

OHS, fire protection, environmental protection and property protection regulations to be observed during work and sanctions for non-compliance with them

1. Conditions for starting the work

It is possible to perform work in the territory of ALTEO Nyrt. (head office: H-1131 Budapest, Babér utca 1-5.; corporate registration number: Cg. 01-10-045985) and its current affiliates (hereinafter collectively referred to as: the "Alteo Group" or the "Client") only in possession of a valid work permit – issued by the Alteo Group – the issuance of which is subject to the following terms and conditions:

- For the on-site work, the Contractor appoints the work leader according to Article 1.1.
- The work leader shall study the Health Protection, Security and Environmental Protection (HSE) material issued to him, and make a written declaration on its learning (Work Leader's Declaration), and then inform the members of his working group about its content, who will make a written declaration - after the training, on the form received (Employee's Declaration) - on being familiar with the HSE requirements of the Alteo Group and agree to be bound by them. The Employee's Declaration must be kept in the work area and must be available upon request. Work may only be performed by a person who has participated in an employee information training and has verified it by signing the relevant attendance sheet. During the pandemic season the mandatory HSE training is only available on the ALTEO website as an online training.
- For the work to be performed by him, the Contractor shall prepare a preliminary work safety risk assessment. In the risk assessment, one shall examine the threats and risk factors of the work tools used, the activities to be performed and the working environment. On the basis of the prepared risk assessment, the Contractor will determine the necessary personal protective equipment.
For the preparation of the work permit, the issuer of the permit will use the prepared risk assessment and supplement it or propose its amendment, if necessary.

1.1. *Work leader*: the person appointed or entrusted who coordinates the activities of employees working in a given working group, organizes their work and supervises and manages it professionally, controls their activities, furthermore, continuously ensures the establishment of conditions for safe work not threatening health and the verification of compliance with the HSE regulations.

During the work, the work leader shall be obliged to wear a clearly visible distinguishing sign referring to his position (e.g.: an armband, helmet of different colour, a visible lettering, etc.).

The work leader may only perform work if he is able to safely monitor the employees entrusted under his supervision and the dangerous movements and events, and if he can take the appropriate measures in a timely manner or react to potentially occurring threats.

In case of work performed in a confined space, in addition to the fulfilment of instruction tasks, he may only fulfil attendant's tasks.

2. Transfer of the work area

The transfer of the work area may take place after the issuance of the work permit. After the takeover of the work area, the Contractor shall fence the work area in a clearly visible way (taking

into account the given circumstances). At the boundary of the fenced area, he shall place out an information note and lettering warning to the work performed. The information note must include the name and head office of the company performing the work, and the name and contact details of the on-site leader of the work.

If the fencing of the work area is not possible or unjustified for some reason (e.g. mowing, plant management, checking of sprinklers, etc.), on the access path to the work area, the Contractor shall be obliged to indicate the fact of work, the name of the Contractor and the name and contact details of the work leader by placing out a signboard.

3. Documents to be mandatorily kept at the place of work

- The risk assessment related to the contractual work
- The medical fitness qualification of employees involved in the work
- The authentic declaration of the Contractor on the fact that the persons involved in the work are registered employees of the Contractor
- The Safety Data Sheet of hazardous materials used for the work
- Verification and supervision protocols certifying the suitability of the work equipment used during the work
- Fire ignition permit allowing for occasional fire hazardous activities, signed by the designated representative of the Client
- Certificate on the special examination in fire protection in case of those performing activities subject to the special examination in fire protection
- The fire protection special examination certificate of the person issuing the fire protection permit
- In case of work performed in a confined space, a copy of the permit for the performance of work in a confined space
- The copy of documents certifying the qualification in case of performing activities subject to a given qualification
- The machine book of the lifting equipment used and the copy of the protocol certifying its last supervision, if a lifting machine is used during the work Test reports certifying the suitability of the auxiliary tools (lifting rope, hoisting eye, etc.) used during lifting
- Documents certifying the suitability of aids used during the work (scaffolding, ladders, etc.)
- The Safety and health protection plan for the work performed, in case of construction industry work
- Employee's Declaration and Work Leader's Declaration

4. OHS conditions for the work

- The Contractor shall be obliged to comply with the relevant requirements of the current OHS legislation, in order to establish a safe workplace. Before starting the work, the Contractor shall be obliged to ensure the appropriate working conditions of employees (e.g. catering opportunities, changing rooms, first aid opportunities, etc.) on the basis of the expected head count of employees, the character of the work and the on-the-spot conditions.
- In case of work exceeding three days and requiring the simultaneous employment of three or more persons, the Contractor shall be obliged to provide a MOBILE TOILET to his employees, or they may use the toilet of the premises based on an individual agreement.

- The Contractor ensures that his employees arrive to the workplace in a condition suitable for work and that they perform their work with the expected expertise and care.
- Contractor shall be liable for any damages caused by his employees.
- If the work leader has to leave the place of work, he shall be obliged to appoint an appropriately qualified deputy instead of himself. In the absence of a deputy of appropriate qualification, the work should be paused!
- If the character of the activity so requires, the Contractor shall be obliged to place the safety technology and health protection signs - prescribed by the law - in the work area transferred to him, in a clearly visible way and control the existence and presence of these signals and maintain them in good condition.
- He shall be obliged to ensure that no unauthorized persons can stay in the work area transferred to him.
- In the work area, the Contractor and his employees shall be obliged to clearly indicate the company they are the employees of.
- If a change occurs in the head count of persons performing the work or in the number of the staff, the Contractor shall be obliged to report this to the entity issuing the work permit and provide the required training to the new worker.
- Every day, prior to commencing the daily work, the Contractor shall be obliged to log at the organisation or person issuing the work permit.
- During the entire duration of the work, the persons performing the work shall be obliged to keep order and cleanliness in the work area.
- If the Contractor working in the work area employs one or more subcontractors in the work area, the fire protection and OHS organisation shall be the task of the Contractor for which he has legal responsibility.
- The Contractor shall be liable for the entire OHS, fire protection and environmental protection activities of all subcontractors employed by him.
- Contractor shall be obliged to store the materials and hazardous substances used, dismantled or prepared for installation during his activities, etc. in accordance with the relevant regulations, standards or requirements.
- Work performed in a confined space may only be performed in possession of a permit for the performance of work in a confined space, issued by the Client. During the work performed in a confined space, the Contractor shall be obliged to comply with the provisions included in the permit for the performance of work in a confined space.
- Smoking on site is permitted only in the designated zones. Smoking is forbidden in the premises of BorsodChem Zrt. and the BC power plant!
- At the premises of the Alteo Group, the requirements of the Hungarian Highway Code shall apply, and the maximum driving speed is 30 km/h.
- Contractor shall be obliged to report every accident at work, accident or injury to the organisation or person issuing the work permit, but the investigation of the event and all the other related activities shall be the task of the Contractor. If the event requires an investigation, he shall be obliged to inform the Client about the outcome of the investigation and the measures taken.
- The Contractor shall be obliged to take any safety measures - not listed herein but required due to the character of the work area and the tasks - in order to ensure safe work not threatening health.

