

Appendix to the Contracts concluded with Contractor Companies



HSE (Health, Safety, Environment and Property protection) regulations

**for contractor companies
working on site of BorsodChem Zrt.**

Prepared: September 2019
Version: 1.9

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Safety Regulations
for Contractor Companies's employees working
on the site of BorsodChem

Introduction

Compliance with the requirements of this Annex is mandatory for everyone from the 60th day after the publication of the BC-EHS-217 regulation!

Contractor companies in this order: any other third person (natural and legal) outside the BorsodChem Zrt. who working, giving service or their employee stay or communication inside the BorsodChem Zrt. Those companies which are determined in Site Safety Regulation (BC-HSE-202) are not involved into it.

The majority of substances used, manufactured and stored by the plants on the site of BorsodChem Zrt. (hereinafter BorsodChem, BC) is toxic and/or inflammable or explosive.

With a view to safe work and to avoid health risks, Contractors' employees shall be aware of the major potential hazards at BorsodChem and protection against them as well as they shall know and apply HSE rules relevant to work performance.

BorsodChem's aim is that the work discipline, health protection, environment protection requirements and the fire risk involved in the work of contractor companies on its site shall reach the same HSE standard as that of BorsodChem.

Entering and exit procedure of employees employed by external companies and other companies performing work at BC site:

Employees of companies applied on BC site can use access points with entrance card with photo or visitor card issued by Company Security and use of entering system.

Contractor company shall initiate arrangement of entrance cards at least 3 days before start of work

Procedures of entrance:

The contractor company at least 3 Before the start of the work, the entry card can only be issued to the employee who has been pre-loaded by the construction company into the EWP (e-work permit) system.

The link is available at <https://bcextranet.borsodchem.eu/ewp/Login.aspx>

The subcontractor company also confirms the existence of an employment rights voucher by uploading employee data to the EWP.

To start accessing, the subcontractor company will receive an email from BorsodChem containing the company's unique EWP ID and password. This identifier provides the necessary data for employees / vehicles / containers through the EWP system.

Entry for people

For the entry of persons, the contractor company records its employees in the EWP along with the necessary data. Only employees who have been enrolled in this system can be booked for medical examination under the 'Schedule' menu. After a successful medical examination and a safety examination, the employees must personally enter the access card for the access card. The face-to-face access card may only be issued after the existence of a security exam and a valid medical examination issued by the Company's Medical Officer.

Types of entrance cards:

Entrance card with photo: (It is duty for Company Security supply contract)

Card for authorization to entrance with availability of regular medical examination and safety exam and issued for enterprises having site in BorsodChem site and other companies staying BC site.

It is valid until the deadline written in the Security Service Contract, but not later than the expiration date of the safety as well as the medical examinations.

Guest card with photo:

Temporary guest card issued for the contractors and external employees arrived for the purpose of work bound to **continuous work** performance permission, lasting 2 to 30 days.

The condition of the issuance of entrance card with photo is the valid medical and safety examination. The card shall be submitted when the last check out takes place.

When working exceeds 30 days as result of non-expectable reasons then prolongation of temporary card validity can be permitted by Director HSE and in case of his (her) absence the Manager Corporate Security for maximum 5 days duration taking into consideration the written request and reasons of BC contact person.

In case of further work entrance card with photo authorizing for permanent entrance shall be requested for which the base is Security Service Contract.

Guest card: it can be given for 1 day to entrance of other guests.

It can be provided on the basis of the request of the BC technical inspector or head of company having the site (not bound to examination).

(Appendix V/4)

In case of working with permit more than 1 day the contractor company is allowed to bring an employee on to BC Site who has:

- work contract,
- valid health and work availability inspection certificate approved by health service of BC, (registration in the EWP),
- valid certificate of participation in labor safety training (registration in the EWP),
- valid entering card with photo.

After the entrance, during the work, the card with photo has to be kept by the subcontractor employees and is obligated to present on request. If the practice is require authorization, the employee is obligate to keep them his/her permits, for example (but not exclusively): copy of driving license, lifting machinery's license, specialised fire protection examinations.

If the construction company wants to bring foreign visitors / workers to BC, it can be done in the "Temporary Visitors and Foreign Citizens Entry Permit Application" e-mail format (Annex V1). In addition, foreign workers must be recorded in the EWP system. In this case, check the check box for the foreign worker. For visitors, just send the email format to the email addresses below.

The Director EHS (tibor.klement@borsodchem.eu) and a copy shall be sent to the entry permit applications at least three working days prior to the rendeszet@borsodchem.eu address entry.

Entrance card for container

Entry of the container is only possible after registration and evaluation of the EWP system and its approval.

Entrance card for vehicles

Entry of a vehicle is only possible after registration and evaluation of the EWP system and its approval.

After approval, the Corporate Security will issue a card for the vehicles of the outside companies, with the registration number and the name of the company.

For vehicles of those external companies which arrived for work exceeding 1 day and bound to work permission on BC site the Corporate Security shall issue entrance card for vehicle in reasonable cases which is valid until date indicated on EWP system.

In case of employee of external company any misuse of card, including transfer of card and unauthorized use of it will result withdrawal of card and expulsion of the employees.

Medical examination

Only a person who is on the EWP system database can apply for medical examination. You must apply for medical examination through the EWP system.

Employee shall have following documents to perform medical examination:

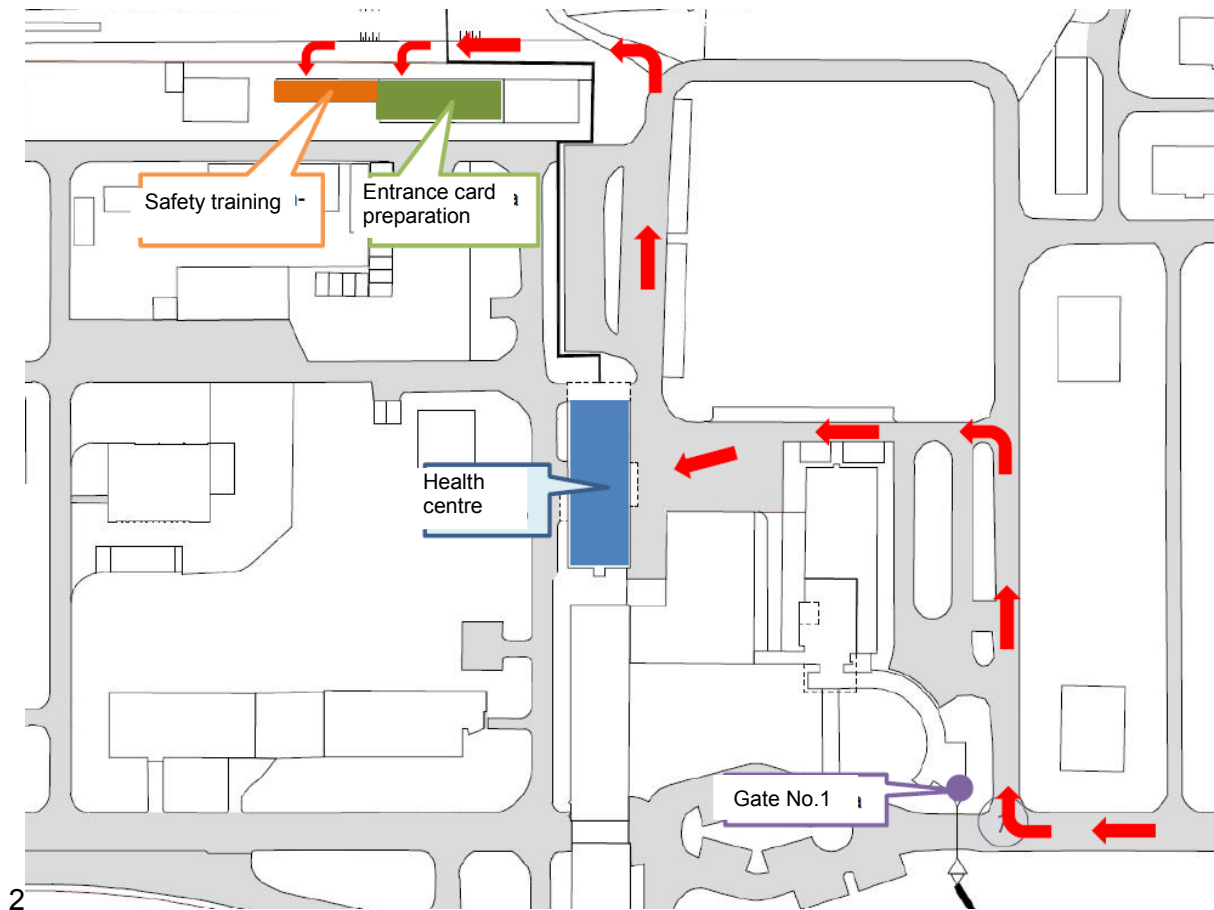
- The employee must fill in the "Health Risks" in the EWP system. It must be stated whether the employee who comes to BC Zrt will work in the technology field.
- To start the medical examination, the "Health Risks " form printed from the system must be handed over to the Medi-Prevent Ltd. with the signature and seal of the employer.
- The employee shall present his (her) preceding medical and hospital evidences for the medical examiner (e.g. epilepsy, cardiac and hematopoietic system problems) or certifications of family doctor on its and dispensary report dated within a year or X-ray examination evidence on breast.
- Employees will have medical expert opinion requested for entrance card after completion of examination. The opinion must record the occupational health provider in the EWP system.

After booking an appointment, opening time of medical service: between 7:30 a.m. and 14:30 p.m. every workdays, the subcontractor employees can present oneself on the Prior medical eligibility examination. The cost of medical examination shall be paid by contractor. Validity of medical fitness examination issued based on medical examination is max. for 1 year.

The labour safety training takes place from 10:00 in training room of HSE Management on every Monday and Wednesday. In case of any demand as well as English language training shall be agreed with Work Safety & Health Protection. (Phone No. are **13-15** and **20-61**).

Employer certification according to the Appendix No, B6 shall be showed in labour safety trainings organized by BC.

The **entering card with photo** is taken by the Corporate Security every work day between 8-14 (M-T) and 8-13 (F) only after having valid medical permission and labour safety examination which are registered in EWP system.



The contractor company is responsible for every delay when their employees do not possess entrance authorization to the site of BorsodChem in case if they do not comply with the above mentioned criteria.

Representatives of contractor companies performing continuous service activities can be enter with car into BC site if size and quantity of instruments used for servicing and distance of places to be visited make it reasonable. Corporate Security is authorized to permit this entering based on request of organisational unit operating device to be serviced and this request shall send in writing and electronic format.

The employees of contractor companies shall use their issued entrance cards at access control terminals located at the gates in case of entry and leave of BC site. Run without use of access control system is prohibited.

The employee shall announce the losing of entrance card on next working day or as soon as possible after its observance to his (her) leader and Corporate Security. The Corporate Security shall arrange disabling of card in the access control system. Instead of lost and damaged card caused by careless treatment or use a new entrance card can be issued for a fee.

Employees of external companies can enter without any separate permission into the site of BC by use of their entrance card in time different from normal work order. At BC site the work permit shall be presented for request of that employee of HSE Department who perform inspection of involved external company.

General safety regulations

Performing of work is allowed to be fulfilled on the site of BorsodChem only in case of the possession of the valid work permit!

No smoking or use of naked flame is permitted on the site of BorsodChem and in the driver's cab too including e-cigarette too!

The subcontractor must to employ workers who has the adequate education and safety trainings for the dedicated works.

The full face mask and filter are obligated to standby on technology areas in BC!

Contractor shall provide its employees with proper hygienic and resting facilities in line with public health requirements. Contractor companies' employees may not use social blocks or rooms of BC.

In the case of its employees and subcontractors the contractor company is obliged to ensure the observance of the restrictions, which are determined by BC for the purpose of forcing back smoking.

BorsodChem stores toxic gases on all its three factory sites, for this reason, gas mask with canister shall be kept on standby.

Contractor's workers may not enter areas beyond their own work site. The work site shall be accessed via the shortest possible route.

