



TOPIC		Safety Guide				
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DOCUMENT VERSIONS			
Version	Date of issue	Author(s)	Brief description of changes
79.05	2014/04/25	Izabela Kaufhold	Division of the Safety Guide into the three parts: Extract from the Safety Policy, Extract from the Fire Protection Plan and Extract from the Protection Policy
79.06	2014/06/26	Izabela Kaufhold	Change of the map for the traffic of external vehicles at DCT terminal
79.07	2014/07/23	Izabela Kaufhold	Change of the map for the traffic of external vehicles at DCT terminal
79.08	2014/08/19	Izabela Kaufhold	Change of the map for the traffic of external vehicles at DCT terminal. Update of the tariff
79.09	2015/06/7	Weronika Zblewska	Deletion from the Safety Guide of the Extract from the Protection Policy. Update of the Anti-Tobacco Policy, the map for the traffic of external vehicles at DCT terminal and the Extract from the Fire Protection Plan
79.10	2016/04/01	Weronika Zblewska	Change of check lists
79.11	2016/09/05	Roksana Strugacz	Adaptation to the new forms. Change in the scope of escape routes. Change of the map for the traffic of external vehicles at DCT terminal. Update of the tariff of penalties for drivers of external tractors and of the Extract from the Fire Protection Plan
79.12	2017/06/01	Roksana Strugacz	Change of check lists and instructions for suppliers and service companies
79.13	2019/02/13	Agata Pniewska	Addition of AED locations Change of information on emergency exits 5.1.5.2
79.14	2019/03/17	Sandra Gering	Change of the numbers of post holders Change of photos Change of document detail in item 5.1.1.1 Change of Annexe 6.1 Updating the contact e-mail address and the manner of notification
79.15	2019/03/27	Adrian Krystkiewicz	Change of Annexe No. 2 from the check list to be used in the event of detection of a fire to the emergency response procedure
79.16	2019/09/03	Agata Jamróz-Krause	Change of terms of service provision, change of the manner of training all terminal visitors in all documents
79.17	2019/10/14	Sandra Gering	Removal of a note regarding procedure 17.XX and change of Weronika Zblewska's position
79.18	2020/04/30	Agata Jamróz-Krause	Updating the safety guide vs. safety rules
79.19	2020/10/28	Joanna Goślicka	Updating the penalty tariff
79.20	2020/12/17	Joanna Goślicka	Change of the name of the document from "Terms and Conditions of Service Provision" into "Safety Rules for the Works Performed" in item 4.1.5.2
79.21	2020/01/20	Joanna Goślicka	Updating the information on evacuation routes
79.22	2021/04/13	Joanna Goślicka	Updating and shortening the guide. Adding Annexe No. 1.
79.23	2021/04/26	Joanna Goślicka	Adding information on the obligation to cordon off the area where works are performed at the terminal
79.24	2022/06/15	Aleksandra Augustyniak	Change of the name from DCT Gdańsk S.A. to DCT Gdańsk Sp. z o.o. Updating and adding descriptions of photos Adding information on the AED in the DUR building Updating numbers and post holders
79.25	2022/12/30	Karolina Piekarska	Changes in moving of vehicles in the map at point 3.1.4.3. Change of the name from DCT Gdańsk Sp. z o.o. to Baltic Hub Changes in evacuation procedures. Changes names and numbers of related documents.

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OBJECTIVES AND INTENTIONS

It is an intention of Baltic Hub ("BH") to ensure protection of health, occupational health and safety of employees, all visitors and contractors.

NOTE

Non-compliance with the safety rules may result in a threat to human life and health.

1 SCOPE OF THE POLICY

The policy included in the Safety Guide describes principles applicable on the premises of Baltic Hub ("BH") and the procedures to be followed in the event of evacuation. It applies to the whole organisation of BH, as well as to third parties visiting and cooperating with BH.

2 RELATED DOCUMENTS

Document name	Reference number
2.1 Contractor safety management policy	BH/DOC/SUS/23.xx
2.2 Procedure for performance of fire hazardous works	DCT/SOP/SUS/25.xx
2.3 Procedure for reporting events and accidents at work	DCT/SOP/SUS/41.xx

3 DETAILS OF THE DOCUMENT

3.1 Extract from the Safety Policy

3.1.1 Equipment and work conditions in the scope of protection of health

3.1.1.1 First aid rooms

Rooms intended for administering first aid are located in the main administration building of BH and at T1 quay. First pre-medical aid is administered by one of the persons designated under the Polish Labour Code. Lists of persons designated to administer first aid are available in first aid kits and first aid rooms.

