

**CONTROL AND SUPERVISION GUIDELINES**  
**for External Contractors, Suppliers and Maintenance Service Providers Operating at**  
**the Mining Facility, Salt Packaging Division and Head Office**  
**of Inowrocławskie Kopalnie Soli SOLINO S.A.**

**Approved by:**

**Inowrocławskie Kopalnie Soli SOLINO S.A.**

**July 2014**

The purpose of these Guidelines is to allow thorough and efficient control and supervision of external contractors performing repair, maintenance and project-related work within the scope of their professional activities during the operation of the Mining Facility, Salt Packaging Division and at the Head Office of Inowrocławskie Kopalnie Soli SOLINO S.A.

1. External contractors are expected to comply with specific requirements as regards the competences of their supervisory personnel under the following regulations:
  - a. The Geology and Mining Law of 9 June 2011 (Dz. U. No. 163/2011, Item 981),
  - b. Regulation of the Minister of Environment of 15 December 2011 on the qualifications of mining and mining rescue personnel (Dz. U. No. 275/2011, Item 1628),
  - c. Regulation of the Minister of Economy of 23 April 2014 on the occupational safety and health, operation and special fire protection measures at mining facilities extracting minerals by boreholes (Dz. U. of 2014, Item 812).
2. The Director of the District Mining Authority (OUG) must be notified in writing on the commencement and planned completion of work carried out by external contractors during the operation of the Mining Facility. Notifications on the completion of work, required under the Polish Construction Law, shall be sent subject to a separate procedure. The notifications shall be made by heads/managers of departments in which the relevant work is carried out, through the Maintenance Manager of the Mining Facility, providing the following details:
  - a. Identification of the contractor (name),
  - b. Type and scope of work,
  - c. Identification of the supervisory personnel of the contractor's and of the Mining Facility, including a confirmation of their professional qualifications and mining authorisations.
3. Whenever an external contractor is employed to perform work for the Mining Facility, the work will be coordinated by the managers of the following IKS SOLINO S.A. departments: Góra Salt Mine and Underground Oil and Fuel Storage, Mogilno Salt Mine, or other authorised personnel appointed by the Maintenance Manager of the Mining Facility.
4. An IKS SOLINO S.A. officer responsible for OSH and Fire Protection in collaboration with IKS SOLINO S.A. site coordinators, is required to provide instruction to external contractor's personnel as regards the following:

- a. Principles of order and discipline at work,
- b. Regulations of safe operation and maintenance,
- c. Potential hazards and risks,
- d. Accident and hazard reporting,
- e. Alerting and communication procedures,
- f. Emergency evacuation procedures.

Compliance with the requirement above should be acknowledged in the relevant request for entry onto the premises of the mining facility (Attachment No. 1 to these Guidelines).

5. When performing work the contractors are obliged to:
  - a. Strictly observe the regulations of the Geology and Mining Law of 9 June 2011 (Dz. U. No. 163/2011, Item 981) and its secondary legislation,
  - b. Be familiar with the Mining Operations Plan in the scope of the contracted work, specific mining regulations and the information issued by the Director of the District Mining Authority in Poznań on 28 February 2012,
  - c. Keep a register of personnel staying on the premises of the Mining Facility,
  - d. Immediately notify the Maintenance Manager of the Mining Facility and the relevant department manager, or the supervisor of the work performed by the contractor, as the case may be, of any hazards or risks related to the operation of the Mining Plant,
  - e. Ensure supervision and coordination of their work by duly qualified personnel, whose competences have been attested by the District Mining Authority, or by persons holding other required special licences or authorisations,
  - f. Provide a list of persons assigned to carry out and manage the work, including their relevant qualifications and licences, and to update the list whenever new personnel or subcontractors are employed or replaced,
  - g. Notify in appropriate advance the relevant department manager and the Maintenance Manager of the Mining Facility of the expected date and time of entry of the contractor's personnel on the premises of the Mining Facility,
  - h. Obtain a copy of the approved *Request for Entry to the Mining Facility*.
6. The relevant department manager and the site supervising officer, each one within their respective authority, are responsible for the preparation of site handover certificates for the construction site or the location where the work is to be carried out (Attachment No. 2 to these Guidelines). Site handover certificates requires approval by the Maintenance Manager of the Mining Facility.