5. Fire protection conditions for the work

- When designating the work area, the appropriate escape routes and paths must be designated. During the work, the continuous control of these designated routes must be ensured. It is FORBIDDEN to store any materials on the escape routes or block or narrow them, even temporarily!
- Familiarization with and practical application of the alert system established at the work site. Depending on the location of the work, the employees must familiarize themselves with the alerting signals or post-alert duties applied in the given workplace.
- In respect of BorsodChem Zrt. and BC Power Plant: In case of an alarm sound or other signal indicating a danger, after terminating the activity performed, the area must be left in a direction perpendicular to the wind direction by using the gas mask kept in standby, after bringing the work area into a safe condition (disconnection of the electrical equipment, cooling of incandescent surfaces, closing of gas cylinders, etc.). The direction of the wind is indicated by windsacks.
- When performing fire hazardous activities, the Contractor shall be obliged to ensure that a revised fire extinguisher device - with the specified extinguishing agent - is available.
- Occasional activities posing a fire risk may only be carried out following the determination of the conditions in writing, in the light of the characteristics of the premises. The determination of the conditions of the work is the task of the person directly instructing and controlling the personnel carrying out the work.
- Welders and persons performing a work involving open flame - furthermore, the persons directly controlling their work - must have a valid special examination in fire protection. The certificate on the special examination in fire protection must be kept on site.
- The preliminary determination of the terms and conditions in writing shall also be necessary for fire hazardous activities (e.g. work performed with an angle grinder) other than the above activities, but these activities are not subject to a special examination.
- The fire ignition permit must be signed by the person designated by the Client, who may supplement the permit according to the local characteristics.
- The storage of gas cylinders stored in the work area may be carried out according to the current, relevant regulations. In the place of use of the gases, only cylinders containing the gas volume ensuring one-time replacement may be stored in a device established for that purpose.

6. Environmental conditions for work

- It is forbidden to bring materials or preparations with an incomplete or damaged labelling and/or packaging and/or unidentifiable materials or preparations to the location of the activities, the work area or technological area.
- The waste generated during the construction must be collected selectively in a receptacle of appropriate size, in a way to prevent contamination of the environment. The provision of the collection containers is the responsibility, task and obligation of the Contractor.
- If not otherwise provided for by the contract, the Contractor shall be obliged to have the emerged waste removed by a supplier with a valid license and hand it over to a disposal company with a valid license.
- Contractor shall be obliged to keep records on the waste collected and removed by him, and to hand over the protocols and documents certifying the removal and destruction of the waste to the Client prior to the closure of the contract.

- Contractor shall be obliged to report any event occurring during the work and involving environmental load or contamination of the environment to the Client’s environmental agent.
- The elimination of events occurring during the work and involving environmental load or contamination of the environment must be started immediately after their occurrence. The costs incurring shall be borne by the Contractor.

7. Property protection conditions for the work

- The Contractor and his employees may only perform work in the way and area specified in the contract concluded by and between the Parties on the performance of the given work.
- It is forbidden to bring alcohol or narcotic substances into the work area.
- The Contractor accepts that the HSE experts of the Alteo Group and the site managers may subject his employees to alcohol probe tests during the work.
- The Contractor assumes full liability for the actions of employees employed by him.

8. Work involving special risks

From among the activities performed in the territory of the Alteo Group, the following are considered as work with special safety risk:

- work performed in height involving the risk of falling down;
- work involving load lifting;
- work causing fire hazard;
- work performed in a confined space

8.1. Regulated activities related to work with special risks:

| Name of the work | Regulated activity |
|--|---|
| Work performed in height involving the risk of falling down; | Installation of scaffolding structures; |
| Work involving load lifting; | Craneing with mobile cranes (cranes mounted on motor vehicles); |
| Work causing fire hazard; | Authorization procedure of occasional fire hazardous work and the conditions for performing such work |
| Work performed in a confined space | The authorisation procedure of work performed in a confined space and conditions for the work |

8.2. Scaffolding construction

8.2.1. The process of scaffolding construction if an external contractor places an order for the scaffolding for his own work

- The contractor places an order for and has the scaffolding constructed by the contractor selected by him, in the work area previously transferred to him.
- Within the framework of a scaffolding delivery and acceptance procedure, the contractor takes over the ready scaffolding from its contractor (a written protocol shall be necessary).
- The contractor shall report the completion of the scaffolding to the entity issuing the work permit and present the documents on the delivery of the scaffolding.
- The entity issuing the work permit shall check the completed scaffolding and if it finds it appropriate, it will allow the scaffolding to be used by countersigning the delivery and acceptance protocol. The

qualification of the scaffold is done by completing the scaffolding inspection sheet and controlling the parameters included in it. The scaffolding delivery and acceptance documentation and the scaffolding inspection sheet shall thereafter be handled together.

- After the countersigning, the contractor shall place a “green” board to the scaffolding, indicating that the scaffolding can be used for the work. If the completed scaffolding does not meet all the requirements for safe work (due to the special location or special construction possibilities), the work may only be performed with individual protection against falling down (the use of work belts is not accepted). The contractor shall be obliged to indicate this requirement by placing out a yellow board on the scaffolding.

8.2.2. The process of scaffolding construction if an external contractor builds up the scaffolding for his own work

- The contractor builds up the scaffolding in the work area previously transferred to him.
- The contractor shall report the completion of the scaffolding to the entity issuing the work permit.
- The entity issuing the work permit shall check the completed scaffolding. The qualification of the scaffold is done by completing the scaffolding inspection sheet and controlling the parameters included in it. If the scaffolding is appropriate, the entity issuing the work permit will permit the use of the scaffolding by handing over a signed copy of the **Scaffolding inspection sheet (Annex 1)**.
- After the authorization, the contractor shall place a “green” board to the scaffolding, indicating that the scaffolding can be used for the work.
 - If the completed scaffolding does not meet all the requirements for safe work (due to the special location or special construction possibilities), the work may only be performed with individual protection against falling down (the use of work belts is not accepted). The contractor shall be obliged to indicate this requirement by placing out a yellow board on the scaffolding.

A green or yellow information board of a size of about 30 x 15 cm made of a weather-resistant and rigid material must be placed out in a way fixed to the scaffolding, which must contain information on at least:

- the location for which the scaffolding was made;
- the name of the company who built the scaffolding;
- the date of delivery;
- the name and signature of the person in charge, who has inspected the scaffolding prior to its delivery and acceptance, and who has made a declaration on its suitability, together with the name and contact details of the person transferring the scaffolding for use;
- the load-bearing capacity of the scaffolding (kg / m²);
- the type of the scaffolding;
- the user of the scaffolding and the name and contact details of the person in charge of the condition of the scaffolding.

8.2.3. The following must be examined during the authorisation procedure of the scaffolding:

- The existence of the scaffolding plan or sketch;
- Identity of the scaffolding with the designs, the suitability of building elements;
- Whether or not the scaffolding was secured against falling over (for scaffoldings exceeding the height of 2.5 m);
- The stability of structural elements (e.g.: foundation, jointing, reinforcement, mooring);
- Safety equipment (e.g.: passageways, handrails, footboards, load-bearing capacity, other inscriptions, fire protection, lightning protection, lighting, connection to the uniform potential network);
- Whether or not it meets the type and character of the work to be performed;
- Whether or not it meets the intended workload resulting from the work (the maximum load-bearing capacity must be indicated);
- Whether or not it allows for safe work and movement.

8.2.4. Instructions for building and checking built scaffolding:**Scaffolding flooring**

The scaffolding flooring must be made of 48 mm thick scaffolding planks, standard boards or wood or metal of equivalent load-bearing capacity and stability. The 48 mm thick planks and the boards, serving as the scaffolding flooring must be placed for the back support so that the planks may overhang the outer edge of the support by at least 150 mm but not more than 300 mm. If it is used for cantilevered loads, the overhang may not exceed 300 mm.

The back support of the footbridges must be established firmly, without any swaying. The alignment of the footbridges must be ensured without thresholds and level differences.

The width dimensions of the scaffolding flooring are:

- wooden ladder scaffolding for the purposes of plastering or renovation - at least 0.5 m;
- tubular scaffolding for the purposes of plastering or renovation - at least 0.6 m;
- scaffolding for the purposes of material depositing, wall building - at least 1.0 m;
- in case of metal scaffolding with frames, at least the rotation width of the scaffolding frame of the given type must be ensured.

