

**Annex no. 5  
to the Request for Proposal no. 11/RCBR/2019**

Appendix 1 to IS-0-07/IB-0-07

***Occupational Health and Safety and Environmental Requirements for  
Contractors/Subcontractors***

1. The authorized person from the external company shall confirm below that the employees designated to carry out work on the premises of TELE-FONIKA Kable have:
  - a valid certificate of periodic health examinations
  - a valid certificate of completion of periodic OHS training
  - other qualifications necessary to carry out the work in question.
2. The authorized person from the external company shall confirm below that the tools and equipment used for work on the premises of TELE-FONIKA Kable has been properly tested and certified.
3. The authorized person from the external company shall confirm below that the employees designated to carry out work on the premises of TELE-FONIKA Kable have familiarized themselves with its Environmental and OHS Policies.
4. Before the commencement of work on the premises of TELE-FONIKA Kable, it is necessary to receive the OHS and fire training provided by the OHS Department of the relevant TELE-FONIKA Kable plant. The authorized representative of the external company is required to agree the time of such training with the Principal's representative.
5. Before personnel of the external company enter the premises of TELE-FONIKA Kable, the company's authorized representative shall draw up a list of the names of the employees designated to carry out work at TELE-FONIKA Kable and provide the numbers of their ID cards/documents. The list shall be updated by the Contractor/Subcontractor if any of the employees is replaced. The list shall be given to the contact person from TF Kable.
6. Every employee of the Contractor/Subcontractor must wear a clearly displayed company ID badge and is required to have an identity document on his person.
7. The external company shall provide its personnel with working clothes and Personal Protective Equipment as appropriate to the works carried out and in conformity with the rules in force at the site (in accordance with the agreement made with the OHS Specialist of TELE-FONIKA Kable)
8. The area (location) where the Contractor/Subcontractor carries out works must be adequately secured against unauthorized access (establishment of a safety zone, fencing off, signage, changes in the organization of vehicular and pedestrian traffic, lighting of dangerous areas, placing a construction site information board, etc.) after prior agreement with the Principal's authorized representatives.

9. The Contractor/Subcontractor carrying out works must provide sanitary facilities for its personnel in accordance with legislation in force or agree the terms of use of the plant's sanitary facilities with the managers of the relevant Departments.
10. All materials brought onto the premises of TELE-FONIKA Kable and used during the provision of services should be secured so as to prevent contamination of soil, water or air and care shall be taken to ensure good housekeeping in the work area.
11. The Contractor/Subcontractor represents that it shall be fully responsible for the management of the waste generated by it in a manner ensuring the protection of human life and health and of the environment and according to the provisions of the Waste Act.
12. All waste generated on the premises of TELE-FONIKA Kable shall be separately collected in a manner preventing secondary emission into the air, soil contamination or other environmental pollution and (unless the agreement or contract provides otherwise) shall be removed from the site and managed by the Subcontractor in accordance with legislation in force. Any waste left on the premises of TELE-FONIKA shall be disposed of at the expense of the Contractor/Subcontractor.  
The area handed over to the Contractor/Subcontractor for the execution of the works shall be inspected in this respect by the Chief Environmental Specialist.
13. It is prohibited to incinerate waste and other materials and introduce any chemical substances into the sewage system or the soil.
14. The Contractor/Subcontractor must be equipped with:
  - absorbents and other agents to neutralize any spillages and pollutions as well as materials to contain them,
  - containers for collecting them.
15. If, despite having taken all precautions, water or soil has been polluted and there is an environmental hazard, the Contractor is required to follow the rules set out below:
  - in the event of spillage of a substance that may contaminate the soil, it should be contained by available means (e.g. absorbents),
  - used absorbent should be collected in a labelled container and handed over to a waste disposal company.
16. Any interruptions, failures, fires etc. must be immediately reported in writing to the person appointed to liaise with the Contractor/Subcontractor or the plant's Shift Supervisor.
17. The management of the Contractor/Subcontractor carrying out work on the premises of TELE-FONIKA Kable shall be responsible for these companies' compliance with fire regulations.  
In the case of fire hazard works such as welding, cutting, soldering, heating and using naked flame, the external companies carrying out such works shall be informed of the procedure to follow when carrying out fire hazard works during the OHS and fire training provided before the commencement of work.

18. In case of emergency or fire, the Contractor's/Subcontractor's personnel are required to stop working and follow the instructions of TELE-FONIKA Kable's designated employees authorized to conduct evacuation and rescue operations.
19. In the event of an accident at work or near miss during work on the premises of TELE-FONIKA Kable, the Contractor/Subcontractor shall immediately notify the contact person or the Plant's Shift Supervisor of the event. The Contractor/Subcontractor shall determine the circumstances and causes of the accident at work and near misses in accordance with legislation in force and shall immediately advise the OHS Department of TELE-FONIKA Kable of the findings.
20. The OHS Department of TELE-FONIKA Kable has the right to inspect the places where services are provided by the Contractor/Subcontractor and issue relevant instructions.
21. If the Contractor/Subcontractor carries out work in violation of applicable legal requirements and/or regulations in force at TELE-FONIKA Kable, the authorized representatives, the Construction Inspector and the OHS Department have the right to stop the work for reasons attributable to the Contractor/Subcontractor.
22. Any infringements of OHS, fire, property protection rules and regulations on the premises of TELE-FONIKA Kable **shall result in the following penalties**, which TELE-FONIKA Kable has the right to impose on the Contractor/Subcontractor:
  - a) suspension of work until such time as the irregularities are removed,
  - b) expulsion of the entire crew from the premises of TELE-FONIKA Kable S.A. on the given day,
  - c) temporary prohibition of entry (for a maximum period of one year) on the premises of TELE-FONIKA Kable S.A.,
  - d) financial penalties ranging from PLN 50 to PLN 1000, in particular for:
    - failure to use personal protective equipment, inappropriate organization of work,
    - failure to comply with the work rules, including incorrect storage and handling of hazardous materials and waste and non-compliance with fire regulations, inappropriate behaviour.
  - e) a financial penalty of PLN 3000 for each instance where an employee of the Contractor/Subcontractor is found to be under the influence of alcohol or other psychoactive substances or is found to consume them on the premises of TELE-FONIKA Kable S.A.; permanent prohibition of entry on the premises of TELE-FONIKA Kable S.A. for the employee who was under the influence of alcohol or the above-mentioned substances and handing over of the employee to the police.
23. The Contractor shall be fully responsible for the implementation of the above provisions by its subcontractors.
24. At the request of TELE-FONIKA Kable, the Contractor/Subcontractor shall submit copies of the documents listed in items 1 and 2.
25. By signing this document, the Contractor/Subcontractor shall be bound to exercise the utmost diligence in the performance of the contract / job in order to maximize safety at work and reduce the negative environmental impact.

26. Contact details:

**Principal**

Principal's Representative .....

Plant Representative (Department Manager, Shift Supervisor)

.....

OHS Department.....

Environmental Specialist .....

**Contractor**

Contractor's Representative.....

***I hereby certify that I have familiarized myself with the foregoing OHS and environmental requirements and declare that the company ..... shall comply with these requirements during works carried out on the premises TELE-FONIKA Kable.***

.....  
Place and date

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Signature of the Contractor's/Subcontractor's  
authorized representative