Non-explosion-proof type electric equipment and tools producing sparks may be used on areas of "explosion hazardous" grades only in possession of a hot work permit.

No igniters, cell phones, synthetic clothing and shoes producing sparks are allowed in plants of "explosion hazardous" grades.

All roads and stairs shall be kept clear. Fire hydrants and fire-fighting equipment shall be used only for their proper purpose.

The working area and its surroundings shall be kept continuously in good order and clean. Any oily rags, etc. generated in the course of the activity shall be stored in containers made of non-flammable material and removed at the end of the shift.

According to the related standards (OTSZ, environmental protection) only a minimal amount of inflammable and explosion hazardous material that is required for work can be held in containers in the working area.

After work the working area can only be left and closed if the possibility of inflammability and explosion hazard is impossible, and could not occur later. The containers and vessels for "explosion hazardous" grade materials must be marked according to OTSZ standards.

After finishing daily work, the work leader shall carry out a safety check of the working area.

Temporary site facilities shall be used for their purpose by avoiding any fires or explosions in them.

Any accidents that may have occurred during work performance shall be reported by the mechanic supervisor and/or contact. (Phone number 36-48-51-1515, +36-30-671-1515).

Datasheet according to Appendix No. B3 must be filled and delivered to the department responsible for work safety at BC as soon as possible.

Pipelines shall not be loaded with scaffolding or otherwise, not even temporarily!

In case of several contractors carry out work simultaneously at a given area, the projects shall be coordinated by BC's locally competent professional (plant's personnel, technical supervisor, etc.).

Subcontractor' contractors activities shall be coordinated by the subcontractor companies that hired the contractors.

The control of subcontractors' contractors works is carried out by subcontractors leader.

The professional supervision of work performed by contractors (contractors or subcontractors) shall be controlled by the leader in charge of the implementation.

The leaders of the construction work and the employees of the contractors shall observe and execute the safety and fire protection instructions of BC's technical supervisor, the representative of the HSE Management or the relevant leader that issued the work permit or the manager of the adjacent hazardous technological unit.

Hazardous substances with health risks, such as hypo, hydrochloric acid, shall be used in compliance with regulations and shall not be used for private purposes.

Food storing and packaging materials shall not be used for storing of hazardous substances.

Contractors may carry in and use machines and equipment that comply.

The machines and equipment have to be operating documentation, certificate, harmfulness proper installation, certificate of conformity, reviews, and periodical review with the requirements in the safety regulations, may apply work methods and technological procedures that ensure conditions for safe and health risk-free work performance.

For the revision of periodic review required to work equipment and machines what used in work is the contractor duty. It provided must be given for example: visibly sign, document etc.).

All work tools (that required reviewing) must have a unique identifier (serial number or accession number) for identification.

The Subcontractor Company must draw up an electricity supply contract with the Power Management Department if it is necessary for electricity for their activity.

- According to the concluded energy supply contract, the Electricity Distribution provides electrical distribution boxes for the subcontractor companies and they do the wiring, voltage, and touch measurement standardization of them.
- The subcontractor companies can use their own electrical distribution boxes, if these electrical distribution boxes has got corresponding certificate and an electrician did not find mistakes in the boxes. On this basis, the electrical distribution boxes - which are approved - are put into the determined plant by the Electrical Distribution. The Electrical Distribution energizes and does to the touch measurement standardization of them.
- Unauthorized use of energy (ex.: lack of electricity supply contract, use of not approved boxes etc.) shall be made for sanctions for subcontractor companies.

The Subcontractor companies shall not use a safety transformers and transmission devices which do not have valid document that is approved by the electrician.

Avoid laying electrical cables across sidewalks and roads. However, if the crossing becomes unavoidable, cables must be always protected against expected loads so that they can not be damaged.

In the work areas, make sure that the electrical cables are routed properly at the base of the wall or containment tray, if necessary, the cables must be in rail, avoiding any risk of accident or injury.

All organizational distributors must be marked with voltage, the distributors have a lockable door, which must be locked.

Any unused distributor must be disconnected in all cases.

If requested, BC's HSE Management assists Contractors to specify the special requirements regarding safe work avoiding health risks.

The subcontractor must to give the document to contractor which contain the HSE requirements.

The subcontractor must be selected and trust a site work leader by area and workgroup.

The site work leader can be (in addition of the general employment aspects):

- Who is competent in the lead more people.
- Who knows the dangers and danger source of the work condition.
- Who knows the HSE regulations (work safety, environmental and fire protection)
- Who stay under full work time on the work area.

Emergency phone numbers indicated on Appendix No. B2 shall be posted up in containers of contractor companies.

The provisions of hand-over, getting into use, inspection and use of scaffolds are included in Appendix No. B6.

Provision and Hand-over of Work Site

Such work sites where the technologies and hazardous substances of the plants on the site of BC Zrt. do not directly impose a risk on Contractor company's employees and in turn, no activities by Contractor company may endanger BorsodChem can be handed over to Contractor companies for the purpose of work in writing (appendix No. B1.).The hand-over shall be recorded in minutes indicating the limits of the work site and listing indirect hazards and their control.

The safety-, fire protection regulations regarding the safework performance shall be written in the minutes of the area handover in accordance with the followings:

- name of the area handed over, exact denotation of the work area limits,
- denomination of the dangerous technologies, materials which can be found in the environment,
- protection against the hazards coming from specialities of BC, the determination of protective equipments which are minimal necessary,
- necessary tasks in case of emergencies taking place in the environment, the method of alert,
- others (safety-, fire protection regulations which become necessary due to the specialities of the area handed over, etc.)
- other (HSE regulation is become necessary by specifiy of passed area).

Handing over the area is the task of the organisational unit of BC liable for the area. The HSE spacilast must be invited to the hand over of work site.

Contractor company shall ensure safe working conditions eliminating health exposures in the areas taken over in writing.

In case of activities performed in operating plants and in their vicinity and non taken over area the safety requirements regarding the hazards of the technologies shall be specified by the relevant organisational unit. The regulations shall be included in the work permits.

Site Plans

The department of BC Zrt. that is responsible for the investment draws up site plans for the organised and safe implementation of capacity expansion and associated investment projects with the approval of HSE Management. A site plan shall include:

- safety systems to be installed (explosion concentration meter, gas detectors, sirens, warning lights, wind sleeves);
- limits and name of the construction area, short-term and long-term material storages;
- location of social blocks (resting room, toilet);
- places and methods of marking off of hazardous technologies (railing, concrete barriers, etc.);
- location of waste containers;
- escape paths, assembly points;
- parking spaces; and
- placement of safety information signs.

The site plans are delivered to the Contractor company(ies) by the department that is responsible for the investment before starting work.

Contractor companies shall display the site plan(s) in the resting room of Contractors' employees. The site plan shall be communicated to the leaders and employees of contractor companies and subcontractors.

Contractor companies shall forward the site plan to each of their subcontractors.

Medical Examinations, Health Services

Contractor's employees shall have a full-scope and valid screening test, which considers harmful effects of the given work place, in order to prevent occupational health conditions and accidents. Biological monitoring, pertaining to work aptitude tests and relevant to specific hazardous sources, shall be carried out by BC Zrt.'s occupational health service provider in case of each employee.

Task of the Contractor's leader the screening tests carried out and follow up on their validity.

The clinic located on BorsodChem Zrt.'s site is on constant first aid duty.

In case of serious poisoning, accident or malaise, aid have to be requested via the dispatcher service cellular numbers:

Phone: +36-48-51-1515,

+36-30-671-1515

Supply of Protective Clothing, Protective Equipment and Fire Protection Equipment

The employees, including the drivers who have the occasionally entry license of contracting companies or drivers of companies perform forwarding for them as well as performing inspection shall have equipments the personal protective equipment required for the given activities and entering BorsodChem site.

The subcontractor companies obliged to ensure protective boots, protective clothes protective and other personal protective equipment for their employees. these personal protective

equipment have to be equivalent to personal protective equipment which is used in BorsidChem's employees and comply with the dangerous which is ensue from work activities.

The subcontractor have to be clamoured to wearing end using of the personal protective equipment from employees.

Subcontractors are obliged to provide spare protective clothing - it is advisable to keep a group set - for their employees in case of heavy contamination of the clothes during work, so it can be immediately exchanged.

For any dangerous of technology In BorsodChem area, the personal protective equipment and personal protective equipment change are ensured by customer, according to **appendix No. B4.** The personal protective equipment giving must to be documented in work permit every shift. Furthermore, it must be totalized in the building installation journal.

The subcontractor is responsible for determination - based on risk assessment of the work – of personal protective equipment.

Contractor's employees carrying out work on site of BorsodChem shall each have their personal protective equipment as listed below:

- safety helmet with chin strap;
- (full) gas mask;
- Filter (ABEK-CO-NO-Hg-P3),
- relevant filter cartridge to protect from the hazards of the work site; and
- fully closed safety clothes and shoes for workers in technological areas.
- Every employees should wears acid and also flame resistant and antistatic protective clothing or at least this kind of defence capability, chemical resistant overalls in MDI Production., TDI-,DNT-,Chlorine-, Chlorine loading-, HCl Conversion-, DKE/VCM-, Ammonium-, Nitric acid-, PVC- PU Loading Plants area. (e.g.: Microchem 3000/4000).
- safety goggles (In case of liquid splashing, wear of close safety glasses, full-face mask or safety helmet mounted face shield are obligatory!)
- Sunglasses (googles) can only use at outside and sunny days.

Technology and construction area of the closed protective clothing, protective footwear (safety sandals are not accepted), head of the helmet, and the use of safety glasses and holding a gas mask filter cartridge ready MANDATORY!

In the handed over field, the dispense with pro protective jacket and / or the long sleeve shirt, according to the individual ward. In unjustified case, useing of the safety goggles as well. If it did, it must be noticed in the land transfer protocol (Annex B1), and have to show on map of organizer.

Protective filter cartridge types providing protection against materials occurring more frequently at site of BC:

Type	Area of application	Gases belonging to this group at BC
A	Organic gases and vapours of solvents	Vinyl chloride, Dichloroethane, Aniline, ODCB, TDI, Formaldehyde, Toluene and MDI
B	Inorganic and acidic gases and vapours	Chlorine, Hydrochloric acid and Phosgene

K2	Ammonia and organic amine derivatives	Ammonia
A2-B2	Organic and inorganic gases and vapours	In case of substances listed at filter cartridge types A2 and B2
ABEK-CO-NO-Hg-P3	Organic and gases and vapours, inorganic gases and vapours, acidic gases and vapours, Ammonia and Carbon monoxide, Mercury vapours and toxicity dust	In case of presence of any above listed substances

The fire protection equipment insurance is charged by the subcontractors (for example: Fire-extinguishers, tarpaulin)

Work Permits

Permits are required for carrying out any work, accessing tanks and pits as well as hot work on the site of BorsodChem Zrt. Work permit is done through the EWP (e-work permit) system at 01.06.2019.

1. *Work and hot work permit valid till one shift (Appendix No. B2):* Any activity in operating plants may be carried out only in the possession of and as specified by the relevant work permit.
2. *Confined space work permit (Appendix No. B4):* Accessing hazardous chemical equipment, tanks, pipes and shafts shall be authorized in writing. Access permits for working areas not officially delivered shall only be provided by employee of BC who is charged with writing.

Rules of Work Permitting

At work sites provided to Contractors in writing

Contracting Company shall ensure safe working conditions by eliminating health exposures in the areas provided to the Contractor in writing.

Occasional hot work shall be authorized by Contracting Company's work leader.

Contractor's work leader shall ensure safe working and fire protection conditions as well as authorize activities on the work site provided in writing. It is the responsibility and liable of the leader of subcontractor company. Contractor's leader may not specify such safety and fire protection requirements that are contradictory to relevant laws, standards and other HSE regulations.

At areas in the vicinity of operating plants

The competent technical inspector specifies the work and related coordination, communication and basic safety requirements for the managing contractor on the form "Description of Work Conditions" (Appendix No. B1) for not longer than a week. The document shall be signed by the manager / deputy manager of the relevant plant.