The scaffolding flooring must be designed to allow for safe work in case of a useful payload of at least 2000 N/m² - in the absence of separate requirements - in addition to the stored and moved material weight.

The largest quantity of the material that can be transported or stored on the scaffolding flooring, the storage method and the boundary of the storage area must be indicated on the scaffolding in a clearly visible way (e.g. on a board).

It is permitted to extend scaffolding planks only above a back support, with an overlap of at least 0.5 m.

Planks overhanging in a cantilevered way may not be used for scaffolding flooring, stairway ramps or transport roads. The scaffolding planks should lie on the back support.

Gutters, balcony rails, lightning rods or building structure elements - without the sufficient strength or load-bearing capacity - may not be used for the back support of the scaffolding flooring.

The material of the scaffolding flooring should be completely healthy, sawn pine material of impeccable quality, of at least quality class no. II., equipped with reinforced ends.

Between the edge of the scaffolding flooring and the plane of the building, there can be up to 30 millimeters.

If the character of the work or the facade shape of the building does not allow this, also the inner side must be equipped with guard rails or the protection must be ensured by individual protective devices.

The scaffolding flooring must be constructed on top of each other so that a free height of 190 cm must be under them for transport.

OHS requirements for handrails, center and footboards

- The guardrail boards, center boards and footboards must be made of scaffolding elements, and the distance between the supporting columns - serving for reinforcement - may not exceed 3.0 m.
- At work levels higher than 2.0 m, the crossings, stairway ramps and stairs - created in a bridge-like way - must be fitted with a guardrail.
- The guard rails of the stairway ramps are to be installed from stairway ramp height of 1.0 m, and the stairs must be installed from the starting point.

Requirements for nodes and cross stiffeners

- Defective or extended elements may not be incorporated.

- In the absence of a separate regulation, the nodes of the scaffolding, the vertical columns and strutters must be stiffened diagonally in both directions for the purpose of fixation, and in case of multi-level arrangement, the strutters must be set one above another.
- To create bonds in the form of St. Andrew's cross, 48 mm thick scaffolding planks or metal cross stiffeners of equivalent structure may be applied.
- The cross stiffeners must be fastened to the columns and elements by screw connection. The screws should be at least as far away from the edge of the cross stiffeners that equals to two and a half times the diameter of the wood.
- The stability of the columns must be ensured provisionally during erection (e.g. by timbering or anchoring).

Shock protection of the scaffolding:

The scaffolding must be connected to the existing Uniform potential network system, and the scaffolding elements must be in contact.

In general, the provisions included in Chapter XIII of the **National Fire Safety Regulations of Decree No. 54/2014. (5 December) BM of the Ministry of Interior** on the Issuance of the National Fire Safety Regulations (hereinafter referred to as OTSZ) shall apply to the **lightning protection** of the deployment scaffolding. It is mandatory to ensure lightning protection at temporary deployment facilities in the period between 1 April and 31 October.

The lightning protection equipment must be carried out in accordance with the requirements of the valid series of lightning protection standards no. **MSZ EN 62305-1, -2, -3:2011** and **-4:2006**.

Note: Standards relevant to this topic: **MSZ HD 60364-4-41:2007** deals with shock protection in general, and **MSZ HD 60364-7-704:2007**, which provides requirements for the electrical equipment of construction and demolition areas. Although this latter deals with shock protection rules, but does not specifically address **UPN**. Therefore, it is advisable to perform the connection of construction deployment metal scaffoldings into the **UPN** network and their control on the basis of the requirements of the already withdrawn standards. Thus, in this case, the previous industrial standard no. **ME-04-64:1991** may be applied as a guideline, and its title is: Requirements for building deployment electrical equipment (can be found in the Collection of shock protection standards of the **MSZH**, issued in 1992 in pocket book format).

Provision included in Section **9.2.1.** of the standard: "In the buildings under construction, the connection of the large-scale metal networks, formed with the progress of construction, with each other and with the already forming (formed) **UPN** system and the protective conductor shall be realized continuously (as soon as possible after completion!)." According to Section **9.2.2.**: "The **UPN** connection of the specific deployment consumption equipment and the adjacent large-scale metal structures - touchable manually simultaneously with them - must be established at least temporarily for the period of operation." (In the design of the **UPN** system, also in case of the temporary equipment, in respect of structure, cross section and material, the requirements of Chapter **544.** of the **MSZ HD 60364-5-54:2007** standard must be observed.)

According to Section **11.1.1.** of the standard: "The establishment and connection, supervision and inspection of the shock protection, lightning protection and grounding equipment may only be performed or controlled by a qualified person in charge." Unfortunately, here the standard does not detail whether the person in charge - who can perform wiring - should have a specialist qualification in the field of electricity or scaffolding. According to the opinion of the working committee, the connection of cables according to electric standards, furthermore, the connection of any electric conductor to the main grounding rail (main grounding terminal) or to the shock protection protective conductor system is considered electrical work, for the performance of which electrical qualification shall be necessary. On the other hand, connection of two metal structures (scaffolding parts) with a metal structure element is considered scaffolding work, even if this requires a connection to the **uniform potential network**; therefore this requires scaffolding qualification.

After their completion, at least an inspection of the **UPN** connections must always be performed by a mechanician by visual inspection (concerning the execution and dimensions), and the continuity of the conductors must be checked. The result must be documented. This test may also be carried out by a qualified electrician.

In case of doubts, measurements shall be carried out in compliance with the requirements included in Section **415.2.** of the **MSZ HD 60364-4-41:2007** standard. This can only be done by a qualified supervisor, and the results must be recorded, too!

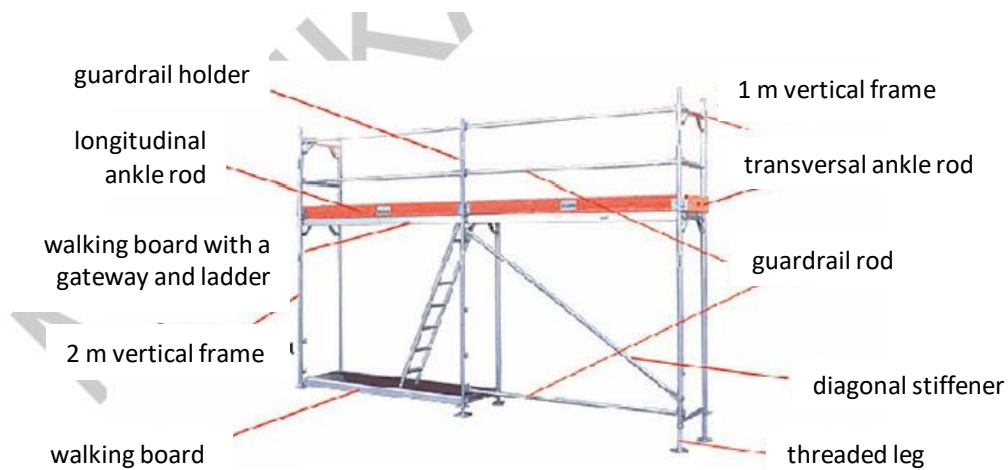


Figure 7 Facade scaffolding⁷

8.3. The process of work involving load lifting

- When applying for the work permit, the Contractor indicates that the work will involve the use of a crane. The issuance of the work permit does not constitute an authorisation for using the crane!
- The Contractor will place an order for the crane necessary for the work and check the technical condition of the machine ordered and its accessories, furthermore, the authorisation of the operator.
- He must check whether the load-bearing capacity of the machine ordered complies with the weight of the load to be lifted, or not.
- In addition, he shall examine the validity and existence of the following documents:
 - OHS certificate of conformity;
 - commissioning permit;
 - Hungarian operating instructions;
 - load-bearing diagram;
 - lifting machine log (kept regularly);
 - crane book (kept);
 - protocols certifying the performance of periodic reviews;
 - valid registration certificate;
 - documents certifying the qualification of tiers;

- He shall examine the suitability of personal conditions for using the crane:

The crane can be handled independently on the spot by the person who:

- is not less than 18 years of age;
- is suitable for performing the task based on a preliminary and periodic job role-related medical examination;
- has the required qualification;
- has participated in the OHS training related to the site's features.

