



SAFETY RULES
FOR CONTRACTORS

GÓRKA CEMENT



SAFETY FIRST

This brochure contains the health and safety requirements that apply when contractors work on our premises.

By implementing occupational safety guidelines, we want to help reduce personal injury.

Since this is in both our interests, we are counting on your active support.

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GÓRKA CEMENT

Our company is based in the town of Trzebinia, located near the motorway connecting Krakow and Katowice. Here, for more than 100 years, we have been manufacturing cement sold throughout Europe. In the meantime, Europe has changed, the countries and regimes have changed. In our country, the technology of production, types of cements (previously Portland cements, now calcium aluminate and

high alumina cements) and sales markets have changed.

Since 2000, we have been a part of MAPEI. Supplying GÓRKAL cements to our customers in more than 60 countries on a daily basis, including our friends from the MAPEI Group, we learned responsibility for our products and flexibility in operation.

GENERAL RESPONSIBILITIES

Contractors have a duty to prevent risk of injury and health to their employees and employees of the GÓRKA CEMENT while they are at their place of work.

Standard

- Provide and maintain safe plant, systems of work, as well as access to the workplace
- Maintain the workplace and the surrounding areas in a safe and healthy condition
- Provide information, training and supervision for all employees enabling them to work in a safe and healthy manner
- Provide and use appropriate safety barriers and barricades for all work in progress
- Report any incident or unsafe condition/hazard to the nominated GÓRKA CEMENT person immediately
- Provide current certification/licence e.g. for operation of forklift trucks, front-end loaders.
- Comply with the Safety Rules as outlined in this Handbook
- Ensure that appropriate Personal Protective Equipment (PPE) is identified and that appropriate training in wearing and maintenance has been provided



**Contractors should be aware of the hazards.
Measures should be implemented to prevent injury.**



PERSONAL PROTECTIVE EQUIPMENT

Contractors and their employees are required to use Personal Protective Equipment (PPE) appropriate to the risks involved with the work being carried out. Employees must be trained in the correct use of PPE and all equipment must be maintained in good condition.

Standard

- All personal wear must be appropriate to working safely.
- All persons are to wear safety helmets at all times.
- All persons must wear high-visibility clothing or vests at all times.
- All persons at work must wear appropriate footwear.
- When necessary it is required to wear a dust mask and safety glasses
- You are required to wear safety harness when working at height.
- Hearing protection must be used in places that are marked with signs

**Use their PPE's
correctly**

WORKING AT HEIGHT

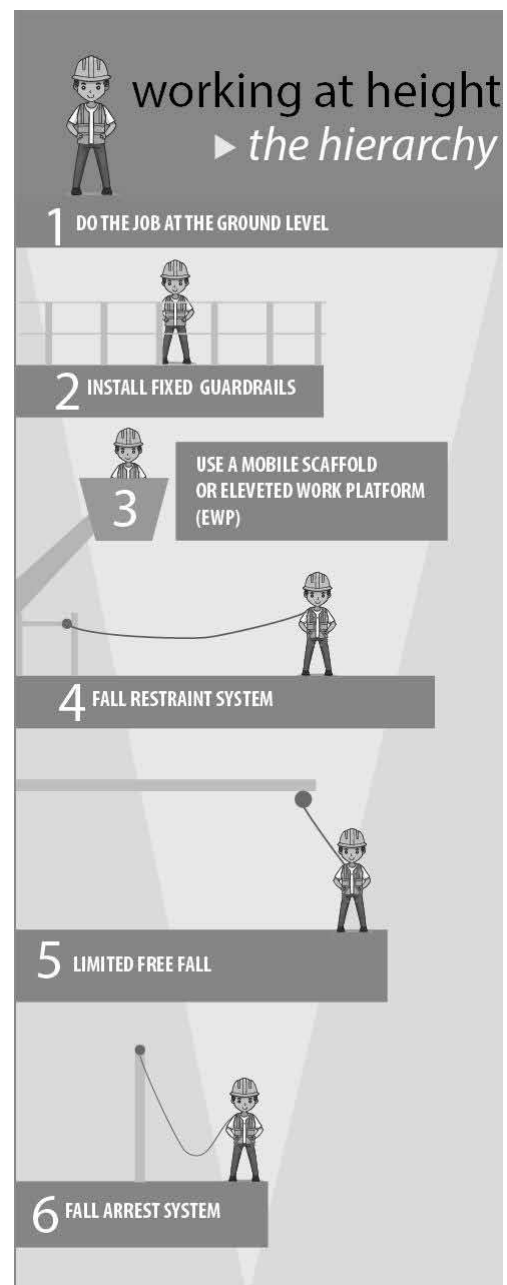
Working at height remains one of the biggest causes of fatalities and major injuries. Common cases include falls from ladders and through fragile surfaces.

