



# Safety Guide

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## 1. OBJECTIVES

It is the intention of the Baltic Hub Container Terminal ("BHCT") to ensure the health, safety and security of employees and all visitors and contractors.

**The consequences of not following safety rules can lead to health and life risks.**

## 2. SCOPE OF THE GUIDE

The Safety Guide describes the rules for the entire BHCT organisation, as well as for external parties visiting and performing work on BHCT premises. Whenever reference is made to the Baltic Hub Container Terminal ("BHCT") site, the wording refers to the BHCT terminal site and in the PALIO B building where the BHCT offices are located, unless otherwise stated.

## 3. DEFINITIONS

<b>PPE</b>	Personal protective equipment
<b>Works</b>	repairs, construction, maintenance, services and all other works in the BHCT area
<b>Contract owner</b>	BHCT employee ordering the work
<b>Principal</b>	BHCT

## 4. RELATED DOCUMENTS

<b>Nr</b>	<b>Reference number</b>	<b>Document name</b>
1	BH/DOC/SUS/23.xx	Contractors Safety management policy
2	DCT/SOP/SUS/25.xx	Procedure for Performing Fire-Hazardous Work (Hot Works)
3	DCT/SOP/SUS/41.xx	Procedure for reporting incidents and appointing the incident analysis team
4	BHCT/SUS/99.xx	Anti-alcohol and anti-drug procedure
5	DCT/DOC/SUS/35.xx	Traffic management plan
6	BH/SOP/SUS/02.xx	Procedure for Handling External Complaints
7	BHCT/SOP/SUS/96.xx	Safety Inspection - Appendix No. 1 Penalty Tariff

## 5. DOCUMENT DETAILS

### 5.1. Health facilities and working conditions

#### First aid room

There are first aid rooms in the main BHCT administration building and on quay T1. Pre-medical first aid is administered by one of the persons designated under the Labour Code. Lists of first aid designees can be found in the first aid kits and in the first aid rooms.

Within the PALIO B building, first aid kits are located on each floor next to one of the emergency exits. A blood pressure monitor and a thermometer are located on the 6th floor in the secretariat (3rd door from the left).



Fig. 1. The first aid room in the BHCT administration building.



Fig. 2. Distribution of first aid kits in the Palio B building.

#### External defibrillator

In the main BHCT administration building by the first aid room, in the Maintenance Department building in the corridor and by the foremen's containers, AED defibrillators are located on both berths for a non-medically qualified person to perform cardiac defibrillation in a sudden cardiac arrest situation.

The defibrillator allows you to save lives quickly and effectively if you need to defibrillate a patient. Instructions on how to use the defibrillator are included with the device.

In the PALIO B building, the defibrillator is located by the reception desk.



Photo 3. AED defibrillator in the terminal area and Palio B

## 5.2. Anti-alcohol, anti-drug, anti-smoking policy

### Alcohol and drug policy

In accordance with the company's policy on BHCT premises **it is PROHIBITED:**

- alcohol consumption;
- being under the influence of alcohol or under the influence of drugs;
- possession, use or distribution for non-medical purposes of controlled drugs;
- driving under the influence of alcohol or under the influence of intoxicants;

### **Failure to do so constitutes a flagrant breach of BHCT disciplinary procedures**

BHCT alcohol testing is carried out by exhaled breath testing.

- a) Only medical services commissioned by law enforcement authorities are authorised to test for alcohol by blood testing.
- b) Exhaled air testing is carried out using the Alkohit X100 electronic device measuring the alcohol concentration in exhaled air, using a mouthpiece, by electrochemical oxidation, hereinafter referred to as the "breath analyser". The mouthpiece is disposable and must be replaced each time before measurement is carried out. The mouthpiece packaging must be opened in the presence of the person being tested.
- c) Exhalation analyser testing shall not be carried out until 15 minutes after the test person has stopped consuming alcohol, smoking tobacco products, including novelty tobacco products, electronic cigarettes or using smokeless tobacco products.

The test should take place without the presence of members of the public and with confidentiality of the result. A subcontractor's employee not allowed to work because of a positive breath analyser test has the right to request a blood test.

Drugs acting similarly to alcohol are:

- a) opioids;
- b) amphetamine and its analogues;
- c) cocaine;
- d) cannabinoids;
- e) benzodiazepines.

Testing for the presence of alcohol-like agents involves non-invasively collecting saliva samples and placing them in a VivaDiag immunoassay device for the determination of alcohol-like agents, according to the device's instruction manual.

No other substances should be added to the samples except those contained in the kit for the immunoassay of alcohol-like agents.

Alcohol testing shall be carried out under the circumstances:

- a) the occurrence of any incident involving an employee of a subcontractor;
- b) the occurrence of an accident at work of a subcontractor's employee;
- c) becoming aware of a suspicion that an employee of a subcontractor is under the influence of alcohol ;
- d) as a preventive measure, in which case the examination must be carried out on a group of more than two persons. A subcontractor's employee may not be tested more than once per shift, unless the situation mentioned in points a,b,c arises.

In the situation indicated in points b and c if the subcontractor's employee agrees to the testing and the results show 0.0 you only need to note the testing in the incident report. If the test was carried out in relation to a situation indicated in a, d, e or other than those listed above just send a brief email to the BHCT employee who owns the contract with the subcontractor company that an alcohol test was carried out.

