

EHS REQUIREMENTS

Extended EHS requirements at CEVA's Hungarian sites and construction areas

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1. General requirements

This EHS (Environmental, Health and Safety: (Environment, Health and Safety) requirements is an annex to all service procurement contracts (individual orders) during the performance of which the Contractor and/or its subcontractors enter the **company CEVA-Phylaxia Zrt.** (hereinafter referred to as **CEVA**) and carry out service activities there.

During the performance of the service contract, the Contractor is obliged to fully comply with the provisions of the contract and all its annexes, in addition to the current legislation.

The Contractor is obliged to take all necessary measures so that the materials and procedures used in the course of his activities, the health, safety and elements of the natural and built environment of persons performing the activity and being within the scope of work do not endanger, do not cause damage to CEVA.

The Contractor acknowledges that he is equally responsible for full compliance with the legislation on the employment of employees. The Customer has the right, but not the obligation, to monitor compliance with these regulations.

The Contractor is responsible for ensuring that his employees are in possession of the necessary documents in all cases.

The Contractor shall be solely and fully liable for the legal consequences of the breach of this obligation and for any damages caused to the Customer thereby.

The Contractor may engage subcontractors to fulfill its contractual obligations.

The Contractor shall enforce the requirements of this Contract Supplement in its subcontracts and shall require its subcontractor to include this set of EHS requirements in the subcontracts concluded by him.

The Contractor shall be liable for the subcontractor rightfully used as if he had done the work himself. In the event of unauthorized use of a subcontractor, it shall also be liable for any damages that occurred during the subcontractor's employment.

2. Pre-work EHS requirements

In order to effectively transfer the EHS requirements to the Contractor, CEVA contact persons can be contacted in connection with the performance of all service contracts, who provide the Contractor and/or his subcontractor with the opportunity to clarify the issues affecting EHS that have arisen (e.g.: site hazards, EHS design review, interpretation of CEVA EHS rules, etc.) and provide a consultation opportunity for the professional named in the contractor's contract Contacts.

In all cases, for CEVA sites involved in the performance of service contracts, the responsible representative of CEVA shall inform the Contractor of the **hazards** applicable to that site before the start of work.

EHS critical activities include:

1. boarding work;
2. work with a risk of fire;
3. lifting of loads under special conditions;
4. primary dismantling of dangerous appliances, work involving the dismantling of parts of a technological system under pressure, emergency crossings - all activities in which it is possible to expect a dangerous substance to be released into the open air;
5. chemical cleaning of technological systems,
6. work involving a risk of falling or falling, where no technical protection is installed;
7. high pressure cleaning;
8. duplication of work by contractors where they endanger each other's safe activities;
9. other work with a particularly high risk or under special conditions (e.g. earthworks or any other hazardous area, at the competent discretion of CEVA).

According to CEVA EHS rules, EHS Plan is required to work in the event that

- two or more firms are working on the activity at the same time and,
- the duration of work exceeds 120 mandays.

The contractor's EHS plan consists of three main parts:

- *Contractor data*, which must be filled in by the Contractor(s) and provide information about his own and his subcontractors, in which it is specified which enterprise will perform what activities from the given work.
- Detailing the risks is the task of the Contractor, in which he indicates the possible risks and the means of protection against them according to the steps of the implementation of the activity (also taking into account the temporal succession). This interface is used to specify the protective and protective equipment to be used during the activity and the method and means of preparing for an emergency. The steps of the workflow must be described in such detail that the entire workflow, the tools and protective equipment used can be identified.

The completed EHS plan must be submitted for approval at least 5 working days in advance.

In the case of an activity which is subject to official approval, **a safety and health plan** must be drawn up if:

- the construction activity is expected to last more than 30 working days and more than 20 workers are working there at the same time, or
- the amount of work planned exceeds 500 man-days, or
- several enterprises (general contractor and subcontractors) are working on the implementation of a given project at the same time at the same time.

The plan must be drawn up for the first time at the design stage and then updated with any changes during the construction phase. When designing its content, account must be taken of the relevant legislation (4/2002 (II.20.) SzCsM-EüM Joint Decree) and the following:

- timely course of work processes,
- coordination of simultaneous work, their specific rules,
- definition of activities that can only be carried out sequentially,
- definition of protective devices, protective measures,
- rules on the prevention of unauthorized access,

The above-mentioned plan must be drawn up by the safety and health coordinator (a specialist authorized to carry out occupational safety activities), make the necessary modifications and monitor compliance with it during construction. The appointment and employment of the coordinator is the responsibility and responsibility of the General Contractor.

EHS Plan or Safety and Health Plan is obliged, prior to work, the Contractor (and subcontractors) are obliged to participate in the technology/work area provided by CEVA, during which CEVA provides the Contractor with the information necessary for the preparation of the documentation.

Duplication of work coordination

If parallel work is carried out on the site by subcontractors under the direction of the Contractor, the Contractor is obliged to coordinate the duplication of work. If there are several General Contractors working in the given work area, the coordination of the duplication of work is carried out by a person designated by the Customer.

When issuing a work permit, the work manager is obliged to request information from the main contractor's official about parallel activities in the area. If such a case exists, the work manager is obliged to contact the work manager of the parallel activity group and make sure that their activities do not endanger each other. If necessary, the work manager should request the action of the general contractor or landowner for the safe coordination of parallel work. An activity with which he endangers others, the entrepreneur cannot carry out.

The above aspects must be taken into account by the Contractor when implementing the technical content of the contract.

3. Personal conditions

The Contractor and/or its subcontractors' employees may enter the CEVA premises for work purposes only if they have a valid **CEVA Work Permit**.

The Contractor's employees must have a **valid access card** for the respective CEVA site

Work at CEVA sites is carried out only for the performance of the relevant activity:

- a document certifying education, qualifications and eligibility,
- a valid document certifying occupational fitness,
- fire protection examination (for the occupational branches and activities prescribed by law),
- work area transfer, insurance protocol (where necessary),
- an approved EHS plan (where applicable),
- EHS Útmutató,
- list of work equipment and instruments, periodic inspection reports,
- Safety Data Sheets for chemicals used,
- periodic inspection reports of lifting equipment, lashings and machinery,
- employer's assignment of first responders, document certifying that they have been instructed,
- munkamegrendelés,
- a written "order" issued by the employer for the work in question,
- munkaengedély,

possession.

The Contractor is obliged to constantly monitor that his own employees and those of his subcontractors appear and perform work at the place of work in a condition suitable for work (free from the influence of medicine, alcohol, drugs).

Construction and construction activities are carried out in accordance with Regulation (EC) No 191/2009 (IX.15.) It can be carried out under the guidance of a responsible technical manager who is included in the list prescribed by a government decree. (A skilled worker with a qualification appropriate to the nature of the construction work may carry out construction activities without the guidance of a responsible technical manager, for which he does not use an additional subcontractor). The responsible technical manager or his agent must be on site at all times and ensure his contact details. If he is prevented from attending, he shall entrust the performance of his duties to another person with appropriate training and experience, which shall be confirmed by an entry in the logbook and shall inform the CEVA Group contact point thereof.

The Contractor must designate and entrust the site **work manager** by area and working group.

Only a person who, in addition to the general terms and conditions of employment:

- suitable for directing several persons,
- know the hazards and hazards specific to the working environment,
- He is familiar with the health, safety and environmental regulations necessary for work and is able to apply them in practice,

The main duties and duties of the work manager:

- liaise with ceva contact person during construction works,
- coordinates the implementation of daily construction tasks,
- direct the activities of the members of the Working Group,
- participates in the work permit process,
- conducts an on-site inspection before starting work, and then, if the site is in a non-hazardous and safe condition, gives permission to work,
- before the start of the work and during a regular inspection after it, he is obliged to make sure that the personal and material conditions specified in the work permit are met,
- marches only to a tidy work area and is obliged to constantly ensure the orderliness of the work area, to maintain physical order during the work, or to return the work area in an impeccable condition from the point of view of occupational safety, fire safety and environmental protection after the completion of the work,
- the work manager may carry out work only if he is able to safely monitor the workers entrusted to his supervision and the movements and events presenting a danger and can take timely measures to leave the vulnerable zone or to eliminate the emergency,
- take measures to ensure that the various workers working at the workplace do not pose a danger to each other by their work,
- during the extension of the work permit, its task is to check that there has been no change in the identity of the workers and the working conditions.
- if it detects an anomaly at work, it is obliged to suspend the work and report it to the operator's representative,
- In the event of an EHS incident, it shall report to the CEVA contact point and arrange for the site to remain unchanged (provided that it does not cause further danger) in order to assist in the swift and thorough investigation of the incident,
- represents the Contractor during the EHS inspections carried out by CEVA.

The work manager must be constantly on site and be available. If he or she is prevented from attending, he or she must entrust the performance of his or her duties to another person who meets the above-mentioned criteria as indicated in the work permit, which may be done in writing or orally. The appointment of the on-site work manager shall be made known to all workers on site.

