

1. Safety conditions of starting the work

For starting a work on the premises of Budapesti Erőmű ZRt (hereinafter: BERT), the work supervisor of the Contractor/Supplier/Agent (hereinafter Contractor) must be entered in BERT's Safety Work Supervisor Permit registry.

Rules relating to the registration of the Safety Work Supervisor Permits:

- Safety Work Supervisor Permit (hereinafter: Permit) registry: a list of the persons (responsible or local work supervisors) who perform an autonomous activity designated by the Contractor or coordinate the work of a particular work team, organise and professionally manage the work, and control the activity and safety.
- Responsible work supervisor: An appointed or assigned person who coordinates the activities of the members of a work team, organises and professionally manages their work, controls their activities and continuously ensures their safety.
- Local work supervisor: An employee assigned by the responsible work supervisor on the basis of the relating law to locally manage the work and to guarantee safe work on a particular work area.
- Only such responsible and local work supervisors may work on our sites and may take over a work area who take a successful exam and therefore are listed in the Safety Work Supervisor Permit registry.
- An exam can be taken by filling in a test paper on our sites at the necessary frequency. Before the exam, it is possible to study the training material (EHS requirements). The test paper will be evaluated immediately, and after a successful exam, the registration is made immediately. In case of a failed test, correction is possible (after reading the training material, the test can be repeated).
- By obtaining the registration, the work supervisors become entitled to represent their company at the handing over and taking back of the work area, and to control the work on the work area.

2. Rules relating to labour safety risk assessment

It is the responsibility of the Contractors working at BERT to prepare a labour safety risk assessment for the concrete work and work environment latest until handing over the work area, and to decide about the necessary corrective and preventive measures on the basis of the risk assessment. We expect the Contractors to inform BERT at least one week before the handing over of the work area about the risks that may affect the employees of BERT or other Contractors during the work.

The risk assessment must be kept at the place of the work, and our people may randomly check it.

In the labour safety risk assessment, it must be confirmed that during the assessment of the risks, all the risks originating from BERT's technology and the technological environment and from the work processes have been taken into account, and that in case of any change, the assessment will be updated.

In order to facilitate the preparation of the labour safety risk assessments, BERT makes a sample form available (see it on BERT's home page - www.budapestieromu.hu - under the Beszerzés menu item). Please possibly use this sample, or at least prepare a risk assessment similar in content and structure.

3. Documents to be kept at the place of the work:

During the work, the Contractor shall keep at least the following documents on site (as reasonably appropriate):

- Labour safety risk assessment for the contractual/performed work(s) (the subcontractors as well).
- Medical fitness qualification of the employees participating in the work.
- Safety Data Sheet of the hazardous materials used for the work(s).
- Revision protocols attesting the suitability of the work tools used for the contractual/performed work(s).
- Fire protection exam certificates or their copies
- Their Fire Protection Regulation, containing a list of the jobs and positions entitled to define and to preliminarily discuss the written conditions of performing occasional fire hazardous activities.
- Lifting machine logbook of the lifting equipment used for the work and the protocol attesting their last revision.
- Construction log.
- In case of performing activities or using work tools, machines or equipment requiring a permit/qualification, copy of the relating certification document.
- In case of a construction work, a Safety and Health Protection Plan for the work.

The above documents must relate also to the Contractor's subcontractors if any subcontractors are employed.

The persons holding the job positions listed in chapter 13 may ask for and check the availability of the above listed documents at any time during the work. If the Contractor is not able to present these documents at a pre-agreed time, then the above persons may stop the work.

4. Work area handing over / taking over and return; four-party committee site inspection

The work area pertaining to the work prepared by the maintenance responsible shall be handed over to the Contractor's work supervisor by BERT's competent shift leader who shall be responsible for the technical and work safety compliance of the work during the work.

Before the work, the site office EHS expert shall hold a training about the labour safety, fire protection and catastrophe protection requirements relating to the concrete site.

After finishing the work, a so-called four-party committee site inspection can take place on the basis of the decision of the power plant manager or site office manager, or in the case of the Headquarters, of the head of real estate management. The site inspection shall be attended by the responsible work supervisor, the maintenance responsible, the shift leader on duty, and the site office EHS expert. The need for the site inspection depends on the extent of the technical scope of the performed maintenance work, on the degree of disassembly of the equipment, and on the amount of the changes in the original operational environment. The purpose of the four-party committee site inspection is to check the suitability of technical safety and of the work safety of the operational environment in connection with the readiness report of the maintenance works. If the four-party committee site inspection (in case it is convened) finds that performance is acceptable from every respect, the return of the work area can be started.