If the subcontractor's employee's alcohol test result is above 0.0:

- a) the result with information on the date, time and minute of the test will be printed;
- b) The employer of the employee of the subcontracting company and the BHCT employee who owns the contract with the subcontracting company (I think this sounds better than "the BHCT employee contracting the service" as it is the BHCT directly contracting the service and not the employee. I would also change this in the procedure if it is still a possibility), will be informed of the outcome of the survey (or the Health and Safety Coordinator);
- c) a printout of the result from the breathalyser, together with a record of the test carried out, will be forwarded immediately to the claims unit;
- d) the accident/incident report will only state that an investigation has been carried out and that details of the outcome of the investigation have been forwarded to the employer/claims cell;
- e) it is up to the decision of the individual's employer whether the individual will be removed from the BHCT premises or whether the police will be called and the employee will be removed from work;
- f) the Safety Officer will be informed of the situation and has the right to impose a penalty on the subcontractor's employee in accordance with the Tariff of Offences.

Testing for the presence of agents having similar effects to alcohol shall be carried out when the employee is suspected of being under the influence of such agents.

If the subcontractor's employee agrees to be tested and the result of the test carried out is negative, all that needs to be done is to send a brief email to the BHCT employee who owns the contract with the subcontractor ( or the Health and Safety Coordinator) and the employer of the subcontractor's employee that a test for drugs similar to alcohol has been carried out.

If the test indicates a positive result in a person who is an employee of the subcontractor:

- a) A test protocol will be drawn up and the measurement will be repeated twice with all measurements recorded with the exact information indicated in the protocol;
- b) the employer of the employee and the BHCT employee who owns the contract with the subcontracting company will be informed of the outcome of the survey (or the Health and Safety Coordinator);
- c) The examination report will be forwarded immediately to the claims unit;
- d) the accident/incident report will only state that an investigation has been carried out and that details of the outcome of the investigation have been forwarded to the employer/claims cell;
- e) it is up to the decision of the individual's employer whether the individual will be removed from the BHCT premises or whether the police will be called and the employee will be removed from work;
- f) the Safety Officer will be informed of the situation and has the right to impose a penalty on the subcontractor's employee in accordance with the Tariff of Offences.

In the event of a call to the police, a report will be made of the testing for alcohol or drugs acting similar to alcohol. Once the police have received the test report, it will be forwarded to the claims unit.

There is no such thing as safe amounts of alcohol or drugs: the effects of these substances on individuals vary and are individual in nature, and therefore a total ban on alcohol and drugs is the only way to ensure safety in the workplace.



Fig. 4 Breathalyser and drug tests

**Breach of these rules on the part of all persons on BHCT premises will amount to a breach of security and expulsion from the terminal.**

#### Smoke-free policy

Smoking and e-cigarettes are strictly prohibited on BHCT premises except in designated areas.

The designated places are:

- a shelter in the car park in front of the administration building (BHCT),
- space at the Pre-Gate building - at the entrance to the external drivers' toilets (BHCT),
- Designated place in front of the PALIO B building.

All employees are responsible for ensuring that our guests smoke only in designated areas. Anyone who notices a guest not adhering to our policy should notify security immediately in order to expel that person from the premises.



Photo 5. Example of a designated smoking area.

#### 5.3. Prohibition of photography and filming

In accordance with current health and safety policies, photography and filming are prohibited throughout the BHCT premises.

**Breach of these rules on the part of all persons on BHCT premises will amount to a breach of security and expulsion from the terminal.**

#### 5.4. Personal protective equipment

It is mandatory to wear throughout the terminal when carrying out work:

- Full footwear,
- Protective helmet with chin strap,
- Reflective waistcoat.

In the case of work at height and depending on the hazards involved, appropriate personal protective equipment must additionally be provided. On the quay, at terminals T1, T2 and T3, the contractor and the subcontractor must equip their employees with lifejackets in accordance with the regulations and standards.

Personal protective equipment must also be worn when walking the designated route from the administration building to the Pre-gate building.

Personal protective equipment (PPE) should have protective features (current use-by date) and comply with conformity assessment requirements (CE marking).

**Breach of these rules on the part of all persons on BHCT premises will amount to a breach of security and expulsion from the terminal.**

#### 5.5. Rules of movement in the terminal area

##### Pedestrian traffic at the terminal

Outside the designated paths, pedestrian traffic is prohibited at the terminal.

In situations where external staff do not have their own means of transport they may use the BHCT bus by prior arrangement with the OPS Shift Manager. Bus parking is located in the internal car park next to the administration building.



Photo 6. Bus parking in front of the administration building and pedestrian walkway.

##### Escape routes

If an evacuation is ordered, use designated routes and follow the specified directions for emergency exits.

Emergency exits:

- Main exit at reception (administration building),
- Number 5 line (gate complex) - after traffic has been stopped and security assisted.



Fig.7. Reception area and entrance gate.

## Traffic of external company vehicles at the terminal



### a) Vehicle equipment and driver safety

Before moving around the terminal, ensure that all occupants are wearing seatbelts and that there is an additional working orange warning light commonly referred to as a 'rooster' on the roof of the vehicle.

### b) Compliance with signs and speed limits

Any vehicle of an external company must drive around the terminal in accordance with the applicable horizontal and vertical signs. Speed should be adapted to the prevailing conditions and never exceed 30 km/h.