Material conditions of work

4.1 Requirements for protective clothing and protective equipment

In the work processes carried out by the Contractor, the Contractor is obliged to provide his employees with protective clothing, footwear and additional protective equipment appropriate to the hazards of the work processes and job activities, as well as protective equipment with a protective capability corresponding to the hazards arising from the Contractor's own activities, and to require their use. **In the case of a contract that will be performed at several locations or facilities of different classifications in the territory, the requirements for clothing to be used in the area or establishment with the highest classification shall prevail.**

The following basic protective equipment, its wearing is mandatory **in the technological field** , regardless of the activity:

- Industrial head protection helmet (MSZ EN 397:2012+A1:2013, protection category 2)
- Protective clothing closed, antistatic, flame-resistant or flame-retardant according to the place of work (protection category MSZ EN ISO 13688:2013, MSZ EN ISO 11612:2016, MSZ EN ISO 14116:2016, MSZ EN 1149-5:2008), i.e.:
 - In all activities where flammable and explosive liquids/ gases/ vapours/ dust are not released into the open air to the extent that may cause danger in the working environment (flare-ups, explosions), the mandatory minimum requirement for work is to avoid unnecessary loads on workers from wearing protective equipment, but in order to maintain sufficient safety:
 - flame-resistant, antistatic, or wear-resistant, antistatic breasted trousers,
 - flame-resistant, antistatic or wear-resistant, antistatic outerwear (this can be a certified protective jacket provided by the employer or a long-sleeved flame retardant T-shirt)
- Goggles or plexiglass masks (protection against optical and/or mechanical and/or splashing liquids) (MSZ EN 166:2003) are mandatory during the entire period of stay and work in the technological areas of CEVA sites.
- Safety protective footwear (safety footwear with nose braces, (MSZ EN ISO 20345:2012, protection category S3).

Wearing a head protection helmet at a construction site is mandatory. The exceptions are specialized and office work in an internal workplace that is not at risk of falling objects.

Other protective equipment related to activities and sources of danger, which may be prescribed in work permits, Standardized Operation Regulations (SOPs), thus not taking over the employer's responsibility in this regard (the selection of the following type of protective equipment is the responsibility of the Contractor taking into account the risks present at the place of work):

- earplugs or earmuffs with adequate noise attenuation,

- protective gloves (suitable for harm),
- respiratory protective equipment (compressed air or pressurized as necessary, operating on the filtration principle or independent of ambient air),
- equipment to protect against falls; safety harness and berth rope, or fall protection (work belt NOT accepted!).

The Contractor is responsible for determining, providing and controlling the use of additional protective equipment necessary for activities based on a risk assessment.

The Contractor is obliged to continuously take care of the compliance of the above protective devices and their condition providing full protective capacity, and in case of damage, they must be repaired and replaced. The protective capacity of protective equipment must be identifiable at the place of work.

4.2 Suitability of work equipment

The contractor may bring into the work area or technological area work equipment, tools and equipment that are in impeccable technical condition, have the operating documentation in Hungarian, a certificate, a certificate of conformity, a commissioning or inspection according to its hazards, and the necessary periodic inspections have been carried out on it.

In the case of non-hazardous work equipment, Regulation No 10/2016 (IV.5. NGM regulation **or**, in the case of dangerous, **Regulation No 5/1993 (XII. 26. Documents** certifying reviews pursuant to Article 3 of the MüM Decree must be available in the event of an audit by CEVA.

In the case of work equipment subject to periodic inspection used for work, the Contractor is obliged to certify the performance of the last periodic inspection by means of a clearly visible sign on the work equipment or other document (e.g. lifting machine logbook, periodic inspection reports, etc.). All work equipment and tools subject to inspection must have a unique identifier (factory or inventory number) in order to be identified.

4.3 Requirements for chemicals used

When selecting and applying hazardous substances and preparations necessary for the activities of the Contractor, he is obliged to take into account the hazards of the substance/preparation to be used, the hazards present at the site of the activity, in the work area, in the technological area, and their interaction.

When carrying out activities with dangerous substances and preparations, the Contractor shall keep safety data sheets of the dangerous substances and preparations it uses at the place of work or within reach (e.g. within the premises).

It is forbidden to introduce into the site of the activity, work area, technological area, incomplete or damaged labelled and/or packaged and/or unidentifiable substance/preparation.

The start of the activity is possible only with the prior permission of the Customer representative.

4.4 Vehicle requirements

Foreign operated vehicles and implements entering technological areas must have them;

For trucks:

Up to a permissible gross weight of 3,5 t with 1 extinguishing device of 1 kg powder

up to a permissible gross weight of 12 t with a extinguishing device with 1 piece of powder of 6 kg each,

up to a permissible gross weight of 12-24 t with a extinguishing device with 1 piece of powder of 12 kg,

Up to a permissible gross laden weight exceeding 24 t with 2 extinguishing devices of 12 kg powder

For buses and coaches:

up to a capacity of 30 persons with 1 extinguishing device with 3 kg powder,

with a capacity of 31-100 persons with a extinguishing device of 1 piece of 6 kg powder,

In the case of passenger cars, at least 1 extinguishing device of 1 kg of powder,

In the case of mobile lifting machines, with at least 1 extinguishing device with 2 kg of powder,

4.5 Provision of protective means

Workers must be protected by collective protection, fencing, covering or other appropriate means, or by individual protection, in workplaces where there is a danger of falling or falling objects.

The Contractor is obliged to provide the fire-fighting equipment and apparatus specified in the permit authorising the performance of fire hazardous activities, reviewed in accordance with the current legislation, capable of extinguishing the fire that can occur in the working area.

4.6 Provision of social and first aid equipment

The Contractor shall, in the course of his work at CEVA's premises or facilities, ensure that the "**3/2002 (II.8.) SzCsM-EüM** joint decree" according to the minimum level of occupational safety requirements for workplaces.

If the place of work is to be considered as a construction site, the "**4/2002 (II.20.) SzCsM-EüM** joint decree on minimum occupational safety requirements in construction workplaces and during construction processes".

The Contractor is obliged to provide drinking water, protective drink appropriate to the nature of the work and the current weather, protective agents, sanitary and hygienic conditions at a level appropriate to the nature of the activity and work.

In the case of work in a technological area or outdoors, if the work is expected to last more than 2 days and at least 10 people can be expected to work simultaneously, a rest room (container) and at least 1 mobile toilet must be provided for the contractor concerned for the work area. This amount should be increased for every additional 5 people plus 1 mobile toilet. In the case of a main contractor, where employees of several subcontractors work in the same work area and their total number exceeds the 10 people mentioned above, the mobile toilet and the resting container must be provided by the general contractor.

The resting container can be heated (in winter, if the average daily temperature does not reach +4 degrees) and cooled (in the summer period, if the average daily temperature exceeds +24 degrees) and must be of sufficient size, taking into account the total number of employees.

The contractor provides the material, personal and organizational conditions for providing first aid at the workplace in accordance with the nature of the work, its location, the sources of danger, the number of employees.

When installing the containers provided by the Contractor, the rules of section 6.3 of the Annex to this contract must also be taken into account.

Ceva's infrastructure is not available to meet the above requirements. Such an intention requires approval from the CEVA site.

5. The work area transfer, insurance procedure, work area accrual

5.1 Work area transfer and insurance procedure

Actors in the procedure:

- Customer representatives
- Representative of the General Contractor
- Representatives of entrepreneurs

Technological units, facilities, parts of plants, complete plants or unbuilt areas are provided to contractors or maintainers for the purpose of investment work, maintenance, before the start of work, **in the Insurance / Handover-Acceptance Protocol of the Work Area** . The protocol shall be drawn up by CEVA employees in at least 2 copies, of which one copy belongs to the Contractor.

The land transfer/insurance procedure must also be carried out between the Operator and the Main Contractor, or between the Main Contractor and the subcontractor(s) carrying out the work on the site, if the Main Contractor deems it necessary to hand over the land to the subcontractor, however, this may be carried out in the framework of a procedure if, in addition to the main contractor, representatives of the subcontractors also appear at the handover of the work site to the general contractor, insurance.

Work area insurance/transfer protocols recorded in the EHS rules that work permits cannot handle on their own. Such a work site transfer procedure should also be carried out for green and brownfield investments, where, for the most part, in addition to the work area, the work permit process is also transferred. Green and brown field work may be subject to specific EHS rules (work permit processing, personal protective clothing requirements, etc.) that may be milder when working on or alongside living systems, but can never be lenient from legal requirements.

With the signatures of all participants in the work area insurance / transfer procedure, you must take responsibility for the reality and acceptance of what has been said.

The return/return of a work area must also be declared in this protocol.

5.2 Workspace delimitation

Before any work begins, it is necessary to assess the danger that the activity may pose to the workers and those in the vicinity of the work, taking into account which it is necessary to determine whether or not it is necessary to mark the work area. If there is a risk due to the activities, it is necessary to determine the size of the work area and the method of delimitation and document it (on a work permit or during the handover or insurance of the work area in its minutes).

Method of accrual can be:

- signal tape (of an informal nature, which must be placed at such a distance from risky places and activities that they do not pose a danger to those traveling outside the signal tape, performing work. This should be used, for example, for chemical cleaning, mechanical lifting, welding activities.)
- guardrail (physically prevents entry into a dangerous working area, which usually protects against the risk of falling in or falls, so it should be used most often in the case of open manholes, deep trenches).
- protective roof, protective net (provides physical protection against damage caused by falling objects, materials or unexpected dusting or other undesirable events. Most of the time it should be applied when using racks or working at a height).