He shall examine whether or not a lifting plan is necessary to perform the lifting operation. If the lifting operation is **considered risky**, the operator of the lifting machine performing the lifting operation must prepare a lifting plan.

Load lifting is considered risky if:

- the work is performed in an area where the conditions for the safe operation of lifting machines - operating in each other's radius - must be planned;
- lifting is done with several cranes;
- the load to be lifted exceeds 65% of the nominal load-bearing capacity range of the lifting machine (the load-bearing capacity range belonging to the boom outreach);
- the load to be lifted exceeds 50% of the nominal load-bearing capacity range of the lifting machine (the load-bearing capacity range belonging to the boom outreach). and the potential malfunction may endanger the existing facilities;
- a lifting beam or column is applied for the given lifting operation;
- the load is more than 15 tons and is raised above existing, non-operating facilities;
- the load is more than 1 tons and is raised above or near to existing, operating facilities;
- people are working in the immediate vicinity of the suspended load of a weight of more than 1000 kg or they have to perform mounting activities (fixation, welding) under it;
- lifting activities performed near high and low voltage overhead electric lines;
- the head of the plant providing the work area asks for this because of the technological processes conducted in the area;

If, based on the above, a lifting plan is required, before starting the lifting operation (installation), a copy of the lifting plan and technological instructions, prepared according to the requirements and approved by the designated lifting machine administrator of the client must be handed over to the representative of the Alteo Group for approval.

He shall examine whether or not the conditions necessary for the safe footwork of the crane in the location of crange are given, whether or not there are any public utility lines or other wires under the ground level which may be damaged during the crange (the competent manager of the Alteo Group will assist the examination).

The performance of the documentation and technical tests is carried out and certified in writing by the customer ordering the load lifting.

- The contractor shall report the arrival of the machine performing the lifting operation to the issuer of the work permit, present the completed ***Cranage control and authorization sheet (Annex no. 2)*** and hand it over for copying, after the review and countersigning of which the authorized person shall authorize the operation to be started. The person issuing the permit does not examine the reality of the completed form at the time of issuing the permit, but he shall be authorized to perform a random check at any time during the work. If the inspection finds any deficiency or discrepancy, the lifting operation must be suspended with immediate effect!
The issuer of the permit shall attach the copy to the work permit, and the original shall be kept at the person performing the lifting operation during the work process.
- The contractor shall report the end of the lifting operation to the authorizing person. The fact of completion of the lifting operation is recorded on both copies of the ***Cranage control and authorization sheet (Annex no. 2)***, and then the machine may leave the site.

8.3.1. Guide to the inspection process of crane operations

8.3.1.1. Requirement for the content of the lifting plan

The lifting plan (the lifting technology instruction) should cover the prevention of hazards arising out of the installation process, the operation and the environment, on the basis of the expected risks.

The lifting plan (the lifting technology instructions) must include the following:

- the identification of the lifting machine(s) or crane(s) applied;
- the load-bearing capacity of the cranes in the various workstations;
- the location where the cranes will be erected, according to the dimensioned site plan;
- the way in which the cranes are used (e.g. outreaching length freely or with a back support);
- the means of load picking applied;
- the timely sequence, movement and speed of the work to be performed;
- the total weight of the load and the weight parts loading the cranes;
- the tying points and the way of fixing the load;
- the representation of the load path (in space);
- the maximum permissible wind speed;
- the hazards (e.g. ground conditions, electrical overhead lines);
- the hazardous areas and the necessary closure and avoidance measures;
- the additional safety measures;
- the indications related to the work (communication of information), their ways and tools;
- the requirements for the qualification of persons involved in the lifting operation, their tasks, furthermore, the designated place of work and the appointment of the instructor of joint lifting;
- the boundaries of the operating area, the location of the tape barriers to be set up and the type and location of the signboards and control equipment.

Requirements to be observed prior to and during the lifting operation

- Before the crane is put into service, the operator shall be obliged to check the load-bearing capacity of the ground.

- The pads applied under the back supports of the crane - to reduce their surface pressure - are approved by the factory, or they should be separately checked in cases other than this (e.g. by calculation).
- The back supports must be operated in the order and to the extent prescribed by the factory, while the longitudinal and cross-tilting of the crane may not exceed the permissible extent.
- Once the back supports have been put into service, their solid ground catch must be checked; in case of a support carried out with rubber wheels in part or in full, the tire pressure prescribed by the manufacturer must be checked. The control must be carried out also on cranes equipped with automatic level control.
- If the crane has a separate structure for the provision of the operating condition of the supports (e.g. securing nut, mechanical interlock, manual shut-off valve), this must be operated before the crane is started. If the back support is based on wheels, the vehicle must also be secured with the effective fixation brake or a wheel support, if necessary (e.g. in case of inclined ground conditions).

Requirements for the crane operator

- During the operation of the mobile crane, the crane operator may not leave the operator's station (operator's cab). In case of a mobile crane where the movement control of the driving unit is only possible from a separate cab, the crane operator can only leave the operator's station (operator's cab) for the purpose of moving the crane.
- Persons other than the crane operator and the authorized accompanying person(s) may only stay on the mobile crane under the supervision of the crane operator, for the purpose of training or inspection.
- He shall be obliged to take into account the entries entered into the log of the lifting machine during the previous shift and check for the termination of any deficiencies.
- Before starting any lifting work, it is necessary to examine the efficiency of crane safety equipment, thus particularly:
 - the emergency stop which disconnects the crane's operation;
 - the warning and signaling equipment;
 - all gears and ropes, chains;
 - the end position switches;
 - the brakes of all movements;
 - the interlocks;
 - the load-bearing capacity and outreach marking units;
 - the other safety equipments of the crane which can be inspected by means of the devices belonging to the equipment of the lifting machine;
 - furthermore, the other equipment and protective equipment specified in the user manual.
- If he experiences a deficiency or irregularity, he shall be obliged to report it to his superior and record it into the log of the lifting machine.
- If he experiences a deficiency or irregularity that threatens the safe operation of the crane, the crane can only be put into operation after the deficiencies or irregularities have been eliminated.
- Before starting any movement, he shall be obliged to warn the persons staying in the vicinity of the crane by applying an acoustic signal, if there is an acoustic signalling device mounted on the crane.
- The sound signals should be as follows:
 - *a single short signal*: warning before starting each work operation;
 - *two short signals*: if the instruction is unclear or if the load cannot be safely moved;
 - *continuous signal*: emergency.
- He shall be liable for the correct selection of the load-picking device applied by the tier, the correct way of suspension, the work of the tier (loader), to the extent it can be judged from his workplace. In case of an error, the tier (loader) must be instructed to immediately terminate it. The lifting or transportation can only be started if the attachment is secure and the lifting does not endanger anybody.