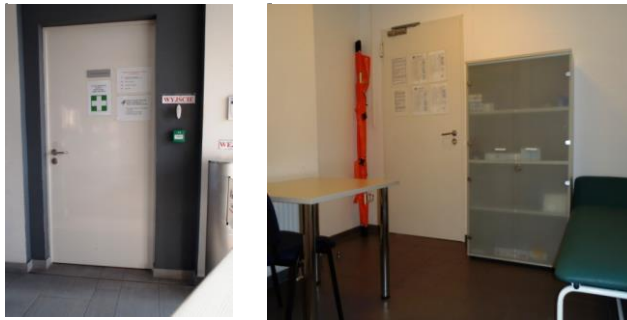


Photo. First aid room in the administration building.

3.1.1.2 External defibrillator

In the main administration building of BH next to the first aid room, in the Maintenance Department building in the corridor and at foremen' containers at both quays there are AED defibrillators, intended for carrying out heart defibrillation in the event of occurrence of a sudden cardiac arrest by a person holding no medical qualifications.

The defibrillator allows to quickly and effectively rescue life in the event of a necessity to defibrillate a patient. Instructions on how to use the defibrillator may be found at the device.



Photo. AED

3.1.2 Anti-alcohol, Anti-Drugs and Anti-Tobacco Policy

3.1.2.1 Anti-Alcohol and Anti-Drugs Policy

According to the company's policy, throughout the terminal **IT IS PROHIBITED TO:**

- drink alcohol;
- stay under the influence of alcohol or abusive substances;
- possess, use or distribute controlled drugs for non-medical purposes;
- drive motor vehicles under the influence of alcohol or abusive substances;

Failure to comply with the prohibition constitutes a gross violation of the disciplinary procedures applicable at the terminal.

In justified cases of suspected violation of the above prohibition by contractors/visitors, BH shall have the option of conducting a sobriety test or calling the police to conduct one. In such event, the contractor/employee shall be removed from the work. Exceeding the value of 0.00 ‰/ mg of alcohol in the exhaled air or finding presence of drugs in the organism shall result in the consequences provided for in the penalty tariff.

There are no safe quantities of alcohol or drugs - different people react differently to such substances, it is an individual case, so a complete ban against drinking alcohol and taking drugs is the only way to assure safety in the work place.



Photo. Breathalyser and drug test

Violation of the principles of this policy by visitors to the terminal, subcontractors or users shall be treated as violation of BH safety principles and result in expulsion of the violator from the terminal.

3.1.2.2 Anti-Tobacco Policy

There is a complete ban on smoking cigarettes and e-cigarettes in the terminal area, except in designated areas.

The designated places include:

- the shelter at the car park in front of the administration building,
- place at the Pre-Gate building - at the entrance to the toilets for external drivers.

All employees are responsible for assurance that our visitors smoke only in designated places. Anyone that notices a visitor who violates this policy should immediately notify the security service for the purpose of expelling such a person from the premises of the company.



Photo. Places designated for smoking

3.1.3 Personal protective equipment

While performing works on the premises of BH it is obligatory to wear:

- Closed shoes,
- Chin strap safety helmet,
- High visibility vest.

In the event of works at height and depending on the risks involved, appropriate personal protective equipment must additionally be provided. At the quay, at T1 and T2 terminals, contractors and subcontractors are obliged to equip their employees with life jackets in compliance with legal provisions and standards.

PPE shall also be applied at the time of passing along a designated path leading from the administration building to Pre-Gate building.

PPE should have protective characteristics (be valid) and meet the requirements relating to evaluation of compliance (CE marking).

NOTE

Violation of the afore-mentioned principles by visitors to the terminal, contractors and subcontractors or users shall be treated as violation of BH safety principles and result in expulsion of the violator from the terminal.

3.1.4 Principles of movement on the premises of the terminal

3.1.4.1 Pedestrian traffic at the terminal

Pedestrians are not allowed at the terminal, except designated paths.

In the event that employees of an external company do not have their own means of transport, they may use BH minibus, after making prior arrangements with the OPS Shift Manager. A parking lot for minibuses is located in the internal parking lot next to the administration building.

