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Main changes:

1. Change of the name of the enterprise – Saint-Gobain Polska Sp. z o.o., Oddział Glassolutions called further Glassolutions. EHS Card removed from the procedure
2. Update of an appendix 1 Working environment at Glassolutions plants.

Coordinator acting on behalf of Glassolutions – the person appointed to cooperate with the supplier – shall hold the responsibility for enforcing the observance of the above-mentioned regulations by the contractor. Supplier, seller, subcontractor – a person or a company providing services or selling goods to Glassolutions, as well as people and companies acting on its behalf – shall be in brief referred to as the Supplier in the following part of this document. “EHS” abbreviation in the text means Environment, Health, Safety.

The Suppliers working within the premises of Glassolutions shall be obliged to observe the following regulations. Violation of the regulations shall result in expelling the supplier from the premises of the works and paying a conventional penalty amounting to 1000 PLN. The suppliers shall be charged for all costs connected with the necessary purification of the premises or for the removal of waste material from the premises. By accepting the order, the supplier shall incur the liability to observe the provisions of the following regulations.

The supplier shall ensure the Glassolutions and prove that both the employees and the subcontractors working for the supplier shall be fully aware of and shall observe EHS regulations, as well as the SG standards and instructions stated by the Supplier and **EHS Saint Gobain Card**.

Glassolutions shall have the right to monitor and control the EHS arrangements not only of the Supplier but also their subcontractors. Glassolutions representatives shall be given an unlimited access and means, within reasonable period of time and in the appropriate venue, in order to carry out the monitoring. If the EHS arrangements of the Supplier shall be in accordance with the above mentioned regulation, Glassolutions shall cover the costs and expenditures related to the monitoring process, however, in the case when the Supplier shall not maintain accordance with these regulations, then it is the Supplier who shall cover the costs and expenditures of the monitoring process.

In the case when the Supplier shall not abide with whichever of the aforementioned regulations and shall not instantly remedy such an error, Glassolutions shall be entitled to stop all the due payments and/or to terminate the whole contract or only its part, moreover it shall have the right to perceive such error as violating the contract regulations and shall be released from any obligation to accept any not hitherto delivered materials.

In the case when this kind of infringement should take place, Glassolutions shall reserve all the legally approved means, and not undertaking any action by Glassolutions, shall not mean a renunciation of this right.

1. Organisation of work

Assembly manager (excluding the cleaning service and the company responsible for the security – these two companies shall arrange a monthly work schedule with the Coordinator) of the Supplier shall be obliged to inform the Coordinator daily about his entrance to the works and about his leaving the premises. Entrance to the works shall be realised on the basis of the listing of the employees appointed for the assembly, which has been theretofore presented to the Coordinator and has been left at the personal Reception. The assembly manager, as well as the managers of the cleaning service company and company responsible for the security shall be obliged with the observance of the regulations by the employees of their companies.


The assembly manager shall be obliged to arrange the extent of works appointed for a given day with the Coordinator. The reception of works shall be executed on the grounds of the protocol of reception of goods. Postponing the works for a further deadline shall be executed solely on the approval of the Coordinator. In the case when any technical questions shall occur, the Coordinator shall be informed immediately and before realizing any works. The Suppliers working within the premises shall be obliged to wear personal identity cards, passes or protective clothing with the name of their company.

2. Delivery of the materials

Unless any other arrangements have been made all the materials and equipment necessary for realising all the works shall be brought to the works – a listing of imported materials shall be essential. The supplier shall hold the responsibility for insuring the company against theft.

In the case of transporting any hazardous materials or in the case of utilisation of such materials within the premises of the works, the Coordinator shall be informed two weeks before importing those materials, in order to arrange the appropriate precautions.

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3. Packaging, waste material

Glassolutions has its own waste management system.

The supplier shall be obliged to remove, on daily basis, any superfluous packaging and created waste material from the premises of the works. The waste material created during the day, shall be stored in one place, indicated by the Coordinator.

