

TOPIC		Safety Guide				
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DOCUMENT VERSIONS			
Version	Date of issue	Author(s)	Brief description of changes
79.05	25/04/2014	Izabela Kaufhold	Division of the Safety Guide into the three parts: Extract from the Safety Policy, Extract from the Fire Protection Plan and Extract from the Protection Policy
79.06	26/06/2014	Izabela Kaufhold	Change of the map for the traffic of external vehicles at DCT terminal
79.07	23/07/2014	Izabela Kaufhold	Change of the map for the traffic of external vehicles at DCT terminal
79.08	19/08/2014	Izabela Kaufhold	Change of the map for the traffic of external vehicles at DCT terminal Update of the tariff
79.09	07/06/2015	Weronika Zblewska	Deletion from the Safety Guide of the Extract from the Protection Policy. Update of the Anti-Tobacco Policy, the map for the traffic of external vehicles at DCT terminal and the Extract from the Fire Protection Plan
79.10	01/04/2016	Weronika Zblewska	Change of check lists
79.11	05/09/2016	Roksana Strugacz	Adaptation to the new forms Change in the scope of escape routes. Change of the map for the traffic of external vehicles at DCT terminal. Update of the tariff of penalties for drivers of external tractors and of the Extract from the Fire Protection Plan
79.12	01/06/2017	Roksana Strugacz	Change of checklists and instruction for carriers / service companies
79.13	13/02/2019	Agata Pniewska	Addition of AED location Change of information on emergency exits 5.1.5.2
79.14	17/03/2019	Sandra Gering	Change of numbers of function persons. Change photos. Change in the detail of the document 5.1.1.1 Amendment of the Annex 6.1 Update contact email address in the notification method.
79.15	27/03/2019	Adrian Krystkiewicz	Modification of Annex No. 2 from the checklist if a fire is detected on the emergency response procedure
79.16	03/09/2019	Agata Jamróz-Krause	Changes made to the online safety training in all related documents and points, also way of notification of external companies
79.17	2019/10/14	Sandra Gering	Change to the attachments
79.18	2020/04/30	Agata Jamróz-Krause	Verification and OHS alarming number added
79.19	2020/09/15	Joanna Goślička	Update First Aid Guide
79.20	2020/10/28	Joanna Goślička	Update penalty tariff
79.21	2021/01/20	Joanna Goślička	Update of escape routes
79.22	2021/04/13	Joanna Goślička	Verification and update.
79.23	2021/04/26	Joanna Goślička	Added information about the obligation to fence the work area.

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OBJECTIVES AND INTENTIONS

DCT Gdańsk Sp z o.o. ("DCT") intends to assure protection of health, occupational health and safety of employees, all visitors and subcontractors.

CAUTION

Non-compliance with the safety principles may result in threat to human life and health.

1 THE SCOPE OF POLICIES

The policy included in the Safety Guide describes principles applicable on the premises of DCT Gdańsk Sp z o.o. ("DCT") and the procedures to be followed in the event of evacuation. It applies to the whole organisation of DCT, as well as to third parties visiting and cooperating with DCT.

2 RELATED DOCUMENTS

Name	Reference number
2.1 Politics of managing safety of subcontractors	DCT/SOP/QHSSE/23.xx
2.2 Procedure of fire hazardous work	DCT/SOP/QHSSE/25.xx
2.3 Procedure of reporting accident and incidents	DCT/SOP/QHSSE/41.xx

3 DETAILS OF THE DOCUMENT

3.1 Extract from the safety policy

3.1.1 Equipment and work conditions

3.1.1.1 Medical room – First aid room

A room intended for administering first aid is located in the main administration building of DCT and on Quay T1. First aid is given to injured person by the designated employees. Lists containing names of persons authorised to administer first aid are available in the Reception, in offices in buildings and on the premises of the berth and in all first aid kits.



3.1.1.2 External defibrillator

AED defibrillator is permanently fixed to the wall in DCT administration building, next to the first aid. AED defibrillator is intended for carrying out heart defibrillation in the event of occurrence of a sudden cardiac arrest by a person holding no medical qualifications. There are two more defibrillators located at both Quays (by the supervisors offices).