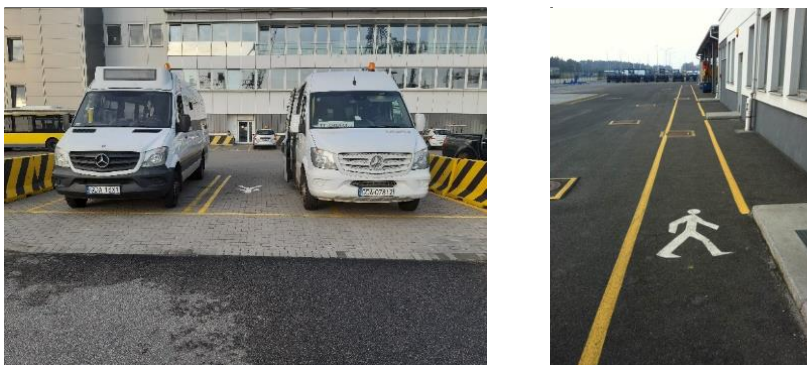


Photo. The parking lot for minibuses in front of the administration building and a pedestrian walkway.

3.1.4.2 Escape routes

In the event of evacuation, use designated roads and comply with the designated directions of emergency exits.

Emergency exits:

- The main exit at the reception (the administration building),
- Line number 5 (gate complex) - after stopping the traffic and when assisted by security.

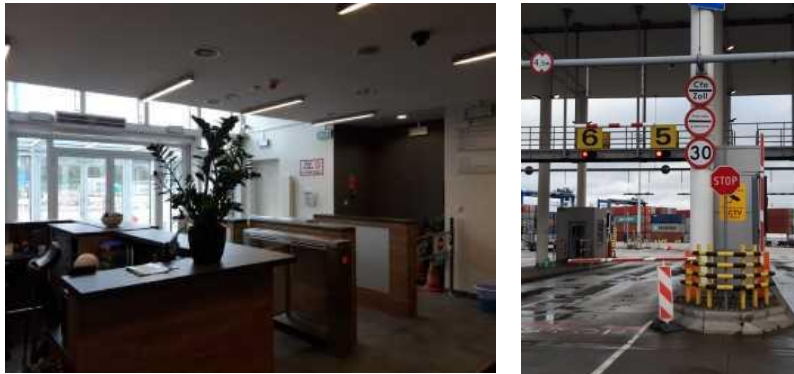
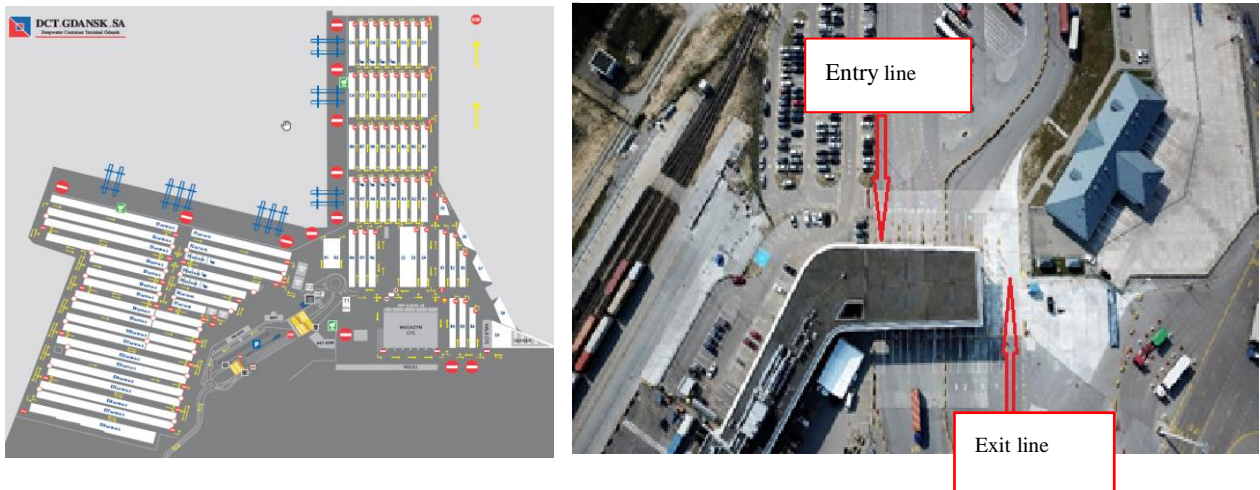


Photo. Reception and entrance gate.