If contractor work is performed in the close proximity of hazardous technologies, by considering the document (Appendix No. B1) issued by the technical inspector, Contracting Company having a contractual relationship with our Company, shall authorise its employees or subcontractors for work performance (Appendix No. B2). The permit shall be signed by the representative of the

relevant plant. Contractor activity may take place only when the relevant plant raises no safety concerns. Contractor shall submit a daily list of workers to the relevant technological plant.

Authorisation of hot work: Hot work may be authorised by the leader or representative of the company that carries out the activities (Appendix No. B3). The permit shall also be signed by the relevant technological plant. Hot work may be executed only when no concerns are raised due to the technology and this fact is also spelt out in the permit.

The authorisation procedure may be applied only to the first hazardous material intake. Afterwards, the work permit and the hot work permit are issued by the relevant plant.

In the area of operating plants

The "*Work and hot work permit valid till*" may be issued by territorially competent plant manager or head of department or person assigned by them (who has an exam with permission writtening). The permit is valid for the duration of one shift. If necessary, and the conditions of work performance are in place, the permit may be extended on shifts.

Contracting Company's work leader shall be responsible for the personnel and material conditions of professional and safe work performance.

Confined Space Work Permits are issued by the competent plant manager or head of department or person assigned by them (who has an exam with permission writtening).

Any inflammable work to be performed in hazardous chemical equipment, pits or sewage shall also be authorized by the representative of the On-Site Fire Department.

If the construction activity requires soil work, so the representatives of the Electricity Distribution (electro, water, and steam) and the BC Geoinformatics group have to perform site inspection. The work they are required to be authorized. Soil work shall not be started in the lack of authorization. The inclusion of the back gauge minutes prepared by the Geoinformatics group upon completion the work.

Any activity performed on electric equipment shall also be authorized by the Electricity Distribution Department. Equipment voltage may be switched off or turned on only by the Electricity Distribution Department.

Emergency Regulations

The properties of, method of protection against and occurrence of hazardous substances available in industrial quantities on the premises of BorsodChem Zrt. are as follows:

AMMONIA

It is a colorless gas with a pungent, irritating odour. Liquid ammonia rapidly transforms into gaseous state, and combined with air, it forms a cold mist, which is caustic and explosive. It is present in the Ammonia Plant, MDI Plant, TDI Plant.

CARBON MONOXIDE

It is a colorless, odorless, toxic and combustible gas. When inhaled, the gas inhibits the oxygen uptake of the blood and leads to asphyxia (death caused by suffocation due to lack of oxygen). It is present in the Ammonia Plant, MDI Plant, TDI Plant.

PHOSGENE

A colourless, highly toxic, non-flammable gas, its odour resembles green corn. Inhalation of the gas may damage the lungs in particular. In greater concentration it can lead to death. Symptoms may appear within few hours after the impact. It is present in the MDI Plant, and TDI Plant

CHLORINE

A yellowish green, highly caustic and poisonous substance, its odour is disagreeable and suffocating. In the moment when it is inhaled, the gas causes respiratory spasm and suffocation if present in high concentration.

It is present in the Chlorine Plant, MDI Plant, TDI Plant and VCM Plant, HCl Conversion Plant

HYDROCHLORIC ACID

A colourless gas with pungent odour. When inhaled in high concentration, it has a corrosive effect on the mucous membrane of the nose and the pharynx, causing laryngismus and eventually death.

It is present in the Chlorine Plant, MDI Plant, TDI Plant and VCM Plant, HCl Conversion Plant

VINYL CHLORIDE

A sweet smelling colourless gas. The gas has narcotic effects and irritates the respiratory system. It quickly evaporates and drives out oxygen from the air. Hydrochloric acid gas generates in the combustion process.

It is present in the VCM Plant and Polymer II Plant.

DICHLOROETHANE

A colourless, oily, inflammable liquid. Its vapour easily combusts and forms an explosive compound. Its odour resembles to chloroform. Its vapour is narcotic in high concentration.

It is present in the VCM Plant.

ORTHO-DICHLOROBENZENE (ODCB)

An oily, flammable liquid with a pungent odour. Its vapour is narcotic and highly irritates the eyes, the respiratory tracts and the skin. Its vapour expands over the soil and combusts from hot surfaces, sparks or naked flames.

It is present in the MDI Plant and TDI Plant.

FORMALIN

A colorless, combustible liquid. It has a pungent, highly irritating odour. Its vapour highly irritates the eyes and the respiratory tracts. It combusts from hot surfaces, sparks or naked flames.

It is present in the MDI Plants.

ANILINE

An oily, toxic and combustible liquid with a brownish colour. Its odour is unpleasant. As a highly toxic poison, it affects the blood and is absorbed through the skin.

It is present in the MDI Plants.

TOLUENE

A combustible liquid, its vapour combusts easily. The liquid easily evaporates, its vapour forms an explosive compound with air, the density of which is higher than that of air. It combusts from hot surfaces, sparks or naked flames. Its vapour is narcotic in high concentration and irritates the eyes and the respiratory tracts. The liquid may be absorbed through the skin.

Place of occurrence: DNT Plant.

NITRIC ACID

Strong caustic effect on the whole body. During the decomposition, nitrogen oxide compounds are formed. The resulting corrosive gases and vapors can irritate the eyes, respiratory tract and lungs. The nitric acid and NOX gases inhalation can causes chest pain, eye inflammation, and respiratory problems. This effects is seen in the on the eyeballs and teeth.

Place of occurrence Nitric acid plant

NITROUS GASES

Reddish brown, pungent, toxic gas, soluble in water. The substance is irritating to eyes and the respiratory system. Inhalation may cause pulmonary edema. Inhalation abdominal pain, cough, headache, drowsiness, burning sensation, nausea, dizziness, confusion, may occur. The symptoms may be delayed

Place of occurrence: Nitric Acid Plant; DNT Plant.

Emergency regulations

When the sirens sound or other alarm signals are used, stop the current activity, put on the stand-by respirator, create safe conditions on the work site (switch off electric equipment, cool off glowing surfaces, closing gas cylinders etc.), and leave the area in a direction perpendicular to the wind. The direction of the wind is indicated by wind-sleeves.

Contractor company's employees shall proceed to the meeting points designated by the site and rescue plans.

In case of gas out-flow, the instructions of the organizational unit shall be followed that issued the work permit. After an emergency situation any activity may be resumed only after new work authorization.

Siren sound warns against gas hazard in the Ammonia, Nitric Acid, Chlorine, HCl Conversion, VCM, MDI and TDI Plants.

Contractors and their subcontractors shall prepare a rescue plan before starting work. The rescue plan shall be drawn up by the Contractor company which is contracted with BC Zrt. The aspects of the rescue plan shall contain the followings:

- the course of actions to be taken in case of emergency (required and prohibited actions),
- protective equipment to be used,
- escape paths,
- assembly points,
- headcount methods,
- name, tasks and contact information of the responsible of the rescue,
- other special prescriptions.

A copy of the rescue plan shall be sent to the HSE Management without delay and another copy shall be displayed at Contractor's site.

Contractors shall communicate the contents of the rescue plan to their employees and document it.

The employees shall comply with the points of the rescue plan drawn up by the Contractors. Not less frequently than annually, BorsodChem shall conduct alarm exercises on contractor area in the proximity of hazardous technologies.

If requested, Contractors shall participate in the emergency response exercises held in the hazardous technological plants.

Safety Training

Contractors' employees may start work on the premises of BC only after participating in safety training.

Centrally organized training:

HSE Management held trainings regularly for leaders, employees of Contractor Company. The safety training is held on every Monday and Wednesday from 10:00 a.m. in training room of HSE Management. In case of demand and English language education shall be agreed on date with

Work Safety and Health Protection Department (phone number: +36/30 671 13-15, +36/30 671 20-61).

Each employee of Contractor working on capital project and maintenance areas shall attend the training. The training is followed by a written test.

The site managers of Contractors and subcontractors as well as the on-site work leaders shall undergo a test on safety issues relevant to BC before commencing work.

The safety test certification is valid for 1 year and the test shall be repeated after the certificate expires.

The test is based on this document or a BC's subcontractor safety training video.

The HSE Management holds trainings for the executives of the subcontractors. In the areas handed over to work, the labour permit is issued by the subcontractor to himself and to other persons working on this area. In order to support the correct filling of permits, for permit issuers and work supervisors, on the first Tuesday of every month from 10:00 am, we are organizing trainings at the subcontractors training rooms.

Local and plant level trainings:

When contractor work is carried out in a hazardous technological plant, the Contractors' employees shall receive specific local safety training before starting work. The training shall be conducted by the unit that issues the work permit.

The topics of the training are:

- health damages related to the technologies;
- other jobs and hazards taking on site;
- potential accident sources, their elimination;
- required protective equipment and their use; and
- actions to take in breakdown and accident.

Training by Contractor

The site manager of Contractor shall provide safety training to its employees and the subcontractors' employees as regulated by Contractor. The safety trainings held by BC do not exempt Contractor Company from conducting the required trainings.

Safety Information

The drivers of Contractors with single entry authorisation and the drivers of Contractors' suppliers receive BC Safety Information Sheet from the gate personnel when accessing the premises.

- The drivers shall acknowledge with their signature that they have taken over the information sheet and learnt its contents.
- The signed acceptance and learning the contents of the information sheet are considered safety training.

Fire-alarm, Alarm

The emergency phone numbers and the alarm area numbers shall be displayed in the Contractor's resting rooms.

Any fire shall be reported to the dispatcher centre of BorsodChem without delay

or
+36-30-671-1515

All fire cases, including extinguished fire shall be reported immediately to the dispatcher centre.

When reporting a fire, please explain

- exact place (area code) and date of fire;
- what is on fire;
- what is at risk;
- whether any person is in jeopardy;
- the caller's name;
- the phone number used for reporting the fire.

Proper behaviour in case of fire:

All Contractor's employees must initiate the fire-fighting, life and property rescue efforts with the equipment available. All Contractors' employees shall join in the fire-fighting, life and property rescue efforts. The instructions of the fire-fighting leader and rescue leader shall be executed in fire-fighting and rescue activities without delay. Anyone not engaged in the rescue shall stay away from the site of the fire because by their presence they may increase the risk of accident and may hinder fire-fighting. Any standby fire extinguisher (which is equal to type of fire) available on the company premises may be used for fire-fighting such as surface, underground and wall-type hydrants, hoses in hydrant boxes, sprinklers and other equipment. Failure to report a fire, refusal of participating in fire-fighting or non-compliance with fire protection rules may entail sanction (in money).

HSE Inspection

BorsodChem regularly inspects contractor work implementation in line with safety requirements.

Safety inspections may be held at the Contractor by the following authorised organisations or persons:

- CEO,
- Chief Officer
- Vice Presidents,
- HSE Management,
- organizations responsible for the engineering and implementation,
- organizations responsible for maintenance,
- relevant units (according to responsible unit where the work on).

If any severe non-compliance is detected at the Contractors by BC inspectors that may put at risk the safety, assets or reputation of the company, the inspectors are authorised to suspend the work with immediate effect or, if necessary to prohibit further work performance.

The offender committing severe insubordination shall be removed from the premises and misdemeanor proceedings shall be initiated against the offender and the sanctions must be paid. In case of serious event the BC has a right to start the authority process.

Communication with Contractors' site managers

The organization responsible for the engineering and implementation and organization responsible for maintenance inform the site managers of Contractors about any shortcomings, coordination or communication faults experienced in Contractors' performance as well as report their observations concerning any events at necessary case preferably in the course of site inspections.

Returning of work site

Final invoice of Contractor Company shall only be settled if the returning of work site takes place accordingly to the following:

The work sites delivered in writing shall be returned to BC by the work site returning procedure. The clarity, health and safety hazardous conditions of the area must be checked during the procedure. The procedure shall be initiated by the organizational unit responsible for the construction according to the proposal of contractor. The HSE must be invited to the procedure.

Work sites not delivered to contractors shall be returned by signing the work permit by the organizational unit that issued the permit.