### Need to stop before leaving the storage block

Each vehicle shall respect the STOP sign at each exit from the storage blocks and bring the vehicle to a complete stop before exiting the block.

Extreme caution should be exercised when RTG cranes are stopped at the top of storage bays at points commonly referred to as 'checkerboards'. The stopping of the crane at these points is the result of an absolute duty to stop before leaving the block. It is not a manoeuvre to give way to the passing of any vehicle. Knowing and obeying this rule is extremely important to ensure safe and efficient operation.

## 5.6. Supervision of contractors and subcontractors

Any party carrying out work on the BHCT site must take steps to ensure that the work carried out does not pose a risk to employees, third party property or breach other health and safety rules.

### Work permit or printout from MAXIMO

The BHCT employee commissioning the work gives the work permit to the contractor's employee manager. Part SECTION A is completed by the person commissioning the work, SECTION B is completed by the contractor. The contractor should have the work permit with him when carrying out the work. The work permit is issued for one scope of work e.g. replacement of paving stones. When the scope of work changes then a new work permit will be required. In the case of works carried out by the technical department (DT), the work permit is replaced by an order in the MAXIMO system. When the work is unsupervised and the contractor is left unsupervised, then a printout from the system is required and kept by the contractor until the work is completed.

#### Toolkit and safety data sheet

The Contractor and all his subcontractors are obliged to have a list of the main machines, equipment, substances brought into the BHCT premises. At the request of an employee of the BHCT, the Contractor is obliged to show the relevant UDT/TDT documentation of the machines used and the safety data sheets for the substances used.