- The load must first be moved - lifted or recessed - so that it just moves out of its original position, and then the movement has to be stopped. It is permitted to continue with lifting or recessing the load only if the attachment and the operation of the crane brake is appropriate and if the further movement of the load does not jeopardize the stability of the crane.
- The lifting cannot be continued until the hazardous radius around the load is not left by the people staying there.
- He must refuse to execute the signal or instruction received from the instructor if it is:
 - - *inconsistent with this policy or instruction manual and / or*
 - - *he finds that it may cause an accident or material damage.*
- No load may be lifted by using the crane:
 - the centre of gravity of which shifts to a dangerous extent during lifting;
 - which is fixed to the ground;
 - which is frozen to the ground;
 - on which there are other unfixed objects;
 - which is supported by other objects;
 - which causes a damage to the load lifting device, or
 - the weight of which exceeds the load-bearing capacity of the crane or the load-picking device.
- If the handler of the machine is not sure whether an item can be lifted or not, it shall be obliged to ask for an instruction from the operator of the machine or the administrator of the machine.
- He can transport the lifted load exclusively on a route and in a height where during the movement it does not jeopardize the safety of life and property.
- The handler of the machine shall be obliged to monitor the proper operation of the crane during its operation.
- In case the handler detects a disorder or defect that jeopardizes the safety of the crane or the workers around it, he shall be obliged to unload the load immediately and to turn off the crane. He shall be obliged to report the defect immediately to the operator and to record it into the log of the lifting machine.

Requirements for load tying and management

- The task of the tier is the correct selection and application of the load-picking device, the secure attachment and fixation of loads and - if not otherwise provided for by the operator - the instruction of the crane operator with signals, according to the relevant regulation.
- During the tying and release of the load, furthermore, during the instruction of the crane operator and every movement of the crane, the tier and the instructor shall select his own position so that he can continuously monitor the load and be in contact with the operator (by way of signals or speech).
- The instructor must always instruct the crane operator:
 - in the execution of movements at which the safe movement process - including also the traffic conditions - cannot be reviewed at all phases from the operation place;
 - to prevent the unauthorized access to the overhead cables or industrial wires under voltage.
- Prior to use, the tier shall be obliged to visually inspect the load-picking devices, whether or not:
 - there is a unique sign on them;
 - the load test is valid according to the stamped-in sign;
 - it is suitable for lifting loads;
 - it is damaged or deformed.
- The size and position of the load-picking devices must be chosen so that the angle of the tying branches closed between each other should not exceed 120°.

- The load-picking device may only be fastened to the parts of the object to be lifted of a proper load-bearing capacity.
- If, during lifting, the load may slip or tilt, a load-picking device or fixation method should be applied which does not only support but also clamp the load during lifting.
- If the fixation of the load is only based on clamping, it is forbidden to place foreign materials in between the adjacent surfaces.
- The load-picking device must be placed on the load so that it cannot move, slip, twist or jump off it during lifting, and so that the suspension point can be located above the centre of gravity of the load.
- The load suspending device must be protected from any breakage occurring at the corners or edges of the lifted load, by applying a suitable solution (e.g. applying a rope protection shield).

- The instructor shall be obliged to inform and instruct the crane operator during the lifting and transportation operations with clear signals, according to the relevant legislation. The hand signals can be replaced by an appropriate and reliable bilateral radio connection or mandatory feedback.
- The instructor may only give a signal for lifting the load if:
 - he considers that the load has been fixed to the load-picking device in accordance with the requirements, in a safe way;
 - the persons in the immediate radius of the lifting machine are positioned so that the movement of the load does not jeopardize them.
- If the load becomes twisted at the moment of lifting, it must be recessed back and the fixation must be adjusted.
- It is forbidden to balance the load by placing any weight on it or climbing on it.
- The auxiliary device used for guiding the lifted load during transportation must be safe.
- It is allowed to grab and guide the load during lifting and placing it down - if justified - only in compliance with the following:
 - at arm's length from the load, one should stay so that the movement cannot be disturbed by anything;
 - the load must be gripped at a point so that the hand cannot be damaged;
 - the load may be led up to shoulder height.
- The instructor shall be obliged to ensure that the traffic is stopped if the transported load crosses a transport route.
- The load may only be unloaded if:
 - - the area is ready for unloading the load and suitable for loading;
 - - the area is not designated for the purposes of transport, freight-forwarding or other work;
 - - the load-bearing capacity of the place corresponds to the weight of the load.
- The fixation of the load may only be removed from the load-picking device if the load is properly secured against displacement, slipping, rolling, tilting, falling over, etc. and is placed on a robust load-bearing base.
- If the load-picking device extends under the load, the load may only be placed to pads in order to save the load-picking device and ensure the possibility of its easy removal.
- The load-picking device must be transported and stored in a way to avoid its damaging.

What to do when extreme environmental impacts occur

- If, due to heavy snow, fog or other weather or environmental conditions, the load or the immediate vicinity is no longer visible during the entire transport process, or if the control signals can no longer be clearly identified, the operation of the crane must be stopped.
- Cranes operated outdoors - if not otherwise provided for by the manufacturer in the operating instructions of the lifting machine or in the machine book, or if a lower limit is not determined by an installation technology - may only be operated up to a wind speed limit of 18 m/s.

- In case of cranes exposed also to the impact of wind, it must be ensured that the crane is secured or protected against the moving, overturning or damaging effect of the potentially uplifting wind during the outage.

8.4. The rules for work causing fire hazard

In the territory of the Alteo Group, occasional activities that cause fire hazard may only be performed in possession of a written permit, irrespective of the identity of the person performing the work.

The written permit consists of two parts, a “work permit” and an attached form titled “permit for occasional activities causing a fire hazard”.

(Activities causing a fire hazard are activities that involve a temperature exceeding the inflammation temperature or flashpoint of the surrounding flammable materials, or involve open flame or ignition, glow or sparking which may be considered as an ignition source.)

The work permit is issued by the authorized employee of the given site, while the permit for the performance of occasional activities involving fire ignition is issued by the person ordering the work (the employer of the person performing the work or their agent), and if the required conditions are met, it shall be approvingly countersigned by the authorized employee of the given site.

If the issuance of the two documents does not take place at the same time, the issued document permitting the occasional work must be subsequently attached to the related work permit.

The written permit can be issued for a shift, and a copy of it must be kept at the place of the work. After the completion of the work, the permit must be endorsed on the core copy and kept for two years. For a longer period of time, a written permit may only be issued if the work area is regarded a completely nondangerous area due to a conversion or reconstruction - in writing - and it has been taken over by the contractor for the work.

The minimum content requirement for the issued form permitting occasional fire ignition activities:

- the name of the person issuing the permit, the number and validity period of his certificate on special examination in fire protection;
- the list of persons performing the work, the name of the work leader and the number and validity period of his certificate on special examination in fire protection;
- in case of a work bound to qualification, the name of the person performing the work and the number of the certificate certifying his qualification;
- the location and planned date and time of the work;
- the brief description of the activity;
- the other requirements related to the performance of the activity (wetting of the environment, covering of nearby equipment, the need for gas concentration measurement, etc.) the relevant fire protection rules and regulations;
- the type and quantity of fire extinguisher devices to be kept at the site.

Personal conditions for the authorization and commencement of occasional fire ignition activities:

- The permit for the performance of occasional fire ignition activities may only be issued by a person with a “Special examination in fire protection (1)”;
- Occasional fire ignition work cannot be performed alone;
- In the absence of other requirements, from among those performing an occasional work involving fire ignition, at least the employees controlling the work must have a “Special examination in fire protection (1)”.
- Welders and persons performing a work involving open flame must have a special examination in fire protection valid for the given area. Other flammable activities can only be performed by persons trained about the fire protection rules and precautions!
- Work bound to a qualification by the regulation may only be performed by employees with the required qualification.

- Only those persons may be entrusted to perform fire hazardous activities who have reached the age of 18, furthermore, who are mentally and physically fit to do the work.