6. Rules for the use of CEVA infrastructure

6.1 Rákötés energiahálózatokra

The technical solutions for providing the energy requested by the Contractor/subcontractor (electric, steam, inert gas, fire water, etc.) shall be determined by the Client and shall inform the Contractor's contact person.

The energy reception devices used by the Contractor must comply with the relevant legal requirements.

The compliance of provisionally established electricity networks with electrical safety requirements shall be demonstrated by a test report.

6.2 Rules for "channel load"

If the Contractor intends to carry out activities causing water and/or sewer loads during maintenance, renovation and investment works (e.g. washing appliances), he must report it in writing and have it approved by the CEVA contact person.

In the case of chemicals proposed for use for the first time, the notification must be accompanied by a safety data sheet of the chemical to be used, a detailed description of the technology to be used, and how the resulting waste(s) are treated.

The undertaking must take into account the impact that the hazardous substance it uses, on its own and in the CEVA technological system, during the cleaning process, can have on its workers. When using a hazardous substance, it must be made known (by filling in a chemical cleaning form) and agreed with the competent CEVA plant.

6.3 Planting containers and smoking rules

The installation of containers (resting, storage, office, washbasin, toilet) to be installed by the Contractor at CEVA sites must be anticipated and the CEVA representative (**responsible for the area and EHS**) must be authorised in advance for installation. Essential conditions for a successful review and planting permit:

- unambiguous identification of the container (company name, driver name and telephone, container ID),
- adequate stability and lockability,
- physical, aesthetic and hygienic condition assigned to the desired purpose, proper condition of the doors and windows,
- the heating of the container as needed, the certified conformity of its electrical systems.

If the volume or technology of the given work requires the installation of more than three containers and caravans at the same time, or their proper use requires the connection of electricity, heating steam, water, sewerage networks, an organization plan must be drawn up from the installation site, indicating the exact installation location of the containers relative to each other and the technology, as well as the location and route of the connections (electricity, steam, water, etc.). The preparation of the organizing plan is the responsibility of the (main) contractor concerned, its approval is carried out by the manager of the plant work area affected by the installation.

Smoking is permitted only in ceva designated areas marked with signs or in open smoking containers/areas approved by CEVA.

7. Assignment and work permit

A prerequisite for starting work at CEVA sites is:

- written assignment of the Contractor as employer to his employees employed for the given work process
- EHS Plan (for high-risk jobs involving more than two companies working at the same time and the duration of implementation exceeds 120 people days)
- work permit issued by a CEVA representative

It is the contractor's duty to issue the **Order** prior to the work, as well as the EHS Plan is required for activities (or if required by the Client) to have an approved **EHS Plan**. These documents are the means of applying for a work permit to a representative of the relevant CEVA area. It is mandatory to

indicate on the assignment the exact technical places involved in the work and to list the activities in detail.

A work permit can be applied for by the Contractor's on-site work manager, who is responsible for understanding the conditions described in the work permit, transferring the requirements to the workers under his control, and constantly monitoring compliance with the prescribed conditions and their performance. The on-site work manager, if he or she considers that they are not able to fully comply with the requirements of the work permit, cannot receive the work permit or give instructions for marching to the work site.

The work manager is responsible for fully complying with and enforcing the requirements of the work permit throughout the duration of the work.

The **Work Permit** issued by CEVA EHS shall apply to:

- for simple work (with no potential fire hazard or boarding) ("General work" field),
- for activities involving spark formation/potential fire risk("Flammable work"),
- forboarding work ("Boarding work")
- Crane Permit

Among the types of permits included in the work permit, the one(s) appropriate to the nature of the work is selected by the license issuer (operator) based on the technical content of the work.

Only employees of the same company can be listed on a work permit, so if several companies work at the same time, work permits must be issued on a company-by-company basis. An exception is the permit for boarding work, where employees of two companies can be listed on one permit, in the event that the monitoring activity is not carried out by employees of the same company as the boarding work. A separate order in this case is also required for each company.

In the case of performing work at several technical sites, the Contractor may request that the landowner permit these activities on one permit, but only and only if

- the exact technical locations and the different works and order numbers are indicated on the order(s)
- the risks of work are the same,
- risk mitigation measures may be prescribed on a work permit
- the number of employees deployed is capable and suitable for the operational management of the works.

In this case, the licensee must always be notified of the start and completion of various stages of work and the entry and withdrawal to the new working area.

Before issuing a work permit, the (Main) Contractor, his work manager and the licensee jointly view the place of work, where the licensor must identify, assess the hazards of the working conditions and issue the work permit accordingly.

In the event that it is possible to determine safe working conditions by simply filling out a work permit, then it is enough just to fill out a work permit.

When leaving the working area for any purpose, the Contractor is obliged to notify the publisher of the work permit. After the completion of the work, the Contractor is obliged to endorse his work permit at the place of issue of the permit and acknowledges that with this the validity of the license ceases to be valid.

The Work Permit *expires* in the event of a monthly alarm signal. In this case, all activities subject to authorisation must be stopped and the work area must be safely abandoned in accordance with the contingency rules as soon as possible , or closed off at the designated place until further instructions are given!

7.1 JSA

Job Safety Analysis is one of several hazard identification methods used to identify, mitigate, or eliminate threats associated with each step of the workflow. The JSA provides assistance, plus information to licensees about the dangers of the work to be done and the preventive measures taken for them. The presence of a JSA is not a substitute for a work permit, it only supplements it with additional useful information (for the work permit holder and those performing the work).

The employer performing the EHS critical work is responsible for the preparation of the JSA, and its preparation must be carried out before the work permit is issued.

JSA should be prepared:

- EHS critical activities,
- if the workflow to be performed will deviate from that described in the work instruction or action instruction,
- when any new work instructions or operational instructions are drawn up and amended,
- if the customer specifically requests it.

JSA does not need to be made if:

- there is a detailed work instruction or operational instruction developed for the workflow, including the risks of the activity and the mitigation measures,
- an EHS plan, lift plan, including the activity, has been prepared,
- in the case of work classified as disruptive (immediate).

7.2 LMRA

The LMRA (risk assessment immediately prior to work) is an assessment prepared by the workers to ensure that the planned work can be carried out safely taking into account the conditions of the site, the number of people, the preparedness, the work equipment and the protective equipment.

The LMRA is prepared with the involvement of the workers performing the work at the place of work (in possession of a valid work permit) before the start of the day's work, which process is coordinated by the on-site manager

If the Contractor carries out a craneing process, the risk assessment must be carried out by filling in the form called "CEVA CraneIng Permit". Filling in the form is the responsibility of the lifting manager.

If the work permit is for several jobs or for several independent activities, the LMRA must be carried out after the parade to each new place of work before the start of each new activity.

If, during the LMRA, a circumstance is revealed which establishes that any of the conditions necessary for the safe performance of the work are not provided, the work must NOT be commenced.

8. Safety rules for certain activities

8.1 Safety rules for activities involving a fire hazard or in a fire and/or explosive atmosphere

A flammable activity is an activity involving a temperature exceeding the ignition temperature, the flash point, or an open flame of the combustible substance in its vicinity, as well as incandescence, smoldering or sparking, which can be considered as a source of ignition.

General specifications for flammable activities:

It must be ensured that the working area and its surroundings are in such a condition that the flammable activity can be carried out safely.

The coordination of cleaning, wetting, sealing/sealing of mines, removal of combustible materials (technology from systems, mines, etc.) is the responsibility of the Operator (license granter) before issuing the permit. In cases where the operator does not have his own staff for this, he may transfer these tasks to the undertaking performing the work, as recorded in the work permit. The implementation of the provisions of the Operator and the continuous provision of conditions during the work is the responsibility of the Contractor performing the work. The permit for work involving

the risk of fire shall be valid for the shift in which the work has begun and may not be extended more than three times.

The inspectors, both the Contractor and the Operator/License Granter, are obliged to observe and enforce the working conditions indicated in the issued permit, and to regularly monitor the work and its circumstances. In the event of a change in the specified conditions, the work must be terminated, amendments to the requirements of the permit must be initiated as necessary, or an amended permit must be issued.

In the case of flammable activities or activities in flammable and explosive atmospheres (other than those involving boarding), if the presence or appearance of combustible or other hazardous substances (harmful, toxic, etc.) cannot be completely excluded with certainty, in addition to the preliminary gas concentration measurement prior to the granting of the authorisation, **continuous gas concentration measurement is also mandatory for workers.**

The measurement of the following parameters can be justified **before the issuance of a permit (operator) and continuously (Contractor)** during work:

- Harmful/toxic vapours/gases.
- Oxygen (O₂)
- Combustible vapours/gases (ARH).

The parameters to be measured are included in the work permit issued!

If a flammable activity involves boarding, all requirements for it must also be complied with. In the event that there is or may be harmful/toxic vapours/gases present in the working space, the means of controlling their concentration and controlling them shall also be specified on the work permit.

If there are no harmful/toxic vapours/gases in the working space and their appearance can be safely excluded, only a continuous measurement of the concentration of combustible vapours/gases (ARH) shall suffice.

If there are no combustible vapours/gases in the working space and their appearance can be safely excluded (e.g. office premises in a non-industrial zone, changing rooms, etc.), then the initial and continuous gas concentration measurement is not a condition (operator/licensing decision) for the issuance of a permit for flammable work.