The defibrillator allows to quickly and effectively rescue life in the event of a necessity to defibrillate a patient. Instructions for use AED defibrillator are at the device.



3.1.2 Anti-Alcohol, Anti-Drugs and Anti-Tobacco Policy

3.1.2.1 Anti-Alcohol and Anti-Drugs Policy

In compliance with the company's policy it is prohibited, on the premises of the whole terminal:

- to drink alcohol,
- to possess, use or distribute controlled medicine for non-medical purposes,
- to be and drive mechanical vehicles on the premises of the terminal under the influence of alcohol or drugs.

Moreover, it constitutes gross violation of DISCIPLINARY PROCEDURES APPLICABLE ON THE PREMISES OF THE TERMINAL.

In justified cases of suspected violation of the afore-mentioned prohibition DCT is obliged to call the police and remove an employee/ subcontractor from work until police arrival.

The police carry out alcohol test. Exceeding the value of 0.00 ‰/ mg of alcohol in the exhaled air or finding presence of drugs in the organism shall constitute gross violation of the provisions applicable to DCT and shall result in consequences provided for in the penalty tariff.

There are no safe quantities of alcohol or drugs - different people react differently to such substances, it is an individual case, so a complete ban against drinking alcohol and taking drugs is the only way to assure safety in the work place.



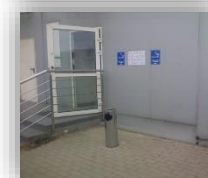
Violation of the principles of this policy by visitors to the terminal, subcontractors or users shall be treated as violation of DCT's safety principles and result in expulsion of the violating person from the terminal.

3.1.2.2 Anti-Tobacco Policy

You can smoke in the place designated for this purpose:

- in the shelter at the car park in front of the administration building
- at the entrance to toilets for external drivers at Pre-Gate building.

The ban also applies to e-cigarettes.



All employees are responsible for assurance that our visitors smoke only in designated places. Anyone that notices a visitor who violates this policy should immediately notify the security service for the purpose of expelling such a person from the premises of the company.

3.1.3 Personal protective equipment

In compliance with the applicable principles of the OHS Policy, closed shoes, protective helmets and high-visibility vests have to be worn everywhere on the premises of DCT. In the event of performance of work at height and depending on the hazards involved, other PPE must be provided. In the event of performance of works at the quay, at T1 and T2 terminals, contractors and subcontractors are obliged to equip their employees with life jackets in compliance with legal provisions and standards.

PPE shall be applied also at the time of passing along a designated path leading from the administration buildings to Pre-Gate and the temporary building. High-visibility vests are the minimum requirements related to PPE.

PPE should have protective characteristics (be valid) and meet the requirements related to evaluation of compliance (CE marking).

CAUTION

Violation of the afore-mentioned principles by visitors to the terminal, contractors and subcontractors or users shall be treated as violation of DCT's safety principles and result in expulsion of the violating person from the terminal.

3.1.4 Principles of movement on the premises of the terminal

3.1.4.1 Pedestrian traffic at the terminal

Pedestrians are not allowed at the terminal, except designated paths.

In the event that employees of an external company do not have their own means of transport, they may use DCT's bus, available at the administration building, after agreeing with the Shift Manager. The bus parking is located in the internal parking lot next to the administration building.



3.1.4.2 Escape routes

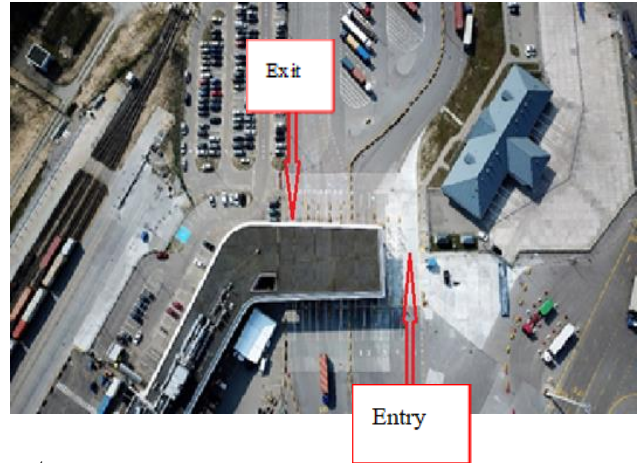
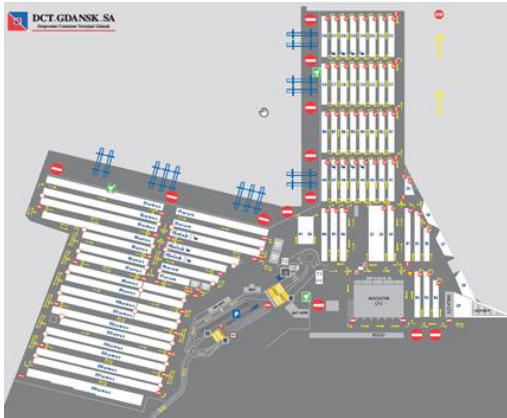
In the event of evacuation use designated roads and comply with the designated directions of emergency exits.