3.1.4.3 Traffic of external vehicles (contractors' companies) at the terminal

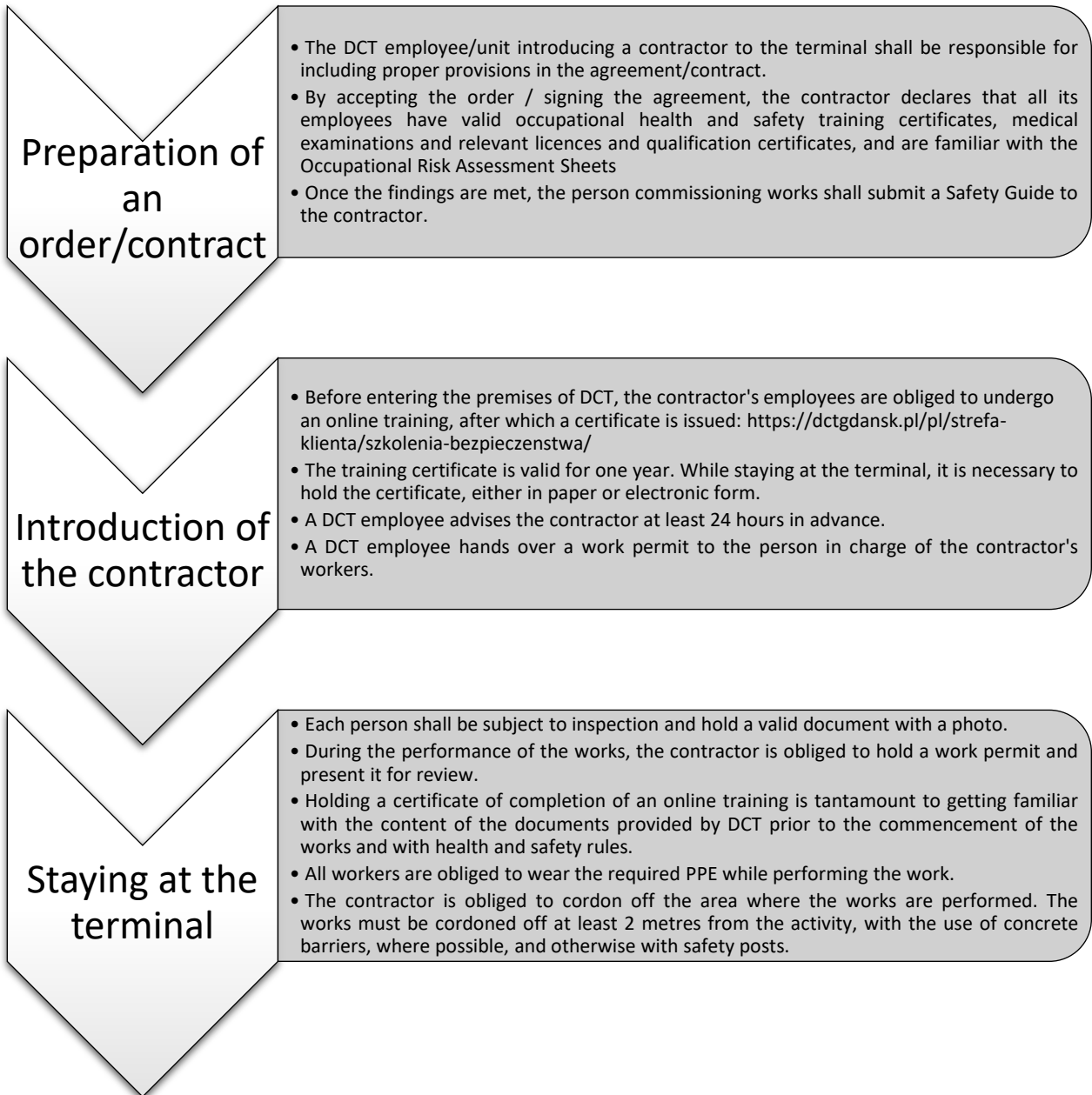


3.1.5 Supervision over contractors and subcontractors

3.1.5.1 Policy

In order to ensure health and safety of its own employees and employees of contractors and subcontractors, it is necessary to determine the competences of individual contractors. Each party must take measures to ensure that the works being carried out do not constitute a threat to workers, the property of a third party, or violate other health and safety rules.

3.1.5.2 Action scheme



3.1.5.3 Fire hazardous works. Characteristics of fire hazardous works

Fire hazardous works are all works not provided for in the process manual or conducted beyond the designated permanent place of work performance that might cause a direct hazard of occurrence of a fire or an explosion.

Fire hazardous works may be performed in the areas, in the facilities and rooms of BH only provided that the applicable requirements in the scope of fire protection are met before, during their performance and after the completion of works.