If the pollution of the airspace is **below ARH 5 %** and this cannot be enriched during the work, **flammable activities may be authorised.**

In the event that the **concentration of any combustible substance in the working space rises above ARH 5 % (5 % for fire-hazardous activities involving boarding), all work must be stopped immediately, all potential sources of ignition must be eliminated and the contaminated airspace abandoned as soon as possible!**

Further work involving a risk of fire may be resumed only after the concentration of the combustible substance has been reduced below the limit value, **subject to an extended or new permit**.

If the presence and appearance of flammable and other hazardous, noxious, toxic substances in the vicinity of the flammable activity can be excluded (e.g. they cannot be transferred from neighbouring installations) and the activity itself does not result in the formation of flammable substances, and the ventilation of the area is not limited and efficient (e.g. greenfield investment area), continuous gas concentration measurement may be omitted. This is decided by the Operator granting the permit in accordance with the current circumstances of the area.

In such less flammable situations, the Operator (licensee) determines on the work permit with a fire hazard the repeated measurements that may be required and their frequency.

Activities involving a fire hazard may be carried out and directed only by a person who has the required qualifications and a fire safety examination for the performance of the activity, or who has received fire safety training.

The issuance of a permit for flammable activities **does not lift the general smoking ban in** the area, therefore smoking is allowed only in the designated smoking area even if the permit is obtained.

All electrical equipment used for large metal surfaces during flammable activities, where the appearance of a foreign potential may cause a risk of electric shock, can only be powered through an isolating transformer.

In the case of electric arc welding carried out simultaneously on several workplaces or objects, it must be ensured that there is no dangerous voltage difference between the surfaces that can be touched at the same time according to the relevant standard, and the workplaces must be brought to a level of equilibria.

Flammable activities are divided into two groups:

- EHS critical flammable activity,
- non-EHS critical flammable activity.

EHS critical flammable activities and the relevant additional rules are as follows:

- welding
- soldering
- the use of disc cutting and grinding tools,
- other activities involving an open flame,
- blasting.

It is forbidden to carry out critical flammable activities alone!

A written, fire-prone work permit (CEVA Hot Work Permit) is required in all cases.

Preliminary and continuous measurement of gas concentrations is always required in hazardous working areas.

In case of legal obligation (e.g. welder), it is mandatory to have a fire protection exam for work.

Special rules for welding operations

General requirements:

Welding activities should only be carried out if they meet the requirements of the Welding Safety Code and the environmental, health, chemical, other safety and fire safety regulations in force.

Gas welding and heating and flame cutting devices, only a person with state-recognized welding qualifications and a valid fire safety examination can connect to a gas source (gas cylinder, cylinder plant or supply line), with whom the employer has acquired the necessary knowledge in the framework of training.

Rules for welding in hazardous conditions

Welding on equipment and wiring containing hazardous substances

Before starting welding, it is necessary to know what hazardous material was stored in the equipment, wiring, transported. Based on the physical, chemical properties of a hazardous substance, it is necessary to determine the necessary precautions before ordering welding work.

Before welding begins, the equipment and wires must be freed from hazardous substances by suitable technology at least to the extent that the residual substances do not endanger either the safety of the welding operation or the health of the person performing the welding. Before starting welding, the effectiveness of the discharge must be checked by the operator's representative.

The hazard-free condition must be ascertained by measurement. The gas-free state eliminating the explosion hazard must be achieved by flushing with inert gas or water vapour and maintained by solid sealing of the pipeline gas (e.g. blind flange, disc, inflatable balloon, stopper) or continuous flushing with nitrogen.

Welding on pressurized equipment, pipelines:

Welding work may be carried out on pressurized equipment and pipelines on the basis of an operational instruction approved by the operator's representative.

The activity is fundamentally influenced by the technical parameters of the technological element (pipe, apparatus, ...)

material quality, diameter, wall thickness, manufacturing technology, etc.) There is no pressurized drilling below a wall thickness of 4.8 mm, because a maximum of 2.4 mm of fusion can be allowed when welding and the standard stipulates that the wall thickness must be double this.

properties of the medium transported (medium, pressure, temperature, etc.)

During welding, the operator shall reduce the internal pressure of the system to the value specified in the operating instructions or plan if it is higher than the prescribed value. During welding, the advantageous price in the pipeline is to convert the medium for cooling effect.

Non-EHS critical flammable activities and the relevant additional rules are as follows:

- mechanical mowing of grass, use of other internal combustion engine devices,
- the use of hand tools of a non-explosion-proof design, other high-current electrical devices (e.g. drilling machine, heat gun, lighting device),
- the use of low-current devices that cause spark formation due to its operation (e.g. cordless screwdriver).

Non-EHS critical flammable activity can be done alone!

In a non-hazardous work area, a form of permit valid for low-risk work (e.g. BE-KI log, Assignment) is sufficient.

In a hazardous working area, a fire hazardous work permit is required.

Preliminary and continuous measurement of gas concentrations is always required in hazardous working areas.

It is not necessary to pass a fire safety exam to carry out activities.

8.2 Safety rules for boarding work

Boarding work may only be carried out with a work permit for boarding work.

In accordance with standard MSZ-09-57.0033-1990 , any activity that can be performed by leaning over or staying inside an appliance is considered to be working in an enclosed space if that space is not designed for human habitation, but satisfies all of the following conditions:

- there is enough space for the entry and stay of at least one worker,
- with a narrow entrance and exit opening or otherwise limited the possibility of getting in and out, i.e. escaping.

Such enclosed spaces include tanks, manholes, ducts, large-diameter pipelines, smoke channels, technological equipment, apparatus (towers, reactors, boilers, furnace firebox, etc.).

Deeper **than 1.2 meters** from the ground level (in pits, depressions, trenches, manholes, etc.) **work performed** is considered to be boarding work.

During boarding, if this may involve contact with a large metal surface, all electrical equipment where the appearance of a foreign potential may cause a risk of electric shock may be powered only by means of an isolating transformer. The end point of the isolating transformer cannot be divided into several consumers.

If the presence or appearance of any flammable or other hazardous substance (harmful, toxic, etc.) in the working space cannot be safely excluded, or if the ventilation of the working space is limited, continuous gas concentration measurement is mandatory throughout the period of work, irrespective of the preliminary gas concentration measurement prior to the work permit.

The possibility of measuring the following parameters shall be examined before the authorisation is issued:

- Harmful and/or toxic vapours/gases;
- Combustible vapours/gases (ARH);
- Oxygen (O₂)

The justified parameters must be measured before the permit is issued and continuously during the work.

The instrument must be capable of automatic alarm.

In the case of simultaneous boarding of several workers in one place, not all boarders need to have an airspace meter, their number in such cases is specified by the operator in the work permit. It is the responsibility and responsibility of the Contractor performing the continuous airspace measurement and the provision of the personal airspace measuring device. In the case of simultaneous work of employees of several employers, it is the responsibility of the operator to determine these conditions, the provision of equipment is an employer's obligation.

Where harmful/toxic vapours/gases are present or may be present in the working space and their concentration may be enriched, the work, irrespective of the oxygen concentration, may only be carried out **in a protective suit providing full body protection** and **with a respirator providing respirators that provide respiratory protection independent of the ambient air**. In such a case, continuous measurement of combustible vapours/gases (ARH) in the airspace is sufficient, but this is mandatory under all conditions.

A **protective clothing providing complete body protection** (if the presence of a hazardous substance absorbed through the skin is not to be expected) means a closed protective clothing providing antistatic flame condensation protection.

Respirators which provide respiratory protection independent of ambient air shall mean respirators with compressed air or fresh air.

Special protective clothing for full body protection and the use of respiratory protection may be waived (but not the wearing of basic protective clothing) if the activity (e.g. inspection) takes place in an enclosed space which, taken together and in full, meets the following conditions:

- has previously been completely cleaned,
- the presence of any hazardous substances (combustible, harmful, toxic, etc.) may be excluded,
- the activity itself must not result in the appearance or formation of dangerous substances,
- ventilation of the enclosed space is not limited and efficient, i.e. the oxygen concentration is constantly above at least 19 v/v%.

Continuous gas concentration measurement is also mandatory in such cases. If circumstances do not warrant greater rigour, at least one continuous gas concentration measuring device per working team must be worn or placed in the working environment. In practice, this means that each boarding permit issued must be capable of being assigned at least one continuous gas concentration meter.

If during boarding the concentration of O₂ during work may fall below 19 tf% (e.g. use of inert gases) or rise above 23 tf%, the use of isolation respiratory protection is mandatory and the use of a gas mask with filter inserts is PROHIBITED.

In the event that the occupation is to be carried out **in an inert gas atmosphere**, its presence shall be checked by continuous airspace measurement. If the required inert gas atmosphere cannot be provided continuously, work in the space concerned shall not be permitted.

Work in an inert gas atmosphere can only be performed with the use of a dual safety ventilation system. The specification is met by the bottled air supply according to MSZ EN 12021:2000 and a lockable LSS (Life Support System) helmet, which is equipped with protection against opening by the user and a built-in on-line communication system.

If the boarding activity takes place in an airspace in which **the oxygen concentration may rise above normal levels (21 v/v%)**, its continuous measurement and keeping the concentration below 23 v/v% is mandatory in order to avoid an increased risk of fire.

