

RULES FOR THE PROVISION OF SAFE AND HEALTHY WORKING CONDITIONS

1. All activities at the production site of AGROPOLYCHIM AD must be performed in accordance with the applicable European directives and the current Bulgarian legislation.
2. The CONTRACTOR shall submit to the CONTRACTING AUTHORITY a risk analysis prepared by them, according to which appropriate preventive measures shall be determined and collective and personal protective equipment shall be provided.
3. The CONTRACTOR shall provide the required information for the safety policy to the company and its subcontractors.
4. All listed requirements apply to the SUBCONTRACTORS of the company.
SUBCONTRACTORS shall carry out their activities under the guidance and supervision of the CONTRACTING AUTHORITY and the CONTRACTOR, and the workers shall be obliged to obey the relevant officials of the CONTRACTING AUTHORITY and the Contractor.
5. Only trained personnel in good health will be allowed to work. Particular attention should be paid to the staff who will work in closed containers and at a certain height. The CONTRACTOR shall provide the measure used for selection. In case any violations of health are established not allowing the worker to perform their duties safely, the CONTRACTOR shall undertake to immediately replace the worker.
6. The entire staff of the CONTRACTOR, including specialists with managerial functions and support staff, shall undergo: initial instruction in the Safe Working Conditions department at AGROPOLYCHIM AD and from the fire safety at the site, as well as instruction at the work place by a representative of the respective production unit. Members of the staff who have not undergone any instructions shall not be allowed to work. If there is a need to use additional staff, the CONTRACTOR shall undertake to immediately inform the CONTRACTING AUTHORITY to organize the instruction before starting work at the site of AGROPOLYCHIM AD.

All repair, operation and installation maintenance activities shall be performed by authorized persons in cases when that is required by special regulations in force in the territory of the Republic of Bulgaria.

7. Where more than one company needs to work in the same workplace at the same time, the CONTRACTOR shall determine a coordinator in advance not only for the work activities, but also for the risk management.
8. Coordination meetings: Before beginning work and daily, the site manager on the part of the contractor shall organize meetings with the person in charge of labor safety of the CONTRACTING AUTHORITY. Remarks made by the CONTRACTING AUTHORITY shall be taken into account as fast as possible, according to priorities based on potential risk. It is possible for the CONTRACTOR to obtain additional reasonable instructions from the management staff during work, taking into account the terms and obligations assumed under the contract.
9. Everyone is required to use: appropriate work clothes allowing identification of company affiliation (the company logo), helmets, gloves, goggles, dust masks and boots. Certificates for verification of safety belts shall be presented.
10. Permits (for hot works; for excavation works; for exercise of activity under supervisory regulations; for work in closed containers; for performing blasting operations; for mechanical safeguarding; for interrupting the power, water, steam, air, gas, oil supply; other specific documents) must always be available at the work site. Valid certificates of inspections conducted by authorized bodies must be submitted before the work starts.
11. Work equipment (incl. electric welding machines; equipment for oxy-fuel cutting and welding; safety lighting; lifting equipment; temporary repair scaffolding and ladders; firefighting and first aid means) must be in working order, duly inspected and used as intended. Valid certificates of inspections must be provided before the beginning of the work. Certificates from the inspection must always be available at the work site.
12. Organization of the work site:
The specific safety rules of AGROPOLYCHIM AD must be complied with.
The use of operating installations or parts thereof without permission from the relevant official of the CONTRACTING AUTHORITY shall be prohibited.
The speed limit for vehicles in the area of AGROPOLYCHIM AD – town of Devnya shall be 10 km/hour.

In the event that collective means of protection cannot prevent the occurrence of risk, personal protective equipment must be used such as safety belts, etc.

In the event of any repairs, the work site must be surrounded by the CONTRACTOR using appropriate fences (barriers, tapes, boarding) and safety signs. When working at a certain height, people, equipment and materials used must be protected from falling.

Only roads that have been specified in advance with a representative of the CONTRACTING AUTHORITY shall be used for the transport of materials and people.

Oxygen and gas cylinders must be used only in an upright position, with reduction valves and caps that are in good working order. They must be kept clean and oil-free. They must be used at the recommended fire-safe distances from each other and from flammable materials. They must be stored and transported in accordance with the regulations on labor safety.

13. At any time of work, the respective work place must be tidy. All materials and spare parts must be in order and the work site must be cleaned of debris immediately after work.
14. Eating at the work site is forbidden. This may only happen in remises that meet the health requirements.
15. Hazardous materials:
The conditions under which hazardous materials used by the CONTRACTOR shall be shipped, stored and used should be described for all relevant activities. The CONTRACTOR shall determine the necessary personal protective equipment, according to their risk assessment.
16. Rules of conduct:
Drinking alcohol at the site of AGROPOLYCHIM AD is strictly prohibited.
All accidents, incidents, injuries, first aid, material damage must immediately be reported to the appropriate official of the CONTRACTING AUTHORITY and to the person in charge of labor safety at AGROPOLYCHIM AD.
The signals for emergency used in AGROPOLYCHIM AD must be known and complied with. The entire staff of the CONTRACTOR, as well as their subcontractors at the work site of AGROPOLYCHIM AD, must be informed of these signals.
The duties and responsibilities of the CONTRACTOR, CONTRACTING AUTHORITY and the parties concerned are specified in the Law on Health and Safe Working Conditions of 1997.
17. In cases where the official of the CONTRACTING AUTHORITY finds that a worker or an employee of the CONTRACTOR fails to comply with these rules, the competent authority of AGROPOLYCHIM shall address to the CONTRACTOR:
 - Firstly – warning – verbal
 - Secondly – warning – in writing
 - Thirdly – request for exemption from the work siteIn the event of non-compliance with these rules and single gross violations of safety rules, the CONTRACTING AUTHORITY shall have the right, after informing the person/s concerned, not to admit them to the work performed, with all ensuing penalties for the CONTRACTOR.
18. Assessment:
When activities are carried out at the work site of AGROPOLYCHIM AD, all their aspects, including the healthy and safe working conditions, as well as the environmental impact, and the results thereof shall be subject to assessment. The result from this assessment can be crucial for the possible awarding of future tasks by the CONTRACTING AUTHORITY.
19. These **Rules** were adopted at a Meeting of the Board of Directors with Protocil No. 2 dated 14.01.2000 and shall be effective as of the date of their adoption /**14.01.2000**/, and they were amended and supplemented at a Meeting of the Board of Directors on 05.11.2015 /in force as of **05.11.2015**/.