After this, the shift leader takes the work area back from the responsible work supervisor.

5. Labour safety conditions of the work

- 5.1. On the work area, the employees of the Contractors and their subcontractors shall clearly indicate on their clothing (helmet or work clothes) the Contractor which employs/subcontracts them.
- 5.2. The Contractor shall fence the area handed over work from the operational areas to the possible extent.
- 5.3. The work area shall be kept clean and tidy throughout the work.
- 5.4. If a Contractor contracted by BERT employs one or more subcontractors on a work area, then it shall be the duty of the Contractor to organise labour safety and fire protection, for which it shall be legally responsible.
- 5.5. If several Contractors work on a work area, i.e. there is parallel work, or if the different work areas cannot be clearly separated, then the Contractors and BERT's maintenance responsible shall organise labour safety and fire protection jointly, for which they shall be responsible also individually.
- 5.6. The Contractor shall be responsible for all the labour safety, fire protection and environmental protection activities of all its subcontractors.
- 5.7. The Contractor shall appoint (a) work supervisor(s) for the entire duration of the work. If the work area is so large that the responsible work supervisor cannot perform the work supervisor tasks on the entire area (at the same time at different locations), then (a) local work supervisor(s) shall be appointed. The local work supervisor shall permanently stay on the work area. In his absence, the work either has to be stopped or another work supervisor has to be entrusted with the task.
- 5.8. During the performance of the work, the responsible work supervisor has to stay on the concerned site. He may leave the site if someone takes this role over from him (in writing in the construction log) (countersigned by BERT's maintenance responsible).
- 5.9. BERT shall not provide any supervision for the Contractor's employees even if the Contractor works alone (except in enclosed electrical switching rooms). The definition and provision of the labour safety conditions of the work performed alone shall be the Contractor's task. If there is only one single employee on the Contractor's part to perform the work, then the performer of the work shall also be the responsible work supervisor.
- 5.10. During the work, the Contractor must keep a construction log. The name of the responsible work supervisor, the local work supervisor(s) (as appropriate), the maintenance responsible and the technical inspector(s) must be documented in the construction log. Before starting the daily work and prior to starting a work after the end of the core working hours (3 p.m.), the technical scope and duration of the planned works, as well as the work phases with a high technical and safety risk as check points must be documented, and they must be authorised by the maintenance responsible or the technical inspector by signing the log entry.

5.11. On the premises of BERT, the following are considered High Risk Works:

- Work in height (above 1 m)
- Lifting work (using any lifting machine or device).
- Work on a scaffold or ladder
- Work in an enclosed space or under the ground level or by boarding
- Electrical fitting work
- Work with a machine, equipment or work tool qualified as hazardous by the law.
- Occasional fire hazardous activities (welding, flame cutting, disc cutting).
- Work on or near a pressurized equipment
- Work with a hazardous material
- Activity in an explosion hazardous environment

Before starting a high risk work phase, the person doing the work must stop, and the work can be continued only with the approval of BERT's maintenance responsible.

5.12. The individual protective gears for the work shall be defined, provided for its employees, and their use shall be required by the Contractor. The Contractor shall also require its subcontractors to use the necessary individual protective gears.

5.13. On the entire area of BERT, the use of protective helmets shall be obligatory from the beginning until the end of the work.

Exceptions:

- in the Headquarters,
- in the power plant office buildings, staircases, control rooms and social rooms.

5.14. On the premises of BERT, the use of protective shoes is obligatory.

Exceptions:

- open air walkways in the power plants,
- the entire Headquarters,
- power plant office buildings, staircases, control rooms and social rooms, except for the operators
- no protective shoes shall be worn by the visitors coming to the company's premises.

If an open air walkway goes through a work area, then either a temporary hazard-free by-pass route shall be designated or protective shoes shall be obligatory also in this particular area.

If construction work is in progress on an open air walkway, then the work area shall be fenced and protective shoes shall be obligatory on the area.