Work at height (where unavoidable) should preferably be carried out from the safety of a platform with suitable edge protection in place. You should make sure that people with sufficient skills, knowledge and experience are employed to perform the task and that there is a direct supervision.

Hierarchy of control measures

1. Avoidance where possible, of working at height
2. Working from an existing place of work, or using an existing means of access and egress. For example, an existing flat roof with permanent edge protection may be used for work at height activities.
3. Provision of suitable work equipment to prevent a fall occurring, e.g. scaffold, Mobile Scaffold Towers, Mobile Elevating Work Platforms
4. Provision of work equipment to minimize the distance and consequences of a fall, e.g. fall arrest systems, harness

*Provision of instruction
and training*





Preventing falling objects

Consideration must also be given to the safety of people who work or pass beneath the work at height activity. Measures should be in place to protect them from falling objects.



Safety harnesses

Safety harnesses should be worn and attached to suitable anchor points and thorough visual pre-use checks carried out (in addition to regular inspections/ examinations by a competent person and a record made).



Scaffolding

There should be safe access to the scaffolding, consisting as a minimum, of a tiered ladder. Handrails and toe boards should also be present. Scaffolding should be designed, erected, altered and dismantled by competent persons.



Ladders

The ladders should be primarily regarded as a means of access to a work platform, rather than as a workplace. Ladders may, however, be used for work that is short term, light duty and low risk.



**Maintain 3 point contact
while climbing ladders**

CONFINED SPACES

A confined space is a space with limited entry and egress and not suitable for human inhabitants and where serious injury can occur from hazardous substances or conditions within the space or nearby (e.g. lack of oxygen). An example is the interior of a mill, kiln, electrofilter, chamber, silo cement and inside the ducts.

Confined Space Permit

1. The time the worker(s) enter and exit the confined space
2. The results of atmospheric testing
3. A list of all required Personal Protective Equipment (PPE)
4. A list of all known hazards

Organization of work

PREPARE FOR ENTRY

1. Identify hazards of permit space
2. De-energize and lock-out all energy sources
3. Drain, clean and ventilate confined space
4. Isolate confined space-disconnect

TEST ATMOSPHERE

5. Oxygen level between 19,5% and 23,5%
6. PREPARE PROTECTION DEVICES Protective clothing, lifeline and safety harness, dust mask, etc
7. REVIEW COMMUNICATION PROCEDURES
8. OBTAIN AUTHORIZED PERMIT
9. PREPARE BUDDY SYSTEM



**Ask a Confined Space
Permit in right time.**

TOMORROW IS
THE REWARD
FOR WORKING
SAFELY TODAY

HOT WORK

Working with ignition sources near flammable materials is referred to as “hot work.”

Work involving open flames, soldering, welding, cutting, or angle grinders must only be according a permit . All conditions attached to such permits must be complied with.

Make sure you are following your hot work procedure.

Also consider the following items:

- Make sure that all equipment is in good operating condition before work starts.
- Make sure that all appropriate personal protective devices are available at the site and each worker has been trained on how to use, clean, and store them properly.
- Inspect the work area thoroughly before starting. Look for combustible materials.
- Move all flammable and combustible materials away from the work area (if is possible).
- If combustibles cannot be moved, cover them with fire resistant blankets or shields. Protect gas lines and equipment from falling sparks, hot materials, and objects.
- Sweep clean any combustible materials on floors around the work zone. Combustible floors must be kept wet with water or covered with fire resistant blankets or damp sand.
- Remove any spilled grease, oil, or other combustible liquid.
- Vacuum away combustible debris from the inside of the duct and inspect the ducts after work has concluded.
- Make sure that appropriate fire extinguishers (e.g., ABC fire extinguishers) are available and easily accessible.
- Make sure that the first-aid boxes are available and easily accessible.
- Secure, isolate, and vent pressurized vessels, piping and equipment as needed before beginning hot work.
- Inspect the area following work.
- Eliminate explosive atmospheres (e.g., vapours or combustible dust) or do not allow hot work.
- Comply with the required legislation and standards applicable to your workplace.