List of appendices on safety regulation

Appendix B1: Work area handover protocol*

Appendix B2. Emergency call numbers

Appendix B3. Notification of contractor work accident

Appendix B4. List of PPE for the subcontractors*

Appendix B5. Contractor declarations for mechanical electrical, instrumental and architect work

Appendix B6. Before getting into use and periodic inspection of scaffolds, safety provisions

* contains the regulation only on Hungarian language

Work area handover protocol*

(sample)

Subject:**Created by:** BorsodChem Zrt. 3700 Kazincbarcika**Attendees:** For customers:
For subcontractors::**1. Details of Customer, Contractor's Agent:****Customer:** BorsodChem Zrt.
Address: 3700 Kazincbarcika, Bolyai tér 1.
Agent:**Contractor:**
Address:
Agent**Main contract details:**

Date of order:

Start date of construction:

Completion date of completion work (according to basic order):

1. Name of the hand overed-area, exact designation of the boundaries of the workspace (in accordance with the organizational plan):**2. Name of hazardous technologies and materials in the environment:****3. Protection against hazards inherent in the characteristics of BC, defining the minimum protective equipment required:**

- 20/59



**Emergency call numbers
for contractor companies working in BC site**

In case of fire, accident, poisoning and malaise

+36-48-51-1515;

+36-30-671-1515

Health, Environmental and Safety Management

+36-48-51-11-55,

+36-48-51-13-15,

+36-48-51-11- 09

or BC Dispatcher

+36-30-671-1515



Work Safety and Health Protection Department BorsodChem reg. No.:/ 20...

Notification on works accident of Contractor

Employee victim:.....	of
Name form:.....	of person who completing the Contacts:.....
Name position:.....	of victim:..... Job
His name:.....	(her) mother's
Place and date of birth (year, month and day):.....	
Health Insurance (TAJ) No.:.....	
Date and place of the accident:.....	

Background and description of the accident:

Medical attendances of the victim:

Measures taken to prevent similar cases:

Attached Appendices:

Rating of the accident: ☐ injury without loss of working days
☐ number of lost working days are 1 to 3
☐ more than 3 lost working days

Leader in charge:..... Contacts:.....

Date:..... I.s.

*Appendix B9. List of PPE for the subcontractors**

CONTRACTOR DECLARATION to engineering work

The name of the technical delivery and acceptance as part of the facility/section/equipment:

Order number:

The engineering works were prepared in accordance with issued in plan documentation as well as modifications agreed designers have become necessary during construction. Technical solutions used during the construction correspond to the regulations, standards, labour protection provisions which are in force as well as labor protection requirements communicated by the customer.

We performed the contractor work according to the following rules and regulations:

16/2008. (VII.30.) NFGM Decree on machinery safety requirements and certification of conformity.
44/2016. (XI.28.) NGM Decree on the safety requirements and certification of conformity of the pressure equipment and systems.
3/2003. (III. 11) FMM-ESZCSM Decree on minimum safety requirements for workplaces in potentially explosive environment.
10/2016 (IV.5) NGM Decree on the minimum level of safety and health requirements for work tools and their use.
1/2016 (I.5.) NGM Decree on the technical safety requirements and official supervision of the storage tanks and storage facilities of dangerous liquids or melt.
2/2016. (I.5.) NGM Decree on the technical safety authority supervision of pressure equipment, filling equipment, low power compressed gasfilling equipment and periodic inspection of autogas tanks.
31/1995. (VII.25.) IKM Decree on issuing Iron- and Metal Industry Installation Safety Code.
143/2004 (XII.22) GKM Decree on issuing Welding Safety Code.
54/2014 (XII. 5.) BM Decree on National Fire Safety Code.
44/2000. (XII.27.) EüM Decree on the detailed rules for certain procedures and activities related to dangerous substances and dangerous preparations.

We make a statement that adhered during the construction work to the regulations of Labour Protection Law (Law of XCIII of 1993 year), and Fire Protection Law (Law of XXXI of 1996 year), the related safety rules, decrees and BorsodChem Ltd.

Detected shortcomings:

The facility is suitable for normal use, it is fulfil the terms of safety working, operating near correct management.

We make a proposal to the technical takeover-transfer/take into operate/operating of the facility based on the performed measurements.

Annex: measurement records

....., 20.....

.....
Contractor

CONTRACTOR DECLARATION for electrical works

Denomination of facility/part/equipment forming the subject of technical transfer:
.....

Order number:

The electrical construction works prepared accordance with the given plan documentation contained and modifications became necessary, agreed the designer during the construction. The technical options which were used during the contraction complies the standards in force, the labour protection regulations and the labour protection requirements provided by the customer.

The construction work was performed based on the following electrical standards and regulations:

- ☐ LR EN 62305 standard series Lighting protection
- ☐ MSZ EN 62561 standard series Elements of a lightning protection device
- ☐ LR 453:1987 Safety panels for heavy-current electric devices.
- ☐ LR 1585:2016 Operating of electric devices (EN 50110-1:2013 and its national additions)
- ☐ LR 1600-11:1982 Electric operator spaces and laboratories;
- ☐ LR 1600-16: Establishment safety regulation for heavy-current electric devices which is not bigger than 1000 V. Installing of localized batteries, establishment of battery premises and –loading stations. Establishment of electric devices of buildings, establishment of heavy-current electric devices rated voltage maximum 1000 V, low voltage electric devices:
- ☐ LR 2364 standard series
- ☐ LR HD 60364 standard series
- ☐ LR 4851 standard series – Shockproof protection inspection methods.
- ☐ LR 4852:1977 Measuring of insulation resistance of electric devices.
- ☐ MSZ 10900:2009 Periodic (fire safety) inspection of low voltage electrical equipment
- ☐ LR 13207:2000 choosing, cabling and load ability of nominal voltage heavy-current cables and control cables from 0,6/1kV to 20,8/36kV.
- ☐ LR EN 60079-0:2013 Explosive mediums. Part 0: Products. General requirements (IEC 60079-0:2011)
- ☐ LR EN 60079-1:2015 Explosive mediums. Part 1: Protection of products with pressure jacketing „d” (IEC 60079-1:2014)
- ☐ LR EN 60079-2:2015 Explosive mediums. Part 2: Protection of products with pressurized jacketing „p” (IEC 60079-2:2014)
- ☐ LR EN 60079-7:2016 Explosive mediums. Part 7: Protection of products with increased security, "e" (IEC 60079-7:2006)
- ☐ LR EN 60079-10-1:2016 Explosive mediums. Part 10-1: Area classification. Explosive gas mediums (IEC 60079-10-1:2008)
- ☐ LR EN 60079-10-2:2015 Explosive mediums. Part 10-2: Area classification. Explosive powder mediums (IEC 60079-10-2:2015)
- ☐ LR EN 60079-11:2012 Explosive mediums. Part 11: Products protection with lighting spark free "i" (IEC 60079-11:2011)
- ☐ MSZ EN 60079-13:2011 Explosive mediums. Part 13: Product protection with overpressure „p” (IEC 60079-13:2010)
- ☐ LR EN 60079-14:2014 Explosive mediums. Part 14: Planning, choosing and fitting of electric devices (IEC 60079-14:2013)
- ☐ MSZ EN 60079-15:2011 Explosive mediums. Part 15: Product protection with overpressure „n” (IEC 60079-15:2010)
- ☐ MSZ EN 60079-19:2011 Explosive mediums. Part 19: Repair, restoration and repair of appliances (IEC 60079-19:2010)
- ☐ LR EN 60079-25:2011 Explosive mediums. Part 25: electric systems lighting spark free (IEC 60079-25:2010)
- ☐ MSZ EN 60079-28:2016 Explosive mediums. Part 28: Protection of devices and transmission systems using optical beam (IEC 60079-28:2015)
- ☐ MSZ EN 60079-29-1:2008 Explosive mediums. Part. 29-1.: Gas Sensors. Functional requirements for the sensors of combustible gases (IEC 60079-29-1:2007, módosítva)
- ☐ MSZ EN 60079-29-2:2015 Explosive mediums. Part. 29-2.: Gas Sensors. Selection, creation, use and maintenance of combustible gases and oxygen sensor (IEC 60079-29-2:2007)

- ☐ MSZ EN 60079-29-3:2014 Explosive mediums. Part. 29-3.: Gas Sensors. Guidance on the functional safety of fixed gas detection systems (IEC 60079-29-3:2014)
- ☐ MSZ EN 60079-29-4:2011 Explosive mediums. Part.. 29-4.: Gas Sensors. Functional requirements for open optical measurement probes for combustible gases (IEC 60079-29-4:2009)
- ☐ MSZ EN 60079-30-1:2007 Explosive mediums. Part.. 30-1.: Electrical resistive accompanying heating. General and testing requirements (IEC 60079-30-1:2007)
- ☐ MSZ EN 60079-30-2:2007 Explosive mediums. Part.. 30-2.: Electrical resistive accompanying heating. Application guide for planning, installation and maintenance (IEC 60079-30-2:2007)
- ☐ IM Decree of 54/2014. (5.XII.) National Fire Protection Regulation
- ☐ 225/2015. (VIII. 7.) Government Regulation of on the detailed rules for activities related to hazardous waste

We make a statement that adhered during the construction work to the regulations of Labour Protection Law (Law of XCIII of 1993 year), and Fire Protection Law (Law of XXXI of 1996 year), the related safety rules, decrees and BorsodChem Ltd.

Detected shortcomings:

The facility is suitable for normal use, it is fulfil the terms of safety working, operating near correct management.

We make a proposal to the technical takeover-transfer/take into operate/operating of the facility based on the performed measurements.

Annex: measurement records:

....., 20.....

.....
Contractor

CONTRACTOR DECLARATION for mechanic works

Denomination of facility/part/equipment forming the subject of technical transfer:
.....
.....

Order number:

The mechanic construction works prepared accordance with the given plan documentation contained and modifications became necessary, agreed the designer during the construction. The technical options which were used during the contraction complies the standards in force, the labour protection regulations and the labour protection requirements provided by the customer.

The construction work was performed based on the following electrical standards and regulations:

- ☐ LR 1585:2016 Operating of electric devices (EN 50110-1:2013 and its national additions)
- ☐ LR 2364 standard series
- ☐ LR HD 60364 standard series
- ☐ LR 4851 standard series – Shockproof protection inspection methods.
- ☐ LR 4852:1977 Measuring of insulation resistance of electric devices.
- ☐ LR EN 60079-0:2013 Explosive mediums. Part 0: Products. General requirements (IEC 60079-0:2011)
- ☐ LR EN 60079-1:2015 Explosive mediums. Part 1: Protection of products with pressure jacketing „d” (IEC 60079-1:2014)
- ☐ LR EN 60079-2:2015 Explosive mediums. Part 2: Protection of products with pressurized jacketing „p” (IEC 60079-2:2014)
- ☐ LR EN 60079-7:2007 Explosive mediums. Part 7: Protection of products with increased security, "e" (IEC 60079-7:2006)
- ☐ LR EN 60079-10-1:2009 Explosive mediums. Part 10-1: Area classification. Explosive gas mediums (IEC 60079-10-1:2008)
- ☐ LR EN 60079-2:2015 Explosive mediums. Part 2: Protection of products with pressurized jacketing „p” (IEC 60079-2:2014)
- ☐ LR EN 60079-7:2016 Explosive mediums. Part 7: Protection of products with increased security, "e" (IEC 60079-7:2006)
- ☐ LR EN 60079-10-1:2016 Explosive mediums. Part 10-1: Area classification. Explosive gas mediums (IEC 60079-10-1:2008)
- ☐ LR EN 60079-10-2:2015 Explosive mediums. Part 10-2: Area classification. Explosive powder mediums (IEC 60079-10-2:2015)
- ☐ LR EN 60079-11:2012 Explosive mediums. Part 11: Products protection with lighting spark free "i" (IEC 60079-11:2011)
- ☐ MSZ EN 60079-13:2011 Explosive mediums. Part 13: Product protection with overpressure „p” (IEC 60079-13:2010)
- ☐ LR EN 60079-14:2014 Explosive mediums. Part 14: Planning, choosing and fitting of electric devices (IEC 60079-14:2013)
- ☐ MSZ EN 60079-15:2011 Explosive mediums. Part 15: Product protection with overpressure „n” (IEC 60079-15:2010)
- ☐ MSZ EN 60079-19:2011 Explosive mediums. Part 19: Repair, restoration and repair of appliances (IEC 60079-19:2010)
- ☐ LR EN 60079-25:2011 Explosive mediums. Part 25: electric systems lighting spark free (IEC 60079-25:2010)
- ☐ MSZ EN 60079-28:2016 Explosive mediums. Part 28: Protection of devices and transmission systems using optical beam (IEC 60079-28:2015)
- ☐ MSZ EN 60079-29-1:2008 Explosive mediums. Part. 29-1.: Gas Sensors. Functional requirements for the sensors of combustible gases (IEC 60079-29-1:2007)
- ☐ MSZ EN 60079-29-2:2015 Explosive mediums. Part. 29-2.: Gas Sensors. Selection, creation, use and maintenance of combustible gases and oxygen sensor (IEC 60079-29-2:2007)
- ☐ MSZ EN 60079-29-3:2014 Explosive mediums. Part. 29-3.: Gas Sensors. Guidance on the functional safety of fixed gas detection systems (IEC 60079-29-3:2014)

- ☐ MSZ EN 60079-29-4:2011 Explosive mediums. Part.. 29-4.: Gas Sensors. Functional requirements for open optical measurement probes for combustible gases (IEC 60079-29-4:2009)
 - ☐ IM Decree of 54/2014. (5.XII.) National Fire Protection Regulation
 - ☐ 225/2015. (VIII. 7.) Government Regulation of on the detailed rules for activities related to hazardous waste
- Other standards and standards considered.