On the basis of an agreement, the supplier shall be obliged to transport these materials and to remove them in an appropriate manner – in accordance with existing regulations.

In special case, after having the subject consulted with the Coordinator, the above-mentioned materials shall be temporarily stored within the premises of the works. Before the temporary storage, all the materials shall be adequately sorted (plastic, paper, wood, glass, etc.).


Under no circumstances shall it be possible to store different kind of waste materials on the site of a hall or other places of the works. In a given case, the Supplier shall hold the responsibility for removing the waste material from the works, as well as for covering the emerging costs.

It is forbidden to discharge any liquid wastes to the sewage system, ground or to the containers not intended to be used with chemicals, as well as mixing wastes, specially dangerous ones.

4. Safety of the work

- 4.1 While executing any activity within the works, the supplier shall be obliged to observe all the regulations and provisions concerning EHS regulations existing in Poland and internal instructions and SG Standards.
- 4.2 Within the premises of the works, the Supplier shall hold the responsibility for organising and controlling the works, as well as he shall be liable for the safety of his employees.
- 4.3 The Supplier shall be obliged to carry out all the subcontracted activities in accordance with the required qualifications and powers essential to use the tools, equipment and instruments meeting the requirements of Polish standards.
- 4.4 It shall be forbidden for the employees of the Supplier to move outside the area, where the works are taking place, apart from the access road, which has been indicated by the coordinator appointed by Glassolutions.
- 4.5 While moving on the roads within the premises of the works the Supplier shall be obliged to observe internal traffic regulations with special attention appointed to the fork lift traffic.
- 4.6 While carrying out any works, the Supplier shall be obliged to use proper personal protection in accordance with the mandatory signs placed within the indicated spheres, or appropriate for the specific activity.
- 4.7 Before the Supplier shall begin executing any dangerous works (e.g. works related with fire hazard) within the premises of Glassolutions he shall be obliged to obtain an assent for the above-mentioned works. The appropriate permission shall be obtained with the help of the Coordinator. The permit to work shall contain scope of the job and essential safety measures.
- 4.8 In the case of fire, the Supplier shall be obliged to start immediately extinguishing the fire (if reasonably possible) and evacuation inform the Coordinator and submit a written note of the incident.
- 4.9 In the case when an employee employed by the Supplier shall have an accident within the premises of Glassolutions, the Supplier shall be obliged to immediately inform the Coordinator about this fact.
- 4.10 The Supplier is obliged to observe Lock Out / Tag Out SG Standard while working on machines or installations. Procedure available at production site.
- 4.11 During the realisation of any works, the Supplier shall be obliged to keep order on his work position.
- 4.12 Furthermore, the following prohibitions are in force within the premises of Glassolutions
 - it is forbidden to carry and consume alcohol and to carry out any work after drinking alcohol,
 - it is forbidden to carry and consume narcotics,
 - it is forbidden to smoke within the premises, apart from the indicated places,
 - it is forbidden to take any photographs,
 - it is forbidden to stay in close proximity of working machines,
 - it is forbidden to stay and park in the production halls, the driver of the vehicle belonging to the contractor after delivering the required toll or equipment, shall be obliged to leave the premises immediately, or leave the vehicle in an indicated parking place,
 - it is forbidden to carry any animals,
 - it is forbidden to carry guns,
 - it is forbidden to listen to any radio programmes from the radio receivers, which have been brought in by the employees.

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The coordinator shall give the supplier a short description of possible hazards concerning the work environment in the production halls, and he shall acquaint his workers with this document - appendix to the procedure.

The coordinator shall be obliged to inform the assembly manager about the possibility to alarm in case of fire, tel. number 998, or in case of an accident, tel. number 999, and the emergency number is 112. It may be required to select prefix (0) or (9) from the local telephone network to call outside the factory.

Additional information shall be found in a brochure for visitors distributed by security upon arrival to the factory.