5.15. In case of working in an operational area, near equipment in operation, it is obligatory to use protective ear covers or ear plugs. The damping rate of the hearing protection appliance shall be at least 23 dB.

5.16. On the area of BERT, the Contractor shall make such work tools available to its employees which in terms of design, structure and the applied protection solutions meet the labour safety requirements and are fit for use under the particular workplace conditions without endangering safety and health. For the selection of the work tools, the Contractor shall take into account the characteristics and potential dangers of the work, the working conditions and the risks of using the work tool.

- 5.17. If the Contractor uses a hazardous material on the premises of BERT, then he must have an activity license and a Safety Data Sheet for the material and he must be kept it at the place of use. The Contractor shall ensure the labour safety and environmental conditions for the activity performed with the hazardous material. The Contractor may not leave any hazardous material residues on the premises of BERT even if the safety data sheet of the material is handed over, unless otherwise regulated in the relating contract.
- 5.18. In case of loading hazardous materials, products or goods, a watchman shall stay on the borderline of the closed work area. Within the closed area, the people participating in the loading operation must wear the individual protective gears prescribed in the safety data sheet of the hazardous material.
- 5.19. The storage areas of the materials used for the work shall be isolated and separated, and regular storage shall be ensured.
- 5.20. The Contractor shall immediately report any work accident or injury to the competent EHS site office expert (in the Headquarters, to the head of real estate management). The Contractor shall announce, investigate and register the accidents according to the applicable rules. One copy of the investigation protocol shall be sent to the EHS expert of the site until the 8th day of the month following the accident. In case of a work accident – based on management decision – the QEHS organisation shall make an internal investigation in which the Contractor shall cooperate.
- 5.21. The Contractor shall report any work related hazardous irregularity to the maintenance responsible or, in the Headquarters, to the head of real estate management.
- 5.22. It is the Contractor's responsibility to ensure the presence of a proper number of trained first aid providers, as well as a first aid kit with a contents being in line with the number of staff performing the work, at the place of the work. In case of need, BERT can help the Contractor's staff by making trained first aid providers and first aid kits available. To increase the efficiency of first aid, BERT has an automatic defibrillator at each of its sites. The devices are located in the control room at Kispest and Újpest, in the staying room next to the control room at Kelenföld, and in the main entrance gate building at the headquarters.
- 5.23. Smoking on the premises of BERT is allowed only at the open air smoking places marked by a sign.
- 5.24. On the entire area of BERT, the rules of the Traffic Code apply, and in case of driving a motor vehicle or truck (even if it not loaded), the highest allowed speed is 20 km/h.
- 5.25. On the premises of BERT, it is FORBIDDEN to overtake the forklift trucks by a motor vehicle.
- 5.26. Before approaching a forklift truck performing a loading operation on the premises of BERT with motor vehicle, the driver of the motor vehicle must indicate (by an acoustic signal) to the truck driver his intention to pass in front of, near or behind the truck.
- 5.27. Entering to and staying on the premises of a power plant is allowed only in a healthy, fit-to-work, and alcohol and drug free condition.
- 5.28. It is forbidden to bring any alcohol or narcotics to the premises of BERT.
- 5.29. When they enter or stay on the premises of BERT, the representative of BERT may test the Contractor's employees with a breathalyser. Depending on the result of the test, BERT may prohibit the entry or expel the drunken person(s) from the premises of BERT. If the Contractor's personnel is drunken or brings alcohol or narcotics to the premises of BERT, it shall qualify as a material breach of contract by the Contractor (except if this is part of the contractual activities) and it shall not exempt the Contractor from the due contractual performance of the works.

