

SAFETY MANUAL FOR SUPPLIERS

LADIES AND GENTLEMEN, DEAR SUPPLIERS

Our goal is that every employee comes home from work just as healthy as when they left. We want to protect the environment from damage that can be prevented!

We believe that all accidents are preventable. Safety at work, the environment and health protection are our top priority. This applies not only to our employees, but also to all contractors who work for us.

In order to fulfil these objectives, we are introducing a number of measures in close cooperation with you and your company – i.e. our suppliers.

This manual provides you with a brief overview of our standards.

We would like to emphasise that personal communication is absolutely necessary in the interest of safety. Please keep in mind the indispensable role you play as a role model in all matters relating to work safety, protection of the environment and health and always set a good example for others.

Please help us to achieve these goals as our business partners. It is indeed in the interest not only of Gas Storage CZ but undoubtedly also of its suppliers.

If you have any questions or suggestions for improvement, we will appreciate your contacting us. Safety at work and health and environmental protection are the top priority for us.

Company's Board of Directors

SAFETY AT WORK PRINCIPLES AT GAS STORAGE CZ

- We do not want ANY accidents!
- We do not continue work in the event of imminent danger!
- We all are setting example by our behaviour!
- We always keep our eyes open and do not look away!
- We treat external workers in the same way as we treat our own GS CZ employees!

TARGETS

Gas Storage CZ has set the following objectives:

- Every employee should come home from work as healthy as they were when they left home!
- Protect the environment from damage that can be prevented!

SAFETY MANUAL FOR SUPPLIERS

This Safety Manual is intended for all employees of contractors who participate in the activities carried out for Gas Storage CZ. You will find information and code of conduct for the following areas:

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GENERAL RULES AND REGULATIONS

Always follow the instructions of our appointed supervisors.

Always keep your workplace, operational areas, common areas, washrooms and toilets clean and tidy.

Ensure that transport routes, roads, escape and rescue routes are free from obstacles as well as all access points to fire extinguishers, fire detectors and energies shut-offs.

Report all risks relating to people or the environment without undue delay to Gas Storage CZ employees.

Safety installations, such as safety valves, shut-off valves, electrical or mechanical interlocking devices, protective and other operating devices may only be deactivated and activated on the express instruction of the Gas Storage CZ employee in charge.

Equipment and materials, in particular hazardous substances, can be deposited and stored only at places designated by a Gas Storage CZ's representative. Please follow the rules and regulations regarding the handling of hazardous substances.

If you are in doubts how to handle a particular material, please contact your supervisor.

- Prevent leakages that could contaminate the water.
- Prevent release of harmful gasses or fumes.
- Dispose of waste in containers designed for this purpose.
- Avoid unnecessary noise pollution.

All premises and areas with technological equipment for treatment and storage of gas are generally marked with the Restricted Area signs:



Areas with potentially explosive atmospheres are marked with this sign



All sources of ignition need to be eliminated at these locations.

All works with open flame (welding, cutting, grinding and similar work with ignition potential, including working with electrical equipment not designed for potentially explosive atmospheres) are prohibited.

Smoking is prohibited in all premises!

If it is necessary to work with sources of ignition, fire safety procedure must be determined in writing in advance (high risk work order, welding order).

Also other risk-involving works require written high risk work order:

- Works in confined or hard-to-access areas, inside tanks or pipes.
- Works in explosive atmospheres.
- Works in high fire risk areas.
- Works in areas with the risk of poisoning or suffocation.

A written order is also required for activities that can be carried out safely under normal circumstances but that could mean a significant risk of interference with other activities.

Works on designated technical equipment may only be performed by individuals with the relevant certificate of professional qualification.

There is an absolute ban on consumption of alcoholic beverages and narcotic substances on premises of Gas Storage CZ. The ban extends also to bringing such substances in and their possession. Persons present at the premises must never be under the influence of alcohol, narcotic substances or medication.

To this purpose, Gas Storage CZ reserves the right to carry out the necessary checks and inspections of workplaces and construction sites.