**Hot work
require
a permit.**

ELECTRICAL WORK

Exposure to energized conductors can lead to injuries from arc flash and shock hazards. So, you should ask the specialist of energy for a work permit. The permit will detail the safety requirements.

If you use our electricity network, you must get permission. The Electrician will check the condition of the devices and the connection method.



NOISE

Exposure to excessive noise in the workplace can result in hearing impairment. Damage to ear drums and the complex structures in the inner ear can result in temporary and permanent hearing loss.

The noise exposure limits is 85 dB. Safety signs are in a places where the noise level is exceeded. In those places provide your employees with personal hearing protection.



RECOMMENDED PROTECTION FACTOR		
Source of noise	noise level	SNR
Raw Mill Department	87-99	25-35
Cement Mill Department	89-97	25-35
Kiln Department (near the burner)	90-95	20-30
Other: crusher, conveyer	86-90	20

The SNR (single number rating) is the system within the European Union to indicate the amount of protection offered by a correctly fitted hearing protection device.

HAZARDOUS ENERGY

Energy sources including electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other sources in machines and equipment can be hazardous to workers. During the servicing and maintenance of machines and equipment, an unexpected startup or release of stored energy can result in serious injury or death to workers.

Lockout/Tagout (LOTO) procedures and equipment are used to protect employees from hazardous energy sources on machines and equipment during service and maintenance.

Remember, the only person who can remove lock-out device is the person who put it on.

**Don't forget
LOCK OUT**

LOTO PROCEDURE		
1	Announce shut off	Contractor
2	Notify all affected employees	Contractor
3	Identify the energy source(s)	Electrician/ Mechanic
4	Isolate the energy source(s)	Electrician/ Mechanic
5	Lock and tag the energy source(s)	Contractor Electrician/ Mechanic
6	Test that the equipment isolation is effective	Contractor- Electrician/ Mechanic
7	Operate	Contractor
8	Announce to turn on	Contractor
9	Notify all affected employees	Contractor
10	Remove lockout devices	Contractor, Electrician/ Mechanic





ROAD SAFETY

To avoid the risk of accidents, speed limit and other regulatory and safety signs must be adhered to at all times.

Deliveries and pick-ups to and from the worksite must only be carried out from designated areas.

Dumpers

- Pay special attention to the operating overhead crane while staying in the Raw material warehouse
- Lower the trailer before leaving the unloading point
- Do not go under sliding material
- Do not enter on the semi-trailer before unpacking without a security system

Other vehicles

- Be cautious while working with equipment under pressure (protective eyewear, safe distance)
- Use a safety system to protect yourself from falling down while staying on silo-truck
- Climb up the tankers only on bays equipped with the protective systems
- Using wheel chocks is necessary requirement

HAUSEKEEPING

Effective housekeeping can help control or eliminate workplace hazards. Poor housekeeping practices frequently contribute to incidents. If the sight of paper, debris, clutter and spills is accepted as normal, then other more serious hazards may be taken for granted. Good housekeeping is also a basic part of incident and fire prevention.

Effective housekeeping is an ongoing operation. Periodic “panic” cleanups are costly and ineffective in reducing incidents.

Standard

- Passageways and access to plant/equipment for GÓKA CEMENT must be kept clear at all times.
- Keep work areas clear of tripping hazards.
- All tools and equipment must be securely locked away at the end of the day or during the day if in an accessible area.
- Put tools away in their proper place
- Storage of new and reusable materials shall be kept safe secure and tidy.
- Materials must NOT be left unsecured in elevated areas. Falling objects may cause serious injuries.
- Erect appropriate signage, e.g. ‘Do Not Enter’, etc.
- Waste should not be allowed to accumulate. Rubbish, off cuts, surplus materials, etc, shall be removed from the work site on a progressive basis.
- Contractors should provide for their own waste disposal
- See to it that fire exits are kept clear
- Smoke only in designated areas
- Make sure extinguishers are easily accessible
- Use recycle bins whenever applicable
- Put tools away in their proper place





CHEMICAL SAFETY

Chemical hazards and toxic substances pose a wide range of health hazards (such as irritation, sensitization, and carcinogenicity) and physical hazards (such as flammability, corrosion).

