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2021-LSW-ABA-e00042	Instrukcja BHP dla kierowców świadczących usługi dla LG Energy Solution Wrocław Sp. z o.o.	00	22.12.2021	HS	Piotr Bułgryn	Kinga Gruszczyńska	Radosław Gajda



Health and Safety

HEALTH AND SAFETY INSTRUCTIONS FOR DRIVERS PROVIDING SERVICES TO LG Energy Solution Wrocław Sp. z o.o.

**LG Energy Solution Wrocław
Sp. z o.o.**

ul. LG 1A, Biskupice Podgórne, 55-040 Kobierzyce



LGESWA/pibulgryn

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Introduction

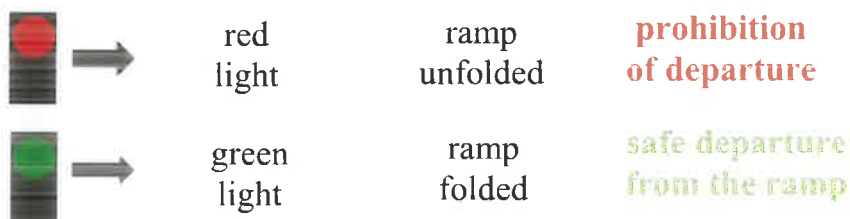
Being on the premises of LG Energy Solution Wrocław Sp. z o. o. located in Biskupice Podgórne, especially in the area of warehouses or handling terminals, all drivers are obliged to use the personal protective equipment listed below and comply with the binding bans and orders, with particular regard to the rules specified in these instructions.



Safety rules

1. Due to protection of LG Energy Solution Wrocław Sp. z. o. o. employees and visitors, the following occupational health and safety guidelines, orders and prohibitions are introduced on the entire LG Energy Solution Wrocław Sp. z. o. o. site to be observed by LG Energy Solution Wrocław Sp. z. o. o. drivers or subcontractor drivers:

- l. In the area of LG Energy Solution Wrocław Sp. z. o. o. , including warehouses and terminals, on ramps and maneuvering areas around warehouses, it is strictly mandatory to wear safety footwear and a reflective vest;
- m. It is absolutely necessary to chock the wheels of all cars or use another, effective locking systems (e.g. Power-Lock systems available on the docks) and traffic lights at loading and unloading zones:



- n. It is strictly forbidden to be on the factories under the influence of alcohol or any other intoxicants;
- o. Smoking is strictly prohibited outside designated areas;
- p. It is strictly forbidden to use a mobile phone while in the warehouse and on the terminal, during loading operations and vehicle manoeuvring;
- q. It is strictly forbidden to stay in the areas where handling operations take place unless the driver's direct participation in these operations is required;

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- r. It is strictly forbidden for the drivers to use any forklifts and other materials handling equipment located on the premises of LG Energy Solution Wrocław Sp. z o. o.;
- s. It is obligatory to follow the instructions given by the authorized employees of warehouses.
- t. It is required to wear hard toed shoes to protect feet ("Safety Footwear"), long pants, and working gloves to protect your hands from the effects of possible injury;
- u. When driving a vehicle in the area of LG Energy Solution Wrocław Sp. z. o. o. The speed limit is 20 km/h. Additionally, adjust your speed according to conditions. Observe vertical and horizontal signs and traffic regulations.
- v. Blocking or obstructing fire roads and parking vehicles in places not intended for this purpose is prohibited.

2. While performing loading or unloading activities, the Drivers are obliged to:

- h. to bring the vehicle to a location designated by an authorized employee of the LG facility. Subcontractors and Drivers are required to adjust their speed to prevailing conditions when approaching loading and unloading docks and ramps because of the people who may be there;
- i. once the vehicle is at the loading or unloading place, drivers are obliged to:
 - Apply the handbrake lever on the vehicle;
 - Turn off the vehicle engine and remove the keys from the ignition;
 - Secure the vehicle wheels with wheel chocks, or
 - use PowerLock automatic locks (if available at the loading or unloading point); **Note:** Only warehouse employee is obliged to set up PowerLock blockade.

NOTE: Detailed instructions on how to use the PowerLock are available in each magazine. In order to apply a lock, the driver must contact the designated warehouse employee.

- Inform the responsible warehouse employee of the application of the above security measures;
- Hand over the vehicle keys to the responsible warehouse employee for safekeeping while unloading or loading the car. Confirmation of the handover and return of keys to the driver's takes place each time on the basis of a handover protocol. The vehicle keys will be stored in a dedicated lock box with a key or code;
- Remain in the vehicle cabin during loading or unloading, unless the driver's presence on the ramp during loading or unloading is required.

NOTE: The protocol of handover/return of keys constitutes Appendix No. 1 to this manual.

- j. When loading or unloading cargo, to use Personal Protective Equipment;



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- k. To prepare the semi-trailer for loading, cleaning the securing straps left over from the previous loading;
 - l. To perform loading or unloading tasks with extreme caution, and to perform every action with caution, maintaining maximum focus;
 - m. To plan and arrange goods in the cargo area of a vehicle in such a way that they cannot move during transport;
 - n. To have a first aid kit on board the vehicle.
- 3. While performing loading or unloading operations, Drivers are prohibited from:**
 - c. Being in the immediate vicinity or operating area of a forklift truck while the operator is operating the truck;
 - d. Moving around LG Energy Solution Wrocław Sp. z o. o., and in particular to enter the warehouse, ramp, loading/unloading area without the prior consent of an authorised employee of the warehouse.
- 4. LG Energy Solution Wrocław Sp. z o. o. , imposes on Subcontractors and all persons employing the Drivers, who are present on the premises of LG Energy Solution Wrocław Sp. z o. o. in the course of their work, are obliged to know and familiarize the Drivers with the content:**
 - d. General safety and health regulations contained in the Ordinance of the Minister of Labour and Social Policy dated 26 September 1997 on general regulations of safety and health at work, i. e. dated 28 August 2003 (Journal of Laws 2003. 169. 1650) together with any subsequent amendments to these regulations;
 - e. Guidelines contained in the Regulation of the Minister of Labour and Social Policy of 14 March 2000 on occupational safety and health in manual handling activities (Journal of Laws 2000. 26. 313), together with any subsequent amendments to these guidelines;
 - f. Guidelines included in the information posted by LG Energy Solution Wrocław Sp. z. o. o. on information boards, the use of pictograms located outside and inside the warehouses or loading terminals or other publicly accessible places.
- 5. For non-compliance with the obligations contained in this Instruction, LG Energy Solution Wrocław Sp. z. o. o. reserves the right to issue an entry ban or order to leave the factory premises by the person violating the rules resulting from the Instruction.**
- 6. Each driver or any other person staying at the premises of LG Energy Solution Wrocław Sp. z. o. o. is obliged to immediately inform the Warehouse Manager or a person authorised by him about any observed situations or factors that may pose a threat to life, health or safety of people and property, in particular about events constituting a breach of rules or obligations arising from these Instruction**