Additional conditions for starting occasional fire ignition activities:

- after the issuance of the necessary permits and licences, the issuer of the work permit shall transfer the work area - within the framework of a handoff procedure - to the persons performing the occasional fire ignition activities
- if it is required by the permit or if the presence or appearance of combustible or other hazardous materials (harmful, toxic, etc.) cannot be completely excluded, in addition to the preliminary gas concentration measurement preceding the start of the activity, the continuous gas concentration measurement shall also be mandatory for the employees, during which the following parameters must be measured before the start of the work (the issuer of the work permit) and also continuously (worker):
 - Harmful/toxic vapors/gases.
 - Oxygen (O₂)
 - Combustible vapors/gases (ARH);
- before the work, it must be ensured that the work area and its environment is in a condition that the fire hazardous activities can be safely performed and that other existing equipment cannot be damaged during the activity.
- before starting the fire hazardous activities, it must be examined whether or not the work is impeded by technology, and this fact must be recorded in the written permit.
- Combustible materials must be removed from the 5-meter radius of the work causing a fire hazard, and if it is not possible, then:
 - the combustible material must be insulated or covered with a non-combustible, heat-insulating material;
 - When glowing materials become dispersed, covering the combustible materials with e.g. a wet tarpaulin or spraying water to the endangered environment, etc. can also be a solution.

Other specifications:

- The persons entrusted with inspection (the person issuing or countersigning the permit), and the persons performing the work shall be obliged to observe and enforce the working conditions specified in the license issued, and to regularly monitor the work and its circumstances. If the specified conditions become changed, the work must be terminated, the necessary amendments of the permit requirements must be initiated or an amended permit must be issued.
- After completing the activity causing fire hazard, the persons carrying out the work are required to inspect the workplace and its surroundings from fire safety aspects, and they shall eliminate any circumstances that may cause fire. The person directly instructing and controlling the personnel carrying out the work, or if there is no such person, then the person carrying out the work is required to hand over the place of work to the head of the facility (or its representative) where the activity was carried out. The date and place of the delivery-acceptance must be indicated on the signed permits.

8.5. Work performed in a narrow work space (requirements for work performed in a confined space)

At the premises of the Alteo Group, it is permitted to perform work in a confined space only on the basis of the permit issued by the head of the organisational unit operating the equipment in accordance with its intended use or his representative after the necessary conciliations. The permit for the performance of work in a confined space constitutes a part of the work permit related to the work and is only valid in combination with it.

8.5.1. What ranks as a work performed in a confined space?

- Work performed in a confined space shall be meant by any activity that may be carried out by bending into the given equipment or staying inside of it, if this space was not designed for human stay but satisfies the following conditions:
 - the space is enough for the entry and stay of at least one worker;
 - the entry into and exit, i.e. the escaping possibility from the given space is limited by a narrow access opening or otherwise.
- Furthermore, work performed in a depth of more than 1.2 meters from the ground level is also considered work performed in a confined space.)

The issuance of a permit for the performance of work in a confined space may only take place if the persons performing the work meet the required conditions and if the technological circumstances allow for the work.

Content requirements for the permit for the performance of work in a confined space:

- the equipment on (or in) which the work is performed must be named in a well identifiable way;
- the task to be performed must be recorded;
- it must include the name and signature of the person issuing the permit;
- it must include the name and signature of the person in charge of instructing the work;
- it must include the names of the persons involved in the work, including also the attendants;
- it must include the enumeration of the preparatory operations of the work performed in the confined space;
- it must include the list of the required protective equipment;
- it must include the preliminary concentration measurement data and the specifications for further measurements;
- the name and signature of the person performing the measurement and the type of the measuring instrument must be indicated.

Note: In the territory of MPK, preliminary gas concentration measurement may only be performed by the representative of the FER fire brigade. In possession of a suitable measuring equipment, the interwork measurements may also be performed by the person performing the work or the agent of the person issuing the permit, according to the regulations.

The permit for the performance of work in a confined space must be issued in 2 copies, out of which one copy shall belong to the person performing the work. The person performing the work shall be obliged to keep this at himself during the work. The person issuing the permit shall be obliged to keep the second copy for a period of 1 year.

The permit for the performance of work in a confined space can only be issued for 1 day, and in case of continuous work, the circumstances must be examined on a daily basis and a new permit must be issued.

The personal and material conditions for the work performed in a confined space:

Entry into an equipment may only be performed by the Contractor (main or subcontractor) who is in possession of the following for the entry into the equipment and the work performed in the confined space:

- an adequate number of staff is available (entering and surveillance personnel);
- his employees are adequately trained (from technology, provision of first-aid, etc.);
- his employees are medically fit for the performance of the work to be performed in a confined space, according to the technology and the expected risks, and they have the relevant medical examination certificates;
- the machines and working equipment are appropriate (periodically revised, appropriately zoned);
- the required protective and safety equipment are available (taking into account the possible risks) and the employees have been trained about their safe use;
- the employees have the necessary OHS and fire protection knowledge;
- the employees have reached the age of 18;

- the employees have participated in a training about the tasks to be performed and the associated threats;
- the employees are familiar with the rules of compulsory behaviour.

Addendum:

- During the work, the person with managerial power, entrusted with the management and permanent control of the work must be present.
- During the work, at least two workers must stay on the spot who are entrusted exclusively with the observation of the worker(s) performing the work in the confined space, trained for the rescue, equipped with protective equipment and suitable for the rescue also physically (one of them may also be the instructor of the work).
- If the equipment has even more open openings suitable for the entry into it, one additional attendant must be provided for each additional opening.

Dangers occurring and to be eliminated during the work performed in a confined space:

- the presence of gases, vapors and dusts - harmful to health - in hazardous concentrations;
- lack of oxygen causing suffocation;
- the presence of corrosive or toxic materials;
- the presence of gases and vapors causing the hazard of fire and explosion;
- rotating and moving internal structures;
- the presence of electrical equipment;
- the possibility of emergence of fire.

Personal and collective protective equipment prescribed for use:

If during the work performed in a confined space, materials may be released which are harmful to the health or they may get into the equipment, the entering workers must be provided with a personal respiratory protection device. (It is FORBIDDEN to wear gas mask containing a filter!)

Instead of using the respiratory protection device, the protection is equivalent if:

- during the duration of the work, air space analysis is carried out and if the measured values do not exceed the prescribed values in any case;
- artificial or natural ventilation can be provided that can replace the air supply of the equipment to the necessary extent;

During the work performed in a confined space, a reliable information connection must be ensured between the persons working inside and the attendants.

Depending of the character of the work, the persons working inside and also the attendants must be provided with appropriate working clothes.

Earthwork:

From among the earthworks, every activity that involves the disruption of the land or soil **deeper than 1.2 meters** compared to the original ground level in the technological area or a technological environment, shall be **subject to a permit for the performance of work in a confined space**, in case human activity takes place there.

In case of performing earth moving work, the work trench should be established in compliance with the requirements included in Joint Decree No. **4/2002 (20 Feb.) SzCsM-EüM of the Ministry of Social Affairs and the Family and of the Ministry of Health** concerning the minimum occupational safety and health requirements of construction workplaces and during construction work; so that:

- o the return of the excavated land into the work trench can be prevented (by creating a place of 0.5 m);
- o the sides of the work trench can be ensured against falling or collapsing (by applying timbering or suitable inclined planes);

o the possibility of safely leaving the work pit can be ensured to the employees under all circumstances for any dangerous situation (in most of the cases, this must be resolved with a ladder, which must remain at the installation site during the whole operation).

In case of work under 1.2 m (earth moving work subject to a permit), the minimum number of workers is 3!

General requirements for types of work performed in a confined space:

Preparation of work performed in a confined space:

- The hazardous equipment must be prepared for the work to the necessary extent;
- the operations of the preparation must be separately recorded in writing or determined in the work permit;
- if, during the preparation, the presence of gases, vapors or dusts - harmful to health - or their leakage from the equipment is detected, the work can only be started after the necessary measures are taken;
- during the preparatory activities, the protective equipment, the applicable tools and equipment (explosion-proof devices?) corresponding to the hazard must be determined;
- the combustible or toxic gases must be kept away from the equipment;
- the entry operation is permitted in a temperature range between 5 and 45 °C, this must be ensured by heating or cooling during the preparation phase.