Detected shortcomings:

The facility is suitable for normal use, it is fulfil the terms of safety working, operating near correct management.

We make a proposal to the technical takeover-transfer/take into operate/operating of the facility based on the performed measurements.

Annex: measurement records:

....., 20.....

.....

Contractor

Before getting into use and periodic inspection of scaffolds, safety provisions

The scaffolds must be inspected by authorized employee(s):

I. Before getting into use

II. Periodically

- a) regularly, at stated intervals
- b) after modification, out of use for long period, stormy weather, in the event of an earthquake shaking , or in all case which might have affected its strength or stability.

I. Inspection of scaffolds before getting into use

The prepared scaffolds has to be inspected before getting into use by the competent persons of the customer and the organization who constructed the scaffold.

1. The inspection has to be covered:

- The checking of the related provisions on
 - material quality,
 - cross section sizes
 - establishment of nodes,

furthermore the identity of the scaffold plans, if the scaffold had to be made on the basis of plan /heavy scaffold, scaffold higher than 20m/

- Important structural components in terms of stability
 - foundation,
 - splicing,
 - bracings,
 - conditions to onsite checking.
- The safety devices:
 - *top-rail*
 - *mid-rail*
 - *toe-board*
 - *ladder,*
 - *bearing capacity and other labels,*
 - *fire protection,*
 - *lightning protection,*
 - *professional inspection of being of illumination.*

2. Responsible for performing the inspections:

- The competent head of customer organization /works manager, chief supervisor, supervisor/
- The responsible person of the unit which prepared the scaffold

The inspection is required to be performed together.

3. The method of documentation of the inspection:

Handover- and inspection minutes of scaffold which is signed by deliverer-recipient and registered that the sizes, parameters of the ready scaffold as well as the scaffold is suitable for safe work on it according to the safety provisions .

The fact that the scaffold is in use has to be visibly shown on it by the green colored board which titled „The scaffold is handed-over” (see in the annex no. 7/a). The checklist on the first page of the board has to be filled in then the deliverer and the recipient verify the fact of the handover by signatures.

The number of „Handover- and inspection minutes of scaffold”, bearing capacity, sizes and position number of the scaffold have to be indicated on the board.

4. Occupancy permit

In possession of „Handover- and inspection minutes of scaffold” the work permit is considered to be occupancy permit if in the section *“Previous work safety analysis of work area (JSA) those hazards, which are in connection with the work to be performed, and those measures, which were taken against them”* (on the nonprinted surface of EWP „safety analysis”) in the row **„The scaffold meets the safety requirements, hand-over/hand-in is done”** „Yes” option is clicked.

Furthermore only that scaffold is permitted to be used which the „The scaffold is handed-over” green board was put on!

II. Periodical checking and extraordinary inspection of scaffolds

a) Periodical checking

Irrespectively of the location of the scaffold, the type of work (maintenance, project implementation, small CAPEX), all scaffolds in use have to be checked weekly by the competent person of the company who built the scaffold or by other assigned competent expert.

A scaffold is considered as be in use if it has not been taken out of use irrespectively of it is really in use or not.

Documentation of periodical checking of the scaffold is on the verso of the green board, filled out by person who made the checking.

In addition, the actual user (the site coordinator of workers) of the scaffold has to visually check the scaffold before working on it, if any disorder or shortcoming is found, it has to be reported to the issuer of the work permit. The scaffold may be used again only after the correction or depending on the situation the work may be continued with appropriate protection against fall from height.

a) Extraordinary inspection

In case of :

- after modification,
 - after unusual weather, in the event of an earthquake shaking, or in all case which might have affected its strength or stability,
 - before getting into use again the scaffold that is out of service
- the inspection of the scaffold has to be done.

The customer unit of the scaffold is responsible for initiating the extraordinary inspection. During the periodical inspection the condition of scaffold materials /rot, possible injuries/ furthermore bearing capacity and stiffness of related elements have to be checked. The possibly damaged scaffold has to be protected by providing extra bracing, moorings, after pulling bolts, replacing injured elements.

The scaffold may be used again only after the implementation of the above.

During the extraordinary inspection the scaffold may not be used, the green board „The scaffold is handed-over” has to be removed from and the red board „Forbidden to use!” has to be put on the scaffold (see in annex no. 7/b).

1. Responsible for performing the inspections:

- The competent head of customer organization,
- The head of unit which prepared the scaffold or other assigned competent expert.

2. The method of documentation of the inspection:

During the periodical inspection a minutes have to be prepared in which the shortcomings found during the inspection, the measures taken for eliminating them as well as the declaration of conformity for the scaffold have to be recorded.

3. Occupancy permit after the extraordinary inspection:

Requirements for using again the scaffold:

- the minutes of the periodical inspection including declaration
- work permit (as in section I./4.)
- the green board „The scaffold is handed-over” is put out

III. Safety provisions for scaffolds

1.1. The scaffold elements may only be built, suspended or fixed on structures which are statically suitable.

1.2. The bearing capacity of scaffold has to comply with the expected requisition.

1.3. It has to be ensured that approaching the scaffold and the ascent to that is safety.

1.4. The protection of workers against falling has to be ensured with railing, toe-board, if it is not possible it have to be ensured with fall arrest structure. If – because of the special local conditions - the scaffold cannot be constructed so that it can completely protect its users from falling from it (e.g. because railing is removed at any side of it), the using of PPE against falling down is compulsory, which has to be recorded both in the work permit and on a board according to annex no. 7/c (it could be a laminated paper also) put on the scaffold!

1.5. It has to be ensured that the objects, tools which are fallen from the rack could not endanger anyone.

1.6. Scaffolds for maintenance may be installed for no longer than 30 days. For longer time it has to be approved by the concerned labour safety expert.

1.7. The provision in point 1.6 may be ignored during the works of project implementations as well as the yearly turnaround on the initiative of the customer of the scaffold.

1.8. The scaffold may be used only when the green board is put on it and signed by the deliverer and the recipient. It is forbidden to use the scaffold when the red board is on it!

Every unit of the company and contractor must use the boards of annex no. 7/a-c in the area of the Company!

In case of a long-range type scaffolds having more places to get up, where the green/red boards are not visible from one place to the other, these boards have to be placed on each places.

The Scaffold is handed-over

Modification is forbidden!

Modification without permission will be resulted in safety penalties!


Bearing capacity: kg/m² , Sizes:.....

Number of position:

Number of Handover- and inspection minutes of scaffold:.....

Builder of the scaffold:Ltd.

Tel.:

Checklist	OK 	
The scaffold is appropriate for work.		
The materials of scaffold are solid, uninjured, with proper sizes.		
Soling, levelling is correct, coating of platform is protected.		
The scaffold and its platform are stable, fixed, the levelling of platform is complete.		
Getting up/down the scaffold and to its floors is safe.		
There are 3-line rails, end-rails, meets the requirements of protection against fall-down. If NOT, it may be used only with wearing PPE against fall-down!	yes	No

	DELIVERER	RECIPIENT
NAME (readable)		
SIGNATURE		

DATE	
-------------	--

Log-book of periodical checks			
Date	Name (readable)	Signature	Comment

--	--	--	--

THE SCAFFOLD

**UNDER
CONSTRUCTION*
UNDER DEMOLISHING*
UNDER INSPECTION***

**FORBIDDEN TO
USE!**

Placed by:.....

Mobil:.....

*underline the appropriate



Environmental regulations
for employees of contractor companies
working on the site of BorsodChem

In the course of work emitting the harmful substances into the environment shall be inhibited, but the rate of emission shall be minimized by all means in case it cannot be avoided to happen. Preserve and protect our close environment and the nature! Due to observing the regulations of the relevant legal provisions this is not only the task of every single employee, but this is also their personal interest.

During the work should be pursued in an environmentally and energy-efficient solutions are applied. In accordance with the need to save BorsodChem basic philosophy of using of the energy products.

Protection of water

On the site of our company waste water and rainwater are collected by various sewer systems, and then collected waters - depending on their contamination, the quality of the contaminant substances, after various cleaning processes - are transferred into the receiver. In order to ensure that the waste water shall leave our company site only after proper cleaning, and that a given contamination should not cause any trouble, it is necessary to observe the regulations regarding them.

In accordance with the regulation of legal provision BorsodChem possesses the Plant's Damage Elimination plan (hereafter: plan) which is approved by the environment protection authority. The representatives of contractor companies working on the company's area are allowed to take a look at the plan on the Environmental Department or at the Dispatcher service. BorsodChem's every unit, and the building contractors shall perform the tasks with taking the regulations written in the plans into consideration.

The plan concerns the surface water as well as the underground water, the geological medium, the species of appointed or protected animals and plants which have wildlife, their hatching and resting places, the natural habitats, the Natura 2000 areas and their protection.

We can consider the following activities and the fields of activity within the plan as potential environment contaminant sources:

- Production technologies, production activities
- Material storage
- Moving and delivering the material within the site
- Material handover through pipelines among the plants

In the course of fulfilling these activities the material effluences, which get into the open air and endanger or can endanger the environmental media and areas listed above –

either directly or indirectly – require damage elimination, that is to say, the tasks shall be performed in a way collecting the effluent material in order that the material effluence as well as the spread will be terminated in, in order that the endangerment of the sewers and the waste water treatment system will be avoided in addition to informing the affected persons.

Even in the cases of the activities and the potential contaminant sources that are listed above, fire, explosion and natural disaster can emerge, and there is special regulation for their elimination and the elimination leading manager is named in it. However these events can also induce such situations and material effluences that require those elimination activities which are regulated in the damage elimination plan of the plants.

BorsodChem eliminates the water quality damages within the site by involving its own organisational units. The contractor companies that work on the area of BorsodChem, shall observe the following rules in order to the determinations, which are written in the plan, will be fulfilled. The contractor company's workplace manager shall teach, expound the rules for the contractor company's employees in a way that is regulated at their own company.

Every employee is obliged to report to the dispatcher service if they observe flowing material – anywhere on the area of the company – that get to the sewer system, or to the surface water, onto the ground, to the underground water, that influences the operation of waste water treatment or that endangers the surface as well as the underground water, for the purpose of making additional arrangements.

The fluid materials generating in the course of eliminating the material and washing with chemicals are not allowed to be loaded into the sewer, those have to be treated as wastes.

The waste water is allowed to be loaded by only the approval of the affected plant or the BC's employee, who is entrusted with the work supervision, to the place which is denoted by them in case of waste water is generated or the waste water reloading becomes necessary during the performance of work.

