. The Contractor is responsible for defining detailed requirements when performing particularly hazardous work for their employees in accordance with §81 of the regulation on general health and safety at work regulations.

12.1 Work at height:

In accordance with legal regulations, work at height is understood as any work performed at a height of at least 1m above the floor or ground level (except for work specified in § 105 paragraph 2 of the Regulation on general health and safety at work regulations).

The first step in building an effective fall protection program is identifying hazards in the workplace. Each location has different characteristics and may be subject to different fall hazards, as well as the severity of potential consequences or the frequency of exposure to falls. For this reason, a hazard analysis must be performed each time at the location of the planned work. This means assessing internal and external fall hazards, as well as working conditions that may occur during maintenance, service, or construction work.

If fall hazards have been identified for the scope of work, the fundamental hierarchy must be followed:

- Elimination of fall hazards. •
- Use of protective equipment.

Personal fall protection equipment used must have appropriate certificates and be used in accordance with their instructions for use.

Scaffolding and ladders must be certified and comply with Polish regulations. Scaffolding may be used only after it has been accepted for use by a person authorized to do so by the Contractor. For special scaffolding, technical specifications and drawings are required: On each level of the scaffolding, its permissible load capacity must be clearly marked. The Contractor prepares and hangs clear signage "Scaffolding safe for use" - green letters on a white background for each accepted, correct scaffolding. All other scaffolding, incomplete or not accepted, must be marked with the inscription "Do not use - Scaffolding is not safe" red letters on a white background. The inscriptions must be in Polish and in German.

The use of wooden ladders that are not properly marked is strictly prohibited. Only non-conductive ladders may be used for electrical work.

All mobile work platforms must be operated correctly during work. The operator of such equipment must have the appropriate authorization to operate them. Operating instructions and technical documentation must be available upon request by the VW MP HSE department. Before starting to use and operate a mobile work platform, the person supervising the work on behalf of the Contractor must confirm in writing that:

- A risk assessment has been carried out at the place of work to ensure safety for the movement of other vehicles or people, as well as the rules for access to the work zone, so as to carry them out safely.
- The technical condition of the platform and the availability of the required documents have been checked (this obligation lies with the equipment operator).

All places where work is carried out at height, as well as work carried out above the heads of other employees, must be properly fenced and marked. An appropriate size of the work zone must be ensured. Inside the zone, employees should wear protective helmets. The Work Platform Operator must also wear a safety helmet unless the operator's cabin is fully enclosed.

12.2 Works with open fire:

- Works with open fire may only be performed in areas designated by VW MP and after prior obtaining of a "Permit to perform fire-hazardous work" (appendix no. 3 to these requirements). Hot work includes, among others, welding work, work using an open flame, torch cutting, using angle grinders or any equipment causing sparking. The Contractor must ensure continuous supervision of such work and after the completion of work, for a minimum of 30 minutes or during any breaks. In the case of special work, the permit may provide for an extension of this time up to 2 hours after the completion of work, e.g., welding on a roof, etc. During welding, appropriate welding screens must be used to protect bystanders.

Note: Before starting works with open fire, fire system sensors must be secured to avoid triggering the system. The area that must be secured will be indicated by the VW MP security company.

- Work in Confined Spaces may only be carried out based on a written work permit. Such work includes, among others, work in tanks, manholes, pipes,

cavities, interiors of technical equipment, etc. The Contractor is responsible for ensuring appropriate supervision of such work and all protective measures. Contractors use their own Written Permit for work in a confined space. It is required to have it approved in advance by the VW MP OHS department.

13. Installation works

All installation works may only be carried out in a safe manner in accordance with OHS requirements and instructions. Every employee performing installation works should be familiar with the relevant part of the documentation concerning the scope of their work. If any equipment is used, the employee must be familiar with its operating manual and, if required, possess the appropriate qualifications to operate such equipment. The Contractor is responsible for the fulfillment of these obligations.

A risk assessment and hazard analysis of such work must be performed. Works must be discussed and records of the training conducted must be maintained. As a minimum, the use of written work permits is required in confined spaces, medium-voltage switchgear, hot work or sparking work, as well as work near live voltage.

If the use of lifting equipment is required:

- a. Every Operator must possess appropriate qualifications to operate the equipment.
- b. Every piece of equipment must have clearly marked permissible load limits.
- c. Every piece of equipment must be equipped with an appropriate operating manual and technical documentation.
- d. If required, appropriate entries must be made in the equipment logbook or copies of decisions authorizing use (e.g., copies of UDT decisions) must be held.
- e. A daily inspection of the equipment must be carried out before it is used.
- f. It is the Contractor's responsibility to provide appropriate and up-to-date training and examinations for all Operators.

14. Work involving exposure to electric shock

All work related to the connection and measurement of electrical power equipment may be performed only by appropriate personnel. This means that all connections and operation of equipment on the electrical installation at the plant must be performed by employees holding group one "E" type electrical qualifications – for installations below 1 kV. When measuring fire protection equipment (against direct or indirect contact) or when using control and measurement apparatus, one must hold operational (E) and supervisory (D) qualifications with an appropriate entry regarding the ability to perform measurements.