Fire hazardous works include:

- all renovation and construction works connected with the use of the open fire or any other sources of heat (welding, soldering, thermal cutting, grinding, pre-heating, melting, sealing, roofwork) conducted inside a facility, in the area adjacent to the facility, in the vicinity of stored flammable materials or flammable structural elements of the building,
- works connected with cutting operations during which sparks are produced,

- welding works, carried out both inside and outside facilities, buildings, areas, including the above-mentioned works performed in explosive atmospheres (zones), works involving the use of liquids, gases and dusts, where explosive mixtures may be formed, such as:
 - a) preparation for the use of gases, liquids and dusts,
 - b) use of liquids and other substances for painting, gluing, washing, saturating, etc.,
 - c) drying with liquids and other flammable substances,
 - d) removal of remains of such substances from structural elements of buildings, machines, equipment and work stands.

Fire-hazardous works must be carried out on the basis of a written permit for fire-hazardous works. The written permit is signed by BH Fire Safety Inspector, the BH employee ordering/assisting at the works, the contractor (when the works are performed by an external company).

The commission may also comprise other persons.

The Fire Protection Inspector (the Safety Department) shall store the documentation related to the fire protection of fire hazardous works.

If the person that gave consent to the commencement of works finds it justified not to issue a Protocol of Fire Protection of Fire Hazardous Works, it shall be confirmed by an entry of the following content: "No Protocol of Fire Protection of Fire Hazardous Works has been prepared" in item 4 of the permission.

Types of written permits:

- long-term permits for renovation works,
- long-term permits for investment works,
- one-time permits (for particularly hazardous works, for other works).

If the conditions or scope of works change, a new permit is required.

If the works are performed by the same people and the working conditions have not changed, permits may be extended.

Making corrections on permit forms by unauthorised persons is prohibited. The permit and check list must be completely filled in and signed by the designated person and the contractor before the works may commence.

The rules of fire protection of fire hazardous works performed on ships mooring in the territory of the Port of Gdańsk managed by ZMPG S.A. are defined in the instructions introduced under Order No. 18/2005 of the President of the Management Board of ZMPG S.A. In accordance with the Fire Safety Instructions, permits for the works in question are issued by the Gdańsk Harbour Master's Office.

NOTE

It is prohibited to conduct fire hazardous works without a valid permission!

The protocol and check list include the responsibilities of supervisors and those performing fire hazardous works, the manner of securing the works and the work performance area, and responsibilities after the completion of the works.

3.1.5.4 Particularly hazardous works

Particularly hazardous works are understood as works specified in the general regulations on health and safety (Ordinance on general occupational health and safety regulations of 26 September 1997) and the following works:

- works defined as particularly hazardous in industry health and safety regulations,
- works defined as particularly hazardous in the instructions on how to operate equipment and systems,
- other works with an increased risk or performed under difficult conditions, considered by the employer to be particularly hazardous.

General OSH regulations indicate the following works as particularly hazardous works:

- construction, demolition, renovation and assembly works performed without stopping the operation of the plant or its parts
- works in tanks, ducts, interiors of technical equipment and other dangerous confined spaces,
- works with the use of hazardous materials,
- works at height.

The Contractor is obliged to communicate to the Ordering Party the substantive aspect of the works to be performed, and thus the necessity to perform particularly hazardous works. An annotation shall then be made on the work permit issued by a BH employee, along with guidelines for the safe performance of the works on the premises of BH.

3.1.5.5 Subcontractors vs environmental protection

At the time of fulfilment of its business objectives the Company also takes into account environmental issues. It directly results from the sustainable development principle, i.e. conducting activity that is environmentally and socially responsible.

BH makes every effort to maintain a work environment that is free from any hazards and meets the requirements of standards and statutory requirements connected with prevention of contamination and protection of the natural habitat. The company's primary objective is to notify contractors and their subcontractors of the necessity to make works conducted on the premises of BH safe for the environment.

The Organisation has an Integrated Management System in place, and the Sustainability Declaration is available on Baltic Hub website <https://dctgdansk.pl/o-dct/zintegrowany-system-zarzadzania/>

3.1.6 Penalty tariff for employees of external companies

Violation of safety rules by visitors to the terminal, contractors and subcontractors or users shall result in imposing a penalty on an employee of a third-party company, in accordance with the applicable tariff. The information on the finalised penalty will be included in the agreement/order.