Persons who do not comply with the regulations, rules and guidelines concerning safety will be temporarily or permanently excluded from working for Gas Storage CZ.

STARTING WORK

Make sure you have the necessary expertise and medical fitness

Make sure you have the necessary personal protective equipment. Generally, you must have the following equipment for work:

- Safety helmet.
- Work or safety boots that are antistatic, oil-resistant with a puncture-resistant insole and a reinforced toe (depending on the type of work).
- Antistatic work clothes, flame retardant or from 100% cotton, depending on the type of work (does not apply if you work exclusively outside explosive atmospheres or high fire risk areas).
- Work gloves.

Other personal protective equipment according to the risk involved in the activities carried out.

If you are in any doubts, please contact the relevant manager.

We recommend that eye protection is always used.

Always follow the safety signs in place:



On the arrival at the reception everyone has to prove their identity and report the name of their company.

Report what activities you are going to perform to the control room.

Wait for the responsible employee of Gas Storage CZ's who will provide you with the mandatory training, help you to obtain the necessary work order and ensure conditions for the safe performance of the works.

During the worksite training, you will be informed of:

- The risks at Gas Storage CZ worksites.
- The manner of announcing an emergency, escape routes and gathering place.



- The location of first-aid points and the manner of calling for first aid.



Gas Storage CZ

- Location of fire-fighting means and their use (fire extinguishers, hydrants, fire detectors).



- Safety systems (gas detection system, electronic fire alarm system, permanent fire-fighting equipment) and emergency signalling.

Remember the name of the Gas Storage CZ's supervisor who is supervising you and in case of any doubts, questions or problems, discuss the matter with them immediately.

If you are a group of at least two workers, please report the name of your foreman to the Gas Storage CZ's supervisor. The foreman must be present at the worksite for the whole time when the workers from his group are present.

Please clarify especially the following issues:

First aid

Fire protection

Handling of hazardous substances

Requirements for the use of personal protective equipment

Use of technical equipment (electrical and mechanical equipment)

Work specifications and conditions for carrying out the work

STARTING WORK CHECKLIST

- Do we have the necessary expertise and medical fitness?
- Do we have the necessary personal protective equipment?
- Do we have the necessary equipment to perform the work?
- Is the technical equipment in the required condition? (checks, inspections, tests, leak tests, etc.).
- Was the proper record-keeping carried out? Who, in what numbers, where, what?
- Do we know who the responsible supervisors are?
- Do we know the necessary means of reporting and providing information?
- Do we have the necessary work orders in writing?
- Have all instructions been clearly explained?
- Do we know the procedures for dealing with accidents at work, location of sources and method of providing first aid?
- Do we know the location, operation and use of emergency switches, fire protection equipment and safety systems?
- Do we know the accident response procedure?
- Are all environment protection measures in place?
- Have we received all necessary instructions?
- Have we done last minute risk assessment before starting work?

This checklist can be found also at the end of this Safety Manual. Please use it as a master copy for daily checks.

Thank you!

WORK COMPLETION

Do not leave your workplace before it is properly secured and tidy. Please check the following:

- Have you re-activated all safety components and systems that you had previously disabled or switched off?
- Have you secured all other risk areas using appropriate measures and tools, such as barriers, covers, signage, etc.?
- Have you removed all barriers after the dangerous conditions ceased to exist?
- Have you removed all waste and material that is no longer needed?
- Have you dealt with all contamination or pollution events completely?
- Please inform your GS CZ's supervisor about the status of the activity or of the time of completion of the activity. Provide precise details on any of the above points which cannot be described as being "in order", stating the reasons.
- Please do not forget to report the end of your activity to the UGS's control room where you previously reported, even when you are just changing the place of your work.

ACCIDENT RESPONSE

- Transport the injured persons immediately to a place where they are not exposed to further risk.
- Provide first aid without delay.

First aid means are, if necessary, available to all without distinction. If you move or use these supplies, you are required to notify immediately Gas Storage CZ's employees, in order that the consumed items can be replenished.

Depending on the severity of the injury, contact the round-the-clock UGS's control room and ask for external assistance (e.g. emergency medical service or similar).