Washing the vehicles, the storage wagons, the containers on the area of BorsodChem are allowed to be fulfilled only in case of the possession of special permit on this.

During the demolition work an enhanced attention shall be paid in order that those materials which cause plugging will not get into the sewer system, and the pits, the cover plates as well as the sewers will not be damaged.

In cases of accidents or other extraordinary situations when large amount of contaminant substance got/can get into the sewer the dispatcher service of BC or the territory's manager shall be informed immediately.

The water quality damage elimination shall be started immediately in addition to the notification in case of the material, which is emitted during the incident of loss, is owned by the company that performs the work, or the material is delivered to the area of BC by this company for fulfilling its work. In the interest of this the contractor company shall possess the instruction related to the material/materials, which are necessary for performing the damage elimination (for instance: material for soaking up, collecting vessel and instruments suited for collecting the contaminated materials suitable for soaking up).

In case of the material effluence, which comes from the production technologies as well as the equipment of BC during the contractor company is performing its work and requires damage elimination, is possible to emerge (for instance: disassembling the device, the tube section, the equipment and the machine), the instructions that are given by the BC's manager, who is entrusted to lead the work or the plant, shall be executed in order to eliminate the material effluence. In these cases the materials, which are available on the area of the given plant and can be used at the

damage elimination, are allowed to be utilised in accordance with the BC representative's information, and the way of access to these materials shall be expounded for the contractor company's employees and the access to these materials shall be ensured for them.

BC pays key attention to the protection of the ground as well as the underground water. Significant results can be reached by paying attention, by observing the job discipline, by the appropriate care in addition to the technical interventions.

Clearing away the materials as well as the cleaning procedures are allowed to be fulfilled only on that area which is supplied with a cover.

Pouring the contaminant materials or let them flow directly on the ground is prohibited!

The materials are decontamination, cleaning procedures can only be performed on a paved area.

Efforts have to be made in order to the quantity of the effluent material will be minimized. Soaking up and/or collecting the material, which flowed on the cover, shall be fulfilled in every case according to the instruction of employee appertaining to BC who is entrusted to supervise the work or the plant.

Enhanced attention shall be paid to preserve the status of the cover in the course of performing work on the covered surface or in the retention trays.

There are more underground water inspection wells on the area of BC. (The wells are well-distinguishable and supplied with numbers.) Enhanced attention shall be paid to preserve the status of the wells during the work, it has to be impeded that foreign material, contaminant material will flow into the tube of the well. It has to be reported to the Environmental Department or to the dispatcher centre when the well is damaged during the period of work performance.

Waste management:

BC Plc. takes strong efforts for selective collection of produced waste and utilisation of waste materials and complying with rules of law on waste management. In order to be successful in impementation of our efforts and upkeeping the current physical order, it is requested that employees of foreign companies working on our site also must comply with following rules valid for the site of BC.

Wastes produced during work must be collected selective to the place assigned by the affected plant, or technical supervisor with the assistance of Environmental Department and Waste- and Waste water Treatment Plant.

Only that much waste can be stored in the working area that will not prevent smooth operation. Wastes can only be held in the proper receptacle. Wastes shall be collected and stored in the proper container and must be removed regularly to upkeep the physical order continuously. Wastes must not be collected and stored except for the place assigned. Work area as well as area of preparatory works must be left free of wastes in compliance with its original condition.

Companies working on the site of BC shall register, arrange transportation and disposal of its own wastes produced by the company's own materials during its work performance (empty paint cans, cladding materials, adhesive material leftovers, parting-sand, etc.).

During the annual shut down, the subcontractor is obligated to collect the produced waste which is produced by maintenance/repair working. The BC appoints the proper container and method of store. The additional usage is done by the BC.

The containers for collecting and storing the produced hazardous and non-hazardous wastes must be provided by the company concerned with the work but non-hazardous waste collection container also be rented from Waste Management Plant.

In the rented buildings and containers and work area wastes can only be held in the appropriate containers at the properly assigned and signed places. In order that the community's generating solid wastes to be collected a contract shall be concluded with the territorially competent public supplier. The availability of contract concluded with the territorially competent public supplier is checked by BorsodChem.

Wastes produced by the work of contractor company but owned by BC (e.g. soil, concrete, demolished vessels, pipes, insulations, etc.) will be managed by BC. Wastes owned by BC will be removed from the area of the plant with the co-ordination of the assigned employee of the plant concerned, or the technical supervisor if it is an investment or the employee of organisational unit supervising the demolition in the case of demolition and these employees issue the necessary documents.

The wastes produced must be collected and stacked in such place and amount that it will not generate accident danger, or fire hazard and the conditions of fire-fighting, escape, rescue are not going to decline, or violate the environmental regulations, otherwise BC will take it as a foul and will impose sanction fee. Violating the regulations of environmental pollution and waste management are qualified as serious insubordinations.

The technical supervisor and the employees of the Environmental Department (ED) and Waste Management Plant (WMP) will examine if the requirements recorded in the contract are fulfilled. The examining organization will document the examinations and its statements.

The contracting companies working on the site of BC must comply with related to waste management:

- the legal regulation rules of the requirements of hazardous waste related activities
- waste related legal regulation rules of registration and the obligation to supply data
- the legal regulatory rules of managing constructional and demolishing wastes

Other environmental regulations:

Parks, plants and proper physical order produce pleasant impression and provide better general feeling for everybody and it has an important role also in judgement of BC. Protection of these is important for all employees which is also requested by our company from foreign employees. For this reason:

It shall be strived for establishing well-arranged working site and after finishing the work physical order and field shall be restored.

Damaging of parks, grass-covered sites and public domains shall be avoided. Perpetrator of damage shall reimburse cost of renovation.

During transportation the scattering and leakage of freight shall be avoided. If it is occurred, then cleaning of the roads shall be performed, which is task and costs of foreign company, performing the work.

The perform of the activities that along with strong dusting (e.g. sand-blasting) have to apply dust separator (e.g. foil) - in order to minimize the environmental dust load - enclosed work area demarcations.

Environmental noise emission limits have to be observed during all works along with environmental noise effect which relates to the area of the industrial BorsodChem. Above the noise emission limit have to be avoided during works. Consideration have to be given stricter limits applies to residential areas during at night, so we have to strive the contractors to carry out the works along with environmental noise emission only during the day.

If the BC receives a claim announcement, or employee of the BC HSE shortcomings opens up in monitoring because of activity of foreign company or employee of foreign company, then the foreign company shall co-operate fully and promptly in investigation of announcement and elimination and solving of the problem.

Property Protection Regulations
for employees of contracting companies
working on the site of BorsodChem Zrt.

Introduction

High-value technique concentrated on the site of BC , quality and quantity of produced and sold products, number of employed staff, location affecting protection position and that statement of authority that BC belongs to highlighted companies of national economy both in strategic and guarding respects. It requires that contractor companies working on the area of BC and their employees shall strictly comply with property protection and safety rules. In order to control the complying of regulations the company operates a surveillance system with cameras on the inter alia whole site.

The basic aim of property protection in our company is to prevent, interrupt, and investigate the activities damaging company property. It is also important that asset as well as other devices under management of the company to be used and increased as planned and economically. Additionally it is also a basic aim to comply with rules of corporate order, conformance with general rules of law on working morale and legality.

Entrance permits granted for contractors and their vehicles based on due justifications are reviewed regularly by the company from the viewpoints of lawfulness and authorization.

General behavior rules and inspections

All persons leaving site of BC shall show content of his (her) package or bag without notice to the personnel traffic and trade executive. Based on notice of the executive (s)he is obliged to go into inspection room, facilitate the inspection and give the requested information. Armed security guards of BC have the right to check even the clothes in a reasonable case. The passenger and goods transport executive has the right to stop all person until the Armed Guard or Police arrive at the gate in a reasonable case for the purpose of checking the clothes of the affected person(s).

If such object is found at leaving person by the executive which can not carry out from the site of BC without transportation document, or which ownership and origin is doubtful then the service shall keep back it, make a protocol and for further arrangement transfer it to the Corporate Security.

Prohibited area of BorsodChem Zrt. Drink alcohol, narcotic, psychotropic or intoxicating agent to enter or be consumed in the area of the company.

These acts of **zero tolerance** will prevail.

Persons under the influence of alcohol, drug or any narcotic medicines are prohibited to let them enter the area of BC, to set them to work on the area of BC and such persons are prohibited to stay on the area of BC in order that the company technology's potentially large inflammability and explosion danger, the toxic substances presences and the employees' life and good health to be protected.

It is prohibited to carry any alcoholic drinks on the area of BorsodChem or to drink alcohol on the area of the company.

Zero tolerance is valid concerning these actions.

In case of detecting signs referring to that the affected person(s) consumed narcotic, consciousness expanding substance, the concerned organisational unit manager/ employer – in a given case the competent employee of Corporate Security – has the employee delivered to Medical Center of BC with the company's ambulance service. On the basis of medical examination result and medical opinion the competent employee of Corporate Security shall inform the direct police for the purpose of taking further measures.

In case of the employee does not submit himself/herself to the above mentioned medical checking voluntarily, competent employee of Corporate Security shall escort him/her outside the area of the Company, shall take away his/her entrance card from him/her and shall hand the affected employee over to police. The manager exercising employer rights/ the employer obligates the affected employee refusing medical examination to comply with onsite physician examination with the presence of competent employee of Corporate Security on the next working day. In case of the medical examination certifies that the affected employee's behaviour in the concerned time period took place due to narcotic, consciousness expanding substances were consumed, the procedure shall be conducted based on the sanction specified in the section of Appendix 5.

The company's concerned manager issuing the work permit/ concerned superior manager, the competent representatives of Corporate Security and Work Safety & Health Protection are authorised to submit the foreign companies' employees to breathanalyser checkings in addition to their employers.

In case of contraventions committed by foreign companies or their employees, Corporate Security notifies the concerned employer in letter about the contraventions and about the sanctions applied against them.

If result of breathanalyser alcohol test is positive and employee admits it by his (her) undersign in the „Logbook and protocol for drunken state recording” (s)he shall be prohibited from working activity, removed from the company site, his (her) entrance card shall be withdrawn and expel from site of the company.

If employee argues against result of test (s)he has right to ask blood test which shall be performed in the factory medical surgery of BC in presence of representative of inspection organisational unit. After the blood test employee shall exempt from current shift working activity.

In case of employee who participated on blood test and his (her) result is positive organizational unit performed the inspection shall arrange reimbursement of occurred cost by the employee within the frame of compensation procedure. If result of blood test is negative then cost shall be born by BC.

If employee refuses the perform of breathanalyser alcohol test or undersigning of the protocol it shall be considered as violation and rules regarding to persons under alcoholic effect shall be applied.

Prohibition of carrying in materials and valuables which are not necessary for work performance

Employees of contractor companies can also carry with them clothes and articles necessary for access to the workplace and to perform the work.

Clothes and articles for personal use (should contractor company requested accomodation in locker room) employee shall put into locker room locker provided by BC and lock it by own safety locking device.

Valuables, not necessary for work and for access to the workplace shall not be carried into the site of BC. In case of the employee carries such valuables in the area of the Company, the Company does not undertake financial responsibility for them.

Radio, television, equipment able for recording of sound and video as well as playing them and objects able for recording IT data can be take in only with written permission! Mobile phone is an exception but making of video and sound record by devices taken legally into site of the company is also FORBIDDEN!

The mobilphone is exceptionally but taking a foto or recording of sound and video is prohibited with own equipment.

If itaking a photo is necessary to working in any area of BC, the subcontractor will be obligated to require a permit from the Director EHS. In the absence of Director EHS , The Manager Corporate Security can give a permit.

Director HSE have to be informed before take a photo or video which is relate to the work

To contact's or technical inspector's allowing, Director EHS have to be informed in written In the absence of Director EHS , The Manager Corporate Security can give a permit. Contains:

- Pretender name, who wants to take a photo or video
- Taking a photo or video
- reason, purpose, field of use envisaged, method, level of publicity, date and area.