Disconnection, sectioning

Before commencing the work performed in a confined space, the connection of hazardous equipment with other hazardous equipment (e.g. pipeline) should be terminated so that no hazardous material can get into the equipment.

The disconnection of the dangerous equipment may take place in the following ways:

- by removing a pipe section and using a blind flange
- by using a blind disc
- by using a duplicate shut-off fitting, on the condition that:
 - o a fitting must be installed in between the two fittings which is connected to the air or the exhaust system in its open position;
 - o prior to the entry into the confined space, the internal compactness of the fittings must be checked
 - o the shut-off fittings must be provided with a safety board and a padlock

Before the entry, the start-up of machine parts located in the dangerous equipment must be made impossible in a reliable way, by isolating the electrical equipment from voltage according to MSZ 1585, mechanical disconnection or picking out the given machine part, furthermore, all the connected electrical equipment must be isolated from voltage.

During the entry – if it may involve contact with large metal surfaces – all electrical equipment at which the appearance of a foreign potential may cause an electric shock hazard, can only be supplied through an isolating transformer. The endpoint of the isolating transformer cannot be divided into more consumers.

Air space analysis

Prior to the issuance of the work permit or the commencement of the work, at the end of the preparation activities, the air space analysis of the dangerous equipment must be carried out.

If the measured gas concentration is less than the permissible value and it is clear that the contamination cannot change during the work, it is enough to measure the concentration before starting the work. If the work

is being carried out continuously (e.g. in a one-shift work order, for several days), the concentration must be measured again every time the works is started.

If the measured gas concentration is less than the permissible value but its enhancement can be expected during the work, depending on this, the measurement must be repeated.

The measurement is performed by the entity issuing the work permit, using their own authentic instruments, the measured value is recorded in the work permit together with the date and time of the measurement and its authenticity is confirmed by his signature.

If the presence or appearance of any flammable or other hazardous (harmful, toxic, etc.) substance in the work space cannot be safely excluded or if the ventilation of the work space is limited, throughout the duration of the work (the oxygen level may decrease below 17%) – regardless of the preliminary gas concentration measurement preceding the authorization of the work – the continuous gas concentration measurement shall be mandatory.

The following parameters must be measured prior to issuing the permit, and continuously during the work:

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

The instrument must be capable of automatic alarming. Only authenticated instruments may be used.

The performance of the continuous air space measurement, furthermore, the provision of the personal air space measurement device is the task and responsibility of the Contractor performing the entry into the confined space.

In case of simultaneous work of the workers of several employers, it is the task of the operator to define these conditions.

If the activity involving entry into a confined space must be performed in an **inert gas atmosphere**, its presence according to the requirements must be monitored by continuous air space measurement. If the required inert gas atmosphere cannot be continuously ensured, no work in the space concerned may be authorized. In an inert gas atmosphere, work can only be performed when using a dual safety breathing system.

If the work performed in a confined space takes place in an atmosphere in which **the oxygen concentration may rise above the normal level (21 v/v%)**, its continuous measurement and keeping the concentration below 23 v/v% shall be mandatory to avoid increased risk of fire.

If **the oxygen concentration is between 21 and 23 v/v%**, flammable activities may not be allowed and only electrical devices of explosion-proof design and non-sparking tools can be used.

If **the oxygen concentration is above 23 v/v%**, any activities can only be authorized and performed on the basis of the written operational instructions developed and approved by all parties involved in the work!

Between ARH 5% and 10%, work performed in a confined space may only be authorized for general work, and between ARH 10% and 20%, it may only be authorized if these activities do not involve fire hazard or spark generation.

Above ARH 20%, no work performed in a confined space may be authorized and no work may be performed in such a space!

If, during the work performed in a confined space, the concentration of any combustible material rises above ARH 20% in the work space, all work must be immediately stopped, all potential ignition sources must be terminated and the contaminated air space should be left as soon as possible!

Further work can only be continued after the reduction of the concentration of the combustible material under the limit value according to the above and compliance with the prescribed conditions, **in possession of a new permit.**

Expectations from the attendants:

Only those persons can be entrusted with the attendance who are qualified for the potential rescue, are suitable for it physically and have the proper knowledge in the provision of first-aid.

In case of a work performed in a confined space, reliable communication must be ensured between those working in side and the attendants (e.g.: live speech, signalling rope, radio), but all circumstances must be taken into account when choosing the right solution (e.g. distances, RB zones).

In case of activities involving work performed in a confined space, in addition to those performing the work, the Contractor shall also provide the on-site presence of **attendant person(s)** in the number specified in the work permit, the main task of whom is the ensurance of safety of those performing the work or their immediate rescue, if necessary. The attendants may not be entrusted with other tasks. All attendants must have the protective equipment and protective clothing of at least the same character and protective capability as that of those performing the entry into the confined space. In case the appearance of the gas of the hazardous concentration is probable also outside the given device, equipment or tank, it shall be mandatory to provide at least one continuous gas concentration metering device, as well. The attendants must ensure continuous communication with the persons entering into the confined space, and they must be qualified, able, suitable and equipped to perform the rescue tasks.

In case of work performed in a confined space, the number of persons entering into the confined space and of the attendants must be determined in the work permit, according to the following principles:

If the equipment (tank, shaft, etc.) is contaminated with CH material, the number of persons performing the work in the confined space may not exceed 2 persons per entry point (e.g.: manhole, the ladder facilitating the entry and exit, etc.).

In case of a point of entry (only those used for the entry must be taken into account), the mandatory head count of the attendant staff (who may not be entrusted with work other than attendance and potential rescue) is at least 2 persons, and 1-1 person per additional point of entry. Deviations from the above may be made depending on the work area and the hazards of the activity, furthermore, the risk mitigation measures.

If the equipment (tank, shaft, etc.) is made CH-free (sectioned, cleaned, evaporated, ventilated, etc.), the number of persons entering into the confined space may be even more than 2 persons per entry point. In such cases, the number of persons entering into the confined space is determined in the HSE Plan, and then in the work permit. In case of a point of entry (only those used for the entry must be taken into account), the mandatory head count of the attendant staff (who may not be entrusted with work other than attendance and potential rescue) is at least 2 persons, and 1-1 person per additional point of entry.

9. Sanctioning the violation of the regulations

The Contractors and their employees (agents) performing work for the Alteo Group, furthermore, the potentially employed Subcontractors are responsible for compliance with the rules included in this policy.

The Contractor accepts that during his work, the representatives of the Alteo Group may perform on-site inspections to control the regularity of the work and that he shall cooperate with them. The inspections cover the fulfilment of the current and applicable legislative requirements and the HSE requirements of the Alteo Group. The Contractor accepts that for the infringements found and documented during the on-site inspections, depending on their severity, the Alteo Group may impose sanctions towards the Client according to Annex no. 1 of the policy.

If the Contractor, his employee or Subcontractor violates the requirements for the first time, the Client will notify the Contractor of the violation in writing. If the weight of the violation is significant, the Client shall be authorized to apply the other sanction indicated in Annex no. 1 - instead of the written warning.

If the Contractor, his employee or Subcontractor performs a repeated violation of the policy, depending on the character of the violation, at the Client's discretion, the Client may apply the sanctions according to Annex no. 1 (contractual penalty, other legal consequences) against the Contractor.

If there are several contracts between the Contractor and the Client (irrespective of the place of performance), the calculation of violations takes place jointly and not separately for each contract.

By signing the Contractor's Agreement, the Contractor declares that he is familiar with the relevant policy of the Alteo Group and accepts its terms and conditions. He declares that he recognizes the contractual penalties applied against his employees and Subcontractors, and that he is liable for their payment and agrees that these contractual penalties will reduce the final value of the Contractor's fee.