Inform a Gas Storage CZ's manager (an oral report is sufficient).

All work-related injuries must be recorded in the Accident Book located in the control room of the UGS.

FIRE RESPONSE

Saving people always goes before saving property!

Call assistance (inform the UGS's control room, activate the manual fire alarms).

Warn your co-workers.

Try to extinguish the fire, prevent the fire from spreading (only if the fire is small and if it does not involve any gas facility; otherwise, leave the danger area and go to the gathering place).

Follow the instructions of the inspection services, or of the accident scene manager.

After activating the acoustic/optical alarm immediately leave the area with automatic fire extinguishing.

The reporting to the relevant state administration bodies is in the responsibility of Gas Storage CZ.

ENVIRONMENTAL DAMAGE RESPONSE

Inform immediately the employee of the round-the-clock UGS or the appointed supervisor.

Try to stop the leakage of substances (activate emergency shutdown, close any slots or holes, etc.).

Try to prevent the material penetrating soil or leaking into water, or at least limit such penetration or leakage.

Try to place collection containers so that the leakage is collected, close the roads into drains or use loose absorbents.

The reporting to the relevant state administration bodies is in the responsibility of Gas Storage CZ.

Procedures different from the instructions in this Safety Manual are only allowed with the written consent of Gas Storage CZ.

Gas Storage CZ

OPERATIONAL UNITS' SPECIFICS

The works and activities carried out by us are very diverse. In the paragraphs below you will find lists of high-risk activities which you can encounter. To perform such activities, a written work order, training, or guidelines to ensure safety must be obtained before starting the works.

DRILLING RIGS AND WELL-REPAIR RIGS

High-risk activities and hazardous situations:

- Setting up and dismantling rigs and technological equipment.
- Working at heights.
- Handling drilling rods and risers and pressure pipes.
- Handling drilling strings and casing, working with pliers.
- Working in borehole basement.
- Moving heavy-duty loads, such as blowout preventers and eruption valves.
- Deploying pressure pipes; in particular, carrying out pressure tests.
- Handling explosives.
- Working with measuring devices with radiation sources.
- Drilling into strata where gases containing hydrogen sulphide may occur.
- Kicks (i.e. inflow of formation medium into the well during drilling).
- Working with coil tubing equipment and snubbing units.
- Drill or well recovery.
- Using an oil flush.

GAS TREATMENT AND STORAGE FACILITIES

High-risk activities and hazardous situations:

- Working with equipment or devices under pressure.
- Working in areas with potentially explosive atmospheres.
- Working in fire hazard areas.
- Assembling and dismantling of the above-mentioned equipment.

WORKSITES

High-risk activities and hazardous situations:

- Crossing of unpaved surfaces.
- Loading and transporting bulky loads.
- Working at heights, in particular, on ladders and scaffoldings.
- Working in pits and trenches.
- Working on wiring.
- Working in bad weather.
- Assembling and installations.
- Working in areas with potentially explosive gases and vapours.
- Handling hazardous substances.
- Pressure tests and leak tests.
- Earthworks.
- Working on electrical and mechanical dedicated technical facilities.
- Working with ionizing radiation (X-raying welds).

STARTING WORK CHECKLIST

- Do we have the necessary expertise and medical fitness?
- Do we have the necessary personal protective equipment?
- Do we have the necessary equipment to perform the work?
- Is the technical equipment in the required condition? (checks, inspections, tests, leak tests, etc.).
- Was the proper record-keeping carried out? Who, in what numbers, where, what?
- Do we know who the responsible supervisors are?
- Do we know the necessary means of reporting and providing information?
- Do we have the necessary work orders in writing?
- Have all instructions been clearly explained?
- Do we know the procedures for dealing with accidents at work, location of sources and method of providing first aid?
- Do we know the location, operation and use of emergency switches, fire protection equipment and safety systems?
- Do we know the accident response procedure?
- Are we familiar with the local Accident Plan?
- Are all environment protection measures in place?
- Have we received all necessary instructions?
- Have we done last minute risk assessment before starting work?