TARYFIKATOR WYKROCZEN DLA WYKONAWCÓW			
L.P.	WYKROCZENIE	DOZWOLONE OSTRZEŻENIA	KONSEKWENCJE
1	próba wjazdu na terminal pod wpływem alkoholu, narkotyków i innych substancji szkodliwych	0 razy	stały zakaz wjazdu na terminal
2	spowodowanie zagrożenia zdrowia lub życia pracownika DCT Gdańsk	0 razy	stały zakaz wjazdu na terminal
3	posłużenie się dokumentami lub tablicami rejestracyjnymi niezgodnymi ze stanem faktycznym / próba wymuszenia na DCT Gdańsk	0 razy	zakaz wjazdu na terminal na 6 miesięcy
4	brak certyfikatu ze szkolenia z zasad bezpieczeństwa	0 razy	zakaz wjazdu do czasu okazania ważnego certyfikatu
5	spowodowanie zagrożenia i/lub zniszczenie mienia DCT	0 razy	w zależności od przekroczenia - zakaz wjazdu od 1 miesiąca do stałego zakazu lub kara pieniężna 100zł
6	brak pozwolenia na prace	0 razy	zakaz wjazdu do czasu okazania ważnego pozwolenia na prace
7	brak ŚOI (Środków Ochrony Indywidualnej)	1 raz	zakaz wjazdu na terminal na 1 miesiąc lub kara pieniężna 50zł
8	wulgarnie / nie stosownie zachowanie się wobec pracowników DCT Gdańsk	1 raz	zakaz wjazdu na terminal na 1 miesiąc lub kara pieniężna 50zł
9	rozmowa przez telefon komórkowy w trakcie jazdy	2 razy	zakaz wjazdu na terminal na 1 miesiąc lub kara pieniężna 50zł
10	niedostosowanie prędkości	2 razy	zakaz wjazdu na terminal na 6 miesięcy lub kara pieniężna 50zł
11	niestosowanie się do znaków pionowych i poziomych na terenie terminalu (włączając kompleks bramowy)	2 razy	zakaz wjazdu na terminal na 6 miesięcy lub kara pieniężna 50zł
12	wysiadanie z ciągnika w miejscu niedozwolonym	2 razy	zakaz wjazdu na terminal na 3 miesiące lub kara pieniężna 50zł
13	palenie papierosów (w tym elektronicznych) na terenie terminalu i parkingu zewnętrznym z wyjątkiem miejsc do tego przeznaczonych	2 razy	zakaz wjazdu na terminal na 1 miesiąc lub kara pieniężna 50zł
14	jazda bez świateł mijania / niesygnalizowanie manewru skrętu	2 razy	zakaz wjazdu na terminal na 1 miesiąc lub kara pieniężna 50zł

*DCT zastrzega sobie prawo do rozpatrywania wykroczeń indywidualnie, a co za tym idzie, konsekwencje mogą różnić się od tych przedstawionych w taryfikatorze

3.1.7 Incident and complaint management

DCT/SOP/SUS/22.xx_Procedure for handling external complaints ensures that all complaints filed by clients are handled.

The Contractor shall immediately notify of all and any potential near miss incidents, break-downs and accidents at work occurring during the performance of assigned tasks.

In the event of occurrence of an accident the place of the accident shall be protected against access of third parties and the following persons shall be immediately notified:

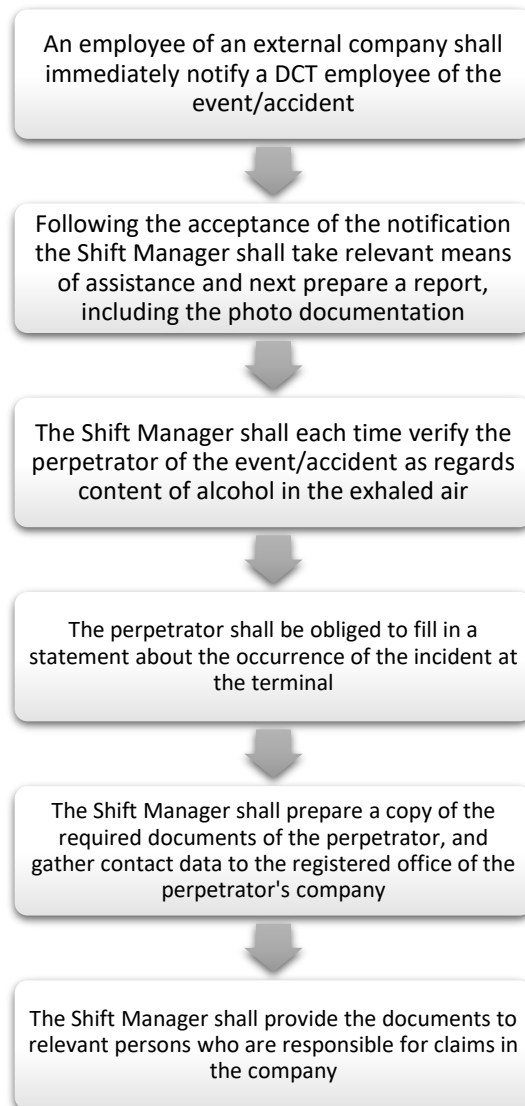
- Shift Manager

(mobile phone 609 682 231, office phone 058 737 63 51)