Annex No. 1 – Sanctions for HSE violations (contractual penalty, other legal consequences)

| Ordinal number | Irregularity | Amount of the contractual penalty | Other sanction |
|-----------------------|--|--|---|
| 1. | Violation of the smoking rule Violation of the fire ignition ban | HUF 100,000 | prohibition for 3 years (person) |
| 2. | Work performed in the absence of a work permit | HUF 100,000 | work suspension |
| 3. | Consumption or storage of alcohol or narcotic substances at the sites of the Alteo Group, bringing such materials there or making an attempt of it | HUF 70,000 | prohibition for 3 years (person) |
| 4. | Work performed in a condition unfit to work | HUF 70,000 | prohibition for 3 years (person) |
| 5. | Provision or use of inappropriate protective equipment, or the failure to use the protective equipment | HUF 30,000 occasion/person | |
| 6. | Transport or stay in a restricted area | HUF 30,000 occasion/person | |
| 7. | Traffic offense | HUF 30,000 | |
| 8. | Failure to isolate the work area from voltage after work | HUF 30,000 | |
| 9. | Anti-property act, theft intentional damage, etc. | HUF 100,000 | reimbursement of the value of the damage, permanent ban |
| 10. | Negligent road contamination, area damage or soil contamination occurred during transport | HUF 30,000 | damage elimination, cleaning |
| 11. | Inappropriate designation of the work area | HUF 30,000 | |
| 12. | Inappropriate storage of the emerging waste | HUF 30,000 | |
| 13. | The lack or inadequacy of the medical fitness document | HUF 30,000/person | suspension of work of the given person |
| 14. | The lack of the required documents to be kept on site | HUF 30,000/piece | the suspension of the related activities |
| 15. | Failure to comply with the reporting obligation | HUF 30,000 | |
| 16. | The employee severely threatens the health or physical integrity of his own or somebody else | HUF 30,000 | prohibition for 6 months (person) |
| 16. | Work performed without a HSE training | HUF 30,000/person | |
| 17. | Lack of company identification | HUF 30,000/person | |
| 18. | Unprovided social care (toilets, restrooms, dining container, etc.) - deadline: the starting date of the work | HUF 50,000 | |
| 15. | Non-compliance with the requirements provided for in the policy but here not separately | HUF 30,000 | |

| | | | |
|--|----------|--|--|
| | examined | | |
|--|----------|--|--|

10. WORK LEADER'S DECLARATION

I, the undersigned, the work leader of

in charge hereby declare that I have read the above document and the related annex containing the sanctions, I understood its content and agree to be bound by its provisions.

Date: (day) (month), (year)

11. EMPLOYEE'S DECLARATION

We, the undersigned employees of have familiarized ourselves with the attached HSE policy and the annex containing the sanctions for violating the policy within the framework of a training, we have understood their content and agree to be bound by their provisions.

Name:
Signature

.....

.....

Annex 1 Scaffolding examination protocol

| Ordinal number: | | SCAFFOLDING EXAMINATION PROTOCOL | | | |
|-------------------------------------|--|---|--------------------------------|-----------------|-----------|
| Date: | Specification of the work area: | Contractor: | | | |
| Scaffolding ID: | Name of the persons performing the examination: | | | | |
| | On behalf of the Client: | | | | |
| | On behalf of the Contractor: | | | | |
| Documents used for the examination: | | | | | |
| scaffolding plan structural sketch | | itemized structural documentation | standard | type design | |
| Ordinal number: | Title of the examination | Yes | No | No ex. | |
| 1. | The scaffolding conforms to the design (sketch) approved. | | | | |
| 2. | The materials incorporated are of adequate quality and without damage. | | | | |
| 3. | The footwork and stability of the scaffolding is appropriate throughout the whole structure. | | | | |
| 4. | The ground under the scaffolding is sufficiently stable | | | | |
| 5. | The material, dimensions, extension and back support of the scaffolding flooring is good | | | | |
| 6. | The width of the scaffolding flooring is appropriate for the work to be performed | | | | |
| 7. | Between the scaffolding elements placed on top of each other, the space is at least 190 cm. | | | | |
| 8. | The accessibility of scaffolding levels is appropriate. | | | | |
| 9. | The fixation of the scaffolding is appropriate (side support, fixed to the wall). | | | | |
| 10. | The stability of the stairway ladders is appropriate (between the base and the levels). | | | | |
| 11. | The stairway ramps between the levels are equipped with trap doors. | | | | |
| 12. | The trap doors of the stairway ramps between the levels operate properly. | | | | |
| 13. | The three-row guard rails are appropriate and complete everywhere. | | | | |
| 14. | The end closing handrails are in their place, properly fixed. | | | | |
| 15. | The maximum distance of columns serving for fixing guard rails is 3.0 m. | | | | |
| 16. | The connection of the scaffolding to the uniform potential network is appropriate. | | | | |
| 17. | The grounding of the scaffolding is appropriate. | | | | |
| 18. | The load-bearing capacity is indicated on the scaffolding. | | | | |
| 19. | In case of non-standard scaffolding, the personal protective equipment is available. | | | | |
| 20. | In case of specially designed scaffolding, the attention of users has been drawn to the danges and documented. | | | | |
| Deficiencies found | | Deadline for the repair | Person in charge of the repair | | Signature |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| The result of the examination: | | Appropriate. | | Cannot be used. | |

| | | |
|--|------------|------------|
| On the basis of the inspection carried out, the scaffolding can be used. | Transferor | Transferee |
|--|------------|------------|

Annex 2 Cranage permit

| CRANAGE CONTROL AND AUTHORIZATION SHEET | | Date: | |
|--|---|----------------|--|
| The person or entity who ordered the cranage activities (company, name): | Name of the company performing cranage activities: | | |
| The business performing work related to cranage: | Motor vehicle driver, crane operator: | | |
| The person authorizing the performance of cranage activities: | Persons contributing to the cranage activities (tiers, insurers): | | |
| Name of the document examined | There is one | None | |
| OHS certificate of conformity, commissioning permit | | | |
| Hungarian operating instructions | | | |
| Load-bearing diagram | | | |
| Lifting machine log (kept regularly) | | | |
| Crane book (kept) | | | |
| Protocol certifying the performance of periodic reviews (with a "pass" qualification) | | | |
| Valid registration certificate | | | |
| Certificates attesting the eligibility of persons involved in the cranage activities (lifting machine operator, tier) | | | |
| Document certifying the medical fitness of persons involved in the cranage activities | | | |
| The document certifying the implementation of the OHS training related to the site's features | | | |
| Lifting data | Yes | No | |
| The load to be lifted exceeds 65% of the load-bearing capacity value belonging to the boom outreach of the lifting machine | | | |
| The load to be lifted exceeds 50% of the load-bearing capacity value belonging to the boom outreach of the lifting machine | | | |
| The malfunction of the equipment may threaten the existing facilities | | | |
| The load to be lifted is more than 15 tons | | | |
| The load to be lifted is more than 1 ton and the lifting operation takes place above an existing facility | | | |
| The load to be lifted is more than 1 ton and persons are working under or in the direct vicinity of the load | | | |
| The lifting activity takes place in the vicinity of an overhead electrical cable | | | |
| On the basis of the preliminary examination, a lifting plan shall be necessary | | | |
| An approved lifting plan, meeting the requirements, is available | | | |
| The fencing of the lifting area is necessary and has been done | | | |
| The designation of the personnel securing the lifting area is necessary and the given persons are available | | | |
| I authorize the start of cranage: | | | |
| Name/signature | | Date and time: | |
| The cranage operation is completed: | | | |
| The name and signature of the notifier | | Date and time: | |
| I have acknowledged the completion of the work and during the work, no event has occurred that is subject to reporting obligation. | | | |
| Signature | | | |