7. The manager of the organisational section dealing with survey and geological matters is responsible for:
  - a. Written notification of the Director of the District Mining Authority as regards the scope of any drilling, surveying, geophysical and geodetic work, having been properly notified by applicable department managers or project management units on the intended work or surveys,
  - b. Provision of survey and geological supervision pursuant to Art.191 of the regulation of the Minister of Economy of 28 June 2002 on the occupational safety and health, operation and special fire protection measures at mining facilities extracting minerals by boreholes (Dz. U. No. 109/2002, Item 961, as amended),
  - c. Issue of a Request for Entry to the Mining Facility for drilling, geophysical and geodetic work providers, in communication with the OSH and FP officer and the relevant department manager; the documents are subject to approval of the Maintenance Manager of the Mining Facility.
8. Managers of departments where work is carried out by external contractors during the operation of the Mining Facility are obliged to maintain a register of such contractors/companies, specifying the number of contractors/companies and their personnel involved.

The Maintenance Manager of the IKS SOLINO S.A. Mining Facility and the management and supervision personnel holding relevant licences and special qualifications are responsible for the control and supervision of work carried out during the operation of the Mining Facility.
9. At the Salt Packaging Division and the Head Office, an external contractor should be instructed as regards accident and fire prevention and environmental protection by an OHS officer before commencing work, and at the SPD instruction in health safety is additionally required.
10. At the SPD and Head Office, external contractors are required to provide the documents specified in Attachment No. 3 to these Guidelines to the site handover team.

*Attachment No. 1*  
to the Control and Supervision Guidelines  
for External Contractors, Suppliers and Maintenance Service Providers  
Operating at the Mining Facility, Salt Packaging Division and Head Office of Inowrocławskie  
Kopalnie Soli SOLINO S.A.

Inowrocław, date: \_\_\_\_\_

**REQUEST FOR ENTRY  
TO THE MINING FACILITY**

Pursuant to Art. 121 of the law of 9 June 2011, Geology and Mining Law (Dz. U. No. 163/2011, Item 981) and to the regulation of the Minister of Economy of 28 June 2002 on the occupational safety and health, operation and special fire protection measures at mining facilities extracting minerals by boreholes (Dz. U. No. 109/2002, Item 961, as amended):

**Contractor's Request for Entry**

1. ....  
.....  
requests entry onto the premises of the following mining facility:  
.....
2. The request concerns the following scope of work:  
.....  
.....
3. Contractor's appointed supervisor/manager of the work:  
.....  
Licence No.: .....
4. IKS SOLINO S.A. coordinator:  
.....  
Licence No.: .....
5. The scope specified above will be performed by the personnel listed in Schedule 1 to this Request for Entry. The personnel has been duly instructed in applicable OHS and Fire Safety regulations and is aware of risks and hazards present in mining areas.

For the Contractor:

For the Mining Operations Manager:

Approved by:

**I have been duly instructed as regards the regulations referred to in Section 5 of this Request for Entry.**

Item	First name and surname	Trainee's signature

The Contractor's appointed work supervisor/manager is responsible for compliance with the OHS and Fire Protection regulations applicable on the premises of the Mining Facility.

.....  
(Signature of the Contractor's appointed work supervisor/manager)

**SITE HANDOVER CERTIFICATE**

Made on ..... with regard to the handover of the site/area intended for the location of site facilities and the construction/delivery of the relevant project/repair & maintenance work

.....  
.....  
.....

Client (handing over the site):

.....  
.....  
.....

Contractor (taking over the site):

.....  
.....  
.....

Participants in the handover procedure:

A. For the Client:

#	First name and surname	Position/Function held
1.	.....	.....
2.	.....	.....
3.	.....	.....
4.	.....	.....

B. For the Contractor:

#	First name and surname	Position/Function held
1.	.....	.....
2.	.....	.....
3.	.....	.....
4.	.....	.....

**Part I**

1. Contract No. .... of .....
2. Planning permission (building permit) No. .... of ..... issued by .....

**Part II**

Description of the current state of the site/area and its protection

1. Topography, improvements, installations, tree stands etc.

.....  
.....  
.....  
.....  
.....  
.....

2. Information on possible risks and hazards on site

.....  
.....  
.....  
.....  
.....  
.....

Project Ref. No.		Pages	3			
		Page	1			

3. Client's notes on necessary diversion/relocation or dismantling of buried and surface utilities: .....

.....  
.....

4. Notes regarding demolition of existing structures, clearing of trees and bushes obstructing the planned works

.....  
.....  
.....  
.....