BH_DOC_SUS_79.25_Safety Guide

- Sustainability Department Manager
Dominika Milion (mobile phone +48 601 687 031, office phone +48 58 737 90 74)
- An employee of the OHS Service
Milena Raasz (mobile phone +48 887 473 267, office phone +48 58 737 91 89)
Agata Pniewska (mobile phone +48 695 770 043, office phone +48 58 737 91 88)
Karolina Piekarska (mobile phone +48 693 330 873, office phone +48 58 737 77 36)
Aleksandra Augustyniak (mobile phone +48 885 779 801, office phone +48 58 737 75 35)
Katarzyna Nickel (mobile phone +48 885 929 916, office phone +48 58 737 91 84)
- Security Employee in the Reception / Security Service
(office phone: 058 737 63 66/ 058 737 98 56) or
- the BH employee designated for contact purposes
- Chief Security Inspector:
Weronika Zblewska (mobile phone +48 887 441 371, office phone +48 58 737 75 31)
- Security Inspector:
Bartek Moroz (mobile phone +48 885 779 797, office phone +48 58 737 63 24)
- Emergency phone number, to be used after 6.00 p.m. and at weekends for 24 hours **(887-471-407)**
- only in case of severe, mass or fatal accidents.

3.1.7.1 Procedures to be followed in the event of an accident



3.1.8 Procedures in emergency situations - The Emergency Plan

Each port facility is exposed to potential threats connected with carriage of cargoes on board, operation of vehicles intended for handling cargoes or transportation of hazardous materials stored on the premises of the port. BH seriously treats its obligation to ensure safety and protection of health to all its employees, clients and the society in the event of occurrence of a serious breakdown or accident at the Terminal. The Company takes actions aimed to detect and control potential hazards. The actions are carried out on a regular basis for the purpose of ensuring inspection of all facilities at the terminal. The Organisation has implemented Procedures to be followed in emergency situations.

3.1.9 Respecting BH property and spreading the safety culture

In compliance with the applicable principles of the OHS Policy, on the premises of BH there is a strict prohibition against taking photos and making films.

Violation of the principles of this policy by visitors to the terminal, subcontractors or users shall be treated as violation of BH safety principles and result in expulsion of the violator from the terminal.

Every day, policies are introduced in order to increase the level of safety culture.

In 2020, BH implemented the TAKE 5 culture, for both its own employees and the employees of its contractors:



3.2 Extract from the Fire Safety Instructions

3.2.1 Introduction

In accordance with applicable laws and regulations, the building administrator provides persons staying in the building with safety means necessary for combating fires and relevant conditions of evacuation. The General Manager bears liability for compliance with applicable fire protection provisions.

3.2.2 Basic prohibitions applicable in BH in the scope of fire protection

A person staying on the premises of BH is obliged to comply with fire protection provisions. It shall be forbidden to:

- manipulate with electrical systems,
- shift the basic fire extinguishing equipment,
- store along escape routes flammable materials or any other materials limiting the width of passage,
- limit access to emergency doors and exits, fire extinguishers and hydrants, fireman's switches in the facility, electrical switchboards, master water valves.

BH has legally required fire-fighting and fire-extinguishing equipment. Inspections of the equipment are carried out on an ongoing basis.

3.2.3 Procedure to be followed in the event of fire or other local emergency. Evacuation

If you notice smoke, fire or any other local emergency, immediately determine the location of the fire, the paths of its development, the degree of hazard to the lives of people, the surrounding property and the environment. Immediately notify all persons staying in the vicinity of the fire and any other building users by means of notifying the BH employee that is in the vicinity (who has a radio) and/or by means of pressing the nearest ROP button (buildings). In the event of holding a radio for

subcontractors - notify of the hazard with the use of the radio. Notify the persons responsible for evacuation:

- Shift Manager (phone no. 609 682 231/ radio 3300);
- Fire Safety Inspector (phone no. 695 770 043 / radio 112);

And when the above-mentioned persons are not present:

- Facility Security Service (phone no (58) 768 98 56/ radio 113 lub 115)

Lists of employees designated to conduct extinguishing action and evacuate other employees, subcontractors, external companies and service providers are available at the Reception in the main administration building, in offices in buildings and at the berth.