If the **oxygen concentration is between 21 and 23 v/v%**, no flammable activity shall be permitted and only electrical devices of explosion-proof design and spark-proof tools shall be used.

In the event that the **oxygen concentration is above 23 v/v%**, any activity may be authorized and carried out only on the basis of written operational instructions developed and accepted by all parties involved in the work!

If work takes place in a space where the appearance or enrichment of flammable substances cannot be excluded, their **continuous measurement** (ARH) is necessary throughout the duration of the work and compliance with the following rules is mandatory

Indoor work (boarding)	Concentration of combustible substance in % of ARH			
	0-5	5-10	10-20	Over 20
General work allowed	again	again	inspection and cleaning only	no
Flammable activity allowed	again	no	no	no

- If the **concentration of the combustible substance is below 5 %** and it can be ensured that the concentration does not increase during work, flammable activity in the working space **may be authorised**.
- If the continuous measurement shows an increase in concentration and the concentration of the combustible substance **reaches 5 % ARH, all flammable activities must be stopped immediately**.
- If the **concentration of the combustible substance in the working space is above 5 % of ARH, a flammable activity** or the use of tools liable to create sparks **shall not be permitted**.
- **ARH between 5 % and 10 % for any general work (without fire risk) and ARH between 10 % and 20 % shall be permitted only for inspection and cleaning, provided that these activities do not involve a risk of fire or spark formation.**
- **Above ARH 20 %, no boarding activity is permitted, no work can be done in such a space!**
- In the event that, **during boarding work, the concentration of any combustible substance in the working space rises above 20 %, all work must be stopped immediately, all potential ignition sources must be eliminated and the contaminated airspace must be abandoned as soon as possible.**
Further work can be continued only after the concentration of the combustible substance has been reduced below the above limit and the prescribed conditions have been complied with, **subject to a new permit**.

In the case of boarding activities, in addition to those performing boarding, the number of **monitoring persons(s)** specified in the work permit must be provided on site, whose main task is to provide those performing boarding work and, if necessary, to rescue them immediately. Monitors cannot be entrusted with any other task. All watchers must have protective equipment and protective clothing of at least the same nature and protection capability as those entering. In the event that a gas of dangerous concentration is likely to appear outside the given apparatus, equipment or container, it is mandatory to provide them with at least one continuous gas concentration meter. The monitoring persons must ensure constant contact with the boarding parties (e.g. word of mouth, signal rope, radio) and must be trained, able, equipped and physically and mentally fit to carry out rescue tasks.

In the case of boarding work, the number of boarding officers and monitors must be specified in the work permit in accordance with the principles set out below.

8.5 Rules for lifting operations

Lifting activities with cranes (towers, portals, masts, etc.) and mobile cranes (cars, vehicles, crawlers, etc.) operated on the territory of CEVA, with forklifts and lifting devices must comply with the provisions of the Lifting Machinery Safety Code, issued by GM Regulation No **47/1999 (VIII. 4)**, as amended several times.

For all lifting operations in the CEVA area, the lifting machinery operator may use only lifting machinery and lifting equipment which have:

- with a certificate of conformity to labor protection,
- with a permit for placing in service (issued by an operator),
- can be installed in lifting machines with installation specification (plan),
- with operating instructions in Hungarian,
- with a load chart,
- crane book (operating document for machine-powered forklifts) (regularly kept),
- lifting machine with a log (kept regularly),
- with periodic reviews:
 - shift inspection (documented by the operator in a lifting machine log),
 - structural testing,
 - fővizsgálat,
 - periodic safety technical inspection (with test reports and validity at least until the end of the contracted work),
- a technically sound report certifying regular technical maintenance, or
- with a valid registration certificate.

The above documents must be able to be presented by the lifting machine operator upon request.

For the management and management of the above-mentioned equipment and devices, the operator may employ only persons entrusted in writing in accordance with the relevant regulations.

Before commencing lifting work, the lifting machinery operator carrying out **lifting must draw up a lifting plan** in the event that:

- work in an area where the conditions for the safe operation of lifting machinery operating within range of each other must be designed,
- lifting is carried out with several cranes (joint lifting),
- lifting takes place in the vicinity of public spaces (public roads, railway tracks),
- lifting machinery is installed or operated close to areas within range of built-up buildings (in which case the requirements of the owner, operator or operator of the installation must also be taken into account),
- in the case of lifting operations where a person is lifted (here the requirements of the MSZ-04-93-1990 /D 86/ Construction Sector standard and the provisions of Regulation 47/1999 (VIII.4)) must be strictly observed), the plan must be covered by the whole work process (The scope of personal lifts specially designed for this purpose is not covered by this point),
- the mass of the load to be lifted exceeds 65 % of the nominal load capacity of the lifting machinery (boom overhang load range), or
- the weight of the load to be lifted exceeds 50 % of the nominal load capacity of the lifting machinery (boom overhang load range) and any failure could endanger existing installations,
- a lifting beam or column is used for the lift in question,
- the load is more than 15 tons and is lifted above non-operating technological facilities
- the load is more than 1 ton and is lifted above or close to technological operating facilities,
- people working in the immediate vicinity of the suspended load weighing more than 1 ton or under it should carry out installation activities (fastening, welding),
- lifting activity near high- and low-voltage above-ground power lines,
- the manager of the plant providing the working area requests this due to the technological processes taking place on its territory.

In the case of regularly repeated lifting work, a type design may be submitted (e.g. lifting an electric motor from ground level).

The lifting plan (lifting technology instruction) must cover the prevention of hazards affecting the joint operation from the installation, operation, co-operation, environment, based on the expected risks.

Lifting plan (lifting technology instruction) should include:

- identification of the lifting machine(s) and crane(s) used,
- the carrying capacity of cranes in different working positions,
- the place where the cranes are erected, according to a scaled site plan,
- the method of application of the cranes (e.g. overhang length freely or with kickstands),

- the lifting accessories used,
- the chronological order of the work operations to be carried out, movement and speed,
- the total mass of the load and the proportions of the mass that fall on the cranes,
- lashing points and the method of attachment of the load,
- depiction of the path of the load (in space),
- the maximum permitted wind speed,
- hazards (e.g. soil conditions, overhead power lines),
- the danger areas and the necessary sealing and avoidance measures,
- additional security measures,
- work-related signals (communication of information), their methods and means,
- the qualification requirements for the persons involved in the lifting operation,
- their duties, as well as the determination of their assigned place at the time of work, the appointment of the manager of the joint lift,
- delimitation of the area of operation, guardrails to be erected, signs and control devices.

In the event that a lifting plan is required on the basis of the above, a copy of the lifting plan and technological instruction prepared in accordance with the regulations and approved by the customer's named lifting machine administrator (this is not required in the case of retail) must be handed over to the contact person CEVA Plc. before the lifting activity (installation).

The Contractor must present the content of the technological instruction to the data subjects in a verifiable manner.

If a personal lifting basket is used, it is mandatory for persons working in it to wear a full body harness, which must be attached to the personal lifting basket with a rope "Y".

Only as many persons as planned and certified as are allowed to stay in the personal lifting basket.

The lifting operation must be stopped immediately if security is reduced, if the instructions are unclear or if communication is interrupted.

Unauthorised persons must be prevented from entering the danger zone of lifting operations by appropriate means (delimitation, the display of prohibition and warning signs, a signal guard, etc.). Before commencing any lifting operation, the lifting operator and/or lifting operator must ensure that there are no persons in the lifting hazard zone. As long as persons are in the danger zone of the lifting operation, the lifting cannot be started.

8.6 Safety rules for work in places dangerous from the point of view of falling and falling

In workplaces where there is a risk of falling in or falling, or where the worker and occupants of the work are at risk of falling objects, protection must be provided by fencing, covering or other appropriate means.

Specific risk prevention measures must be taken if work equipment is used in workplaces at a height where:

- (a) there is a material, irrespective of the difference in level, directly next to or below the place of work where there is a risk of drowning;
- (b) work equipment is serviced from a podium, stand or platform higher than 1 m in relation to the ground;
- (c) a workplace meeting safety and ergonomic conditions is located above 2 m above ground level.

At construction sites, falls from a height must be ensured by a dimensioned and appropriately fixed cover or by a 1 m high, three-row, three-row, pitched not more than 0,5 m, footboard, centreboard and handrail or equivalent protection (e.g. safety net or safety grille)

- (a) in cases where the height of the work exceeds 2 m;
- (b) where the workplace or the road is situated above or next to water or other material in such a way that there is a possibility of drowning;
- (c) when opening or constructing slabs, roofs, ceilings, skylights, manholes;
- (d) for work on roofs exceeding 2 m in height and on roads leading to it;

If there is a depth of more than 1 meter below the level of the construction passage, then the passage should be equipped with a two-row railing 1.0 m high with a footboard.

In the case of flat and low-pitched roofs (below 20°) instead of guardrails, if the place of work is more than 2 m from the edge of the elevation difference, a barrier to the two-metre boundary line is sufficient.

