


RULES FOR THE OPERATION OF EXTERNAL COMPANIES IN THE PREMISES OF SOLARIS BUS & COACH S.A.

MANUAL FOR EXTERNAL COMPANIES

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Edition 01

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1. Purpose

The purpose of this document is to specify the rules of conduct regarding the environmental impact and the occupational health and safety in external companies while performing works for Solaris. The development and application of the guidelines will allow external companies to operate in accordance with the rules of the Integrated Management System at Solaris.

2. Scope of application


The rules of conduct described in the following document are applicable to all external companies performing works in the Solaris premises.

3. Terminology


- Solaris** - Solaris Bus & Coach S.A.
MID - Maintenance and Investment Department
HAI - Highest Acceptable Intensity
HAC - Highest Acceptable Concentration
O&MM - Operation and Maintenance Manual

4. General principles

- 4.1. Solaris as a customer ordering the performance of works requires the contractors to organise and carry out the works in a way which meets safety and occupational health requirements, fire protection requirements, and environment protection requirements and as a lessor of premises and equipment, obliges all companies to conduct their operations in a way, which is conformant to fire protection and environment protection requirements.
- 4.2. Companies performing works for Solaris are obliged to organise, prepare and carry out their works in a way, which prevents:
- accidents,
 - occupational diseases,
 - fire,
 - environmental degradation.
- 4.3. While preparing agreements with external companies, the Solaris employees are obliged to attach the following manual with all annexes to every signed agreement.
- 4.4. Each contractor is obliged to familiarise his employees with the following rules for operations of external companies at Solaris premises.
- 4.5. The Occupational Health, Safety and Fire Protection Department Manager and the employee responsible for environment protection are entitled to control the observance of regulations (in the scope of fire protection, environment protection and occupational health and safety - each within his authority) by external companies working at Solaris.
The employees of external companies are obliged to cooperate with the listed persons during their control duties in respect to issues covered by the following manual.
- 4.6. Contractors implementing the ordered contracts/orders at the Solaris premises and lessees of premises, terrain and machines and equipment are obliged to secure the structures, machines, appliances and equipment against theft, destruction or fire and bear full responsibility for such events.
- 4.7. The lessees of premises or structures should leave a set of spare keys (sealed) to the Security Office, which will allow for fire fighting operations in those premises.
- 4.8. Entry to the Solaris premises is only possible with a temporary permit issued by the Solaris Security Office.

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- 5.4. When issuing the work permit, Solaris shall inform the employees about the work conditions and indicate all hazards present in the vicinity of the work site.
- 5.5. It is the duty of the contractor to provide safety and occupational health protection to his employees.
- 5.6. If the use of hoists or gantry cranes is required, the employees with the required qualifications take the keys from the authorised facility employee, if they are using the Solaris equipment. The keys must be returned at the end of each working day.
- 5.7. The companies who use welders during their work are particularly obliged to:
- conduct periodical inspections of the welders including the electric shock protection of welders,
 - properly connect the welding/return cable,
 - deactivate the welders after the work is complete.
- 5.8. Company employees operating engine powered forklift trucks must have written permissions issued with their name for the operation of such equipment provided by their employer or by Solaris, which must be always carried by these persons and presented on every request of the authorised control personnel.
- 5.9. Vehicles belonging to the external company, which have permission to enter the premises issued by the MID must obey the speed limits at the Solaris premises i.e. never exceed a maximum speed of 20 KPH or 5 KPH in the halls. The rules of the Road Code are applicable at the Solaris facilities.
- 5.10. Solaris will inform the external company employees about:
- a) all safety and health hazards, which may be encountered during the performance of works in the Solaris premises and the rules of conduct in case of any failures or other life and health threatening situations,
 - b) protective and preventative actions taken in order to eliminate or limit the hazards listed in par. 4,
 - c) employees selected to:
 - provide first aid,
 - perform tasks related to fire protection and evacuation of the employees.
- The information specified in item c. includes lists of authorised personnel placed in the first aid kits.
- 5.11. It is the duty of the designated Solaris employee supervising the operations of the external company (e.g. department manager, supervision inspector, investment specialist, works coordinator) to provide the required instructions to employees of external companies working at the Solaris premises. All persons who begin their work at the Solaris premises for the first time must receive instructions. The external company's employee who received instructions confirms this fact by signing a form provided as annex 1 to the following manual. The documents signed by the employees of external companies are archived by the persons providing the instructions.
- 5.12. The employees of external companies are obliged to:
- a) wear helmets in all production facilities and while performing works in conditions, where head injuries are a hazard,
 - b) use hearing protectors at the work sites where the HAI of noise is exceeded,
 - c) use of particle filters in places where dust contents exceeds the HAC.
- 5.13. The companies are entitled to ask the Occupational Health, Safety and Fire Protection Department Manager at Solaris to provide them with information on the results of measurement of hazardous factors (i.e. noise, dust etc.) at the site.
- 5.14. Companies operating at the Solaris premises are obliged to inform the Occupational health and Safety Specialist about every accident that occurred, on the same day that the accident occurred.
- 5.15. Solaris declares that it will provide help to all persons injured in accidents, provide all required information and materials as well as support the accident committee working to establish the causes and the circumstances of the accident.
- 5.16. If employees from numerous employers operate at the same site, these employers are obliged to cooperate and designate a coordinator supervising the safety and occupational health of all employees working at the same site. The designation of the coordinator shall be confirmed using the "Agreement on the Cooperation of