3.2.3.1 General procedure to be followed at the time of evacuation:

BH feels responsible for assurance of occupational health and safety to its employees and assures organisation of evacuation drills once in 2 years. A drill report shall be prepared by an authorised employee of the Sustainable Development Department.

Course of the evacuation:

a) Immediately after sounding the alarm all persons staying in the building shall:

- de-energise all electrical equipment,
- leave the room,
- follow the directions marked with arrows to emergency exits, and next to the gathering place,
- keep calm,
- follow the instructions of the persons in charge of the evacuation.

b) If the fire or smoke cut off the escape route, hide in a room that is located the furthest from the threat and, as far as possible, notify the persons in charge of the evacuation.

c) In the building move on the right side, since the left side is reserved for rescuers.

d) Do not do anything that might cause a panic.

e) Evacuation of property may not take place at the cost of energy and measures necessary for evacuation and rescuing of people. It shall start with the most precious objects, equipment or documentation.

f) Leave the building and go to the designated gathering place.

NOTE: During the evacuation there is no obligation to read magnetic cards on magnetic readers.

g) Do not re-enter the building from which you were evacuated.

h) Do not use lifts.

i) The persons who left the building as first and noticed any objects at passageways that hamper moving shall shift them next to the wall, so as to allow for undisturbed evacuation.

j) In the event of arrival of units of the Fire Service during the evacuation, the person in charge of the evacuation shall briefly notify of the course of the action and subordinate to the commander of the fire service or arriving at the place of the fire.

k) Before leaving the gathering place, wait for further instructions from the persons in charge of the rescue operation; it is unacceptable to move away arbitrarily or to leave the gathering place without permission from the person in charge of the evacuation,

l) At the time of moving along evacuation paths the following principles shall be followed:

- do not stop or move in the opposite direction to the designated evacuation direction,
- the speed of going down the stairs shall be adapted to the speed used by people who are lower than you at the stairs,
- do not try to accelerate going down the stairs by pushing, overturning and shouting,
- move in a stooped posture.

NOTE

Rescuing people is a priority as compared with extinguishing fire and rescuing property!

3.2.3.2 Gathering place

Evacuation of people from the building should take place smoothly, and the human stream should be directed in compliance with the marking of escape routes.

The place of gathering after the evacuation is the car park located near the entrance gate to the railway siding. The person responsible for the evacuation checks the attendance and next provides the information to the commander of the fire service units in charge of the action and follow his directions. In the event of the evacuation of the entire terminal, including the stacking yard, external drivers staying at the terminal shall go to the parking lot at Pregate.

From the parking lot, pedestrians shall follow the pavement located between the gate complex (at entry line No. 5) and the administration building, and follow it up to the designated main gathering place at the railway siding. After standing at the gathering place for evacuation located at the railway siding, the pass should be applied to the reader on the fence to confirm leaving of fire/explosion hazard area.

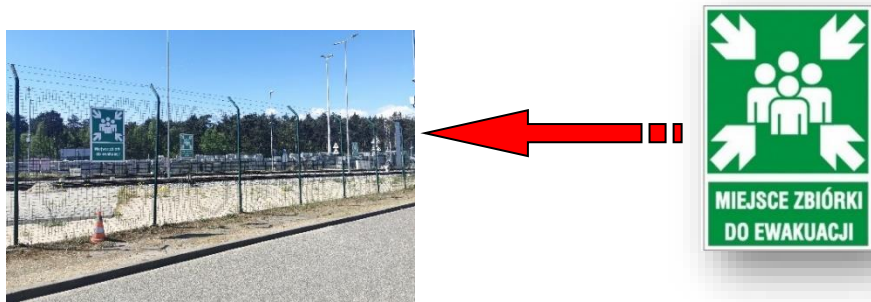


Photo. Gathering place for evacuation



Photo. Map with the location of the gathering place for evacuation.

NOTE

It shall be impermissible to go away on one's own or to leave the gathering place without the consent of the person in charge of the evacuation

4 ADDITIONAL INFORMATION

4.1 Covid-19 prevention rules for subcontractors - temperature measurement

There is a body temperature monitoring station at the reception desk. Please sign a statement and submit to the measurement. If you refuse to be measured, you will not be allowed to enter the premises of BH. If you enter the terminal area by vehicle, go to the reception desk to measure your body temperature.