Approaching dangerous places falling in or falling, as well as the work itself, can be cumbersome and dangerous, therefore it is necessary to comply with the following requirements:

- If possible, carry out work from a fixed surface (ground or installed working position), where a 3-row railing at least 1 m high protects the worker from falling,
- In the absence of an installed working position, the following options can be selected:
 - Construction of a standard rack (standard walking surface, 3-row guardrail), where both the approach to the working area and the place of work are suitable for safe transportation and work.
 - The use of sliding, anti-displacement ladders to approach the working level and to perform short-term routine tasks (application of simple and light tools such as screwdrivers) up to a height of 2 m.
 - Use of individual protection against falling. If individual protection is chosen, the use of a full body harness is mandatory in all cases. The use of a work belt as protection against falls is PROHIBITED. Depending on the nature of the work, the method of attachment to the mooring point should be chosen. This can be done with a positioning "Y" rope or by using a fall arrester attached to an upper point or ropeway. When selecting personal protective equipment, the conditions of the workplace should always be taken into account (e.g. in the case of activities within the CoR zone, only antistatic body harnesses and fall protection devices should be used). The user should always visually check the safety strap and the attachment point. If you notice any defects/damage, or if you have doubts about the reliability of the safety strap or anchorage point, the strap should not be used and work at a height should not be started until the detected problems have been corrected. Safety harnesses, anchorages and fall protection systems must be regularly checked in a documented manner by an authorized person/company, as required by the instructions for use and the legal regulations.

Collective protection should be given priority over individual protection.

In the event that there is a risk of falling or falling and work can only be carried out by breaking the safety features (barrier) or by bending over them, the use of personal protective equipment against falling is mandatory.

When personal protective equipment against falls is used, the mooring points must be chosen in such a way that they have an adequate load capacity and are as far as possible above the worker.

When choosing a fall arrester, it is necessary to take into account that

- the height of the working level and the mooring point relative to the ground level (or the structures below it) in order to stop the fall of the worker before reaching the ground level without damaging it;

- the dynamic braking force of the energy-absorbing fall arrester shall not exceed 6 kN (no more force shall be applied to the user when stopping the fall);
- each of its components must be able to hold 1500 kg without cracking, breakage or permanent deformation;
- the total length of the energy-absorbing fall-proof element, including the connecting safety rope and connecting elements (carabiners), shall not exceed 2 m, and the energy absorber with one carabiner alone shall not exceed 44 cm;

Work at a height is considered a critical activity, so it can be performed by a minimum of 2 people. This is also necessary so that during the operation of the fall protection system, the employee is not suspended for more than 15 minutes, in order to avoid the development of a possible trauma. Persons must be medically fit (for work at a height) and instructed in the use of protective equipment.

When working at a height, tools, parts and machines must be positioned (fixed in the case of machines) in such a way that, if they fall, they do not cause additional risk in the working area below. During work, traffic under the working area should be restricted in such a case.

If machinery or equipment is installed below the working level, it must be protected against falling objects.

Use of ladders

- A ladder should be used only for approaching the working level or for short-term work with simple and light tools (for example, a screwdriver).
- The ladder should only be climbed face to face toward the steps, and during climbing, descent or work, it should always be in contact with it at three points (i.e. 2 feet and 1 hand or 2 hands 1 foot), and the user should remain in the middle of the steps of the ladder.
- Nothing should be in hand when climbing the ladder – tools should be kept in a bag or case to keep hands free.
- When working, it is necessary to stand on the same level with both feet.
- The maximum climbing height on the ladder is 2 meters (on the ladder it is recommended to clearly mark this height), if you do not wear fall protective equipment, if you stand higher than 2 meters, then you need to use fall protective equipment, but even in this case it is allowed up to a maximum of 6 meters.
- The ladder should be placed only on flat ground , and so that the rungs of the ladder remain in a horizontal position and should always be fixed against displacement.
- The ladder must be at least three degrees (1 m) higher than the exit level, that is, the surface where the user climbs.
- The maximum carrying capacity of the ladder should not be exceeded.

- The ladder must, if necessary, be secured so that it cannot slip or tilt during use.
- The user must visually inspect the ladder before use. Special attention should be paid to hinges and safety stiffeners.

Ladder requirements

- Plastic or metal ladders should be mounted with non-slip degrees. Metal ladders should have a fixed rubber or plastic sole.
- There should be no protective paint on wooden ladders, since because of this it is impossible to notice the defects of the tree.
- In electrical switching rooms, only a ladder made of non-conductive material can be used

8.7 Safety rules for the construction, use of racks

Racks must be designed, assembled and maintained in such a way that they do not collapse or move. Their construction is allowed only with the use of standard elements.

Work platforms, planks and scaffolding ladders must be constructed in such a way as to prevent workers and occupants within range of work from falling and to protect against falling objects.

General rules on health and safety of scaffolding are laid down in **Regulation No 4/2002 (II. 20. SZCSM-EüM** joint decree.

All working levels, passages, ramps higher than 2 m must be equipped with a guardrail (a minimum height of 1 m with a 3-row guardrail (upper and middle railing element and footboard).

Size, shape and layout of scaffolding

- correspond to the type of work to be carried out,
- correspond to the intended load (max. load capacity must be indicated),
- allow safe working and movement.

After the construction of the stand, it is necessary to report it ready:

- inspection of the stand (A)
- handover report (B)
- installation of the tripod label holder and the tripod label (C)

A) The stand must be inspected documented by an authorized person (employee of the company that builds the rack):

- before being put into use,
- in the event of structural modification or decommissioning,
- after adverse weather (storm, earthquake, etc.)

- after any accident or incident which may have affected its structural elements or stability,
- long interruptions in use (after 1 week, repeated examination and documentation are required).

The exact time and results of the test shall be recorded in writing. The stand may be put into use only after a favourable test has been obtained and on the basis of appropriate authorisation.

The test must include:

- For identification with scaffolding designs,
- The stability of structural elements (e.g. foundation, splicing, stiffening, stipulation),
- Safety devices (e.g. driveways, handrails, footboards, load capacity, other inscriptions, fire protection, lightning protection, lighting)

In addition to documented inspections, daily inspections must be carried out before the start of work, which is the responsibility and responsibility of the workers and the person directly managing the work.

For the preparation of racks, with the exception of racks made of elements specified in product standards, ladder racks not higher than 20,0 m and metal racks with a load of not more than 2000 N/m², a rack design must be prepared.

On the basis of a structural sketch, racks made of elements specified in the product standard, ladder racks not higher than 6 meters, metal racks with a load of no more than 2000 N / square meter and not higher than 6 meters, racks made only of standard elements can be built.

If a plan is required for the construction of the scaffolding, the customer of the scaffolding is obliged to provide data and provide or order the construction plan.

In order to issue a work permit to work on the installed scaffolding, the permit holder (operator) must always be provided with access to the scaffolding design or structural sketch, as well as the written documentation of the preliminary examination. A work permit can be issued only in the presence of them.

Mobile (rolling) racks must be secured against displacement (on several wheels) before use.

When moving a mobile stand, you need to pay attention to the following:

- to move it while the worker is present therein must NOT be,
- its height should be reduced to a maximum of 4 m,
- be checked by way of movement, for any electrical wires or technological elements that may be stuck, and for the uniformity of the route,

The width of the floor of the stand must not be less than 0,6 m. The width of the floor must correspond to the spreading width corresponding to the rack frame. The rack must be stiffened in a plane perpendicular to each other (by installing cross braces – andrew bonding).

Special ladders or steps should be used to approach the scaffolding, which should be fixed against tilting. For the approach to the working level of the rack, stiffeners can not be used.

For the construction of racks will require a minimum of 2 main workers.

Scaffolding construction or demolition work should be carried out only under the direction of a person specified in the standard, who has the appropriate professional qualifications and is endowed with the right to take action, and is also responsible for the implementation of labor protection regulations. All workers performing scaffolding are obliged to use the prescribed personal protective equipment, protective equipment, and the Contractor is obliged to provide them with it and require their use.

With increased care in the organization of construction, all organizations or persons performing scaffolding work should strive for quality and coordinated work, whether they perform the task for themselves or for someone else.

All scaffolding construction work may be started only in possession of a valid "Work Permit" issued by the area manager, in strict compliance with its provisions.

The elements of racks made of elements specified in Hungarian product standards (pipe racks, frame racks) and scaffolding referred to in the next paragraph must be regularly checked by contractors before installation: standardization; visual inspection and load testing of scaffolding platforms, ladders, pipe clamps, other scaffolding elements and accessories, hanging racks, rope ladders; periodically inspected, marked and only from such elements that can be shown to be checked in writing. (Condition to be stipulated in the contract).

Modern prefabricated battery racks not included in the product standard (e.g. Layher, Krause, Plettac, Hünnebeck, etc.) must have a certificate of competence issued by an official certification body, as well as an application manual and construction technology specification in Hungarian developed by the manufacturer or distributor. The obligation to present it must be laid down in the contract.

B) Regardless of the size limit, the racks can be put into use after the ***collection of the handover report of the stand*** provided for this purpose.

The giver of the stand is the builder, while the receiver is the customer of the work. To report the scaffolding construction ready is possible only after the protocol has been drawn up. In the event of a lack of protocol or non-compliance of the stand, it is forbidden to perform work on the stand!

If the stand is built by the Contractor for his own part, the protocol must still be drawn up. Proof of completion is possible only by attaching a signed protocol.

