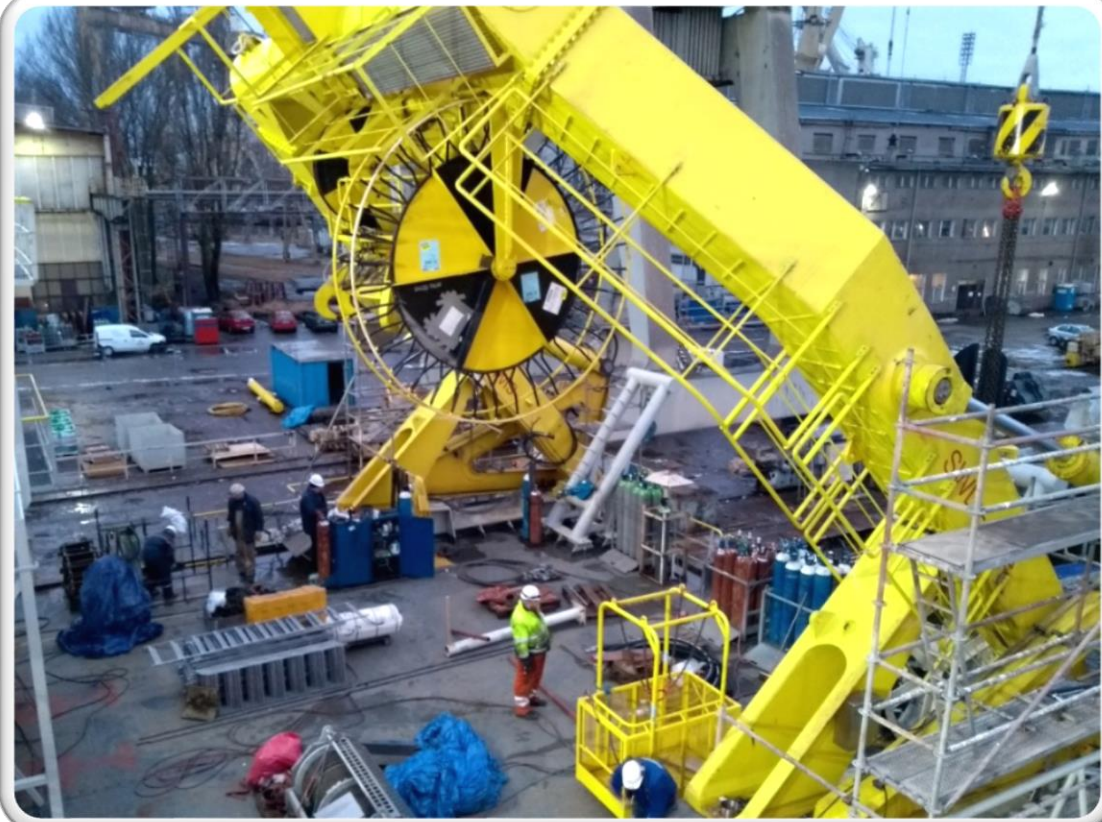




TECHNIKA I TECHNOLOGIA MECHANICZNA
DYNPAP
TECHNOLOGY AND PRODUCT ENGINEERING



HSE SEA Safety Program



SEA PROGRAM- BASICS



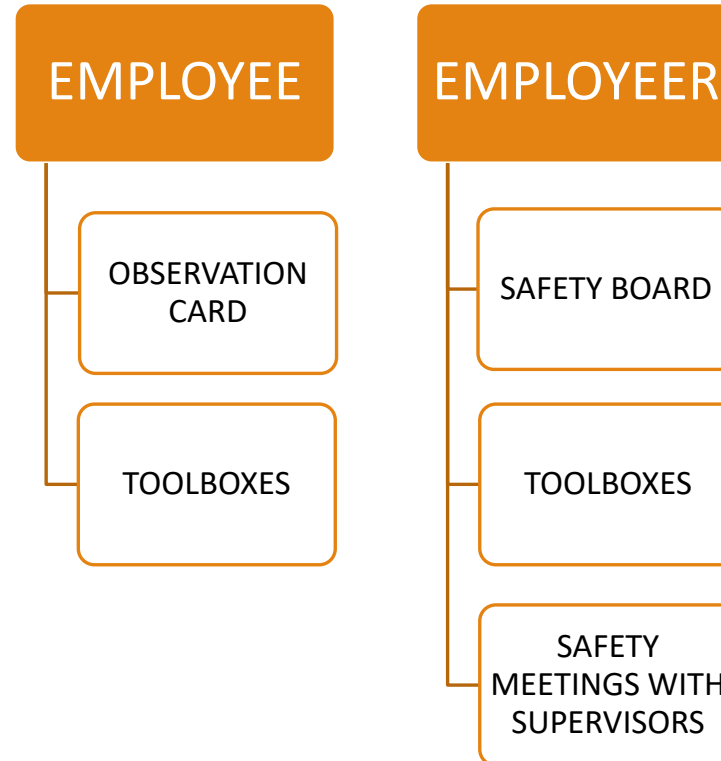
Dynpap, as a company striving to achieve the highest standards of health, safety and environmental protection, must be able to react to dangerous situations occurring during operational activities carried out as an employer and subcontractor. The main goal of creating the program is to raise employees' awareness of the highest standards of health and safety, especially in the categories of work that has been identified as work with increased risk. In a given calendar year, Dynpap wants to achieve "three zeroes", i.e.:

- Zero accidents
- Zero property damage
- Zero damage to the environment

SEA PROGRAM - COMMUNICATION



The exchange of thoughts and ideas is the most important form of communication between the employer and the employee, and for this purpose Dynpap uses the following tools:



RISK MANAGEMENT

In accordance with the law in force in Poland, each workplace must have an occupational risk assessment.

At Dynpap, we have adopted two risk assessment methods:

1. Risc Score
2. Five steps method acc. with polish standards

In accordance with good health and safety practices, the assessments are reviewed every 2 years or after each serious accident



HIGH RISK TASK

Particularly dangerous work, in accordance with § 80 sec. 1 r.o.b.h.p., are works where there is an increased risk or works that are performed in difficult conditions. Pursuant to the provisions of Chapter 6 of the aforementioned regulation, the above works include:

1. construction, demolition, renovation and assembly works carried out without stopping the operation of the workplace or its part,
2. works in tanks, channels, interiors of technical devices and other dangerous confined spaces,
3. work using hazardous materials,
4. work at height,

and work specified as particularly dangerous in other regulations on occupational health and safety or in operating instructions for devices and installations, as well as other work with increased risk or performed in difficult conditions, recognized by the employer as particularly dangerous.

HIGH RISK TASK IN DYNPAP

1. **Working at height** - Work at heights should take place after prior on-the-job training. Each employee is obliged to comply with the safety rules. The equipment used must be certified.
2. **Confined Spaces** - Working in confined spaces will be in accordance with Polish regulations and will be subject to a Permit to Work procedure and carried out by trained and qualified personnel. No worker will be allowed to work in confined space areas unless they have received confined space training
3. **Lifting operations over 20 mt.** - All operators of overhead cranes are educated theoretically and practically by certified training providers. All cranes are subject to yearly inspection and certification by a third party – Urząd Dozoru Technicznego (The Technical Inspection Authority). Lifting plan and TBT are required.

ACCIDENT AND NEAR MISS REPORTING

All accidents and near misses are reported and archived. There are different methods of reporting accidents:

1. Business way (through the superior)
2. Using the Observation Card
3. Directly to the health and safety department

Accidents and near misses are posted on the safety board and discussed during the toolbox

TOOLBOXES



Toolbox is a meeting that the supervisors/foremans conducts with the employees before the start of the shift. During the meeting, both production and safety issues are discussed. Every Friday, managers receive three topics from the HSE department that they discuss with employees. During the Toolbox ideas can be exchanged and employees can present their safety propose.

Everyone confirms their presence at the meeting in writing

Dynpap is committed to transparent and direct communication. For this purpose, a system of Observation Cards was created, thanks to which a quick response to potential or existing problems is possible. The cards are dropped into dedicated boxes in the hall by the reporting person, then verified by the OHS service, which gives them priority, the next step is to hand over the cards to the management to determine remedial measures.



KARTA OBSERWACJI ZDARZENIA

Karta ta jest używana, by zarejestrować zdarzenie potencjalnie wypadkowe, niebezpieczne warunki, obserwacje

ZDARZENIE POTENCJALNIE WYPADKOWE		(zaznacz właściwą kratkę) NIEBEZPIECZNE WARUNKI	OBSERWACJA
☐	☐	☐	
OPIS ZDARZENIA			
DZIAŁANIA KORYGUJĄCE			

Imię i nazwisko: _____

Stanowisko: _____

Data i godzina: _____

Podpis: _____

TRAININGS

At Dynpap, training is carried out in accordance with the Health and Safety Act

1. Initial training - carried out for all employees employed by the company. The training takes place on the first day of work. According to the applicable law, such training lasts 3 hours. During it, among others, the risks associated with work, the procedure in the event of an accident and fire are discussed
2. Periodic training - the first one takes place after one year of work, the next one every 3 or 5 years, depending on the position. The scope of periodic training is larger than the introductory training. By law, it should last 8 hours.