Standard

1. Know where material safety data sheet is kept
2. Store chemicals in an appropriate storage facility
3. Put chemicals away when not in use
4. Keep chemicals in their original containers
5. Dispose of chemicals in an appropriate manner (environmentally friendly)
6. Provide the Proper Protective Equipment

**Read a chemical
safety label**



SAFETY ON THE RAILS

Standard

- The start and the end of work on the rail siding must be reported to Shift Manager
- Unauthorized persons can not stay on the tracks
- Pay careful attention when you are on the rail siding
- Do not use earplugs, headphones or a mobile phone on the siding.
- do not pass through closed railway crossings
- Do not cross the tracks before the approaching train, or directly after the passing train
- Do not cross between railway tracks on which maneuvers are made, and ramps and other objects adjacent to the track
- It is forbidden to walk the middle of the track (in between railways)
- Do not stand on the heads of rails and moving parts of turnouts

ADDITIONAL INFORMATION

Standard

- Accidents at work must be reported immediately to the Supervisor. This also applies near-miss incidents.
- Use safety tape to visually identify the areas where you work
- Work must not begin until the required safety measures have been implemented or special instruction/training has been provided.
- You must use the designated roads.
- Excavation work must only be carried out after prior consultation with the Górká Cement contact person (due to the risk of damage to service pipes and lines).
- Pits, ducts, etc. must be cordoned off during work and, when left unattended, must be covered or protected to ensure that nobody can fall in.
- All works carried out by contractors may be subject to inspection.
- All injuries must be reported immediately to the GÓRKA CEMENT contact person.
- Any work involving electrical wiring or associated equipment only be done by qualified personnel.
- Leads must be located where they are not likely to be damaged or lie in mud or water, and are not to be laid across passageways or throughways.
- GÓRKA CEMENT does not permit smoking at the plant, with the exception areas that have been marked.
- It is forbidden to drink alcohol and be under its influence



ENVIRONMENTAL PROTECTION

Contractors are required to make provision for dealing with any environmental emergency arising from their work and to plan work in such a way as to minimise environmental impact.

Wastes management

Contractors are responsible for the waste generate.

Wastes should be:

- Kept in separated and designated place. Ensuring that potential leaks or fumes will not pose a threat to the environment and people.
- Hazardous waste should be marked and kept in original container (leftovers after chemicals etc.), and transferred to disposal in accordance with the requirements of the safety data sheet.
- Regularly removed to avoid accumulation
- Municipal waste should be segregated and placed in appropriate containers

Leaks

Leaks of the substance must be immediately secured and removed.

The procedure is as follows

- Notify the immediate supervisor
- Secure the area against further uncontrolled spilling with the use of a limiting agent
- Protect sewage and uncured areas from entering of waste
- Proceed to the liquidation of the spill by using sorbent
- Remove the used sorbent thoroughly from the cleaned surface into sealed containers

Security measures

- Follow the recommendations of the Safety Data Sheet
- Avoid potential sources of ignition (fire, cigarette butts, sparks, etc.), ensure good ventilation.
- Use protective clothing.



FIRE SAFETY

Fire Prevention

1. Keep your work area free of waste paper, trash and other items that can easily catch fire.
2. Check on your electrical cords. If a cord is damaged in any way, replace it. Try not to lay cords in places where they can be stepped on, as this will contribute to deterioration of the protective outside coating.
3. Don't overload your circuits.
4. Turn off electrical appliances at the end of each day.
5. Keep heat producing equipment away from anything that might burn.
6. Always read the label and the Material Safety Data Sheet to assess flammability and other fire hazards of a substance.
7. Ensure that all workers who smoke on the job are using smoke area.
8. Make sure the machines in your workplace are properly maintained to prevent overheating and friction sparks.
9. Ensure that the workplace has the appropriate type and number of fire extinguishers, and that everyone knows how to operate them properly, in case of emergency.



In the Event of a Fire

1. Raise the alarm
2. Call 112 or 998 immediately
3. Inform your supervisor
4. Evacuate the building
5. Fight the fire if it is safe to do



SAFETY first



The site is under video surveillance for security purposes.



Follow the designated routes. If there are no routes, follow the edge of the road.



Watch out for forklift trucks.



Use the mandatory protective equipment.



Do not enter the overhead crane operation zone.



While working on a silo-truck, use the protective equipment for working at heights



Do not run. Keep your hand out of your pockets.



Use wheel chocks (except for dumpers).



Smoking is prohibited except for designated places



Stop only on the parking lot and at loading/unloading points.



Do not enter the production zones or closed areas without due authorisation.



When a hazard occurs, evacuate to the nearest exit.



Observe the maximum speed limit of 15 km/h.



Chemical substances – follow the instructions provided on the packaging.



Do not remove barriers and other protection



Do not drive with the door open

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