

Permit to work (PTW) - manual

| Revision nu | Revision number | | | | | |
|----------------|-----------------|-----------------|--|--|--|--|
| Revision | 01.03.2023 | | | | | |
| | Author | A. Haręzga | | | | |
| Responsibility | Checked | Sz. Matuszewski | | | | |
| | Approved | R. Gajda | | | | |

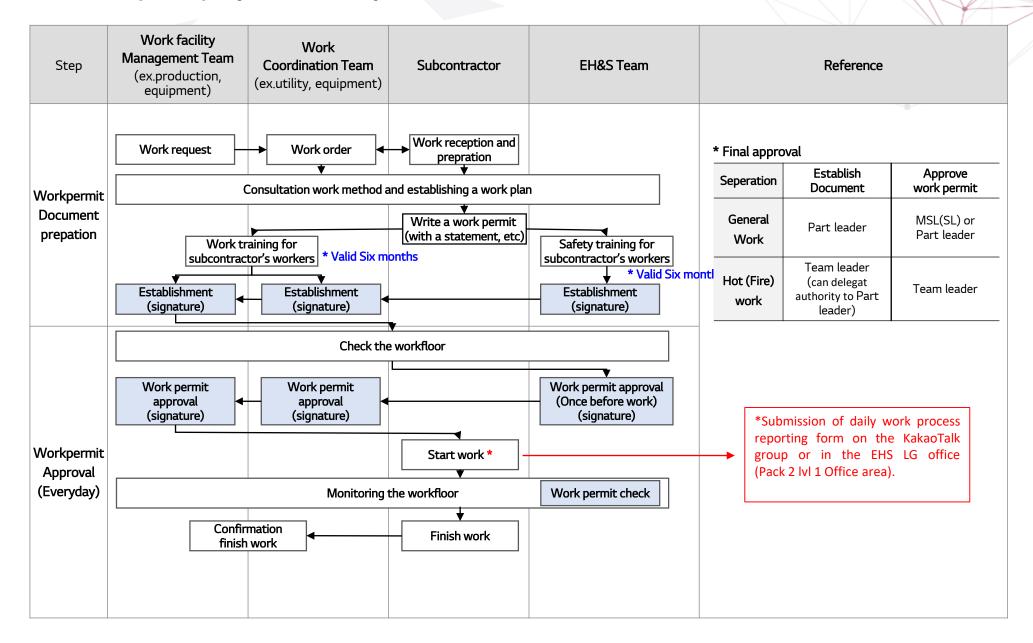
| Number of docu | document Detailed title Model Revision Date Approved | | Developed | Checked | Approved | | | | | |
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| 2023-LSW-ABA-e | 00020 | Permit to work (PTW | /) - manual | All | 01 | 01.03.2023 | Approved | A. Haręzga | Sz. Matuszewski | R. Gajda |
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| Department | | | | | | | | | | |
| | | | | ALL Departme | nts LGSWA | | | | | |
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| Revision | | Date | | | | Change histo | ory | | | Developed |
| 00 | 03. | .02.2023 | Document preparation | | | | | | | A. Haręzga |
| 01 | 01. | 01.03.2023 Modification of slides 5 and 23 - adding current versions of files | | | | | | | | A. Haręzga |
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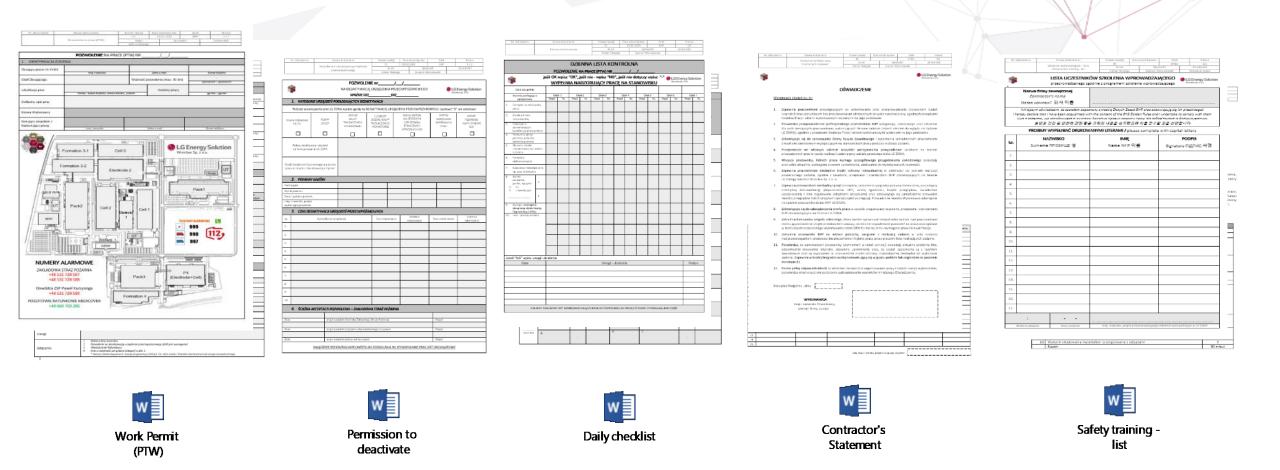
Permit To Work (PTW) - manual



