

**Annex no. 4  
to the Request for Proposal no 19/RCBR/2021**

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

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

1. Authorized person from the external company shall confirm below that the employees designated to carry out works at the premises of TELE-FONIKA Kable have:
  - valid certificate of periodic health check-up
  - valid certificate of completion of periodic OHS training,
  - other obligatory qualifications necessary to carry out the works in question.
2. Authorized person from the external company shall confirm below that the tools and devices to be used to carry out works at the premises of TELE-FONIKA Kable S.A have been properly tested and certified and that the all the necessary certificates (including calibration) are valid.
3. Person authorized from the external company hereby confirms below that the employees designated to carry out works at the premises of TELE-FONIKA Kable have familiarized themselves and are aware of "Environment and Occupational Health and Safety Policy of TELE-FONIKA Kable."
4. Before commencement of works at the premises of TELE-FONIKA Kable it is necessary to undergo the OHS and fire protection training provided by the Health and Safety Specialists of the relevant TELE-FONIKA Kable Plant. Authorized representative of the external company is required to agree on the time of such training with the representative of Contracting Entity.
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 burn and incinerate wastes 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 all precautions taken, 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 is to be contained by available means (e.g. absorbents),
  - used absorbent are to be collected in a labelled container and handed over to a waste disposal company.
16. Any interruptions, failures, etc. must be immediately reported to the person appointed to communicate with the Contractor/Subcontractor or the plant's Shift Supervisor.
17. Following fire protection requirements by the Contractor/Subcontractor performing works within the premises of TELE-FONIKA Kable plants is the responsibility of management of these companies.  
In the event of works involving fire hazard 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 works involving fire hazard during the OHS and fire protection training before commencement of work.
18. In the case of emergency or fire, personnel of the Contractor/Subcontractor are required to stop working and follow the instructions of designated employees from TELE-FONIKA Kable authorised to conduct evacuation and rescue operations.

19. In the event of an accident at work or near misses during work at 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 ,
  - 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) 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; permanent prohibition of entry on the premises of TELE-FONIKA Kable 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