6. Fire protection conditions of the work

- 6.1. The exit doors which can be used for escape are marked with a safety sign. The exit doors taken into account for vacation and equipped with a check-in system can be manually opened. The escape routes shall not be blocked or narrowed and no material may be stored there even temporarily. The elevators located on the premises of BERT shall not be used for escape.
- 6.2. The following events may cause false alarms by the fire alarm system: smoking, steam formation, occasional fire hazardous activity, work causing dusting, use of high speed cutters. Before starting an activity causing the above effects, the Contractor must take action (towards the shift leader or the head of real estate management in the headquarters) for the documented disablement of the concerned sensor of the fire alarm system.
- 6.3. If the fire alarm sirens turn on, all the employees and subcontractors of the Contractor must escape and gather at the designated gathering places.
Gathering places on the premises of BERT:
 - Kispeszt Power Plant: parking lot in front of the workshop
 - Újpest Power Plant: internal corner of the office building by the entrance
 - Kelenföld Power Plant: internal area in front of the Hengermalom Street entrance gate building.
 - Head office building: in case of fire in the office building: the area near the doctor's office. In case of an emergency at Kelenföld Power Plant: in front of the Budafoki Street entrance gate.
- 6.4. If an employee of the Contractor detects fire, he shall immediately indicate it with the nearest manual fire alarm device or by notifying the shift leader by telephone.
- 6.5. It is forbidden to chock or to prevent the automatic closing of the fire barrier doors located on the premises of BERT.
- 6.6. If the Contractors perform an occasional fire hazardous activity or an activity which changes (temporarily) the function of an area (e.g. container deposition, material storage), then they must ensure revised fire extinguisher devices with the appropriate number of extinguishing material units.
- 6.7. Occasional fire hazardous activities are allowed only on the basis of conditions defined in writing in advance in the knowledge of the specificities of the area. The conditions are to be defined by the person who gives direct instruction for the work and directly controls the activities of the people performing the work (employee of the Contractor assigned in writing).
- 6.8. The welders, the people working with open flame as part of construction activities, and the person directly controlling their work must have a valid fire protection exam certificate. A copy of the fire protection exam certificate must be kept on the work area.
- 6.9. For the fire hazardous activities other than those above (e.g. work with an angle grinder, work involving heating, glowing and sparkling), it is also necessary to define the conditions in writing in advance but these activities do not require an exam certificate.
- 6.10. For the fire permit, the signatures of the representatives of BERT must be obtained, and they can supplement it in accordance with the local specificities. The printed form required for the occasional fire hazardous activity shall be ensured for the Contractor by BERT.

- 6.11. For performing fire hazardous activities in a fire hazardous environment, the person directly instructing for the work and directly controlling the activities of the people performing the work shall ensure – if necessary, instrumental – supervision from the start until the end of the work.
- 6.12. Gas cylinders may be stored only in an appropriate storage facility.

Main rules:

- it is forbidden to store the cylinders together with any combustible materials,
- the filled and empty cylinders have to be store separately from each other,
- it is forbidden to smoke and to use open fire in a 5 m radius around the storage facilities
- the cylinder storage shall be protected against unauthorised access.

For the storage of the cylinders, a hazard zone shall be defined and secured.

At the place where the gases are used, only the gas bottles with a gas quantity for one replacement shall be stored on a dedicated vehicle (hand-barrow, carrier rack), which, in case of danger, enables the quick removal of the stand-by cylinders from the workplace.

The cylinders shall be protected from any adverse mechanical or chemical effects, and they shall be stored in such a manner that their temperature does not increase above 50 °C.

During their operation, the cylinders shall be secured against tumbling.

7. Environmental conditions of the work

For the works performed on the area of BERT, the provisions of the act on environmental protection shall be taken into account, with special regard to the following:

- 7.1. The wastes produced during implementation shall be collected in a collection container of the right size, preventing any environmental contamination, and selectively. Ensuring the collection containers at its own cost shall be the responsibility and duty of the Contractor.
- 7.2. Unless otherwise provided in the contract, the Contractor shall
- employ a licensed carrier for taking the wastes away, and deliver the waste to a licensed waste disposer. A copy of the licenses shall be given to BERT.
 - keep a record of the exact waste quantities collected and taken for disposal, and to hand over the shipping (communal waste) and „SZ” (hazardous waste) accompanying slips before closing the contractual performance.
- 7.3. It is forbidden to discharge any material or technological effluent to the sewage canals and water drains of the power plant unless it is approved by BERT in a separate written agreement.
- 7.4. The Contractor shall agree any noisy works performed either during the day or at night with the representative of BERT in advance. The Contractor shall keep the statutory noise protection requirements relating to implementation.
- 7.5. The Contractor shall report any environmental emission or contamination events occurring during the work to BERT’s environmental representative.
- 7.6. The Contractor may conduct any authority consultation only with the consent of BERT unless otherwise agreed separately in writing.