Permit To Work (PTW) – process map



Contractor's mandatory documentation

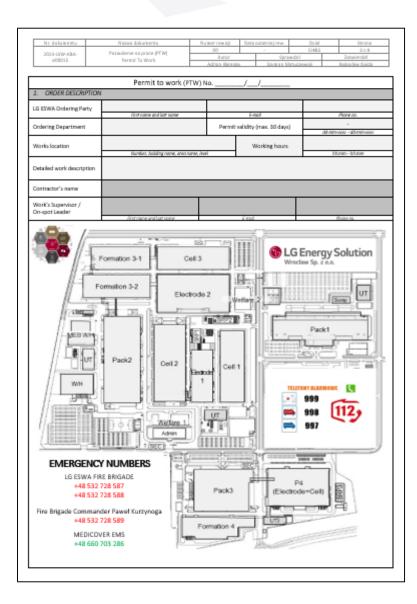


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Important: for works in the working area of machines (production line), a sector permit for entering the working area of the production line is required

I. Permit to work (PTW)

- The work permit form is prepared and issued by the LG ESWA Ordering Party, the data should be entered legibly.
- All fields in the form are mandatory.
- Mark the work area on the map.
- The Ordering party defines the categories of work (point 2), defines the rules of work organization (point 3) and enters his data in the appropriate field in point 4.
- The Ordering Party or the Contractor's Work Supervisor familiarizes other persons designated in the approval path with the content of the permit.
- Finally, the permit goes to the EHS department of LG ESWA, where it is checked for completeness and correctness and is assigned a permit number.
- An incomplete, illegible or damaged permit will not be accepted.
- Once the permission has been issued, changes to its content are not allowed.



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I. Permit to work – <u>new approval line</u>

| 4. APPROVAL LINE FOR PERMIT No// | | | | | | | | |
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| I consent to the commencement of the Contractor's works in accordance with the provisions contained in this permit. | | | | | | | | |
| | | | | | | | | |
| Date | Name and surname of the LG ESWA Ordering Party | Signature | | | | | | |
| Date | Firefighter's name and surname- in the case of fire-hazardous work | Signature | | | | | | |
| Date | Name and surname of the Part Leader * | Signature | | | | | | |
| Date | Name and surname of the Production Part Leader (for work in the production area other than fire- hazardous work) or Name and surname of the Production Team Leader (for fire-hazardous work) | Signature | | | | | | |
| Date | Name and surname of the LG ESWA EHS Specialist | Signatura | | | | | | |
| Comments | | Signature | | | | | | |
| Attachments | Daily checklist Permission to deactivate the fire protection device (if required) Contractor's Statement Other, depending on the choice of category in point 2. WORK CATEGORY * applies to the Department of Equipment, Energy Engineering (Utility), FA, Infra Inside / Outside | e Cosntruction or other if required | | | | | | |

Important: the order in the approval path is important, the circulation of documentation must be "from top to bottom", i.e. from the person ordering the work to the Specialist of the EHS department. No other possibility is allowed.