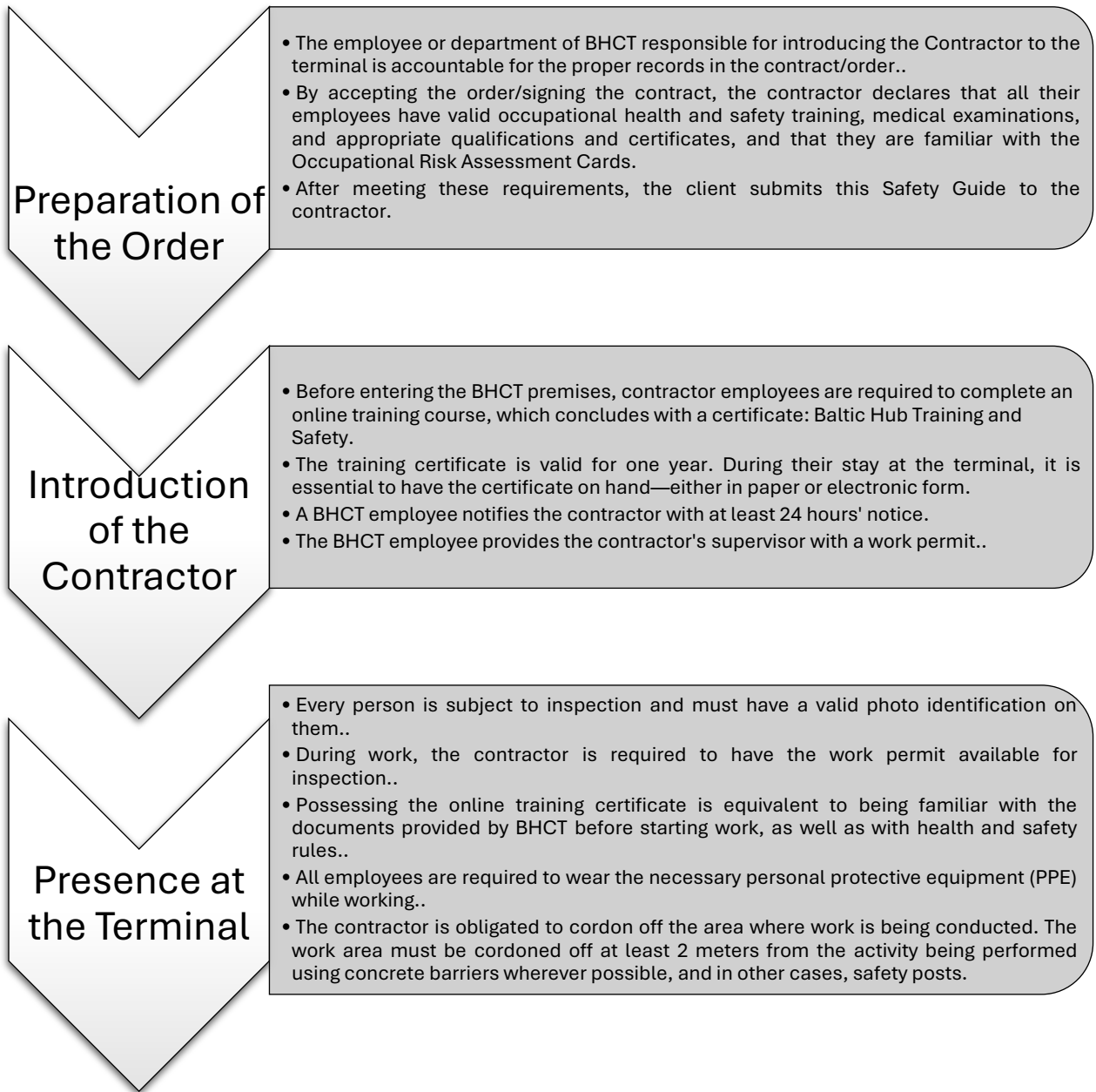
#### Appointment of safety coordinator

In the case of work carried out by the employees of two or more employers in a common area (one area being understood as an unfenced area into which intrusion by third parties is possible), a Health and Safety Coordinator must be appointed in agreement with the Health and Safety Department of BHCT prior to the commencement of the work, on the basis of a contract or "Cooperation Agreement" appended thereto. The Health and Safety Co-ordinator will personally supervise at the worksite the compliance with health and safety regulations and rules by all those employed at the worksite. The appointment of a Health and Safety Co-ordinator does not relieve employers of their obligation to ensure health and safety at work for their employees, and to comply with fire regulations. In all other cases, the contractor's work will be supervised by the Principal and by designated BHCT staff.

#### Programme of regular health and safety meetings (5 minutes)

Contractors staying on the terminal site for more than 6 months shall be included in a programme of cyclical health and safety meetings, known as "5 minute briefings", during which relevant safety issues shall be discussed. The form and scope of the 5 Minute Briefings shall be agreed separately with the client to ensure a comprehensive and personalised approach to cooperation.

### Scheme of operation



### 5.7. High risk works

High risk work is understood as that defined in the General and work:

- defined as particularly hazardous in the industry health and safety regulations,
- identified as particularly hazardous in the operating instructions for the equipment and installations,
- other work with increased hazards or performed under difficult conditions, considered by the employer to be particularly hazardous.

General health and safety regulations include among the particularly hazardous work:

- construction, demolition, renovation and assembly work carried out without stopping the operation of the workplace or part of it,

- working in tanks, ducts, the interior of technical equipment and other dangerous confined spaces,
- work with hazardous materials,
- work at height.

The Contractor is obliged to communicate to the Principal the type of work to be carried out and thus whether there is a need for particularly hazardous work. A notation will then be made on the work permit issued by a BHCT employee, together with guidelines for the safe execution of the work on BHCT premises. Where necessary, the Contractor will be equipped by the BHCT with at least one radio to be used for emergency communications.

#### 5.7.1. Fire hazardous work

**Fire hazardous work** is any work, not provided for in the process instructions or carried out outside a permanently designated area, which may cause an immediate danger of fire or explosion.

Fire-hazardous work may be carried out on BHCT premises, facilities and premises only if the fire protection requirements applicable before, during and after the work are met.

Fire hazardous work includes:

- any repair and construction work involving the use of open flames or other sources of heat (welding, brazing, thermal and mechanical cutting, grinding, heating, melting, welding, roofing work) carried out inside the building, on adjacent premises, in the vicinity of stored combustible materials or combustible structural elements of the building,
- work associated with cutting operations, during which sparks are generated,
- welding work, carried out both indoors and outdoors in premises, buildings, grounds, including the above-mentioned work performed in explosive atmospheres (zones), work involving the use of liquids, gases and dusts which may give rise to explosive mixtures, e.g:
  - preparation for the use of gases, liquids and dust,
  - the use of liquids and other substances for painting, gluing, washing, saturating, etc,
  - drying with liquids and other flammable substances,
  - removing residues of these substances from structural elements of buildings, machinery, equipment and workplaces.
- 

**Fire hazardous work must be carried out under a written permit for fire hazardous work. The written permit shall be signed by the BHCT fire safety inspector, the BHCT employee contracting/assisting with the work, the contractor (when work is performed by an outside firm).**

Records of fire protection for fire hazardous work are kept by the Fire Safety Officer (Health and Safety Cell).

If the permittee authorising the commencement of the work does not issue a fire safety protocol for fire hazardous work, this fact must be confirmed by the entry "no fire safety protocol has been drawn up", in point. 4 of the permit.

Types of written authorisations:

- long-term for renovation work,
- long-term for investment work,
- one-off (for particularly hazardous work, for other work).

**A new permit is required if the conditions or scope of work changes.**

If the work is carried out by the same persons and the working conditions have not changed, permit extensions are permitted.

The making of corrections on permit forms by unauthorised persons is prohibited. The permit and checklist must be fully completed and signed by the designated person and the contractor of the work before the work is allowed to proceed.

The fire safety rules for fire hazardous work carried out on ships in the Port of Gdansk managed by ZMPG S.A. are set out in the relevant manual which governs this area.

**Carrying out fire hazardous work without a valid permit is prohibited!**  
**The protocol and the checklist include the responsibilities of supervisors and those carrying out fire hazardous work, how to secure the work and the work site, and post-work responsibilities.**

#### 5.7.2. Work at height

This fact should be noted on the works permit.

Work at height should be carried out safely and in accordance with the guidelines contained in the DCT Works at Height Policy/SOP/SUS/10.xx. All guidelines must be communicated to the contractor before work commences.

Work at height should be carried out while complying with legal requirements.

#### 5.7.3. Work in confined spaces

The fact must be recorded on the work permit.

This section applies to work carried out in tanks, channels, wells, sewage manholes, the interiors of technical devices, and other confined spaces where access is gained through manholes or openings of limited size, or is otherwise difficult — hereinafter referred to as “tanks.”

The employee entering the tank must be ensured the possibility of receiving immediate first aid in the event of an emergency or accident.

