

OHS INSTRUCTIONS FOR SUBCONTRACTORS

1. SCOPE

This document defines the requirements of Arvato Services Polska with regard to Service Providers providing services within the company's premises..

According to the instructions, a service provider is any company that performs work for Arvato under a contract or order.

2. GENERAL REQUIREMENTS

The Service Providers are obliged to carry out work in accordance with:

- 2.1. OHS regulations
- 2.2. Fire Safety Regulations,
- 2.3. Environmental Protection Regulations;
- 2.4. Arvato Services Polska internal regulations, including those listed below.

3. PERSONAL PROTECTION EQUIPMENT

All persons in the warehouse should be provided with the following personal protection equipment:

- 3.1. Safety helmet (in high storage areas);
- 3.2. Reflective safety vest.
- 3.3. Protective footwear with reinforced toe caps.

4. PRE-WORK ACTIONS

Before work, an employee commencing work at the terminals of Arvato Services Polska should:

- 4.1. Become familiar with the risk at Arvato Services Polska.
- 4.2. Inform the manager of Arvato Services Polska responsible for the area where the works will be performed about the commencement of the works.
- 4.3. Isolate, secure and mark the work place by:
 - 4.3.1. Applying the tape in warning colours (white and red or black and yellow strips);
 - 4.3.2. Placing an information sideboard (e.g. NOTE! Work at height!; NOTE! Extensive repair works!).

AUTHOR:
Krzysztof Pawlaczyk -
OHS Specialist
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APPROVED BY:
Lidia Ratajczak - Kluck –
SG SCM Director
/illegible signature

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- 4.4. Follow the work station instructions and procedures (e.g. OHS internal transport instructions).
- 4.5. Observe the rules applicable to the employees and other persons staying on the premises of Arvato Services Polska, in particular by:
 - 4.5.1. Moving along designated routes;
 - 4.5.2. Following traffic marks and traffic signs;
 - 4.5.3. Driving at permissible vehicle speed;
 - 4.5.4. Using personal protective equipment when required (e.g. reflective safety vests, safety helmets, footwear with reinforced toe caps in warehouses);
 - 4.5.5. Having the licenses to operate machinery and equipment in accordance with the detailed requirements included in the machinery technical documentation (if it operates with the use of such equipment).

5. ACTIVITIES DURING WORK

The Service Provider is obliged to perform work in a manner that does not pose a threat to itself and other persons remaining in the work area, including employees of Arvato Services Polska. In particular, the Service Provider is obliged to:

- 5.1. Collect all waste generated during the performance of works in own containers and dispose of it on its own and at its own expense, or obtain the consent of the administrative staff of the facilities of Arvato Services Polska to use the containers of Arvato Services Polska.
- 5.2. Notify about any noticed failures, leaks, or other events posing a threat to the environment and the safety of the warehouse and persons staying there. Any accident or other event occurring on the premises of the Arvato Services Polska terminal that may be related to the environment and safety must be reported as soon as possible to persons supervising works on the part of Arvato Services Polska and to the security of the facility.
- 5.3. Pay particular attention to the effects of noise, odour, light, possible sewage, waste and dust emissions which may be caused by the performed works and inform the supervisors on the part of Arvato Services Polska of this fact.
- 5.4. Follow the traffic rules applicable at the Arvato Services Polska terminal.
- 5.5. Clearly mark drums, tanks, or other containers containing or used for storage of hazardous chemical substances and preparations.

- 5.6. Follow the instructions of the person in charge of rescue operation in the case of fire or failure.
- 5.7. Maintain confidentiality of all information obtained during the performance of the service.
- 5.8. Comply with OHS regulations.

6. FORBIDDEN ACTIVITIES

At the terminals of Arvato Services Polska, the Service Provider is not allowed to perform works that may pose any threat to people or structures, including:

- 6.1. Discharge chemical substances/materials to sinks, sanitary sewage system, sewage system, wells or soil;
- 6.2. Transport or handle any waste to the Arvato Services Polska terminal;
- 6.3. Wash vehicles and equipment;
- 6.4. Repair own equipment or vehicle without obtaining the consent of the facility administrative staff or the ordering party;
- 6.5. Store fuel reserves;
- 6.6. Move outside the agreed area without permission;
- 6.7. Use the equipment contrary to its intended use;
- 6.8. It is forbidden to smoke outside the designated areas;
- 6.9. It is forbidden to drink alcohol;
- 6.10. It is forbidden to take photographs.

