

Number	Title	Revision number	Date of last revision	Department	Done by	Checked	Approved
2021-LSW-ABA-e00043	The standard of transportation on plant roads and pedestrian movement in outdoor areas of LG Energy Solution Wrocław Sp. z o.o.	00	29.12.2021	EHS	Piotr Bułgryn Jakub Jeleń	Kinga Gruszczyńska	Radosław Gajda



# **The standard of transportation on plant roads and pedestrian movement in outdoor areas of LG Energy Solution Wrocław Sp. z o. o.**

**LG Energy Solution Wrocław Sp. z o. o.  
ul. LG 1A, Biskupice Podgórne 55-040 Kobierzyce**

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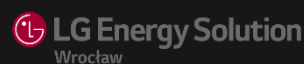
Done by:		Checked:	Approved:
<b>Piotr Bułgryn</b> <i>Part Leader</i> <i>działu BHP</i>	<b>Jakub Jeleń</b> <i>Specjalista</i> <i>ds. BHP</i>	<b>Kinga Gruszczyńska</b> <i>Team Leader działu BHP</i>	<b>Radosław Gajda</b> <i>Dyrektor działu BHP</i>
<i>Date:</i>	<i>Date:</i>	<i>Date:</i>	<i>Date:</i>
<i>Signature:</i>	<i>Signature:</i>	<i>Signature:</i>	<i>Signature:</i>
<p>The creation of the labor standard was co-created by:</p> <ol style="list-style-type: none"> <li>1. <i>Teresa Leśniak - Specialist in Infra Management Team</i></li> <li>2. <i>Szymon Matuszewski – Part Leader działu S&amp;H Subcontractor Safety</i></li> </ol>			

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## Chapter 1. General Information



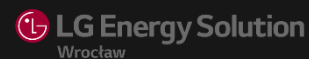
1. This standard Establishes the organization and order of transportation and movement of pedestrians, in accordance with the Regulation of the Minister of Labor and Social Policy dated September 26, 1997. on general regulations of safety and hygiene at work (i.e. in Dz.U. of 2003 No. 169 item 1650, as amended) and the Law of June 20, 1997. - Traffic Law (i.e. in Dz.U. of 2017, item 1260 as amended).
2. The standard by its scope covers the entire site of the LG Energy Solution Wrocław Sp. z o.o. plant.
3. Participants in traffic on the roads of the LG Energy Solution site must apply the provisions of the Traffic Law as they do on public roads, regulations issued on its basis, as well as health and safety and fire protection regulations and rules.
4. The implementation of road marking works of the LG Energy Solution Wrocław and the ongoing supplementation of signage according to health and safety guidelines, is the responsibility of the Infra Management Team.
5. The condition of roads is determined in the mandatory construction survey , held min. 2 times a year on behalf of the Utility Construction Team.
6. The Infra Management Team is responsible for road repair and renovation.
7. Any change in the organization of traffic on the roads of the LG Energy Solution Wrocław Sp. z o.o. site requires the consent of the Health and Safety Department, the organizational unit performing such a change is responsible for securing the and marking of the work site.
8. Horizontal signs are allowed on the roads of the LG Energy Solution Wrocław Sp. z o.o., in the form of white lines used to delineate traffic routes, surfaces and parking spaces on roadways or sidewalks.

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9. Traffic routes should be clearly and permanently marked with white continuous lines.
10. Due to the special traffic conditions on the roads of the area of LG Energy Solution Wrocław Sp. z o.o., it is allowed to use order signs (prohibitions, orders, warnings).
11. Maintenance of roads during the winter period, is the responsibility of an external company providing cleaning services for LG Energy Solution Wrocław Sp. z o.o. on behalf of the Infra Management Team department.
12. In special cases not covered by the aforementioned regulations and provisions, but resulting from the specific nature of LG Energy Solution's business, internal regulations shall apply.
13. Provisions of the standard apply to all persons working on the premises of LG Energy Solution Wrocław Sp. z o.o., managers and operators of equipment and other persons on its premises..
14. Suppliers, recipients and other persons on the premises shall to observe all the rules set forth in this standard.
15. Vehicles operated on the premises of LG Energy Solution Wrocław Sp. z o.o., should be equipped with with technical and operating documentation, including data on operating conditions, dates of periodic inspections and repairs, and instructions for their operation and maintenance.
16. Motor vehicles during the period of operational breaks should be located in designated, marked and appropriately equipped stands.
17. On the external area of the plant, mechanized transport in general is carried out, with the help of, among others: power-driven forklifts, electric forklifts, lift trucks, electric public transport vehicles called "melexes", cars and trucks..
18. Do to operate the above-mentioned means of transport is required to have the legally required authorizations. Equipment used by subcontracting companies must obtain an internal permit in the form of a passport, which is issued by the EHS Subconstructor department.