Emergency exits:

- The main exit at the reception (the administration building),
- Line No. 5 (the gate complex)- after stopping the traffic and assisted by security.



3.1.4.3 Traffic of external vehicles at the terminal

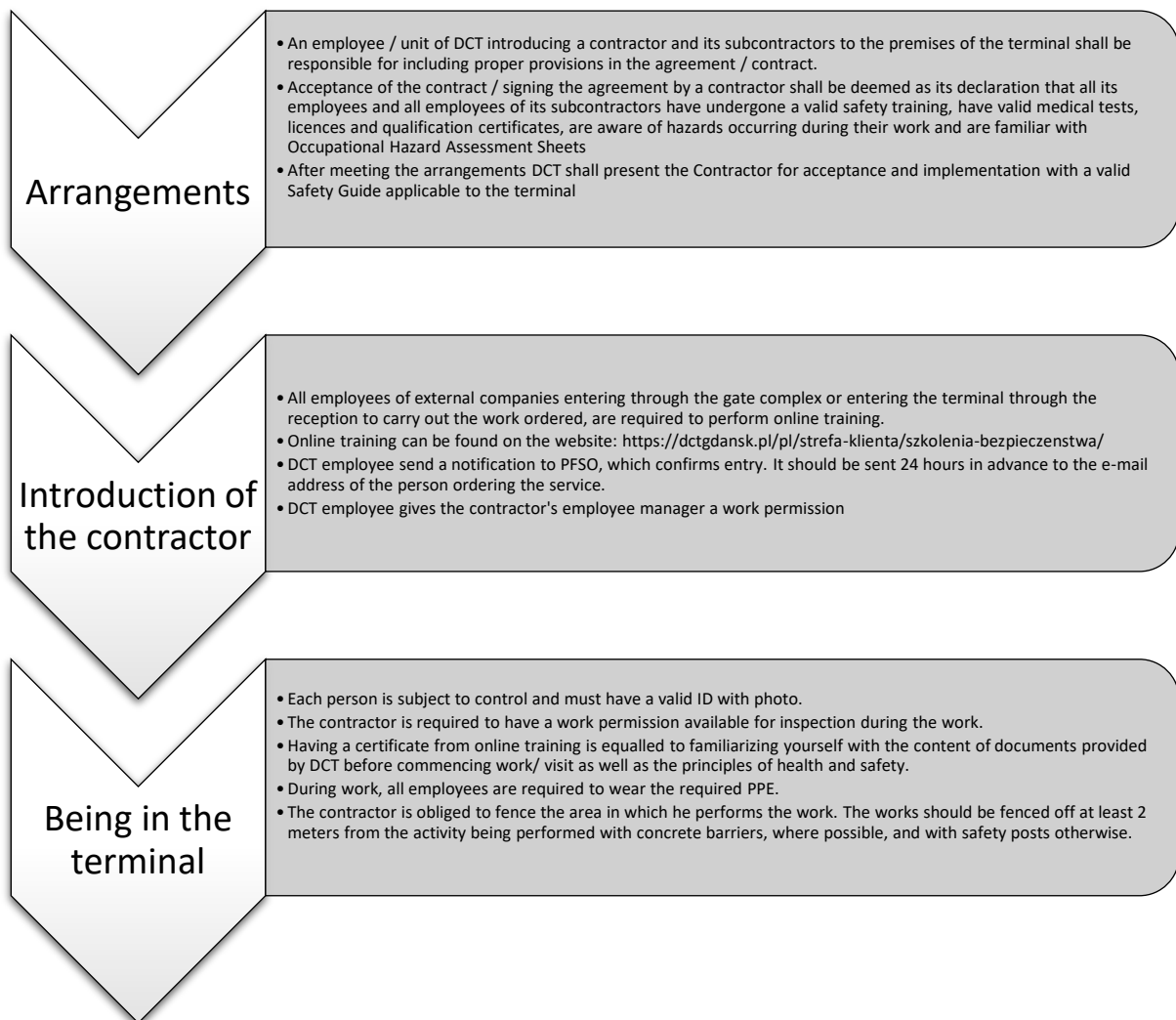


3.1.5 Supervision over contractors and subcontractors

3.1.5.1 Policy

DCT feels responsible for assurance of occupational health and safety to its employees and employees of its contractors and subcontractors conducting activity on the premises of the terminal. Each such party shall take actions aimed to assure that the performed works or activities do not constitute threat to employees or property of any third party.

3.1.5.2 Action plan



3.1.5.3 Fire hazardous works Characteristics of fire hazardous works

Fire hazardous works are understood as all works not provided in the process manual or conducted beyond the designated permanent place of works performance that might cause a direct hazard of occurrence of a fire or an explosion.

Fire hazardous works may be performed in the areas, in the facilities and rooms of DCT only provided that the applicable requirements in the scope of fire protection are met before, Engineering Departmenting their performance and after the completion of works.

Fire hazardous works include:

- all renovation and construction works connected with the use of the open fire or any other sources of heat (welding, soldering, thermal cutting, grinding, pre-heating, melting, sealing, roofwork) conducted inside a facility, in the area adjacent to the facility, in the vicinity of stored flammable materials or flammable structural elements of the building,
- works connected with cutting operations Engineering Departmenting which sparks are produced,
- welding works, conducted both inside and outside facilities, buildings, areas, including the aforementioned works performed in exposition risk areas (zones), works connected with the use of liquids, gases and dusts where explosive mixtures may be produced, e.g.
 - a) preparation for the use of gases, liquids and dusts,
 - b) use of liquids and other substances for painting, sticking, washing, saturation, etc.