The BC contact cheked the all procedure of photo or video taking.

The BorsodChem can look into the photo or video equipment with the subcontractor's or subcontractor's employee's concurrence or without it.

If the subcontractors take illegal photo or it is found with outside/subcontractor's employee, and this photos would be likely to be seriously prejudicial to the BorsodChem Zrt., the Company can apply sanctions which could be imposing of penlaty, or banning of the preparator. The refusal of consent BorsodChem perceives as a lack of cooperation and submission of the circumstances of the case in view of suspicions of unauthorized photos - and / or record a video regarding the individual worker is banned from the territory of BorsodChem.

Taking a photo without permit, and catch the preparatot on the hop, the preparator can be sanctioned with penalty or ban.

During the cheking, the checking assistant of BorsodChem Zrt find other data, photo wich is not relate to the BC, the BC Zrt is obliged to maintain strict confidentiality.

If the checking assistant of BorsodChem Zrt find a photo or video on the subcontractor website without permit, the BC can require to clear away. Furthermore the company could be deemed by be imposing of penlaty and/or banning.

If the checking assistant of BorsodChem Zrt find a photo or video on the subcontractor website or communtiy profile (Facebook, Google+, LinkedIn, MySpace, etc.) or related website without permit, the BC can require to clear away. Furthermore the company could be deemed by be imposing of penlaty and/or banning.

Carrying firearms, any types of firearms and ammunitions, flaubert firearms, gas and alarm firearms, deactivated firearms, explosives, pyrotechnics materials-devices, paint shooting guns, narcotic drugs and alcohol in the area of the company in any way is prohibited.

Despite of prohibition against contractor breaking the regulation the Corporate Security initiates hold of responsibility and escort him/her outside the area of the company with the concerned device after Corporate Security entered it in the minutes.

If contractor company intends to entrance foreign experts (foreign visitors) to its working place located on the site of BC then it can be initiated by BC organizational unit in connection with the contractor on form „Entrance card administrationdata sheet” (Appendix No. V1) or via sending email which will be received by Corporate Security after the director of HSE Management permitted.

System of material transportation and transportation documents

Material, devices can be delivered from the site of Company exclusively only with forwarding documents having proper form and content.

Names, telephone numbers of user firm and/or organization shall be written on tool storage cabinets, on workbenches, on office and warehouse containers even before their admittances take place. Placing container on the area of the BC is allowed to be executed only in case of permit on it was granted beforehand. The permit is granted by the organization in charge of the service and reception service checks the permit's existence at the entrance.

If contact person or technical controller of contractor company not having fixed place of business on the area of BC is the organizational unit of BC:

Contractor companies are allowed to transport their own devices, materials from the area of the Company on their own delivery notes only in case of they have the forms countersigned (signature, stamp mark) by the technical controller with whom they have contact and they indicate it as a remark that the items transported outside the area of the company do not contain any device, material owned by BC.

If contact person or technical controller of contractor company not having fixed place of business on the area of BC is the firm having fixed place of business on the area of BC:

Contractor companies are allowed to transport their own devices, materials from the area of the Company on their own delivery notes only in case of they have the forms countersigned (signature, stamp mark) by the technical controller with whom they have contact and they indicate it as a remark that the items transported outside the area of the company are not owned by the firm having fixed place of business on the area of BC.

Contractor companies, which have fixed place of business on the area of BC, are allowed to transport their own materials, devices outside the area of the Company with their own delivery notes. There is no need for ask other organizational units of BC to countersign them.

Condition of transporting outside the area of the company is that the firm stamp mark to be left previously at Corporate Security by contractor companies having fixed place of business on the area of BC in order that the delivery notes' conformities are able to be checked at the gates in case of transporting outside the area of the company.

Reception service checks the vehicles leaving the area of the Company on the basis of shipping documents. In case of detailed, pervasive scrutiny becomes necessary to be fulfilled in the course of the checking, this scrutiny shall be performed only on vehicles which engines were stopped previously. The vehicles shall be driven out-of-the-way for the period of their scrutinizes in case of those hinder the traffic.

If material to be delivered is indicated on transportation document in weight unit then there is a possibility for checking of weight on bridge scale located near to Gate 4, from this checking a Scales ticket (Appendix No. V2) will be issued by personnel traffic and trade executive.

Shipments, which cannot be controlled at the goods traffic gate, are checked by the competent employee of Corporate Security on the place where the loading is fulfilled. Corporate Security can be asked to check the loading activities by submitting a request on it in writing or orally beforehand.

At the end of loading activities the fulfilments of checking on shipping documents are certified by the signature of employee in charge of checking and he/she escorts the shipment to the gate.

Employees of Security Management of Corporate Security Department check shipments as well as shipping documents prior to non-ferrous metal materials (e.g. copper, alumina, acid-proof materials) are transported outside the area of BC. Exit procedure of such shipments are allowed to be performed only in case of existence of shipping documents which were countersigned by the above mentioned employees with their signatures. Checking the shipments is performed at the

parking place in front of Corporate Security Department in the case of 7.5 tons permitted largest total weight trucks.

Prior to the delivery of a noble metal material (eg., platinum, silver, gold), or titanium in ÖVO Administration Law Enforcement staff checks the shipment, which can be escaped the reception accompanied countersigned the signature document.

The following materials are prohibited to be transported outside the area of the company after 16:00 p.m. on working days and on holidays:

- Precious metals or titanium except for the cases when they are transported outside the area of the company for the purpose of performing extraordinary work. In these cases exit procedures are allowed to be performed on these materials by stand-by duty employee's oral approval.
- those materials, devices, which cannot be reviewed and which require that their loading activities to be checked,
- shipments derived from sales of employees.

Checking the loading activities shall be asked from Site Guarding service of Corporate Security Department prior to storage –as well as staying containers, boxes, cases and non-reviewable shipments are transported outside the area of the company.

The shipment content shall be indicated on the shipping documents. Site guard supervises the process of loading, he/she locks storage devices by using lead seal or security label and he/she escorts the shipment to the gate in case of necessity.

Foreign companies, which do not have fixed place of business on the area of the company, are allowed to transport their own materials, devices outside the area of the company only in case of they possess shipping documents certified by reception service at the admittance. If you want to deliver change in the material, device content compared to previously shipped, the new certificate shall be issued. This Act is necessary, confirmation stamp and signature of BC, or "Inside the Company" contact, technical supervisor for.

The construction companies established in the routed delivery of the material using your device szállítólevelük. In their case, it is not necessary or contact technical inspector signature on the delivery note. The loading and shipping them for certification rules of procedure, according to the "Guarding Protection Department and Contractor Information Societies relations" will be personal information. In addition, this policy is available on the website.

<http://www.borsodchem-group.com/Our-policies/Safety.aspx>

Materials and goods trading gates and their opening hours:

Gate 1: on working days from 05:00 a.m. to 23:00 p.m., at weekends: closed

Gate 2: every day from 05:00 a.m. to 23:00 p.m.
Vehicle gate: from 05:30 a.m. to 21:45 p.m.

Gate 4: from 0 to 24 hours

Gate 5: from 0 to 24 hours

Gate 23: on working days from 05:00 a.m. to 22:30 p.m., at weekends: closed,
Vehicle gate: from 05:30 a.m. to 21:30 p.m.

Sales Directorate:

on working days from 05:30 a.m. to 21:30 p.m., at weekends: closed.

Rules of traffic on BC site

The Company established traffic order in order that the safe and smooth traffic to be maintained. BorsodChem established traffic order by taking the regulations of Highway Code into consideration primarily but not exclusively.

The quantities of hazardous materials and the applied technologies, which can be found on the area of the company, give the reasons for applying special rules on the area of BC.

- On the area of BC the traffic is allowed to be performed only with such vehicle, which shipment is fixed in accordance with relevant legal provision (Highway Code).
- Passenger transport with vehicles is allowed to be performed only in accordance with 46.§ of relevant legal provision (Highway Code).
- Only such vehicle, which complies with relevant technical - as well as security regulations and does not induce fire or explosion hazard in case of keeping technical- security regulations or in case of its proper usage, is allowed to be used for transportation.
- Flammable fluid and gas are allowed to be transported only in undamaged, closed vessel in conformity with the relevant regulations (bottle, can, barrel).
- Allowed maximum speed of vehicles within the site of the company is 30 km/hour provided that no indicated other on traffic sign prescribing the speed limit.
- Vehicles transporting on the area of BC are allowed to transport only on the built roads and in order to reach their destinations they shall transport on the shortest possible roads in all cases.
- Allowed maximum speed of vehicles within the site of the company is 30 km/hour provided that no indicated other on traffic sign prescribing the speed limit.
- Employees of firms having fixed place of business on the area of the company and building contractors working temporarily on the area of the company are allowed to drive their own vehicles exclusively on the shortest routes among their fixed place of business, their working area and the gates used by them for checking in the area of the company and for checking out from the area of the company.
- Employees of firms having fixed place of business on the area of the company and contractor companies working temporarily on the area of the company are allowed to drive their own vehicles exclusively on the shortest routes among their fixed place of business, their working area and the gates used by them for checking in the area of the company and for checking out from the area of the company.
- In cases of transporting oversized equipment as well as devices, using the route for reaching the destination shall be performed based on the previously prepared route plan, and by taking traffic signs restricting height and placed on pipe bridges crossing the roads into consideration, and by notifying Corporate Security Department about the transportation in advance.
- In case of traffic takes place with a crane, the jib shall be fixed in standstill position.
- Driving tipper trucks is PROHIBITED when their tipper part is raised.
- In cases of performing loading activities, the places for stopping vehicles or vehicles' waiting places shall be assigned in such a way that the traffic is not hindered by these assigned places.
- Driving vehicles on operating plants' internal service roads is allowed to be performed only in case of the affected plant granted the written permit on it previously and in case of barrier, red light signal or signalman does not prohibit it.
- Special attention and circumspection shall be paid to driving vehicles on BC's internal routes at railway crossings, on crossings of narrow-estuary roads, on plants' internal routes and on areas where loading activities are performed.

On the site of the company several water cooling equipment are operating which can produce hazardous situation depending on the weather conditions. Dense fog-like vapour in their vicinity can restricts the visual distance even for 5 to 10 m additionally condensation of vapour can causes hazard of slipping on the road. To eliminate hazardous situation on such sites vehicle

shall be driven according to the visibility and road conditions. Features of vehicle, passengers and load shall be considered.

- Vehicles drivers shall be responsible for complying with the relevant fire protection regulations concerning vehicles.
- In case the vehicle stay in the area BC must bear the name of operator (logo) and the name and phone number of the driver.
- • Do not use hand-held cell phone use while driving.

The driver who braking the speed limit regulations could be sanctioned by” (Appendix No. V3). The sanction is obligatory on all, who travels to the area of BC.

Contractor companies entering the area of BC recognise results of measurements measured by certified speed meter devices on the area of BC.

Disregarding the no entry sign, stop! and give way sign, traffic light barrier's red light, barrier as well as exceeding the allowed maximum speed limit are considered as most serious traffic infraction because of extremely fire and explosion hazard character of BC. Entrance to sites protected by these tables and barriers respectively service roads of plants can be implemented with additional permission in special cases (Work permit Page 2 Point IV “Others”). Permission can be issued by plant manager of relevant site.

In case of HSE infraction of contractor companies, BC invoices sanctioning fee toward contractor companies and in case of traffic infraction the vehicle and/or drivers can be expelled from the site by BC. Table contents the sanctions in Appendix No. V3.

Pedestrians are obliged to go on the pavements built up on the area of BC.

In case of no special route, which is assigned for pedestrians to go on, Highway Code rules are valid.

Competent employees of Corporate Security Department check the vehicles' boots, storage compartments, passenger and engine compartments to a marked degree at the gates in each case. In reasonable case they perform such checkings also on the internal company areas.

Smoking on site of BC is not allowed. Smoking in passenger compartment of vehicles is also FORBIDDEN!

It is forbidden to leave the vehicles alone in such a way that they are able to be accessed and driven by unauthorised persons.