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## Chapter 2. Pedestrian rules



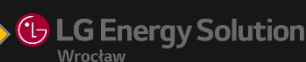
1. In outdoor areas, the pedestrian is obliged to use designated pedestrian crossings, sidewalks or designated pedestrian routes (pedestrian traffic routes). In the absence of these, he may use the roadway, provided that he takes his place as close as possible to its edge and gives way to an oncoming vehicle
2. In the outdoor area (off-production areas), the pedestrian has priority over all mechanized vehicles traveling on the company's roads.
3. Ruch Pedestrian traffic in the external areas of the plant shall follow designated pedestrian routes marked in white. Pedestrians are allowed to cross transport routes only in designated areas marked with white stripes leading through transport routes.
4. Every traffic participant shall exercise extreme caution. Avoid any action that creates danger.
  - Pedestrian shall move in places designated for this purpose : pedestrian route or sidewalk
  - Move on the left side of the traffic route
  - It is prohibited to enter the roadway directly in front of a moving vehicle
  - It is forbidden to cross the roadway in places not intended for this purpose
  - It is forbidden to cross the roadway only using a crosswalk
5. A pedestrian traveling on company roads reaching a crosswalk shall:
  - stop before the crossing,
  - make sure that the roadway is empty and it is safe to cross,
  - in case of noticing a vehicle moving on the roadway, make eye contact with the driver of the vehicle,
  - wait for the vehicle to stop before crossing.

If all of the above conditions are met you can proceed.



6. When walking in the outer terrain of areas not covered by traffic routes, the pedestrian must be equipped with safety shoes and a reflective vest, or reflective suspenders..

## Chapter 3. Traffic rules for drivers of vehicles traveling on the outer roads of the LG Energy Solution



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## **Traffic rules for drivers of vehicles traveling on the outer roads of the LG Energy Solution plant site:**

1. It is the primary duty of all drivers to exercise extreme caution
2. Safe rules set forth in the Traffic Law shall be observed, in particular:
  - giving way to priority at intersections and beyond,
  - giving way to priority when joining traffic,
  - giving way to priority at pedestrian crossings,
  - maintaining a safe distance of evading, bypassing or overtaking,
  - use of lights,
  - use of warning signals,
  - keeping a safe speed adapted to the existing weather conditions and not exceeding the speed limit on the premises of LG Energy Solution Wrocław Sp. z o.o.
  - mandatory use of seat belts if the vehicle is factory equipped with them
  - a ban on using cell phones while driving
  - no smoking of tobacco products in vehicles and in places not intended for this purpose
3. A maximum speed of 20km/h on the external roads of LG Energy Solution Wrocław Ltd. is established. Does not apply to carts, for which the maximum speed on external roads is 10km/h.



4. Overtaking is strictly prohibited on the roads of the LG Energy Solution plant.



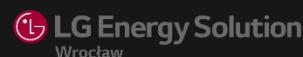
5. It is prohibited to obstruct fire roads, entrances to buildings by unattended vehicles
6. All unattended vehicles should have the parking brake applied and the engine turned off.
7. It is established that a person not moving along the pedestrian route, must have protective shoes and a reflective vest.

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8. It is established that cars of external companies (delivery trucks) may not pause on the site, stopping the movement of pedestrians or other vehicles.

9. it is strictly forbidden to use a cell phone and at the same time move or driving any vehicles.

## Chapter 4. Attachments



1. Health and safety instructions for drivers staying on the premises of LG Energy Solution Wrocław
2. Guest guide for external companies LG Energy Solution Wrocław Sp. z o.o.

### ATTACHMENT NO. 1 TO THE STANDARD

#### H&S INSTRUCTIONS FOR DRIVERS BEING ON THE SITE OF LG Energy Solution Wrocław Sp. z o.o.

While staying on the premises of LG Energy Solution Wrocław Sp. z o.o. based in Biskupice Podgórne, especially on the premises of warehouses or handling terminals, all drivers are obliged to use the following personal protective equipment and observe the applicable prohibitions and orders, with particular regard to the rules set out in this Instruction.