The documents specified in the permit are attached to the work permit (PTW), the Contractor keeps the entire set of documents at the place of work.

2. Permission to deactivate fire protection device - <u>new approval line</u>

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| | 4. APPROVAL LINE – LG ESWA FIRE BRIGADE | | | | | | | | | |
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| Date | | | Name and surname of the LG ESWA Fire Brigade Firefighter | Signature | | | | | | |
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| Dare | | | Name and surname of the Engineer responsible for the system | Signature | | | | | | |
| | | | | | | | | | | |
| Cate | | | Name and surname of the fire protection Leader | Signature | | | | | | |
| | | | ATTACHMENT OF THIS DOCUMENT TO THE PERMIT TO WORK (PTW) IS MAND | ATORY | | | | | | |

- . Firefighter available in building 112
- 2. System Engineer Tomasz Nadolski, Michał Guzikowski
- **3.** Fire protection Leader– Paweł Bułat, Michał Lein

The validity of the deactivation permit is determined by the representative of the E&F department who commissions the work or accepts the permit - a maximum of 7 days. The permit number contained in the header is assigned by the EHS Specialist of LG ESWA.

3. Daily checklist

The first page of the table is filled in by the Contractor's employee (Work Supervisor) before the commencement of works and after their completion.

The EHS Technician checks the correctness of the documentation during the inspection at the place of work, enters any comments and recommendations at the bottom of the first page (COMMENTS) and on the second page of the document (INSPECTIONS).

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| 18. Other-please indicate | | | | | | | | | | | | | | T |
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4. Contractor's Statement

The Contractor familiarizes himself with the content of the Statement and undertakes to comply with its provisions, which he confirms with a seal and signature.

The list of employees of the working team is completed by the Contractor or his designated employee. The Contractor is responsible for the truthfulness of the data. If the composition of the Contractor's employees changes - new employees should be trained in EHS and added to the list, or a new list should be drawn up.

| Nr. dokumentu | Nazwa dokumentu | Numer rewizji | Data | ostatniej rew. | Duiał | | Strona |
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| | Oliwiadczenie Wykonawcy Contractor's statement | Autor | | Spra | websit | | Zatwierchił |
| | CATTIFICATIF & STATAMONTE | Adrian Harezga | | Szymon Macuszewski | | | Radosław Gajda |

List of Work Team Employees

| No. | Name and surname | Position | Type and number of authorizations | Date of completion of the EHS training | Medical certificate expiration date | Employee's signature |
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| | STATEMENT |
| The | Contractor declares that: |
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| 13. | Provides employees commencing work with appropriate medical examinations and employs them without health contraindications for the work performed, in accordance with the provisions of the Labor Code and executive acts issued on its basis. |
| | Confirms that professional occupational health and safety training, periodic training and training has been corrised out for persons in charge of employees performing the assigned task (register of trainings available for inspection on request LG ESWA); in accordance with the provisions of the Labor Code and executive acts issued on its basis. |
| 15. | Undertakes to develop an Occupational Risk Assessment and familiarize the employees with the occupational risk occurring at workstations during the performance of the task. |
| 16. | Will carry out, on its own, all post-accident proceedings that occurred in the area of the works carried out during the execution of the task with the participation of a representative of LG ESWA. |
| 1.0 | All employees whose work requires datailed professional preparation have current, legally required authorizations, adequate to the activities performed. |
| 18. | Provides employees with the necessary personal protective equipment, depending on the needs of the assigned task, in accordance with the rules, regulations and health and safety standards in force in the area LS Energy Solution Wrotherwise 3. a. a. |
| 20. | |
| 21. | Undertakes to secure the work zone in a manner regulated by the rules, regulations and health and safety standards in force at LG ESWA. |
| 22. | Employs a Work Supervisor who will cirectly supervise employees performing the task covered by the subject of the contract, specified on the basis of work permits and described in the instructions for safe performance of works (IBWR) and has the qualifications required by law. |
| 23. | Employs a health and safety employee for its own needs related to the implementation of the task for the purpose of supervision over compliance with occupational health and safety regulations by employees performing the task. |
| 24. | Confirms that the introduced employees (listed in the table below) have current health and safety training, appropriate medical certificates, appropriate qualifications and that they have been familiarised with the occupational risk and are equipped with appropriate personal protective equipment necessary to perform the task. It provides each brigade with a perion communicating in Polish or English at a minimum B1 level. |
| 25. | Bears full responsibility for the proper and safe organization of work and supervision over its performance, confirms with his own signature the acceptance of the terms of this Statement. |
| Bisk | pice Podgóme, cizce |
| | Name and sumame of the Employer, company seal, signature |
| | |