Before using the stand, the work manager must at least visually verify that:

- the stand complies with the relevant regulations
- a tripod label with compliance information is posted at the point of entry
- from the stand, the planned work can be safely carried out

Workers who use the stand cannot change the structure of the stand, they cannot transform the stand, only the builder of the stand is entitled to do so!

If any worker determines that the stand is a source of danger, he must immediately report this to the work manager and request action.

C) Rack label holder and installation of the rack label: an information board made of weather-resistant and rigid material must be placed in a way attached to the stand, which must contain at least:

- the location where the stand was made;
- the name of the enterprise who built the stand;
- the date of delivery;
- the name and signature of the responsible person who inspected the stand before handing it over and declared its conformity and the name and contact details of the person handing over the stand for use,
- load capacity of the stand (kg / m²).

In the absence of a mark proving the handover, the use of the stand is prohibited.

The racks must be provided with adequate lightning and contact protection if necessary.

Periodic inspection of scaffolding: the responsible agent of the scaffolding construction company must check the stability, condition and carrying capacity of the scaffold to be used for more than one month at least monthly or occasionally after extreme environmental impact (e.g. strong winds = above 65 km/h, which is included in the daily report part of the construction logbook). The exact time and result of the test should be recorded in the construction logbook or in a separate protocol. During the periodic inspection, the condition of any damaged rack shall be protected by additional braces, stipulations or retraction of the screws. Only after these have been implemented can the stand be put back into use.

8.8 Safety rules for manual and mechanical earthworks

Earthmoving is any activity in which a depth of at least 25 **cm relative** to the original level of the soil is intervening by manual or mechanical force (earth lifting, drilling, piling, landscaping). **A critical EHS activity is manual or mechanical earthmoving.** Before the start of the excavation, it is necessary to map the utilities and wires in the ground in the affected area, for which the operator provides information (map detail on the location of utilities, wires and cables).

General rules for soil work and earthworks in **Accordance with Regulation No 4/2002 (II. 20. SZCSM-EüM joint decree.**

Among earthworks, any activity involving the demolition of land/ soil in a technological field or technological environment **at a depth of more than 1.2 metres** relative to the original ground level **is subject to an access permit** if human activity is taking place there.

In the case of mechanical earthworks, the contractor must initiate the design of the public utility network of the affected area.

If the track of the earthworks underground facility is crossed, touched or approached within 1 m, a research trench must be dug on the trail at a depth of the planned earthworks, plus 20 cm. The research trench must be lifted by hand, moving in steps. . The size of the research trenches should not be less than 1.8x0.8 m. It is forbidden to use a pickaxe when reaching the signal tape or cover cover, further exploration should be carried out with extreme caution!

Mechanical earthworks should only be carried out with due care. In areas where manual excavation is prescribed, mechanical earthworks are prohibited.

In the case of machine work, 1 person of observation must be employed, who, outside the range of the machine, supervises the work performed by the machine in order to avoid possible events of violations of an unforeseen wire or cable not indicated on the maps.

If on the construction site the contractor finds an unidentifiable wire, cable or projectile, then he must immediately interrupt the work and notify the person who issued the work permit. You need to record this circumstance in the construction logbook.

All cables found in the ground are considered to be under voltage and pipelines to be pressurized until they are identified and relieved of voltage or pressure.

A cable with damaged insulation or a cut wound should not be touched due to the risk of electric shock. In the event of cable and pipeline cutting or violation, the operator's contact person must be notified immediately.

The fault site must be clearly delimited and not covered with earth.

The interrupted earthworks may be continued only if they are satisfied that they are harmless with the involvement of the professional responsible and have been authorised by the site manager, modifying the working conditions as necessary.

In the case of earthworks, the trench shall be designated in accordance with Regulation **No 4/2002 (II. 20). Szcsm-EüM** shall be designed in such a way that:

- prevent the excavated earth from rotting back into the working trench (by forming a breakaway sheet of at least 0,5 m),
- the sides of the trench are secured against collapse or collapse (by means of humming or appropriate grading),
- workers are guaranteed safe access to the working pit in the event of danger in all circumstances (this must be done mostly by means of a ladder, which must remain at the place of installation throughout the entire operation).

In the case of earthworks, the following minimum number shall be provided:

Activity	Minimum number of people required	From this watcher
Manual earthworks up to 1.2 m	2 people	1 person
Manual excavation at a depth of more than 1,2 m	3 people	2 people
Mechanical earthmoving at any depth	2 people	1 person

Conditions for permission for earthmoving:

- the number of people required for the relevant earthworks is available,
- hazardous energies (pipelines running in the ground, power lines, control cables) have been mapped in the technological area affected by the earthworks, which, if necessary, have been isolated, excluded and marked,
- the conditions for embarkation are met (in the case of manual earthworks of 1,2 m or more, or regardless of the depth, the work must be carried out by bending below ground level),
- have a calibrated device for mandatory continuous airspace measurement (continuous airspace measurement is not mandatory only if the presence of combustible and toxic gases is certainly not to be expected – e.g. in the case of a greenfield investment),

When carrying out earthworks:

- a **signal railing** between depths of 0.25 m and 1.2 m (red-white or yellow-black striped signal tape indicating danger to those approaching the work ditch must be stretched at a height of 1 m),
- In the case of a depth of more than 1,2 m, a **guardrail** (a structure with a stable installation of at least 1 m high, e.g. carved from wooden boards, which physically prevents the fall), must be installed around the working pit at a distance of 1 m from its edge, and an equivalent solution to these protection conditions (e.g. an earthen rampart of sufficient size) must be installed.

In the case of excavation, it is mandatory to keep a construction logbook, the responsibility of which is the contractor performing the earthworks.

8.9 Safety rules for primary tampering of hazardous equipment (device openings)

Any equipment which, in normal operation of which may produce/accumulate a hazardous substance/sediment and which, when opened, poses a hazard in itself (e.g. a toxic catalyst) or presents a risk in contact with air (e.g. pyrophoric substance encountering air).

When carrying out these activities, it is mandatory to observe the following rules:

- assess (e.g. in the form of Job Safety Analysis) the probability of substances, energies, etc. released during the activity and their possible consequences,
- ensure proper capture, storage and handling of effluents,
- adequate protective equipment must be provided to operators in the knowledge of the substances which may be released; where justified, by providing face protection, a protective suit providing full body protection, and respiratory protection independent of the outside ambient air,
- those carrying out the operation must be informed of the potential hazards,
- if it is possible to count on the appearance of a pyrophoric substance, then it is mandatory to ensure continuous water watering,
- gas concentration measurement must be provided for the outflow components,
- demarcation of the working area and the prevention of unauthorised access must be made in the light of the circumstances,
- the work process can be carried out by a minimum of two people who have the appropriate competence and have been trained in the risks of the work process, as well as have the necessary protective equipment,
- if the work task includes the breakdown of several devices, the Contractor must apply for a permit per device.

8.13 Rules of working alone

A full-time school-based student, an apprentice, or an employee who spends his/her training period with an increased risk of working cannot be entrusted with independent work.

It is forbidden to work alone for the following activities:

- EHS Critical Activities (as defined in section 2 of this policy),
- technology and their accessories for cutting, drilling under pressure, welding, as well as strength and tightness pressure tests,
- near-voltage, energized work (for electrical operation work in electrical operating rooms, switch rooms),
- operation of an aggregator during work ,
- mechanical earthmoving,
- scaffolding construction work,
- Other works involving energy isolation,

In all cases, the licensor must ensure that sufficient staff are available to carry out the work in question.

8.14 Traffic rules

In ceva sites, the maximum permitted traffic speed is regulated by motor vehicle per site. The security service may regularly check the speed of vehicles in transit using radar equipment. Penalties are applied to drivers who exceed speed. Inside and outside premises, as well as in track workplaces, the rules of the highway code apply.

If, in addition to his main activity, the contractor is engaged in any type of transport activity, the drivers of the vehicle are obliged to know and comply with the "Basic safety rules for truck drivers", which are as follows:

- Do not drink alcohol, drugs!
- Do not use a phone while driving!
- Do not smoke, drink or eat while driving!
- Do not exceed the speed limit!
- The use of open flames and non-explosion-proof devices is prohibited in explosive areas!
- If you are tired, take a rest period!

- When working at a height, protect yourself from falling!
- Use your seatbelt!
- Always use appropriate personal protective equipment.
- Ensure proper grounding during charging/unloading activities.

9. Documents to be kept at the place of work

Contractor (Subcontractor) is obliged to keep the following documents on site (or within reach) at work and to present the following documents at the time of inspection:

- CEVA munkaengedély (PTW, Permit to Work)
- a CEVA access card issued in the name of the employee, bearing the name of the Contractor (employer) (where the system is built out),
- EHS guide (to prove the existence of trainings),
- document(s) certifying the education and qualifications required by law or other external or CEVA internal regulations, a driving licence (e.g. machine operator), a certificate (e.g. a fire safety examination) and a valid written permit(s) depending on the nature of the activity(s) carried out,
- a valid document certifying occupational fitness,
- work area transfer, insurance protocol (if there was a work area transfer or insurance),
- an approved EHS plan (if EHS is required for the work in question),
- an approved lifting plan (if a raise is required for the work in question),
- safety data sheets for dangerous substances and dangerous preparations used in the course of the work,
- the last calibration report of the gas concentration meter, if there is no identifiable marking on the device for carrying out the test,
- mandatory pre-work performance (bump test) (on paper or on the display of the device)
- current list of work equipment subject to periodic inspection used for work and documents certifying the latest revision (e.g. lifting machine logbook, periodic inspection (structural or main inspection reports, etc.)
- construction diary.

