












Health and safety manual							
Area:	Company-wide - own workers and contractors						
Safety rules for the handling site							
<i>Date of development:</i>	<i>Ref:</i>	<i>Issue:</i>					
02/12/2024	02/12/24/JABS/IS/BHP/HANDLING	W1.0					
PERSONAL PROTECTIVE EQUIPMENT							
	Industrial safety helmet according to EN 397	Protection of the head against the impact of falling and moving parts. Protection against impact on protruding elements. Protection is mandatory when in the vicinity of loading operations, moving trolleys and other load handling equipment.					
	Hi-vis safety vest min. class 1 according to PN-EN ISO 20471	Protection against collision by increasing visibility at the handling site and moving on internal and external roads. The protection applies after leaving the vehicles and moving around the company's premises and staying in the loading area.					
	Hi-vis protective clothing min. class 1 according to PN-EN ISO 20471	Protection collision by increasing visibility at the handling site and moving on internal and external roads. Same application as for the hi-vis safety vest. Warning protective clothing can be used interchangeably with a hi-vis safety vest. A minimum of the top of the warning garment is required.					
	Safety footwear category min. S1 according to PN-EN ISO 20345	Protection against crushing fingers from falling loads and moving vehicles, as well as protection against slipping. The protection applies after leaving the vehicles and moving around the company's premises and staying in the loading area.					
Attention! Other personal protective equipment should also be used, the use of which results from the employer's risk assessment.							
WARNINGS OF THE MAIN HAZARDS AT THE HANDLING SITE							
							
Moving trolleys and other vehicles	Transported, suspended and lifted loads on equipment	Elements in motion and static that can cause head injuries	Elements at ground level that can cause tripping	Slippery surfaces that can cause falls	Moving loads and elements that can cause hand crushing	Sharp and uneven surfaces that can cause hand injuries	Being at height - loading ramps and vehicle surfaces, ladders and steps

Table of contents

GENERAL PRINCIPLES OF PREPARATION FOR HANDLING OPERATIONS2

RULES OF MOVEMENT ON THE PREMISES OF JABS SOKÓŁKA S.A. AND RULES FOR THE CONDUCT OF HANDLING OPERATIONS2

HANDLING WORK WITH MOBILE CRANES4

HANDLING WORK USING LOADING LIFTS.....4

PENALTY SCHEDULE FOR CONTRACTORS5

GENERAL PRINCIPLES OF PREPARATION FOR HANDLING OPERATIONS

1. Before entering the site, the driver must stop the vehicle in front of the barrier at the gatehouse and notify the security staff of the need to enter the site.

Familiarise yourself with basic safety rules and the company's site plan. This information is included on an information leaflet provided by a member of the security staff.

2. Drivers entering the site are required to carry:
 - safety helmet (applies to staying in the loading area, near moving forklifts, vehicle cranes and other MHE),
 - a hi-vis safety vest or at least top of the line warning clothing,
 - safety footwear.
3. The driver is required to:
 - set the car in a place and in a way specified by an authorised employee of JABS Sokółka S.A. or an employee of a security agency,
 - when carrying out loading and unloading operations from a ramp, the vehicle must be positioned so that the edge through which loading and unloading will take place and the vehicle cab are a maximum of 20 cm from the ramp working surface,
 - secure the vehicle with the parking brake,
 - switch off the engine and secure the vehicle against being started by unauthorised persons,
 - secure the wheel of the vehicle on both sides with chocks (in the case of trucks with multi-axle semi-trailers, it is recommended to secure the wheel of the second axle from the end),
 - when loading from the ramp area through the rear doors of a semi-trailer or container, it is sufficient to secure two wheels on the same axle by placing chocks only on one side of the wheels from the driver's cab,
 - prepare the vehicle and semi-trailer for smooth loading,
 - secure the doors and flaps of semi-trailers, containers from being closed by others, as a result of wind or collision with vehicles and equipment,
 - notify the forklift operator that the truck is ready for loading,
 - leave the cab of the vehicle and move to a safe place, keeping a distance from forklifts and other vehicles.

RULES OF MOVEMENT ON THE PREMISES OF JABS SOKÓŁKA S.A. AND RULES FOR THE CONDUCT OF HANDLING OPERATIONS

1. When moving vehicles on the premises of JABS Sokółka S.A., the following applies:
 - driving with dipped headlights on,
 - driving with seat belts fastened,
 - respecting the prohibition on the use of mobile phones and other electronic devices that require distraction and distract the driver,
 - respecting the maximum speed on internal roads - 10 km/h,
 - prohibition of vehicle access to loading dock areas (does not apply to lift trucks and other vehicles permitted under separate authorisations).
2. When leaving the vehicle and when moving around the outdoor area and inside the buildings of JABS Sokółka S.A., it is mandatory to wear a hi-vis safety vest or top warning clothing and safety footwear.
3. The use of handling equipment for the transport of loads is mandatory at the site:
 - safety helmet - applies to staying in the area of handling operations, in the vicinity of moving trucks and other lifting equipment such as cranes),
 - a hi-vis safety vest or at least top of the line warning clothing,
 - safety footwear.
4. The entry of drivers and other third-party employees into the warehouses is only permitted if they are wearing a hi-vis safety vest or top warning clothing and safety footwear.
5. The use of a hi-vis safety vest or top warning clothing and safety footwear is also obligatory when moving on foot, in the outdoor area of JABS Sokółka S.A. and inside other buildings.