8. Property protection conditions of the work

- 8.1. Entry to the premises of BERT is allowed only with a permission. However, entry to the premises of BERT does not authorise the employees of the Contractor to go to the work area and to do any work.
- 8.2. In case of the entry of a group, the name of the responsible supervisor has to be indicated on the Entrance Permit.
- 8.3. The entrance permit form shall be given to the Contractor by the maintenance responsible, and after filling it in, the Contractor shall return it to him.
- 8.4. The employees of the Contractor shall be allowed to work only on the handed over area defined in the contract, and may use any other BERT facilities and tools only with a permission.
- 8.5. In case of a disorder, drunkenness or crime, BERT may make an investigation, it may expel the suspected persons from the premises of the Company, and may initiate the prohibition of their entry in a documented manner.
- 8.6. Making photos, shooting films and video recordings or providing information or reports to the media on the premises BERT shall be allowed only with the permission of the management of the company.
- 8.7. The periodic extraordinary regime measures taken by BERT also apply to the Contractors staying on the premises of BERT.
- 8.8. For storage, the Contractor may use only the rooms and areas ensured and designated by BERT.
- 8.9. For the safety of the stored materials and objects and storage rooms the Contractor shall be responsible.
- 8.10. For opening the room in an emergency situation, a permanent reserve key shall be deposited by the Contractor at the designated entrance gate.
- 8.11. In order to protect his rented facilities, stored materials etc. on the premises of BERT, the Contractor may provide live guarding forces at his own cost, however, he may hire only a security company having a contract with BERT.
- 8.12. Inward and outward transportation to/from the power plant area shall be possible only with official documents.
- 8.13. In case of outward transportation, an employee of the BERT authorised according to the contract or order shall sign and stamp the transportation documents.
- 8.14. To the power plant premises, the Contractor may bring in – with a waybill or other clear registration document – only the materials and tools required for the work, and may store them according to the contractual conditions.
- 8.15. One copy of the transportation document shall be given to the gate service.
- 8.16. Without prior notice, any inward and outward transportation shall be possible only on working days, between 7-15 hours.
- 8.17. When entering or leaving, the consignments and packages shall be checked by the Security Service.
- 8.18. BERT shall not be liable for any damages caused to things brought to its premises/sites (including liability for any damages caused to cars or trucks parking on the premises of BERT during or beyond the working hours), with the exception of liability for things which have been deposited with the dedicated units of BERT for the purpose of safe custody. This limitation of liability shall not apply to any damages caused by BERT or its employees intentionally or by harming human life, physical integrity or health.

9. Requirements with regard to using lifting machines during the work

- 9.1. A Contractor intending to use a lifting equipment owned by BERT shall prepare a list of his employees who, based on their qualification, are authorised to use the lifting equipment. To the list, copies of the employees' operator certificates, of their exam documents for the specific equipment and of their medical fitness certificates shall be attached. The operators' list, together with the attached documents, shall be checked by the EHS expert of the particular site. If any non-compliance is established, the parties shall record it in the maintenance permit.
In case of compliance, the list shall be given to the shift leader who may allow access to the lifting equipment only for the crane operators shown on the list. Before starting to operate the lifting equipment, the EHS expert shall provide a local knowledge training for the Contractor's crane operator with regard to the lifting equipment to be operated (in case of a bridge crane, the training shall be provided by BERT's lifting machine expert). Before taking over the lifting equipment, the crane operator shall prove his identity (identity card, driving license or passport). For any damage caused with the lifting equipment, the Contractor shall be responsible.
- 9.2. When using a lifting equipment or device, the lifting machine operator shall keep the lifting machine log of the equipment in accordance with the statutory provisions. After making an entry in the lifting machine log, the readable name and company name must also be written under the signature.
- 9.3. If a Contractor wishes to use a lifting equipment of his own on the premises of BERT, then before such use, the lifting machine and its documentation shall be shown to the EHS expert of the particular site. The lifting equipment may be used only by an authorised employee of the Contractor. The operator shall always keep a copy of his hoisting equipment operator permit with him. The Contractor may use only revised lifting equipment being in perfect condition. BERT's employees may not use the lifting machines of external contractors. For any damage or accident caused with the lifting machine, the Contractor shall be responsible.
- 9.4. If the driver is not on the forklift truck, the forks must be in a fully lowered condition and it must be ensured that no unauthorised people can use the truck (the ignition key must be removed)
- 9.5. In a loaded condition, a front loader lift truck may go downhill only in reverse gear.
- 9.6. It is forbidden to push, pull or tilt another vehicle with the truck.
- 9.7. Transportation or movement without load with the truck is allowed only if the load keeping structure is in the transportation position and height.
- 9.8. In case of loading, the loading area must be fenced and closed (using the 4 buoys placed on the truck).
- 9.9. In case of loading a vehicle, the vehicle must be fixed against displacement.
- 9.10. During the loading activity, the driver must pay attention also to his environment. Before starting any directional movement he has to look around in the immediate vicinity of the truck.
- 9.11. The operator must fasten the seat belt of the truck at each use.