 - c) drying with the use of liquids and other flammable substances,
 - d) removal of remains of such substances from structural elements of buildings, machines, equipment and work stands.

Fire hazardous works shall be conducted on the basis of a written permission for performance of fire hazardous works. Written permission is signed by DCT Fire Protection Inspector, DCT employee ordering / assisting work, contractor (when the work is performed by an external company)

The commission may also comprise other persons.

The Fire Protection Inspector (the ZR Department) shall store the documentation related to the fire protection of fire hazardous works.

If the person that gave consent to the commencement of works finds it justified not to issue a Protocol of Fire Protection of Fire Hazardous Works, it shall be confirmed by an entry of the following content "No Protocol of Fire Protection of Fire Hazardous Works has been prepared" in item 4 of the permission.

Types of written permissions:

- long-term permission for renovation works,
- long-term permission for investment works,
- one-time permission (for particularly hazardous works, for other works).

In the event of any change of the conditions or scope of works, a new permission shall be required.

In the event of works performed by the same persons without any change of the works conditions, the permission may be extended.

It shall be forbidden to make any corrections on the permission forms by unauthorised persons.

Principles of fire protection of fire hazardous works performed on ships mooring on the premises of the Port of Gdańsk managed by ZMPG S.A. are defined in the instructions introduced under resolution No. 18/2005, issued by the President of the Management Board of ZMPG S.A. Pursuant to the Fire Safety Instructions, a permission for the works in question is issued by the Harbourmaster's Office of the Port of Gdańsk.

CAUTION

It is prohibited to conduct fire hazardous works without a valid permission!

The protocol and checklist include the duties of supervisors and persons performing hazardous fire works, the manner of securing works and the workplace, as well as duties after completion of works.