Work inside tanks may only be started and carried out on the basis of a written work permit issued in accordance with the procedure established jointly by the Client and the Contractor,

following procedure DCT/SOP/MAI/19.xx. This requirement does not apply to preparatory activities related to making a channel ready for work.

Before commencing work in a channel or manhole, the section of the channel must be ventilated by opening the manholes, and the section must be isolated from the flow of wastewater. If isolation is not possible, the inflow should be reduced to a minimum.

#### Actions Required Before Starting Work

- a. Risk Assessment – Conduct an assessment of hazards specific to the confined space (oxygen deficiency, presence of toxic or explosive gases, risk of flooding, falls from height, electric shock, etc.).
  - i. Atmospheric Testing – Before entry, measure:
- b. Oxygen concentration (minimum 19.5%),
- c. Presence of toxic gases (e.g. H<sub>2</sub>S, CO),
- d. Concentration of flammable gases (LEL – below 10%). Measurements must be repeated periodically during work, especially when workers remain in the space for extended periods.
- e. Ventilation – Ensure effective natural ventilation before entry. If necessary, use mechanical ventilation to maintain a supply of fresh air.
- f. Isolation of Energy Sources and Media – Disconnect all possible sources of energy (electrical, hydraulic, pneumatic) and process media (steam, water, gas) in accordance with the *Lockout/Tagout* procedure.
- g. Rescue Plan – Prior to starting work, prepare a rescue plan specifying available means of evacuation and methods for retrieving an injured person from the confined space.
- h. Personal Protective Equipment (PPE) – Provide:
  - Safety harness with lifeline,
  - Safety helmet with chin strap,
  - Gloves resistant to substances present in the work environment,
  - Respiratory protection (if required based on atmospheric test results),
  - Safe lighting (low-voltage or explosion-proof).
  - Access Protection – Mark and secure all openings and manholes to prevent falls of unauthorized persons and accidental activation of technological equipment.

#### Requirements During Work

- a) Employees working inside the confined space must be constantly attended by at least one person stationed outside.
- b) The attendant must:
- c) Maintain continuous visual or verbal contact with the personnel inside,
- d) Be equipped with communication means (e.g. radio),
- e) Be able to promptly notify emergency and rescue services if needed.
- f) Only personnel trained in confined space entry procedures and the use of rescue equipment are allowed to enter.

- g) Continuous supervision of the work must be maintained. If conditions deteriorate (e.g. oxygen drop, gas concentration increase), work must be stopped immediately, and personnel evacuated.

#### 5.7.4. Work involving hazardous materials

The fact must be recorded on the work permit.

Contractor employees must possess Safety Data Sheets (SDS) for all substances and mixtures used during work performed on BH premises. The absence of Safety Data Sheets at the workplace will result in a penalty in accordance with the *Violation Tariff* (Annex 6). Contractor employees must carry a list of substances brought onto the BH premises and present it upon request to BH representatives or HSE personnel.

Additionally:

- Hazardous substances must be stored and used only in their original, labeled containers.
- Mixing of substances is prohibited unless their chemical compatibility has been confirmed in advance.
- The workplace must be equipped with spill neutralization kits and emergency washing facilities (e.g. safety shower, eye wash station – if required).
- Employees must use appropriate PPE as specified in the Safety Data Sheets (gloves, goggles, respirators, etc.).
- Construction, demolition, renovation and assembly work without stopping the operation of the workplace or part of it

#### 5.7.5. Works with construction, demolition, renovation and assembly work carried out without stopping the operation of the workplace or any part of it

This fact should be noted on the works permit.

- a) Construction, demolition, renovation and assembly work carried out without stopping the operation of the workplace or any part of it in areas where workers engaged in other work are present or where machinery and other technical equipment are operating should be organised in such a way as not to expose workers to the dangers and nuisances arising from the work, while taking special precautions.
- b) Prior to the commencement of the work, the person in charge of the work should establish in a signed protocol (written work order) the detailed health and safety conditions, with the division of responsibilities in this respect.
- c) The work in progress and the necessary safety measures to be taken during the work shall be communicated by the work supervisor to the workers present or likely to be present in or adjacent to the work area.
- d) The work area should be demarcated and clearly marked.
- e) Hazardous areas must be marked with signs indicating the type of danger and other means of preventing the effects of hazards (nets, barriers, etc.). When working on crane structures, additional measures must be taken to prevent tools and equipment from falling from height (safety lines for radios, tools, carrying tools and equipment in closed

backpacks or toolboxes, emptying pockets of loose items that could fall from height).

- f) Welding carried out as part of the work being carried out should be carried out under a written fire protocol.
- g) Maintenance works include reefer maintenance works. This work should be advised by ship's agents. The entry should be reported by the service company person to the OPS shift manager, who delegates a functionary to supervise the reefer service company workers.

If welding work is required during OPS cell hours, the work shall be reported to OPS and checked by OPS cell staff. In the case of welding work after H&S cell hours, this work is supervised by the functional persons designated by the OPS manager. Correspondence of approval for welding work by reefer servicing staff should be confirmed each time by email.