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

a) In the area of LG Energy Solution Wrocław Sp. z o.o. , including in the area of warehouses and terminals, on ramps and in maneuvering areas around warehouses, it is strictly mandatory to wear protective footwear and a reflective vest;

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b) It is absolutely mandatory to chock the wheels of all cars and vehicles substituted for loading, or unloading, or to use other effective locking systems (such as the available Power-Lock systems on the docks), and to comply with traffic lights at loading zones:



- **red light** → ramp unfolded → prohibition of departure from the ramp



- **green light** → folding ramp → safe departure from the ramp

c) It is strictly forbidden to be on the premises of the Branch in the state after the use of alcohol or under the influence of any intoxicants;

d) Smoking is strictly prohibited except in designated areas;

e) It is strictly prohibited to use a cell phone while in the warehouse and the terminal, as well as during handling work and vehicle maneuvering;

g) It is strictly forbidden to be in areas where handling activities are taking place, if the direct participation of the Driver in these activities is not required;

h) It is strictly prohibited for drivers to use forklifts as well as other material handling equipment located on the premises of LG Energy Solution Wrocław Sp. z o.o.;

i) It is mandatory to comply with the orders issued by authorized LG employees (warehouse manager, warehouse master);

j) It is mandatory to wear hard-nosed shoes to protect the feet ("Protective Footwear"), long pants, and work gloves to protect the hands from the consequences of possible injuries;

k) When driving a vehicle in the area of LG Energy Solution Wrocław Sp. z o.o., the speed limit is 20 km/h. In addition, you should adjust your speed to the conditions of the maneuvering yards at warehouses and terminals. Observe vertical signs, horizontal signs and traffic regulations.

l) Blocking, obstructing fire roads and parking vehicles in places not intended for this purpose is prohibited.

## 2. When carrying out loading or unloading activities, Drivers are required to:

a) to substitute the vehicle at the place designated by an authorized employee of the LG plant. When docking at docks and loading ramps, due to the people who may be there, Drivers are required to adjust their speed to the prevailing conditions;

b) after the vehicle is substituted at the place of loading or unloading, drivers are required to:



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- pulling the handbrake lever on the vehicle;
- turning off the vehicle's engine and removing the keys from the ignition;
- securing the vehicle's wheels with wheel chocks, or using automatic PowerLock locks (if available at the place of unloading or loading).

**WARNING: Detailed instructions on the rules for using the PowerLock are available at each warehouse. To apply the lock, the driver must contact the designated warehouse employee (Manager, Shift Master);**

- Inform the responsible warehouse employee of the use of the above security measures;
- to hand over the vehicle keys to the responsible warehouse employee for safekeeping at the time of unloading or loading the car. Confirmation of the handover as well as the return of the vehicle keys to the driver shall be made each time on the basis of a handover protocol. Vehicle keys will be stored in a dedicated lock box with a key or code.
- to remain in the cabin of the vehicle for the duration of unloading or loading, unless, the presence of the driver on the ramp during loading or unloading is required.

**WARNING: The protocol for the transfer/return of keys is attached as Annex 1 to this manual.**

- c) during loading or unloading of goods - to use Personal Protective Equipment.
- d) to prepare the semi-trailer for loading, clean up the safety straps and items left over from previous loading,
- e) perform loading or unloading tasks with increased caution and perform each activity with caution, with maximum concentration;
- f) to plan and arrange the goods in the vehicle's cargo space in such a way that they cannot move during transportation;
- g) have a first aid kit on the vehicle's equipment.

### **3. During the execution of loading or unloading activities, Drivers are prohibited from:**

- a) being in close proximity to or in the working area of a forklift while the operator is operating the forklift;
- b) to move around the area of LG Energy Solution Wrocław Sp. z o.o., and in particular to enter the warehouse, ramp, loading/unloading area without prior express consent of an authorized employee of the plant.

### **4. LG Energy Solution Wrocław Sp. z o.o., imposes on Subcontractors and all persons employing Drivers who are on the premises of LG Energy Solution Wrocław Sp. z o.o. in the performance of their tasks, the obligation to know and familiarize Drivers with the contents:**

- a) general regulations of occupational safety and health contained in the Decree of the Minister of Labor and Social Policy dated September 26, 1997 on general regulations of occupational safety and health, i.e. dated August 28, 2003 (Journal of Laws 2003.169.1650), together with any subsequent amendments to these regulations;