3.1.5.4 Particularly dangerous works

Particularly dangerous work means work specified in general health and safety regulations (Rozporządzenie z dnia 26 września 1997 r. w sprawie ogólnych przepisów bezpieczeństwa i higieny pracy) as particularly dangerous,

- works identified as particularly dangerous in industry health and safety regulations

- identified as particularly dangerous in the instructions for use of equipment and installations
- other works with increased risk or performed under difficult conditions, recognized by the employer as particularly dangerous.

General health and safety regulations include particularly hazardous works:

- construction, demolition, renovation and assembly works carried out without stopping the movement of the workplace or its part,
- works in tanks, ducts, technical equipment interiors and other hazardous closed spaces,
- works at high,
- works using hazardous materials .

3.1.5.5 Subcontractors vs environmental protection

At the time of fulfilment of its business objectives the Company also takes into account environmental issues. It directly results from the sustainable development principle, i.e. conducting activity that is environmentally and socially responsible.

DCT makes every effort to maintain a work environment that is free from any hazards and meets the requirements of standards and statutory requirements connected with prevention of contamination and protection of the natural habitat. The company's primary objective is to notify contractors and their subcontractors of the necessity to make works conducted on the premises of DCT safe for the environment.

The organisation has implemented an Integrated Management System. The Declaration on Sustainable Development is presented on DCT's website: <https://dctgdansk.pl/o-dct/zintegrowany-system-zarzadzania/>

3.1.6 Penalty tariff for employees of external companies

Violation by visitors to the terminal, contractors, subcontractors or users of the principles described in the procedure for supervision over contractors and subcontractors shall be deemed as violation of the principles of safety applicable to DCT and result in imposing on an employee of an external company a penalty in compliance with the tariff. The separate paragraph regarding penalties will be written in the contract.

A SCHEDULE OF PENALTIES FOR EXTERNAL COMPANIES			
L.P.	VIOLATION	WARNING	CONSEQUENC
1	The attempt entry to the terminal under the influence of alcohol	zero times	permanent no entry to the terminal
2	The risk to life or health of workers DCT	zero times	permanent no entry to the terminal
3	The attempt fraud or extortion on DCT	zero times	no entry for 6 months
4	No safety training certificate	zero times	no entry until valid certificate is shown
5	Causing hazards and / or property damage DCT	zero times	It dependent on the petty offence - no entry from 1 months to permanent or fee 100zł
6	No work permit	zero times	no entry until valid work permit is shown
7	The lack of personal protective equipment (PPE) or invalid certification	one times	no entry for 1 month or fee 50zł if repetitive
8	The vulgarly or inappropriate behaviour towards an employee DCT	one times	no entry for 1 month or fee 50zł if repetitive
9	Mobile phone conversations	two times	no entry for 1 month or fee 50zł if repetitive
10	The inappropriate speed	two times	no entry for 6 months or fee 50zł if repetitive
11	The non-compliance of vertical and horizontal signs to the terminal (also applies to the gate of the complex)	two times	no entry for 6 months or fee 50zł if repetitive
12	The exiting the vehicle in an unauthorized location	two times	no entry for 3 months or fee 50zł if repetitive
13	The smoking tobacco and the electronic cigarettes outside the place designated	two times	no entry for 1 month or fee 50zł if repetitive
14	The lead vehicle without dipped headlights and not signal the turning manoeuvre	two times	no entry for 1 month or fee 50zł if repetitive

* DCT reserves the right to consider offenses individually, and consequently the consequences may differ from those presented in the tariff

If any deficiencies in compliance with security rules are observed, DCT reserves the right to impose a penalty in accordance with the attached schedule of offenses. The imposition of penalties depends on the nature of the irregularity, but may even result in a permanent ban on the work of the contractor or subcontractor's employee. In the event of fines being imposed, a cumulative report will be issued for the total amount with full data. This report will consist of the date, person who violated the rules and the amount listed in the tariff. Imposing a penalty for failure to fulfill obligations is not final but possible. After the subject of the contract and during the final settlement of the penalty for failure to comply with the rules, they will be deducted from the final remuneration for the subject of the contract.

Update 02/07/2020

3.1.7 Accident management

DCT/SOP/QHSSE/22.xx_Procedure for Serving External Complaints assures that all complaints filed by clients are considered.