#### Actions in force:

- An employee of the service companies will always notify **the Shift Supervisor (tel. 609-682-231)** of the intention to repair a refrigerated container using the method of permanent joining of metal elements with solder;
- The container to be repaired must be in the first layer. It is not permitted to move the container to any other location;
- All Contractor's employees are required to receive training in terminal safety rules (see section 5.3.4 training) prior to commencing work ;
- The servicing company must equip the site of fire hazardous work with hand-held fire-fighting equipment in sufficient quantity and of a type to eliminate possible sources of fire and other necessary equipment to secure the site of work;
- Work hazardous to fire should only be carried out by authorised, qualified persons and the equipment used should be technically sound and protected against the possibility of causing a fire;
- The Contractor shall be obliged to present the relevant authorisations of the employees carrying out the fire hazardous work;
- The Contractor shall instruct employees carrying out fire-hazardous work on the responsibilities and fire requirements for the type of work being carried out;
- If a situation or condition is identified that poses a risk of a fire starting or spreading, work must be stopped immediately and reported to the Shift Supervisor;
- On completion of the work, the BH delegate should thoroughly inspect the workplace and its surroundings to determine whether a fire was initiated during the work.

#### 5.7.6. Work on scaffolding

This fact should be noted on the works permit.

The Regulation of the Minister of Infrastructure on occupational safety and health when carrying out construction work specifies the occupational safety and health requirements to be met when working on scaffolding and mobile work platforms.

Scaffold assembly, operation and dismantling should be carried out in accordance with either the manufacturer's instructions or an individual project.

**Important: Employees involved in the assembly and disassembly of scaffolding, as well as installers of mobile elevating work platforms, must hold the required qualifications for their installation. In the case of a bespoke (individually designed) project, the handover inspection**

**should be carried out by a person authorized to approve scaffolding—holding appropriate construction qualifications, such as those of a site manager.**

#### 5.7.7. Work in the operation of energy equipment and installations listed in the list of high risk works

The Principal who organises work and the contractor who carries out work on and in the vicinity of power equipment in the supervisory and operational positions shall be bound by the DCT/DOC/SUS/95.xx Manual for the organisation of safe work on power equipment. The provisions of the manual apply when organising and carrying out all work on and in the vicinity of active power and electrical equipment owned by BH.

Rules for assessing risks in the case of atypical work/visits/services. Included in these works or visits are:

- visits by journalists,
- any events in the BH area,
- work not listed in this policy

All visits by journalists and events on BH premises require to be dealt with in accordance with the DCT/DOC/SUS/35.xx All other work not described in the policy requires consultation with Health and Safety Services and a pathway to be established. In these circumstances you may be required to complete Appendix 7 NRA Form for unusual activities.

Principles of crane track work (RTG, RMG, STS)

Each time the following points should be met before the contractor is allowed to work on the crane track.

The person commissioning the contractor's work carried out on the crane runway shall;

- a) Fulfil the obligations of this policy (e.g. registration of contractors, Annex 8, issue of work permit, advisories, training, etc.).
- b) Inform the control room, the OPS shift manager, the OPS foreman and the crane operator by email about the work in progress.
- c) Organise a light barrier at least 24 m from the works in progress, the barrier must be intercepted by a radar or mechanical anti-collision system (whiskers).
- d) Supervise or appoint a person to assist with the radio, who will be in contact with the operator. Instruct the assisting person on what the work involves, including how to make an emergency stop to the crane, and the operation of the e-STOP remote control.
- e) When changing crane operators, the supervisor makes radio contact with the new operator informing them of the risk.
- f) The work area must be cordoned off with bollards (at least 2 m from the unit, work to be carried out) and if possible fenced off with a permanent fence for the duration of the work.

#### 5.8. Environmental protection for subcontractors

BHCT also takes environmental issues into account when pursuing its business goals. This is a direct result of the principle of sustainability - operating an environmentally and socially responsible business.

BHCT strives to maintain a working environment that is free of hazards and meets the requirements of standards and statutory requirements relating to pollution prevention and

environmental protection. In particular, the company aims to instil and inform contractors and their subcontractors so that work carried out on site is safe for the environment. Each contractor is obliged to comply with the following rules.

a) Familiarisation with the documentation

Contractors must be familiar with the safety data sheets for the hazardous substances used during the work.

Contractors must comply with the recommendations of the safety data sheets, particularly with regard to the prevention of spills and other emissions into the environment.

b) Handling of hazardous substances

Where hazardous substances are used in the course of the work, contractors must have a rapid response spill sorbent kit adapted to the chemical characteristics of the substance in question.

The handling of all hazardous substances must follow the guidelines of the safety data sheets.

c) Use of drip trays

All hazardous substances must be stored in drip trays to help prevent spills and reduce the risk of substances entering the environment.

The above provision also applies to equipment in which hazardous substances are used.

Drip trays must be checked regularly and kept in good working order.

d) Waste management

Contractors are obliged to reduce the amount of waste generated in the first instance, followed by recovery/recycling. Disposal of waste may only take place if there is a reasonable impossibility to subject the waste to the previously indicated processes.

Contractors shall manage waste in accordance with the applicable provisions of Polish law, including the proper segregation and management of waste generated by their activities.

e) Protection of soil and water

Contractors must take all precautions to prevent soil and groundwater contamination.

Any activity that can lead to environmental pollution must be monitored and controlled to minimise the risk of it occurring.

Contractors are obliged to inform the Contracting Authority immediately if environmental pollution occurs.

f) Energy efficiency and emission reduction

Contractors should use energy-efficient practices and equipment to reduce energy consumption.