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6.6. Locations, where inflammable gas cylinders are used and stored must be protected against heating to temperatures exceeding 35°C.

6.7. Additionally it is prohibited to:

- use open flame and smoke tobacco in all Solaris premises with the exception of locations designated by the Solaris management,
- leave any machines or technical equipment that was not cleaned from particulate, dust, inflammable lubricants, production waste etc. after the completion of work
- store inflammable liquids in the volumes exceeding the daily requirement for such materials in the production premises,
- leave cleaning materials and oil soaked rags without securing them in sealed non-inflammable containers,
- store protective and work clothes in unsuitable places,
- store substances whose interaction may cause a fire or an explosion near each other without taking appropriate protection measures.

6.8. The lessees of Solaris premises, terrain and equipment are obliged to install fire fighting equipment, which should be placed in accessible locations. The detailed rules for providing the fire fighting equipment are specified in the Regulation of the Minister of Interior and Administration of 21st April 2006 on fire protection of buildings, other structures and areas (Journal of Laws No. 80 item 563).

Note: The use of the building's fire fighting equipment for other tasks (e.g. securing the welding works) is prohibited.

6.9. Any works, which cause a fire hazard at the Solaris premises, may only be performed if they are authorised by the Solaris MID and the "Fire Protection Instructions at Solaris" must be obeyed.

Note: Companies performing tasks, which causes a fire hazard must have their own fire fighting equipment.

6.10. The contractors performing their work at the Solaris premises are obliged to familiarise themselves and follow the rules described in the "Instructions for conduct in case of fire or other hazard" available at the OH&S and Fire Protection Department.

6.11. Every company working at Solaris is obliged to follow the fire protection regulations, in particular:

- Act of 24th August 1991 on fire protection (consolidated text, Journal of Laws of 2002, no. 147, item 1229 as amended),
- Regulation of the Minister of Interior and Administration of 21st April 2006 on fire protection of buildings, other structures and areas (Journal of Laws No. 80 item 563).

7. Rules related to following the environment protection regulations by external companies implementing agreements/contracts at the Solaris premises

7.1. The employees of companies operating at the Solaris premises and contractors performing the ordered works are obliged to follow the rules related to the protection of environment and adhere to the applicable regulations i.e. to:

- a) to protect the soil and ground surface by preventing pollution by hazardous materials e.g. oil, greases, paint and other products containing hazardous substances,
- b) conform to the tenets of the act on environment protection and the act on waste, in particular:
 - store the materials required for the completion of works and waste in locations agreed upon by the site administrator, in a way, which helps protect the environment,

and limiting the degradation of the environment and is obliged to remedy the degradation by e.g. organising the reclamation of greenery areas at own expense.

Note: Solaris conducts an ongoing monitoring of external company works.

8. Annexes

| Number | Title of the annex |
|---------------|---|
| 1 | List of employees informed about the hazards |
| 2 | Cooperation agreement |
| 3 | List of employees designated to perform fire fighting duties |
| 4 | Permission for conducting works associated with a fire hazard |
| 5 | Fire protection protocol |
| 6 | List of tools, equipment and chemical substances brought to the premises |