10

5. Sector work permit – entering the machine working area

[2023-LSW-ABA-e00003] Procedure for obtaining permission to enter the production line area

[2022-LSW-ABA-e00027] Sector work permit – entering the machine working area

[2022-LSW-ABA-e00025] LOGBOOK - entering the machine working area

[2023-LSW-ABA-e00001] Device modification - label

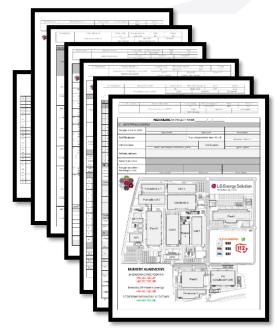




Important: The Contractor keeps the sector permit at the workplace together with the complete documentation of the work permit.

The process of obtaining permission to enter the production line area

Intention of work related to entering the production line



The Ordering Party issues <u>a work</u> permit on the existing forms.

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Supplementing the work permit
 with the sectoral permit form.
 2022-LSW-ABA-e00027





3 Fencing off the work area and marking with the attached label <u>all devices, control</u> <u>panels, cabinets, switchgears, entrances</u> <u>to devices covered by the permit.</u>

12

(4) Supplementing the LOG BOOK in the area (prepared and stored by Shift Leaders and Master Shift) Leaders)

2022-LSW-ABA-e00025 LOGBOOK

| | | LOG BOOK – ZMIANY W OBSZARZE LINII / MASZYNY / ZESPOŁU MASZYN LOG BOOK - CHANGES IN THE AREA OF THE LINE / MACHINE / MACHINE SET | | | | | | | | | | |
|-------------------|--|---|--------------------------------------|---|--|--|--|--|---|---|---|-------------------------|
| Lр. по. | Numer pozwolenia sektorowego sector permit no. | Data i godzina rozpoczęcia starting date & hour | Nazwa Wykonawcy Contractor's name | Kierujący zespołem Works Manager | Numer maszyny / sekcji/ linii machine / section / line number | | fikacja ieczeń? odification? NIE no | Szczegółowy zakres zmian detailed scope of changes | Zezwolenie właściciela linii Line owner's acceptance | Data zakończenia i podpis Wykonawcy ending date and Contractor's signature | Potwierdzenie odbioru przez właściciela linii Confirm of receipt by line's Owner | Uwagi remarks |
| 1 | 908/05/2022 | 30.05.2022 g. 10:00 | COWINTECH | YEON SANGMO | 701, lyl 2, #22.1 EOL | | NIE | Wymiana sterownika nr 10A-13-0 na linii #22.1 EOL. / Replacing the driver No. 10A-13-0 on the # 22.1 EOL line. | MSL or S/L or Managers if any | 30.06.2022r. | MSL or S/L or Managers if any | |

Device modification - caution label



TRWA MODYFIKACJA URZĄDZEŃ MODIFICATION IN PROGRESS



триває модифікація 유지보수 작업중

| Nazwa Wykonawcy Contractor's name | |
|--|---|
| Numer pozwolenia na prace Work permit no. | |
| Osoba odpowiedzialna Person in charge* | |
| Numer kontaktowy Phone no. | |
| THE FORM • Osoba odpowiedzialna musi p | LEŻY UZUPEŁNIĆ WIELKIMI LITERAMI W SPOSÓB CZYTELNY SHOULD BE COMPLETED IN CAPITAL LETTERS LEGIBLY osługiwać się językiem polskim lub angielskim w stopniu komunikatywnym charge must be able to communicate in Polish or English |



6. EHS introductory training

Each employee of an external company who will perform work on the premises of LG ESWA must undergo mandatory EHS training. This also applies to the supervisory staff of these companies.