10. Rules relating to the transportation of hazardous goods (ADR and RID)

During the transportation of hazardous goods (including the relating packaging, loading, charging or unloading activities), the Contractor must keep the ADR (European Agreement concerning the International Carriage of **Dangerous** Goods) and/or RID (Regulations concerning the International Carriage of **Dangerous** Goods by Rail) requirements.

A Contractor which carries or causes to carry hazardous goods to or from the premises of BERT for BERT or for itself (or performs or causes to perform a related loading, charging or unloading activity) must have a hazardous goods transportation safety advisor who shall be responsible for making sure that these activities do not endanger any persons, assets or the living or non-living environment.

11. Industrial safety requirements

BERT's plants are lower threshold value hazardous industrial facilities.

On the power plant premises, the occurrence of an emergency situation is indicated by an emergency alarm system (while an acoustic signal is given, the necessary information and instructions to be obligatorily followed are announced).

The external employees temporarily working on site are involved in BERT's management system, and before their work, they are trained and are prepared about the relevant parts of the Internal Defence Plan, and they become acquainted with their responsibility relating to the performance of the external contractors' tasks and their cooperation obligations.

The Contractors staying on site shall follow the relevant requirements of the trained Internal Defence Plan, and in case of the announcement of an emergency alarm, immediately interrupt the work, require all the employees to immediately gather at the gathering place, and check the completeness of the headcount of their people.

The leader / work supervisor of the contractors staying on site shall always be aware of their own headcount working in the power plant. If the headcount of a contractor is extended by employees who have not received an Internal Defence Plan training, then it shall be the task of the Contractor's work supervisor to take measures for providing training to the newly arriving employees about the Internal Defence Plan. The power plant security service shall follow up the entries, exits and current headcounts during the day, and inform the shift leader about this according to the relevant procedures.

12. Sanctions for the violation of the EHS rules

The persons mentioned in section 13 may inspect the work areas. In case of the violation of the labour safety, fire protection and other safety or environmental rules or statutory regulations, the work has to be stopped. The irregularity and the measures taken shall be documented in the construction log. It is the local work supervisor who will be considered as responsible for the irregular work. After stopping the irregularity, the work can be continued. In case of a repeated irregularity (or in case of a serious violation of the rules) the Permit of the local work supervisor shall be withdrawn, and the responsible work supervisor or the leader of the Contractor will be notified. After a repeated training, the local work supervisor can take an exam again, and in case of a successful exam, he can receive his Permit back.

13. Contact persons

With regard to the labour safety, fire protection, environmental protection, property protection and work area order related and other issues concerning the works going on in the power plants, the following representatives of BERT are authorised to act:

| Area | Name | Position | Telephone |
|-------------------------|----------------|--------------------------|-----------------|
| | | | mobile |
| The entire area of BERT | László Szakay | Fire Protection Engineer | +36-30/921-8506 |
| | Pál Tóth | EHS Expert | +36-20/364-4257 |
| | Balázs Major | EHS Rapporteur | +36-20/914-7911 |
| Kelenföld Power Plant | János Fodor | EHS Expert | +36-30/428-3889 |
| | | Shift Leader | +36-20/364-4218 |
| South-Pest Power Plant | Balázs Horváth | EHS Expert | +36-20/472-5498 |
| | | Shift Leader | +36-20/326-9199 |
| North-Pest Power Plant | Pál Tóth | EHS Expert | +36-20/364-4257 |
| | | Shift Leader | +36-20/326-9188 |

The Contractor shall acquaint its employees and subcontractors, and require them to comply, with the present EHS requirements.