All contractors' machinery and vehicles should be regularly serviced and maintained to minimise the emission of harmful substances into the atmosphere.

g) Prevention of air pollution

Contractors must avoid creating working conditions that may lead to significant emissions of dust, gases or other air pollutants.

h) Noise reduction

Noise-generating work should be carried out in such a way as to minimise disturbance, e.g. by using acoustic shielding or working during hours when the impact of noise is least disruptive.

The organisation has an Integrated Management System in place and the Sustainability Declaration can be found on the BHCT Gdansk website: <https://baltichub.com/srodowisko/zintegrowany-system-zarzadzania>.

## 5.9. Incidents and complaints management

The External Complaints Handling Procedure (BHCT/SOP/SUS/22.xx) ensures that all customer complaints / grievances are dealt with.

The Contractor is obliged to **immediately report** any potential accidental incidents, breakdowns and work accidents occurring during the performance of the contracted tasks.

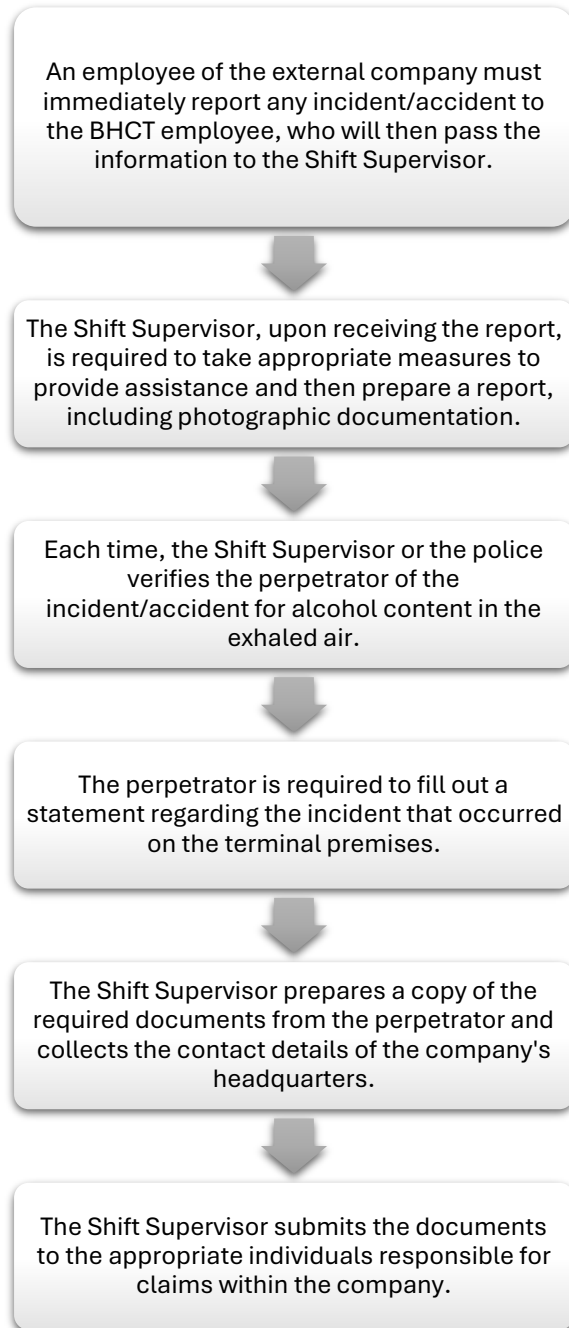
In the event of an accident occurring, the site of the accident must be made safe from unauthorised access and immediately notified:

- Shift Supervisor

(mobile: 609 682 231, landline: 058 737 63 51)

- Security Officer at the Reception Desk / Security Officer:
- (landline: 058 737 63 66/ 058 737 98 56) or
- Designated BHCT employee of the Principal Security Officer (PFSO) for contact purposes:
- Weronika Zblewska (mobile +48 887 441 371, landline +48 58 737 75 31)
- **On-call telephone after 18:00 and at weekends 24 hours (887-471-407) - for serious, mass or fatal accidents only.**

Accident pattern:



Every port facility is exposed to potential hazards associated with the carriage of cargo on board ships, the operation of cargo-handling vehicles or the transport of hazardous materials and stored materials within the port area. BHCT takes great care of its duty to ensure the safety and health of all employees, customers and the general public in the event of a major accident or incident at the Terminal. The company takes measures to detect and control potential hazards. These actions are carried out on a regular basis to ensure that all terminal facilities are inspected. **BHCT has Procedures in place to deal with emergency situations.**

5.10. Respecting BHCT property and spreading a culture of safety

Every day, policies are introduced that seek to increase the level of safety culture.

BHCT implemented a TAKE 5 culture in 2020 for both its own employees and those of contractors :



### 5.11. Basic prohibitions according to fire protection in the BHCT

It is the responsibility of the person on the BHCT premises to comply with fire regulations. It is prohibited to:

- tampering with electrical installations,
- the repositioning of hand-held firefighting equipment,
- the storage on escape routes of combustible materials and other materials that restrict the width of the passage,
- restricting access to: emergency doors and exits, fire extinguishers and hydrants, facility fire switches, electrical distribution boards, main water valves.

BHCT has the legally required firefighting equipment and fire extinguishing equipment. Inspections and reviews of equipment are carried out on an ongoing basis.