10. EHS audits and their possible consequences

During the on-site work, CEVA representatives and staff of the organization, representatives of the Operators may conduct on-site inspections to verify the regularity of the work. The audits cover compliance with the requirements of the current and relevant legislation and internal regulations.

A written record (a report in case of a deficiency) is drawn up of each on-site EHS inspection, the content of which is authenticated by the signature of the person carrying out the inspection and the work manager of the inspected Contractor (if there is none, then one of his employees).

The Contractor accepts that CEVA is entitled to apply the following sanctions for violations established and documented during on-site inspections, depending on their severity:

- Request to remedy deficiencies (immediately or by deadline)
- Ordering repeated EHS instruction
- Revocation of a work permit
- Application of EHS penalty
- Ban of contractor employees from CEVA Group sites for a certain period of time
- Termination of the contract with immediate effect

The Contractor accepts that, as a result of the violations revealed during the on-site inspections carried out by CEVA, CEVA may charge the Contractor the EHS penalty items listed in Appendix 1.

The contractor is also obliged to control his own activities according to EHS criteria, the minimum frequency of which depends on the risk category of the work:

Risk categories of jobs	Frequency of business self-monitoring
High EHS risk and complex jobs	Every 3 days
Jobs with medium EHS risk	Every 5 days

Low EHS risk jobs	weekly
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11. Causation, meaning and possible consequences of EHS events

The Contractor is obliged to report all events that:

- personal injury,
- by the generation of fire or smoke,
- a technical accident resulting in damage to property or failure of devices,
- environmental pollution,
- in the event of a traffic accident,
- with a quasi-(almost) accident,

walked.

The notification must be made to the head of the technological area affected by the work (Operator) and to the Client (the person who is specified in the contract as the representative of the Customer) in connection with events affecting the employees of the Contractor's own and possible subcontractors. The oral notification shall also be confirmed in writing within 24 hours with the following information content:

- date and time of the event;
- event location (company/identifiable location);
- type of event (real event/quasi-event);
- type of event (process accident or personal injury, property damage, road accident, occupational disease, run-off to the environment, fire/explosion, road incident);
- whether it is work-related;
- relevant party (own employee, supplier/subcontractor, third party);
- brief description of the event;
- the data of the person making the report.

In order to assist in the follow-up investigation of the incident, the location should, as far as possible, be left unchanged after the occurrence has been reported until the arrival of the plant staff. Photographs of the location and circumstances of the event may only be taken by plant staff or CEVA employees involved in the investigation of the incident.

The Contractor is obliged to order an immediate investigation of the root causes of the events, documenting it in accordance with the relevant legislation, as well as reporting it in case of personal injury, making the official announcement.

The Contractor shall involve the designated representative of CEVA in the investigation of the incident through consultation and shall provide him with a copy of the investigation report.

The Contractor is obliged to reimburse the costs arising from the damage caused by him or his subcontractors directly and on the basis of the recording of the time incurred by him or his subcontractors in the premises of CEVA – buildings, technological equipment, vehicles, roads, barriers of the access control system, etc. The Contractor is obliged to report damage events and acts against property to the territorial security service.

12. What to do in case of emergencies

The Contractor is obliged to get acquainted with the alarm rules of the place of his work, the method of alarm, places of assembly or seclusion, emergency numbers and the expected rules of conduct.

The alerting rules for each CEVA site are explained during the EHS preparatory meeting or immediately prior to work in the respective area. For some priority areas, this information can be found in the EHS guides.

13. Waste management, storage of materials and workplace order

Hazardous and non-hazardous wastes generated during the activities carried out at CEVA's sites, plants and units, which are the property of the Operator, must be disposed of by the Contractor at the collection point designated by the Operator in a way that excludes environmental impact. Waste belonging to the Operator must NOT be shipped from CEVA sites.

The Contractor is obliged to collect the wastes generated by himself (e.g. paint cans, aerosol bottles, other packaging materials, municipal waste) generated in the course of his activity at the place of the activity, in a way that excludes environmental impact and with the necessary inscriptions, and to remove them from the site after the end of the daily work.

The Contractor is obliged to continuously ensure the orderliness of the work area, to ensure physical order during the work, and is obliged to maintain its work area in an impeccable condition from the point of view of labor protection and fire protection during the weekly work and the entire period of work, taking into account the regulations for the treatment and storage of waste. The transfer and receipt of work can take place only in the case of complete tidiness of the working area.

1. Appendix No.

Penalties applied by the Customer for deficiencies and violations identified during the on-site inspection of compliance with the EHS rules and the rules for their enforcement

- 1.)The Customer's representative(s) is entitled to check compliance with the EHS rules at any time during performance at the premises and branches of the Hungarian member companies of the CEVA Group (hereinafter referred to as CEVA) (hereinafter collectively referred to as the "establishment").
- 2.)The findings made during the inspection(s) carried out by the client's representative(s) are recorded in a protocol, which is signed by the Contractor's on-site work manager, other representative /agent authorized to represent him or her or the employee present on site in his absence.
- 3.)Contractor means the partner contracted with the Client, who is responsible for the subcontractor involved by him as himself. For violations caused by the subcontractor and its consequences, the Contractor is liable to the Client.
- 4.)If, during the inspection, the Client's representative finds that the Contractor has violated the EHS rules during the performance, he will enforce a penalty based on the protocol(s) and apply the "Other measure / consequence" indicated in section 11.

The Contractor also undertakes to comply with the measures indicated in the situations listed in section 11 in accordance with the instructions of the Customer.

The payment of the penalty(s) specified in clause 11 does not exempt the Contractor from other consequences of the breach of contract and / or from more serious legal consequences set out in the applicable legislation.
- 5.)If the facts on which the penalty is based are established by the Customer during several on-site inspections during the performance of the contract or its individual order (hereinafter referred to as the contract), the penalty may be enforced several times in respect of the facts.
- 6.)In the case of the coexistence of several deficiencies (liquidated damages), the penalty may be imposed on each of the facts independently and in combination.
- 7.)The Customer shall aggregate the contents of the on-site inspection reports establishing the facts on which the penalty is based no later than 45 days after the occurrence of the condition specified for the performance of the contract (successful technical handover-acceptance or other condition specified in the contract) and shall take action to charge the penalty within the same period. The penalty letter shall include the amount(s) of the penalty(s) imposed and other details (breach, etc.). The letter imposing the penalty shall be attached to the report(s) of the on-site inspection.
- 8.)Employee shall also be understood as an employee of the Contractor and the subcontractor in accordance with point 6 above.
- 9.)With regard to the facts, the terms shall be interpreted in accordance with the EHS (health, safety, occupational safety, environmental) legislation in force at any time or in accordance with the relevant provisions of the contract.
- 10.)Withdrawal means the immediate revocation of work permits by the Customer and the suspension of the given work process/operation. In the event of a ban from CEVA premises, the employee concerned shall not be able to obtain an access card valid for CEVA premises during the period of the ban.
- 11.)Facts, sanctions and measures subject to penalty if the facts are detected:

During the construction work carried out at the site of Ceva-Phylaxia Vaccine Production Plc., compliance with the rules of labor protection, environmental protection and fire protection is mandatory. Compliance with the rules is checked by the EHS coordinator appointed by Ceva-Phylaxia Zrt. Violations found during the inspections will result in the following EHS penalties:

Misconduct	EHS kötbér
-Lack or non-wearing of personal protective equipment	10.000 HUF/person/app
It is mandatory to appear in a state suitable for work, the employee must not be intoxicated or under the influence of drugs.	
-Regular and appropriate monitoring is expected from the general contractor. Failure to comply with HSE will result in a fine	10.000 HUF/person/app
-Consumption of alcohol or other psychotropic substances during work will result in an immediate ban and a HSE fine	Ban + 100.000 HUF/person/app
-If alcohol consumption is suspected, e.g.: found beer can	10.000 HUF/app
-Work or behaviour that endangers others	Ban + construction manager HUF 5,000/app
-Ending collective protection	for construction manager 200.000 HUF/alk
-Lack of tools review protocol	50.000 HUF/app
-Lack of touch protection protocol	50.000 HUF/app
-Use of a device unsuitable for safe work (no protection, defective, incomplete)	100.000 HUF/app
-Lack of EHS plan	100.000 HUF/app
-Lack of lift plan	100.000 HUF/app
-Lack of cooperation during the EHS coordinator's visit	After 2 warnings 100.000 HUF to the construction manager
-Lack of coordination of duplication of work	After 2 warnings 100.000 HUF to the construction manager
-Lack of occupational safety and health training	20.000 HUF/person
-Lack of creating or improving safe working conditions despite being asked to do so	200.000 HUF/app
-Violation of fire safety rules	Ban + 200.000 HUF/app
If the number of EHS penalty cases of the contracted partner reaches 10 pieces, it is considered a serious breach of contract and the Customer becomes entitled to terminate the contract through the fault of the Contracted Partner, which entails all legal consequences of the failure and is borne by the Contracted Partner.	