7. HOT WORKS

- 7.1. Definition – Hot works should be understood primarily as extensive repair and construction works related to the use of open fire, cutting with mechanically generated sparks and welding, performed indoors or on roofs of facilities, on adjacent areas and storage yards, as well as extensive repair and construction works performed in hazardous areas.
- 7.2. Hot works may be carried out on site provided that the fire protection requirements are met and that the “OHS Instructions for Hot Works” are followed.

7.3. Each time before commencing hot works, report the intention to carry out such works to the supervisor on the part of Arvato or the site manager and

obtain the applicable permit to carry out the works in accordance with the "OHS Instructions for Hot Works".

- 7.4. The Service Provider performing a work is fully responsible for the fire safety of the work.
- 7.5. In the event that hot works are contracted out to other parties, the Service Provider contracting the work shall bear full responsibility for the fire safe conduct of the hot works.
- 7.6. Before commencing hot works, the contractor is obliged to prepare the work place, which includes, but is not limited to:
- 7.6.1. clean the work room or place of any unnecessary combustible materials or contaminants;
- 7.6.2. move away any combustible objects to a safe distance from the work place;
- 7.6.3. protect any combustible materials and devices which cannot be moved to a safe distance, e.g. against welding spatter;
- 7.6.4. make sure that no painting works or works using other flammable substances have been carried out within the planned work place;
- 7.6.5. prepare hand-held fire-fighting equipment at the work place (at least 5 kg powder extinguisher or CO2 extinguisher and a fire blanket);
- 7.6.6. ensure that passages and emergency exits are constantly unobstructed.

8. RESPONSIBILITY

- 8.1. The Service Provider is obliged to inform its employees and suppliers of and require them to comply with the above requirements.

8.2. In relation to companies that do not comply with the aforementioned requirements, the consequences listed in the contract or order may be incurred.

9. EMERGENCY PROCEDURE

- 9.1. If there is a threat to life or health at the work place, refrain from performing work. If refraining from performing work does not eliminate the hazard, leave the hazard area, and immediately notify the supervisor and the person ordering work on behalf of Arvato Services Polska.

- 9.2. Upon the occurrence of an occupational accident, provide assistance to the injured person and, if possible, leave the place of its occurrence in the condition in which it occurred.
- 9.3. Immediately report any occupational accident as well as any near miss incident to the line manager and a person ordering work on behalf of Arvato.
- 9.4. In the case of any doubts as to the safe performance of the entrusted work, contact the line manager for additional information on proper and safe continuation of work.

BASIC PRINCIPLES OF SAFETY AT WORK



When in the warehouse area, always wear: safety shoes, safety vest and when in high storage areas and on a trailer, wear a safety helmet



PROSZĘ PO SOBIE
 SPRZĄTAĆ

PLEASE CLEAN UP AFTER
 YOU FINISH WORK

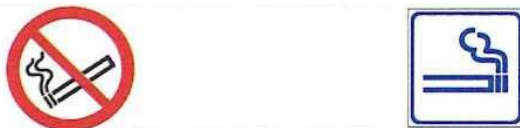
Move only within the area designated by your supervisor.
 Keep to the handrail when moving up and down stairs Always keep your workstation tidy Always clean up after you finish work.



Exercise special caution.
 If you have doubts about your ability to do the job safely, report to your supervisor.



Before starting work, check where the emergency stop switch is. Whenever the machine or equipment endangers you or other persons, use the off switch.



Smoke cigarettes only outside the building and in a designated area.



During a fire, or when an alarm sounds, leave the building immediately. Head to the assembly point for evacuation and follow the instructions of those in charge.



Use equipment as intended. Do not use forklifts that are not designed for it. Do not use the equipment unless you are qualified and authorised to do so.



Never move directly in front of the fork lift or stay under raised loads.
 Use extreme caution in the work area of the forklift. Do not enter the path of the forklift. Give way to mechanised transport



Move only along the designated paths, within the area indicated by your supervisor. Do not move to other areas,



Watch out for machines in motion. Do not put your hands into moving parts of machines or the conveyor. Do not switch on/off machines or equipment without clear instructions from your supervisor.



Never step on the racks or other elements of equipment. Use available ladders.