The Contractor shall immediately notify of all and any potential near miss incidents, break-downs and accidents at work occurring during the performance of assigned tasks.

In the event of occurrence of an accident the place of the accident shall be protected against access of third parties and the following persons shall be immediately notified:

- Shift Manager

(mobile phone 609 682 231, office phone 058 737 63 51)

- An employee of the OHS Service

Dominika Milion (mobile phone +48 601 687 031, office phone +48 58 737 90 74)

Natalia Piątek (mobile phone +48 885 544 531, office phone +48 58 737 75 35)

Joanna Goślicka (mobile phone +48 887 471 191, office phone +48 58 737 91 84)

Michał Nawrot (mobile phone +48 693 330 873, office phone +48 58 737 77 36)

Milena Raasz (mobile phone +48 887 473 267, office phone +48 58 737 91 89)

Monika Kuchta (mobile phone +48 669 990 208, office phone +48 58 737 91 88)

- Security Employee in the Reception / Security Service

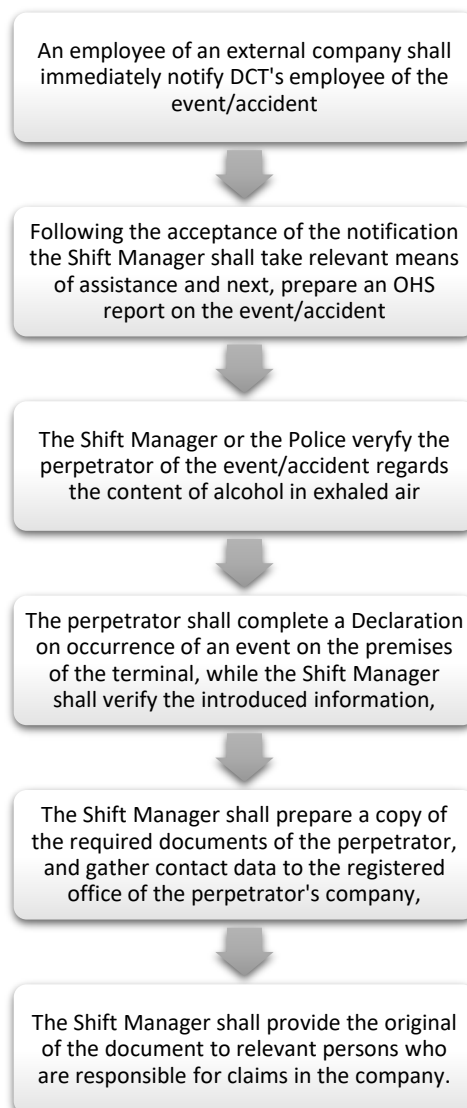
(office phone: 058 737 63 66/ 058 737 98 56) or

- DCT's employee designated for contact purposes

- Chief Security Inspector: Weronika Zblewska (mobile phone +48 887 441 371, office phone +48 58 737 75 31)

- Emergency phone after 6pm and on weekends 24h (887-471-407)- only in the event of a serious or mass accident or death.

3.1.7.1 Procedures to be followed in the event of an accident



3.1.8 Procedures in emergency situations - The Emergency Plan

Each port complex is exposed to potential threats connected with carriage of cargoes on board, operation of vehicles intended for serving the port or transportation of hazardous materials (known or not), stored on the premises of the port. DCT seriously treats its obligation to assure safety and protection of health to all its employees, clients and the society in the event of occurrence of a serious breakdown or accident related to the Terminal. The Company takes actions aimed to detect and control potential hazards. The actions are carried out on a regular basis for the purpose of assurance of inspection of all properties of the terminal. At first we carry out an analysis of positions and next technical and/or administrative inspection of identified hazards.

3.1.9 Respect of DCT's property

In compliance with the applicable principles of the OHS Policy, on the premises of DCT there is a strict prohibition against taking photos and making films.

Violation of the principles of this policy by visitors to the terminal, subcontractors or users will be treated as violation of DCT's safety principles and result in expulsion of the violating person from the terminal.