Above training must be documented in writing and archived in the event of an inspection by the National Labor Inspectorate

3. Induction training for subcontractors and visitors

ADDITIONAL TRAININGS

Dynpap employees undergo additional training required by law for a given position e.g:

1. Forklift license
2. Cherrypicker license
3. Overhead crane license
4. Electrician 1kV license

Employees who are delegated to work abroad also undergo additional training:

1. GWO
2. VCA

FIRST AID & AED TRAINING

Dynpap provides regular internal first aid and AED training to ensure employees can respond effectively in emergency situations.

- Regular first aid and AED courses for employees
- Practical, hands-on training with modern training equipment
- Realistic workplace emergency scenarios
- Certified instructor-led sessions
- Continuous awareness and quick response culture
- AED device available on-site for real emergencies



EXAMPLE OF POLISH CHERRYPICKER LICENSE ACCORDING WITH POLISH REGULATIONS



LMRA

A last-minute risk assessment is a brief assessment that is done just before starting work to identify and rule out any potential safety, health and environmental hazards in the workplace. It allows you to detect previously unknown threats and thus prevent unwanted events. A last-minute risk assessment focuses on workplace hazards influenced by the environment and current conditions. A last-minute risk assessment complements, but does not replace, existing risk assessments.

Once the hazards have been defined, management, in consultation with the OHS department, should determine whether the hazards identified by the employee were permanent. If so, the occupational risk assessment for a given position and/or task should be reviewed.

LMRA CARD

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Czy zwróciłeś uwagę na:

- ☐ Warunki pogodowe
- ☐ Wycieki substancji
- ☐ Wyjścia i ścieżki ewakuacyjne
- ☐ Ludzi pracujących wokół Ciebie
- ☐ Sprzęt przeciwpożarowy i apteczki
- ☐ Sprzęt UTB pracujący wokół Ciebie
- ☐ Wskazówki przełożonego

**Czy podjąłeś wszystkie środki
zapobiegawcze?**

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Dynamiczna ocena ryzyka zawodowego:

- ☒ Czy znasz ryzyko związane z pracą?
- ☒ Czy masz odpowiednie i sprawne narzędzia do wykonywania pracy?
- ☒ Czy twoje miejsce pracy jest czyste i uporządkowane?
- ☒ Czy praca moich współpracowników ma wpływ na moją pracę?
- ☒ Czy wiesz jak zachować się w nagłych przypadkach?
- ☒ Czy używasz wymaganych środków ochrony indywidualnej?



NIE ☒ WSZYSTKICH? PRZERWIJ PRACĘ!

COLOR CODING

Dynpap has created a procedure that provides guidance on the methodology, equipment and use of the color coding system for lifting appliances used at DYNPAP.

Assuming that the consequences resulting from the hazards arising from working with lifting equipment can cause serious damage to health, it is strictly forbidden to use defective equipment.

Properly following this procedure will eliminate potential hazards by ensuring that lifting appliances are properly inspected and any shortcomings are properly isolated.

The procedure guarantees an increase in employees' awareness, thanks to which work can be performed in a safe manner.

The document is based on PN-EN standards and device manuals and its content does not diminish the provisions resulting from these documents.

The scope of this document covers all locations, both permanent and temporary.

COLOR CODING

COLOR CODING



January – March



April - June



July - September



October - December

LIFTING OPERATION MANAGEMENT

Crane operations over 20t must be notified at least 3 days in advance. The responsible person must prepare all necessary documents, which is approved by the production director and the chief technologist. The crane operation should be accompanied by:

1. Toolbox form divided into positions
2. Lifting plan
3. List of used slings



STOP THE JOB



“Stop the Job” is an integral part of our HSE policy to prevent any accidents or incidents. For the protection of human life and health Dynpap requires that in any moment of suspicious actions or situations any person shall be entitled to stop the job.

The following practices should be adhered for a job stop:

- do it as quickly as possible
- choose an appropriate moment to intervene without creating additional risk by distracting someone at a critical moment or placing yourself in a risky situation
- do it clearly and firmly so that there is no misinterpretation of your intention
- ensure that all parties understand and comply with the requirement to cease the activity

The interruption shall only cease when a reasonable solution is found and the previous course of action can continue.

WASTE MANAGEMENT

Waste management is carried out in accordance with very restrictive Polish law.

Each waste should be properly classified and the company should have the appropriate waste generation permit.

The permit should be renewed depending on its conditions. The company submits mandatory reports every year on the groups of waste generated and the chemicals used.



CHEMICALS MANAGEMENT

The purchase of chemicals follows the '3x green light' principle. The chemical we wish to purchase must be duly approved by:

1. the purchasing department (price aspect)
2. the Health and Safety Department (safety aspect)
3. the company owner

Safety data sheets are archived by both production managers and the health and safety department. Each employee must sign a declaration of familiarisation with the product.

The company is equipped with drip trays and sorbent.

Personal protective equipment is allocated according to the safety data sheet.