5. Keeping the business secret

In relation to each obtained information or any forwarded document the employees employed by the Supplier shall be obliged to keep the official secret.

6. Coordinator

Head Coordinator _____
Name, Surname, Phone number

Second Coordinator (in case of absence of the Head Coordinator)

Name, Surname, Phone number

Name, Surname, Phone number


Place, date: _____

Place, date: _____

On behalf of Glassolutions - Coordinator

Supplier

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Working environment in Glassolutions plants

Existing hazards:

1. The chance of hurting oneself with the sharp edge of the glass is the biggest risk. Special attention should be paid to transporting carriages. Windowpanes with large overall dimension may protrude beyond the edge of the carriage. It is very hard to notice glass, because of its transparency. When walking inside the hall, it is extremely important to mind one's way and be careful not to walk into any windowpane. It is forbidden to make any sudden moves. It is forbidden to run in the hall.
2. Heavy weights. The glass is delivered in packs, which weight between 1,5 and 3,0 tons. Storage of these panes on a stand with an inclination of 3°-6° is safe. The only possible danger is that a single glass panel may be turned over by the wind (draught). It is forbidden to stay close to the sphere of movement of the packet, when it is transported with the help of overhead travelling crane. An interval of minimum 5 metres should be kept from the edge of the transported pane packet.
3. Noise. The level of noise in the hall does not exceed 85 dB (usually it is near the level of 82 dB). Throwing the glass waste material into containers or the unintentional breaking a glass pane and the falling of glass fractions is usually accompanied by a great noise. The employees should be prepared for this, as to avoid sudden reaction – for example running away, turning around, etc. Area of a high noise level is clearly marked. It is mandatory to use personal protection against noise while working in this area.
4. Dusts. The concentration of respiratory dusts, containing free silica, does not exceed permissible concentration (usually below ½ maximum legal limit).
5. Moving parts of the machine. Access to the hazardous spheres is usually barred or appropriately indicated. It is strictly forbidden to move outside any of the separated areas, f. ex. the railway subgrade of the carriage on the line of cutting glass. All the machines, which do not have appropriate protections and protective shields shall be marked and indicated by the foreman. It is forbidden to approach those machines, take cross cuts, etc.
6. Chemical compounds. In order to seal the glass, lack stoppers from various suppliers are utilised. The concentration of this compound within the hall is below the level of maximum legal limit. All MSDS and report of chemical monitoring are available in the plant.
7. Risk of fire. Small – because of the materials used in the production process as well as the construction of buildings. From easily flammable materials there are: paper, foil, denatured alcohol, dissolvents. The institution has its own fire extinguishing equipment!
The vapours from burning sealing compound are toxic!
8. Biological risk – identified exposition on Legionella Pneumophilla (Group 2) while working close to water container installation. Disinfection is run systematically and periodical tests are performed by authorized, external laboratory.
9. The institution has its own mechanical ventilation system. Machines and equipment are all equipped with emergency stop switches. Researches concerning the effectiveness of the anti-shock protection of machines are up to date. The machines under the technical supervision have been received by the TIO (Technical Inspection Office). Inform the foreman or the person authorised by the foreman, about all kinds of activity within the hall.
10. The company representatives shall provide further information and instructions for subcontractors, if the task will be associated with specific job or machine.

General remarks:

Pay attention to the sharp edges of windowpanes. Do not make any sudden movements.
Observe safety regulations and instructions.
Inform the Production manager about one's presence in the hall and the work one carries out.
Verify requirements of Permit to Work, and make sure that all of them are fully implemented.
Follow requirements of use of Collective and Personal Protective Equipment.

Short description of possible hazards concerning the third party, staying within the premises of Glassolutions
Persons, who have acquainted themselves with the description, shall confirm this fact by means of signature with the date on the back of this paper. Copy of this document shall be given to the Coordinator appointed to cooperate with the Supplier.

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