In 2020, DCT has implemented the TAKE 5 culture for both its employees and contractor employees



3.2 Extract from the Fire Protection Plan

3.2.1 Introduction

The building administrator provides persons staying in the building with safety, means necessary for combating fires and relevant conditions of evacuation. The CEO bears liability for compliance with applicable fire protection provisions. Environmental Protection and OHS Inspector was appointed by the CEO to fulfil the function of the Fire Protection Officer and was made responsible for conducting evacuation drills. In the event of absence of the Environmental Protection and OHS Inspector, Sustainability Director fulfils the function of the Inspector in the scope of fire protection.

3.2.2 Basic prohibitions applicable in DCT in the scope of fire protection

A person staying on the premises of DCT is obliged to comply with fire protection provisions. It is forbidden to:

- manipulate with electrical systems,
- shift the basic fire extinguishing equipment,
- store along escape routes flammable materials or any other materials limiting the width of passage,
- limit access to emergency doors and exits, fire extinguishers and hydrants, fireman's switches in the facility, electrical switchboards, master water valves.

DCT has the legally required fire fighting equipment and fire extinguishing equipment. Equipment checks and inspections are carried out.

3.2.3 Procedures in the case of a fire or any other local threat. Evacuation

In the event of outbreak of a fire or any other threat, start an alarm by pressing ROP button for the purpose of alerting and immediately notify the first DCT employee you come across.

ROP button is located in generally available places (such as staircases, corridors).

Lists of employees designated to conduct extinguishing action and evacuate other employees, subcontractors, external companies and service providers are available at the Reception in the main administration building, in offices in buildings and at the berth.

3.2.3.1 General procedure to be followed at the time of evacuation:

DCT feels responsible for assurance of occupational health and safety to its employees and assures organisation of evacuation drills once in 2 years. A drill report shall be prepared by an authorised employee of the ZR Department.

Course of the evacuation:

- a) Immediately after sounding the alarm all persons staying in the building shall:
 - de-energise all electrical equipment,
 - leave the room,
 - follow the directions marked with arrows to emergency exits, and next to the assembly point,
 - keep calm,
 - follow the instructions of the persons in charge of the evacuation.
- b) If the fire or smoke cut off the escape route, hide in a room that is located the furthest from the threat and, as far as possible, notify the persons in charge of the evacuation.
- c) In the building move on the right side, since the left side is reserved for rescuers.
- d) Do not do anything that might cause a panic.
- e) Evacuation of property may not take place at the cost of energy and measures necessary for evacuation and rescuing of people. It shall start with the most precious objects, equipment or documentation.
- f) Leave the building and go to the designated assembly point.
- g) Do not re-enter the building from which you were evacuated.
- h) Do not use lifts.
- i) Go to the designated assembly point.
- j) The persons who left the building as first and notices any objects at passageways that hamper moving shall shift them next to the wall, so as to allow for undisturbed evacuation.
- k) In the event of arrival of units of the Fire Service during the evacuation, the person in charge of the evacuation shall briefly notify of the course of the action and subordinate to the commander of the fire service or arriving at the place of the fire.
- l) Wait for any further instructions before leaving the assembly point, given by persons in charge of the rescue action.
- m) At the time of moving along evacuation paths the following principles shall be followed:
 - do not stop or move in the opposite direction to the designated evacuation direction,
 - the speed of going down the stairs shall be adapted to the speed used by people who are lower than you at the stairs,
 - do not try to accelerate going down the stairs by means of pushing, overturning and shouting,
 - move in a stooped posture.

CAUTION

Rescuing people is a priority as compared with extinguishing fire and rescuing property!

CAUTION

During the evacuation there is no obligation to read or swipe magnetic cards on magnetic readers.

3.2.3.2 Assembly point

Evacuation of people from the building should take place smoothly, and the human stream should be directed in compliance with the marking of escape routes.

The place of gathering after the evacuation is **the car park located near the entrance gate to the railway siding**. The person responsible for the evacuation checks the attendance and next provides the information to the commander of the fire service units in charge of the action and meet his directions.

In the event of the evacuation of the entire terminal, external drivers located within the terminal will drive to the Pregarate car park.

Pedestrians from the car park follow the pavement between the gate complex (at the entry line No. 5) and the administration building and go to the designated main assembly point at the railway siding.



CAUTION

It shall be impermissible to go away on one's own and to leave the assembly point without a consent of the person in charge of the evacuation