5. Notes regarding disposal of spoil

a) Topsoil deposition location

.....

b) Excess soil disposal location

.....

c) Demolition and dismantling waste disposal location

.....

.....  
.....  
.....

d) Haulage distances

.....  
.....



6. Information regarding permanent and/or temporary access routes to the site

.....  
.....  
.....

7. Information regarding site hoarding and property protection

.....  
.....  
.....  
.....  
.....

8. Client's identification of the site limits (hoarding) to include an area designated for site facilities/compounds and material and equipment storage area

.....  
.....  
.....  
.....

9. Identification of the service connection points, quantities, connection and supply arrangements for the site and the Contractor's facilities

- a) Potable water ..... Quantity .....
- b) Process water ..... Quantity .....
- c) Electrical power ..... Quantity .....
- d) Central heating ..... Quantity .....
- e) Telephone line No. ....

**Part III**

1. If any matters not considered herein should come up after the site handover, the parties will add relevant amendments.

Project Ref. No.		Pages	3			
		Page	2			

2. Client's remarks:

.....  
.....  
.....  
.....  
.....

3. Contractor's remarks:

.....  
.....  
.....

.....  
.....  
**Part IV**

Declaration

The Contractor (taking over the site) hereby declares to be acquainted and undertakes to comply with the documents, guidelines and instructions in force on the premises of the Mining Facility.

- 1. ....
- 2. ....
- 3. ....
- 4. ....

**Part V**

Conclusions

Subject to the arrangements above the Client hereby hands over and the Contractor accepts the site for development, site facilities and construction of permanent structures or provision of repair and maintenance work within the referred project.

**SIGNATURES**

A. For the Client:

- 1. ....  
.....
- 2. ....  
.....
- 3. ....  
.....
- 4. ....

B. For the Contractor:

- 1.
- 2.
- 3.
- 4.

Project Ref. No.		Pages	3			
		Page	3			

**Before commencing work on the premises of the Salt Packaging Division and the Company's Head Office, external contractors are required to provide the following documents to the site handover team:**

1. List of personnel involved in the work, including their positions, ID numbers for the issue of temporary or permanent passes and telephone numbers in the case of managers/supervisors.
2. List of machines and equipment, as well as tools required to carry out the work.
3. List of hazardous substances and materials with their safety data sheets, if such substances or materials will be used in the performance of the work, or with the applicable site manager/engineer's declaration, if not.
4. List of protection and safety measures and personal protection equipment to be used in the performance of the work, including measures preventing release of hazardous substances in the event of inadvertent act or omission, with a statement confirming the personnel's acquaintance with the list.
5. Photocopies of licences/authorisations required under the law, in particular of welders and electrical fitters working on equipment and systems with voltages rated above 1 kV, as well as of heavy machine operators (cranes, loaders, excavators etc.).
6. Photocopies of current occupational health certificates and certificates of completed training/instruction in occupational safety and health.
7. Health and Safety Plan, if required in the secondary legislation to the Construction Law, or – if not – Safe Working Instructions considering applicable risks and hazards and measures of their prevention, with a statement confirming the personnel's acquaintance with them.
8. If the contractor generates waste – a photocopy of the relevant environmental protection authority's consent to the generation of waste.
9. Photocopy of a workplace instruction certificate regarding works to be carried out on the premises of the Salt Packaging Division and the Company's Head Office. The instructions should be provided by the Client's OHS officer.

**Safe Working Principles**

1. Before commencing work, personnel of an external Contractor is additionally instructed in accident, fire safety and environmental aspects by the Client's appointed OSH officer.
2. Scope of instruction referred to in Clause 1:
  - a. Occupational safety and health,
  - b. Traffic regulations in force on the premises of the Salt Packaging Division and the Company's Head Office,
  - c. Emergency and fire response procedures at the Salt Packaging Division and the Company's Head Office,
  - d. Application of personal protection equipment,
  - e. Waste separation, management and disposal,
  - f. Accidental release prevention measures,
3. All waste should be separated, stored in suitable containers and regularly disposed of (removed from the site).
4. In the case of performance of work at the Salt Packaging Division, the personnel of an external Contractor is additionally instructed in food safety aspects by the Division Manager's appointed person, before any work can be commenced.

5. External Contractor's personnel should be wearing clothes with permanent identification of their employer or should be issued with appropriate high-visibility jackets to distinguish them from the personnel of SOLINO S.A.
6. External Contractor's personnel must notify the SOLINO Site Coordinator or the supervising officer of each observed hazard, risk, accident or fire.