Guests invited to the factory premises for consultation and other purposes (product presentation, acceptance of machines, UDT inspection, project meetings, etc.) should also complete such training.

The Employee or Guest enters the training list and, after completing the training, signs it by hand.

Supervision of the Contractor's employees or a Tutor appointed by the Ordering Party provides a printed list of training participants on the day of the training.

The training is conducted by a technician from the EHS department of LG

- Duration 8:15 9:30
- Validity of the training 6 months

| | | LIST OF PARTICIPAN | IS OF THE INTRO | рист | | NG | _ | |
|---|---------------|---|-----------------|------|-----------------|--------------|---|-----------------|
| L | | | Adrian Harqaga | | Saymon M | atura ervaki | | Radenbrw Gajida |
| | #C00119 | List of participants of the introductory training | Autor | | Spra | Ndrif | | Zatwierdzil |
| Г | 1021-LSW-ABA- | Lista ucreatividor and enia verso admisses | 00 | | | INES | | 1/2 |
| Γ | Nr. dokumenta | Marava dokumentia | Numer rewisji | Data | ostatniej resa. | Driaf | | Strong |

conducted in accordance with the introductory training program

Contractor's name

Назва компанії 회사 이름

Niniejszym oświadczom, że zostolem zapoznany z treścią Złotych Zasad BHP oraz zobowiązuję się ich przestrzegać (hereby declare that i have been acquainted with the content of the EHS Golden Rules and i undertoke to comply with them (புик я заявляю, що сонайомився зі змістом Золотих правит акорони прац) та зобав'язувася iс дотримуватись ФОР 213 및 01740 ஜ.154 1 (1977)

PLEASE COMPLETE WITH CAPITAL LETTERS

| No. | Sumame | прізвище 성 | Name IM'의 이름 | Signature підлис 서명 |
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| 7 | reining bear | Training Date | Name, saroarse, signature of the person condu | acting the introductory training at LG #5804 |

| Nic dakamentu | Hazwa dokumenta | Rumer rewisji | Data i | ostatoviej neve. | Da ial | | Strong |
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| NAMES OF A DESCRIPTION OF A DESCRIPTION OF A DESCRIPTIONO | Litta uttectmiklevaholmiaveprovedasjącego Litt of participants of the introductory training | 60 | | | EHRI | | 1,12 |
| 2023-LSW-ABA- #08018 | | Autor | | Sprawdail | | | Zatwierdził |
| 175,957,2.8 | | Adrian Haregan Excess | | Invest M | Maturaneski | | kadoolaw tiaida |

INTRODUCTION TRAINING PROGRAM

1. General information

LG Energy Solution

The introductory briefing should lead:

- employee of the occupational health and safety service,
- employee appointed by the employer with knowledge and skills to ensure proper implementation of the training, program,

The induction training program should detail:

- subject of the training.
- forms of implementation,
- the duration of the training.
- Introductory training programs

The introductory training should be conducted in the form of instruction, which should be understood as a form of training, during which it is possible to obtain, update or supplement browkedge and skills regarding the performance of work and behavior in the workplace in a manner consistent with the provisions and principles of health and safety at work.

The purpose of the training is to familiarize its participants with the basic provisions on occupational health and safety, in force at the premises of LG Energy Solution Woodnaw Sp. z.o. a. - DHS Goldan Rules and the requirements contained in the company's Safe Work Standards. In addition, the participant of the training will be introduced with the conditions for safe movement around the plant, including fire and execution procedures.

All subcontractors commencing work at the LG ESWA plant will participate in this training.