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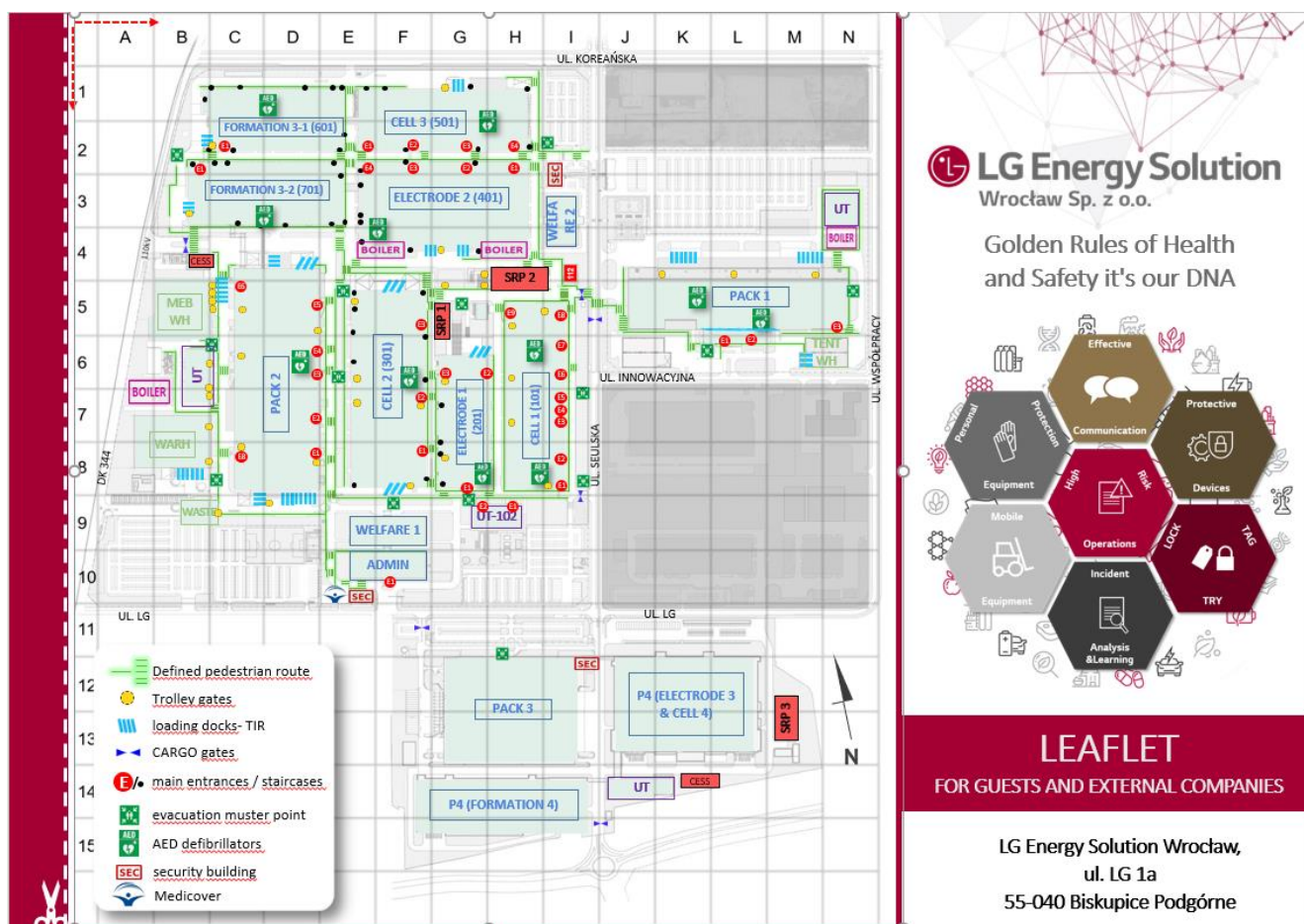
b) the guidelines contained in the Decree of the Minister of Labor and Social Policy of March 14, 2000 on safety and health at work in manual transport work (Journal of Laws 2000.26.313), together with any subsequent amendments to these guidelines;

c) guidelines contained in information posted by LG Energy Solution Wrocław Sp. z o.o., on information boards, adherence to pictograms located outside and inside warehouses or loading terminals or in other publicly accessible places;

5. For failure to comply with the obligations contained in this Instruction, LG Energy Solution Wrocław Sp. z o.o. reserves the right to issue an entry ban or an order to leave the factory premises by the person violating the rules under the Instruction.

6. Each driver or other person staying on the premises of LG Energy Solution Wrocław Sp. z o.o., is obliged to immediately inform the Warehouse Manager, or a person authorized by him, of any noticed situations or factors that may endanger the life, health or safety of persons and property, in particular of events constituting a violation of the rules or obligations under this Instruction.