Note: Due to Polish regulations, only employees with "E" and/or "D" qualifications may conduct electrical installation work, as well as perform measurements. Any unauthorized employee performing such work will be removed from the factory and their Management will be notified for the purpose of taking further disciplinary action.

All extension cords and cables used must meet the specified requirements for heavy industry. Extension cords must not be used as a permanent power source, but only as a temporary and substitute.

When working on equipment that contains any sources of electrical energy, best known practices must be followed. The unexpected release of accumulated or the supply of energy to equipment during assembly, service, or maintenance work can cause serious injury or even death. VW MP strictly requires the use of hazardous energy control programs to protect employees from hazards posed by equipment and machinery. Energy control procedures apply to everyone performing service, maintenance, or installation work on the plant premises.

The minimum requirement is the isolation and securing of machines and equipment from energy sources before starting construction, installation, setup, cleaning, maintenance, repair, jam removal, or removal or bypassing of guards or other safety devices, or during any work where the unexpected release or supply of energy to equipment or machinery could lead to injury.

15. Use of mechanized equipment

All machines and equipment under UDT supervision must have appropriate documentation and approvals for use. Special parameters such as: permissible load, permissible lifting limits, pressure, load capacity, and temperature must be clearly visible, and their values must be observed.

All moving parts of equipment must be properly guarded. Equipment must be provided with appropriate operating instructions and technical documentation.

If special qualifications are required to operate the equipment, the operator of such equipment must have a document certifying them whenever they are operating the equipment.

Note: VW MP may stop any work that poses an immediate threat to the life or health of employees on the factory premises. In such a case, the Contractor is responsible for the immediate removal of the hazard and safe organization of work. The suspension of work and the time required to remove the identified hazard shall not affect the contractual deadline for the completion of work by the Contractor.

16. Special authorizations and professional qualifications

The Contractor is aware of the authorizations and professional qualifications that must be held by persons performing specific tasks on the premises of the VW MP plant. In particular, the Contractor is aware of the professions regulated in Poland. The Contractor is also fully aware that special authorizations or professional qualifications obtained by its personnel outside of Poland will not always entitle them to perform the same type of work in Poland at the VW MP plant.

In accordance with EU law, qualifications acquired by a person in a selected member state may be recognized in another European Union state. This requires going through a special administrative procedure for the recognition of professional qualifications. The Contractor assumes the obligation to confirm the professional qualifications of those members of their personnel who have obtained qualifications outside the territory of Poland and do not hold Polish professional qualifications.

The Contractor bears full responsibility towards VW MP for any incidents caused by or related to the lack of required specialized authorizations or professional qualifications by their personnel.

17. Fire safety issues

17.1 Fire protection

Fire extinguishers and other equipment are located on the premises of the VW MP plant. In the facilities and installed is an alarm system consisting of fire detection elements (smoke sensors, temp. etc.), sound and visual signaling devices, and manual fire alarm call points. Evacuation is carried out by the person in charge of the rescue and firefighting operation, or upon hearing the sound alarm, every person is obliged to immediately evacuate to the designated point. When heading to the evacuation point, follow the signage located on the VW MP premises.

In the facilities and in the areas adjacent to them, it is prohibited to perform activities that may cause a fire, its spread, or hinder rescue operations or evacuation, and in particular, the use of open flames, smoking, and the use of other factors that could initiate the ignition of materials present on the entire plant premises.

In accordance with the relevant regulations, it is prohibited to obstruct or restrict access to: -

- fire extinguishers and fire-fighting equipment;
- water sources for fire-fighting purposes;
- devices activating fire-extinguishing systems and controlling such systems as well as other systems
- affecting the fire safety status of the facility;
- evacuation exits;
- electrical switches and distribution boards, as well as main gas installation valves.

17.2 Procedure in case of fire

The person who first notices a fire is obliged to immediately press the ROP button (for this purpose break the glass) and notify all persons in the danger zone as well as their immediate supervisor of its occurrence,

A person with access to direct telephone communication is obliged to notify the Plant Security/Plant Fire Brigade about the situation (tel. **606 545 555**) by providing the following information: precise location of where and what is burning/which department, building number, type of room and which floor it is located on, whether there are people in the building, the name and surname of the person reporting the fire. Proceed with the evacuation of people in accordance with the principles defined in the evacuation action organization. Employees closest to the fire, if these actions do not directly endanger their health and life - should take firefighting measures using portable fire-fighting equipment to suppress it, or prevent it from spreading.

It is essential to strictly remember the following rules:

1. Do not use foam or water fire extinguishers on gas installations and electrical equipment that is live, do not open doors or windows to rooms where a fire has started unless absolutely necessary, because the supply of air promotes the spread of fire,
2. If there is an immediate risk to health and life - leave the building as quickly as possible, following the signs of evacuation signs or the persons conducting the evacuation.
3. Upon the arrival of the Fire Brigade at the scene of the fire, everyone is strictly required to comply with the orders of the rescue and firefighting operation commander.



Volkswagen Motor Polska



I confirm that I have read these requirements. My employees have also been made familiar with their content. I undertake to comply with them.

Company name (attach company stamp or please enter the company name, registered office address, Tax number or Company ID number)	Date	Legible signature of the employer or authorized person by the employer