2. Introductory training framework:

| NO. | Topic | Minutes |
|------|---|------------|
| 1. | Safety policy at LG Energy Solution Wroclaw. Introduction EHS Golden Rules | 2,5 |
| - 2. | Effective communication | 2,5 |
| 3 | Traffic safety | |
| | - rules for moving around the plant | 10 |
| | evacuation and fire safety markings | |
| | - conduct during a fire alarm | |
| 4. | Personal protection equipment | |
| | - requirements for the use of PPE | 10 |
| | - fencing of the work zone | |
| | handheld fire extinguishing equipment and first aid kit | |
| 5 | Machine protection | 2,5 |
| | - Passport of the machine | |
| 6. | LOTD – lack out, tag out | 2,5 |
| 1. | High Risk Operations - general overview of corporate Standards | |
| | - work at height - transport works | |
| | transport works fine-basarcious work | 45 |
| | Investigation work work on power equipment and installations | 40 |
| | work in dangerous spaces | |
| | - work with dangerous substances | |
| 8. | Accidents - Analysis and Conclusions | |
| | - responsibilities of the employee in the reporting of incidents and accidents | 5 |
| | - the procedure for imposing warnings and penalties | |
| 9. | Obligatory Contractor's Documentation | |
| | - work permits | 5 |
| | - Contractor's statement | |
| 10. | Material storage conditions and waste management | 5 |
| | Total | 90 minutes |

- Detailed conditions of training
 - Duration time Monday to Friday 8:15-9:30
 - Place EHS training room Pack 2 building entrance E2 level 1 Office Area
 - The language of the training Polish the Contractor provides an interpreter on his own
 - Maximum number of people 25
 - Method of reporting employees at least two days in advance, an authorized employee of the Contractor sends an e-mail notification to the addresses:
 - bhoperator1@lgespartner.com,
 - bhoperator2@lgespartner.com,
 - bhoperator3@lgespartner.com,
 - bhoperator4@lgespartner.com,
 - bhoperator5@lgespartner.com,
 - bhoperator6@lgespartner.com, indicating the name of the company and the number of employees
 - Employees arrive at the training 10 minutes in advance, with a printed list of participants of the introductory training which they sign with their own hands after the training.

7. Obligations of the Contractor in relation to the documentation

The Contractor is obliged to have a complete set of documentation at the place of work performance

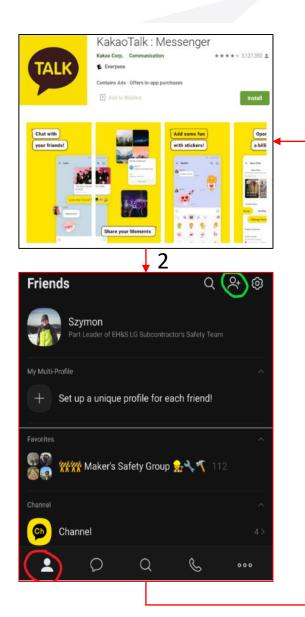
- 1. Permit to work (PTW)
- 2. Permission to deactivate fire protection device
- 3. Daily checklist
- 4. Contractor's statement
- 5. Other necessary attachments, depending on the information contained in the work permit:
 - IBWR
 - Sector permit

The Contractor places the documentation in a visible place on the health and safety board, the board must not pose a threat to third parties (cover passages, safety markings, etc.).

The documentation should be protected against adverse weather conditions - damaged, illegible or incomplete documentation results in suspension of the Contractor's works.



8. Safety communication rules #1



Maker's Safety Group



3

← mmm Maker's Safety G... 158 Q

Szanowni Państwo, od 1 września szkolenia wprowadzające BHP odbywają.

Kasia/Ernest

Budynek 401 Anoda słup D10 firma Gem Tech pracownik wykonywał prace na drabinie bez asekuracji drugiej osoby,brak wygrodzenia strefy prac ponadto brak pozwolenia na wykonywanie prac na miejscu pracy. Pracownik otrzymuje upomnienie żółtą kartkę.



Invest All brak okazania wymaganych dokumentów w czasie kontroli 301 wejście e3

17

9. Safety communication rules #2

GESWA Subcontractor's Works Notifying 🜮