### 5.12. Dealing with fire or other local emergency. Evacuation

If smoke, fire or other localised danger is noticed, immediately establish the location of the fire, the pathways of the fire, the degree of danger to life of persons and surrounding property and the environment. Immediately notify all persons in the vicinity of the fire and other building occupants by informing the nearest BHCT employee (has a radio) and/or pressing the nearest ROP button (buildings). If you have a radio for subcontractors - inform via radio telephone of the emergency. Notify those responsible for evacuation:

Shift Manager (tel. 609 682 231/ radio 3300);

Fire Safety Officer (tel. 725 520 629 / radio 112),

And when the above people are not present:

Site security (tel. (58) 768 98 56/radio 113 or 115)

Lists of employees designated to carry out a possible firefighting operation and to evacuate other employees, subcontractors, external companies and service companies are held by security personnel at the Reception in the main administration building, in offices in the buildings and on the quayside.

#### Fire of an Electric Vehicle on the Terminal

In case smoke or flames are observed coming from a vehicle, follow these steps:

- a) Assess the situation.
- b) If the situation allows, move the vehicle as far away as possible from:
  - buildings,
  - containers,

- other vehicles.

Stop in a location that provides easy access for emergency services to the burning vehicle.

If the situation is dangerous, stop the vehicle immediately.

c) Turn off the vehicle.

d) Contact the Pre-Gate staff and inform them about the situation – (+48) 58 737 7933

e) Move away from the burning vehicle to a safe distance.

#### General rules of conduct during evacuation

BHCT recognises its responsibility to ensure the health and safety of its employees and ensures that a drill evacuation is organised once every 2 years. A report on such drills is prepared by an authorised member of the Sustainability Department.

Evacuation course:

- Immediately after the alarm is sounded, all persons in the building are required to:
  - de-energise all electrical equipment,
  - leave the room they are in,
  - follow the directions indicated by the arrows to the emergency exits and then to the assembly point,
  - keep calm,
  - follow the instructions of those carrying out the evacuation.
- When the fire or smoke cuts off the escape route, hide in the room furthest away from the danger and, if possible, notify those carrying out the evacuation.
- Remember that right-hand traffic is mandatory in the buildings, the left-hand side should be left for rescuers.
- Do not carry out activities likely to cause panic.
- The evacuation of property must not be at the expense of the forces and resources required to evacuate and rescue people. Such evacuation should start with the most valuable items, equipment or documentation.
- Exit the building and proceed to the designated collection point.

#### **ATTENTION: During an evacuation, it is not compulsory to bounce the magnetic cards on the magnetic readers in the building**

- Do not re-enter a building from which you have been evacuated.
- Do not use lifts.
- The first persons to leave and notice that there are objects obstructing the passageways are obliged to move them back against the wall to allow the evacuation to proceed unhindered.
- In the event of the arrival of units of the State Fire Service during an evacuation operation, the in-charge of the operation is obliged to give a short briefing on the course of the operation and to submit to the commander of the arriving tactical fire brigade unit.
- Wait for further instructions from the evacuation leaders before leaving the assembly point, it is not permitted to move away arbitrarily or to leave the assembly point without the permission of the evacuation leader,
- The following rules must be adhered to when moving along escape routes:
  - do not stop or move in a direction opposite to the designated evacuation direction,
  - the speed of movement on the stairs should be matched to the speed of the people below,
  - no attempt must be made to accelerate the descent by pushing, overtaking or shouting,
  - moving should be done in an inclined position.

**Saving people's lives takes precedence over firefighting and saving property!**

Place of collection

The evacuation of people from the building should proceed smoothly and the flow of people should be directed according to the directional signage of the escape routes.

The evacuation assembly point on the terminal site is the **car park near the entrance gate to the railway siding**, while on the PALIO B building it is the parking areas on the south side of the building

In the event of an evacuation of the entire terminal, including the storage yard, external drivers located within the terminal will leave for the car park at Pre-gate.

From the car park, pedestrians take the footpath located between the gate complex (at entrance line 5) and the administration building and follow it to the designated main assembly point at the railway siding.

When setting up at an evacuation assembly point located next to a railway siding, apply your pass to a reader mounted on the fence to confirm that you have left the fire/explosion area.

**If the employee does not take the card with them during the evacuation, verbal notification to the employee's immediate supervisor is sufficient.**

**It is unacceptable to move away arbitrarily or to leave the assembly area without the permission of the evacuation commander.**



Fig.8 Assembly point for evacuation on terminal

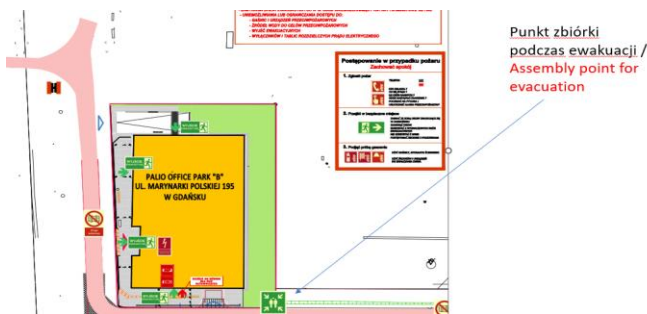


Fig.9 Assembly point for evacuation at Palio B