At observance of syren sound warning of an emergency situation all drivers of vehicles and machines are obliged to stop immediately in such a way that traffic is not hindered. Engines shall be stopped and gas mask maintained in stand-by condition shall be put on and leave the area perpendicular to the wind direction, and move to the assembly point.

Special attention and circumspection shall be paid to driving vehicles on BC's internal routes at railway crossings, on crossings of narrow-estuary roads, on plants' internal routes and on areas where loading activities are performed.

On entire site of BC driving, waiting on park sites and covered with breakstone is forbidden. Parking is permitted only in assigned sites. Leaving of vehicle providing it for using by unauthorized person is prohibited. It is forbidden to leave the vehicle that you start using your unauthorized person.

Employees of Corporate Security on the site of BC are entitled to inspect compliance with internal traffic rules. In case of serious or several traffic infraction of contractor companies employees, the perpetrator can be expelled by Corporate Security from the site of the company and in serious case accusation to relevant authority can be initiated.

In case of occurrence of traffic accident, person responsible for the accident or who is aware of accident shall notify the Corporate Security. In case of personal injury or if responsibility is not admitted by perpetrator of the accident, then Corporate Security is obliged to secure the site, inform police and comply with instructions given by them to proceed the investigation. In other case on-the-spot investigation and examination is task of HSE Department.

Persons, who take part in traffic on the area of BC, are obliged to:

- keep laws regarding road traffic and internal instructions regarding protection of internal roads as well as environment of BC;
- comply with regulations of road signs and keep signals of "signalman" (armed security guard, site guard, railway signalman or employee of reception service) in case of traffic management, diversion;
- transport in such a way that it does not endanger personal and property security, and does not disturb and hinder the others in their transport unreasonably.

Drivers of cars, vehicles not qualified as cars are not allowed to use mobile phone and radio transceiver held in their hands on the way.

Personal conditions of driving vehicles

Persons are allowed to drive vehicles in case of he/she:

- possesses valid permission for driving vehicle in accordance with relevant legal provision and he/she is not forbidden to drive vehicle,
- he/she is in the status making him/her able to drive vehicle safely,
- he/she is not under influence of any drug or narcotic material having detrimental effect on his/her driving ability and no alcohol resulting from alcohol consumption is in his/her body,

Vehicle operator mustn't grant the permit on driving vehicle, or building contractor manager mustn't grant the permit on driving vehicle for such person who does not comply with conditions specified above.

Drivers shall have drivers licence on themselves in the course of driving vehicles. Vehicle drivers shall possess the vehicle owner's written commission or permission which entitles them to drive vehicle.

Criteria of traffic of vehicles

Only such vehicles, which comply with the following criteria, are allowed to be used in the traffic:

- vehicles which possess valid authority licence specified in legal provision,
- vehicles equipped with authority number plate which type, quantity as well as location are in conformity with prescription of special legal provision, and in case of company's internal vehicles, those which are equipped with BC number plate,
- vehicles complying with technical as well as environment protection criteria specified in legal provision;
- vehicles not damaging roads and their accessories and not polluting their environment.

Vehicle drivers are obliged to check the status (operation) of steering device, brake device, tyres as well as obligatory prescribed lighting– and light signalling devices, the existence, the status of authority signal(s), number plate(s) – in justified manner under the given circumstances – before

they leave the place of business on the area of the company by driving the affected vehicle (thus especially when they leave their garage).

Vehicle drivers shall have vehicle's authority licences on themselves in the course of driving vehicle unless legal provision prescribes other.

Competent employees of Corporate Security Department of BC are allowed to check whether granted vehicle driving licences are possessed or not and/or whether vehicle registration log books are valid or not.

Stopping of vehicles and their parking

- Parking vehicles on the area of BC is allowed only on places assigned for parking vehicles.
- For the purpose of waiting, stopping vehicles above sewer manholes are Prohibited!
- Parking and waiting with vehicles on plant areas are Prohibited. Staying of vehicles are permitted exclusively for period of materials as well as tools loading activities are performed. After these loading activities were performed, vehicles are allowed to be parked only on places assigned for their parking.

In case of such works, when work processes make necessary that vehicles to be parked in the close vicinity of affected working area, the organisational unit issuing permit shall indicate it on working permit. (E.g. on area covered with crushed stone.)

- Contact data (full name, mobile telephone number) of drivers shall be indicated well visibly on the place behind windscreens of parking vehicles.
- Full or partial block or closing of traffic routes by vehicles for the purpose of parking, waiting or stopping is PROHIBITED also even TEMPORARILY!
- Half-Track to be a roadblock to the Dispatch Center indicated. Full Roadblock done by enabling the Dispatch Center and the Fire and Disaster Management and Corporate Security enabled.

It is forbidden to stop vehicles in every case when Highway Code also prohibits to stop vehicles.

Checking and sanctioning

- Employees of Corporate Security can carry out breathalyser checkings, which concern vehicle drivers, randomly at every gate when vehicle drivers check in the area of the company and check out from the area of the company. Everybody shall submit themselves to these checkings. In case of positive result, reception service refuses the entrance and withdraw the entrance card of the affected person.
- In case of driver intends to drive vehicle on the area of BC in a status influenced by alcohol drinking, reception service refuses the entrance and notifies territorially competent police through dispatcher service.
- In case of positive result of breathalyser checking, which was performed on the company's internal area and concern vehicle driver (e.g. waiting, goods transportation), Armed Security Guard escorts the affected vehicle driver outside the area of the company. Hereafter the next shift's vehicle driver is allowed to drive vehicle, in case of his/her absence the vehicle driver compartment is closed with placing a security label on it. Subsequently the affected vehicle driver is allowed to drive vehicle outside the area of the company only after new breathalyser checking was performed on him/her and the result is negative and ASG escorts vehicle driver on his/her way on the area of the company.
- Corporate Security checks whether speed limit is observed or not on the area of BC by using certified measurement device.
- In case of infraction of traffic rules, if perpetrators are guests not having contracts or vehicle drivers arrived with transportation purpose, the Company can apply sanctions which can be warning, or the vehicle's and/or the vehicle driver's expulsion.

Rules of property security

BC Plc is not responsible for guarding of materials and means owned by contractor companies working on the site of the company. Contractor companies shall arrange independently guarding their valuables also both on premises provided for them and building sites.

Contractor companies' places of business (buildings, containers) shall be supplied with name of their COMPANIES as well as name and phone number of person to be notified. Corporate Security is authorised to check it and in case of detecting any shortcoming or abnormality, Corporate Security is authorised to take necessary measures. The affected Company is to meet the charge in order that necessary measures to be fulfilled.

In case of crime against property committed to the injury of contractor companies, accusation report to police can be fulfilled by leader of Contractor Company after informing the Corporate Security about the crime.

Contribution of BorsodChem in property protection of Contractor Companies

Based on security service contract

Corporate Security can check how contractor companies fulfilled their property protection obligations, and notifies affected contractor company manager about shortcomings in letter in case of necessity.

Contractor Companies working on the area of the Company shall provide guarding their valuables also both on premises provided for them and building sites.

Ensure the check of persons as well as vehicles traffic at the gates.

Take prompt measures in case of extraordinary events take place, or crime takes place and secure the scene in reasonable case.

Carry out preventive as well as target checkings in order that enforcement of property protection and physical order to be facilitated.

Procedure in case of infringement committed to the injury of External Company

In case of crimes committed to the injury of companies performing activities on the area of BC, the person detecting committed crime shall notify it promptly to Corporate Security. Corporate Security takes primary measures and provide help in reporting it to relevant Authority.

In case of unlawful action or its established suspicion, reporting it to police is the competence of the affected company's manager.

In order to prevent activities against properties in site of the company doors of buildings, office-containers, tool storage places and other warehouses shall be provided with safety locks and windows overlooking external areas shall be covered with protective grilles or films protecting against burglary and with alarm in reasonable case.

Machines, equipment, materials can be storaged outdoor only if their storage can not be solved at indoor places because of their size and quantity.

After working time and on holidays workplaces (workshop, warehouse, office, etc.) shall be safety locked.

Leaders of contractor companies are responsible for locking of site under their management of which performance is inspected by Corporate Security.

After finishing the work rooms and sites shall be closed by assigned persons after they arranged closing of windows and doors and also performed other safety measures (cut off electrical power, locking of water and gas valves, prevention of fire hazard, etc.)

Before holidays locking shall be performed with special care and before several days holiday safety measures determined casually by Corporate Security shall be done.

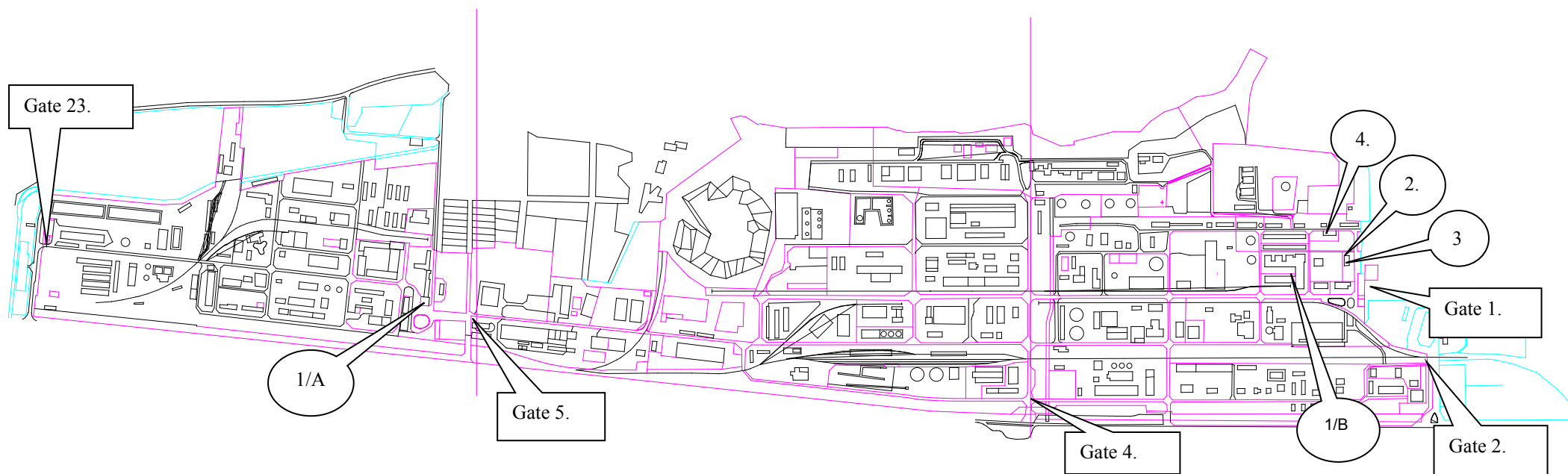
List of property protection appendices

Appendix V1: Permit request for temporary entrance in e-mail format

Appendix V2: Sanctions regarding to the contractor companies

ENTERING GUIDE FOR CONTRACTORS/SUBCONTRACTORS

1. Entering at the nearest Gate of place the signing contract. The contract should be undersigned in **Site Engineering** building (1/A) or in **Maintenance Coordination** building (1/B). After signing the contract, the company will e-mail you the access ID and password for <https://bcextranet.borsodchem.eu/ewp/Login.aspx>
2. The contractor records the employee through <https://bcextranet.borsodchem.eu/ewp/Login.aspx> and applies for medical examination.
3. With valid medical permission the contractors have to participate in Labour Safety training in training room of **Environment, Health Protection and Safety Management**.
4. With the properly filled forms that verify the medical permission and safety training (mentioned in 1. section), the contractors have to go to **Corporate Security** in order to get their contractor entering cards with photo.



**Permit request for foreign visitor(s)/employee entrance
(e-mail format)**

Data of entrance claimant

Name/company name:

Phone No. of official in charge:

Mailing address:

Object of the entrance:

Date of entrance:

Date of departure:

Place of entrance:

Data of entering person(s)

Citizenship:

List:

Company name:

Vehicle

License plate number:

Type:

Is work subject to authorisation or not:

<http://www.borsodchem-group.com/Our-policies/Safety.aspx>