## ATTCHMENT 2 TO THE STANDARD GUIDE FOR GUESTS OF EXTERNAL COMPANIES LG Energy Solution Wrocław Sp. z o.o.



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## Welcome to LG Energy Solution Wrocław!

### Ladies and Gentlemen,

Our mission is: "0 accidents", "0 environmental incidents" and "0 quality incidents". The safety of guests and our employees is the subject of our utmost care. We want you to feel safe when visiting our factory. It will only be possible if you comply with the applicable rules and guidelines of the security policy.

*"At LG Energy Solution, having employees who work safely and responsibly is essential to our success. Our highest priority is to ensure that employees and subcontractors avoid injury or illness in the workplace and care for the environment."*

*President of LG Energy Solution*

This guide will provide you with an overview of the main guidelines for health, safety, environment and quality assurance.

### I. General safety requirements



- Entry to the premises of the Factory is allowed only after consultation with the contact person and after the notification in the GPortal system (we are moving around the factory on the basis of an ID issued by the Security, placed in a visible place, e.g. on the neck).
- Within the premises of the Factory, one should move along designated pedestrian routes. When the lanes are not designated, move as close as possible to the edge of the road or building and, if possible, use a reflective vest. When walking up and down stairs, hold onto the handrail.
- Waste segregation is obligatory on the premises of the Factory. The waste container must contain a board with the name of the company.
- Obey all regulatory, prohibition and information signs posted on LG's premises.



- In production areas and during work, appropriate clothing, work shoes and other necessary personal protective equipment should be used. Appropriate coveralls should be used in dry rooms.
- It is not allowed to bring any hazardous substances or materials, video cameras, recording equipment and data carriers to the premises of the Factory. Photography is prohibited.
- It is forbidden to consume alcohol, take intoxicants or be under the influence of drugs on the premises of the Factory.
- Smoking of tobacco products and electronic cigarettes is only allowed in smoking shelters.
- Eating and drinking is allowed only in dedicated places (tea-room, canteens).
- It is forbidden to have hand decorations, jewelry, earrings and watches in the production area.
- Do not touch products, technological devices and moving parts of machines and devices.
- Long, loose hair and loose clothing can cause an accident. Tie your hair up and wear close-fitting clothing before entering the production area.
- The speed limit in the interior is 10 km / h, while in the exterior it is 20 km / h. Speed limits must be respected.
- Any noticed threat, accident or emergency situation should be reported to the representative of the Factory, at the Main Gatehouse or the Health and Safety Department.
- When moving around the Factory area, be careful due to moving transport devices and other vehicles. Transport vehicles have priority over pedestrians!
- Floors, walkways and stairs can be slippery in some places - be careful.
- Any accident incidents and situations that may result in an accident (almost accidents) should be reported to the introducing person. Designated and trained persons will then provide first aid.
- In the event of cardiac arrest, immediate automatic external defibrillator (AED) first aid should be provided.

### II. Works performing on the plant



Work Permits (PTW) apply to external companies performing work on the premises of the Factory (Not applicable to suppliers). The scope of works and the conditions for their performance are specified by the ordering the work / LG coordinator, work permits are issued by the OHS department for Subcontractors.

Contact number 532 533 725

**Working without a Work Permit is not possible!**

### III. In case of evacuation



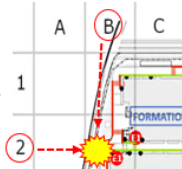
- Each person is obliged to read the evacuation plan of the Factory (the map on the back of the guide) and the facility in which he is staying.
- The signal for evacuation is the activation of acoustic and visual signals in the area.
- After hearing the signal, immediately proceed along the marked escape routes to the assembly point, remaining calm. You must absolutely follow the instructions given.

**NOTE: Do not run!**

- Do not use the elevator during an evacuation!!



5. Dangers and incidents at the facility should be reported to the internal numbers using the coordinates on the back of the map (chessboard). For example, the location of a road collision happened in sector B-2.



### IV. Important phone numbers

Security Shift Leader	+48 695 952 063
LG Fire Department	+48 532 728 587 / 588
LG Ambulance Service	+48 660 703 286
Emergency number	112
S&H Production	+48 532 799 164
S&H Subcontractors	+48 532 533 725
Environment/Waste Management	+48 532 405 098

The company is entitled to oust from the Factory premises people's who do not respect the applicable rules.

Have a nice visit on our plant ☺



Prepared by S&H dept (v.1)

I declare that I have read the rules in force in the company and I undertake to comply with them

Legible signature