6. The storage area must be walked along designated pedestrian routes or at the edge of the main traffic road marked with a yellow line if a pedestrian route has not been designated in the area.
7. Entrance of drivers and other employees of external companies to other departments and parts of the company's facilities is permitted only with the consent of the supervisor on the part of JABS Sokółka S.A and under his constant supervision.
8. The storage area should be entered through a door intended for pedestrians. In this way, a pedestrian entering the building is not directly in the traffic zone of the forklifts and other MHE. Suddenly entering the roads from the dead zones located on either side of the main warehouse gates can lead to a collision with a forklifts and other MHE.
9. Before entering road junctions and other vehicular traffic areas, stop and check that it is safe to do so. Always check the presence of vehicles and pedestrians in the wide-angle mirror (applies to blind spots where such mirrors have been placed).
10. It is unacceptable to leave objects on the surface of loading ramps in a way that narrows their transport width and may lead to tripping or falling from the ramp surface to a lower level. It is not permitted to leave objects in the light of doors, gates, footpaths and main transport routes.
11. Only use stairs and designated sloping entrances to get to or from the surface of loading ramps. Jumping on and off ramp surfaces is not permitted.
12. Passing behind and in front of vehicles and in the danger zone within a 4 m radius around moving vehicles and transported loads is not permitted. Sudden entry into the danger zone can lead to a delayed reaction by the driver or operator and a collision.
13. If it is necessary to pass a pedestrian behind or in front of the forklift and in the danger zone within a 4 m radius around the moving forklift and the loads being transported, the operator must stop the forklift, lower the attachment and secure the forklift with the parking brake.
14. Before entering the area around the forklift or vehicle, the pedestrian must signal this intention to the operator or driver.
15. It is not permitted to drive or transport loads within 4 m of pedestrians in the handling area or passing through traffic routes.
16. All persons in the handling area must be visible to operators and vehicle drivers.
17. It is unacceptable to be directly behind loads and other surfaces that restrict visibility. Such situations include:
 - being directly on the other side of loads that may tip over or be displaced and lead to a collision,
 - staying inside the means of transporting cargo during transshipment,
 - being in blind spots around vehicles and load carriers, where pedestrians are invisible to drivers and operators,
 - staying in dead zones around buildings, e.g. in corners right next to storage gates.
18. A pedestrian, before entering a blind spot with reduced visibility, is required to signal this intention and ensure that the driver or operator has understood this signal and stopped the operation of the vehicle or forklift.
19. It is not permitted to obstruct general traffic and fire routes with loads and vehicles.
20. It is not permissible to enter closed and open containers and vehicle trailers without informing the driver or forklift operator.
21. If the natural or artificial lighting of the loading area is poor, additional local lighting should always be used.
22. It is unacceptable to move people on means not intended for that purpose.
23. It is unacceptable to start loading work if vehicles are not prepared for safe unloading or loading.
24. Drivers are required to secure loads and components of the means of transport before starting the vehicle.

25. It is unacceptable to carry loads that are not secured against tipping over, to drive with doors open, curtains unzipped and other unsecured parts of vehicles and means of transporting loads.
26. If it is necessary to drive a forklift or pallet truck onto semi-trailers of vehicles, only dock levellers with a higher load capacity than the weight of the forklift together with the load being transported should be used. It is unacceptable to use makeshift solutions that do not guarantee stability and durability.

HANDLING WORK WITH MOBILE CRANES

1. Before starting handling work using truck-mounted handling cranes:
 - ensure that the crane's operating range does not bring it into contact with overhead power lines - the distance required from the furthest part of the crane or vehicle to a low-voltage line (up to 1 kV) is 3 m, and from a medium-voltage line (1 kV to 15 kV) is 5 m,
 - the danger zone around the working area of the crane must be marked and cordoned off with posts and tape, at a minimum, within a radius of 4 m from the furthest part of the crane and the load being transported,
 - check that there are no objects or other vehicles within the crane's working range that could lead to a collision,
 - check that there are no persons around the loads to be transported who could be hit by a lifting or falling load - all third persons should maintain a safe distance of at least 4 m from the outer edges of the load being transported or parts of the crane itself,
 - do not allow third persons to enter the loading area,
 - before handling open containers, check that there are people around and inside the containers,
 - the crane vehicle must be secured against loss of stability using stabilisers in accordance with the crane manufacturer's guidelines,
 - in the case of unstable ground, support pads should be used, and supports should never be placed on unstable ground, manholes, etc. surfaces,
 - check the technical condition of slings to transport loads and select the type and permissible working load of slings according to the weight and characteristics of the load.
2. The following safety rules must be adhered to when carrying out handling work using truck-mounted handling cranes:
 - continuously check that there are no people, objects or other vehicles within the crane's working range that could lead to a collision,
 - do not allow third persons to enter the loading area,
 - only use cranes that are technically sound and have a current inspection certificate from the Office of Technical Inspection authorising their operation. Authorised supervisory personnel of JABS Sokółka S.A. have the right to request the production of a current decision authorising the operation of the crane,
 - it is only permissible to use slings that are technically sound and correctly rated for the weight, characteristics of the load and method of securing the load,
 - it is forbidden to exceed the permissible load capacity of cranes specified by the manufacturer in the operating instructions and diagrams.

HANDLING WORK USING LOADING LIFTS

1. The following safety rules must be observed when operating the loading lifts of delivery vehicles:
 - it is only permissible to use lifts which are technically sound and which have a current decision from the Office of Technical Inspection permitting their operation,
 - loading and unloading works in the building area and the lift may be performed only by a trained and authorised employee, who is obliged to transport the loads to the ramp area or other area indicated by an employee of JABS Sokółka S.A.,
 - JABS Sokółka S.A. employees may only continue transporting the cargo if it has been safely deposited outside the lift area,
 - only delivery truck drivers who are authorised to operate the lifts are allowed on the loading lifts, it is forbidden for other people to enter the lifts,
 - it is forbidden to leave the lifts raised above the working surface, the lifts must always be lowered all the way down and have their edges in contact with the ground,

- it is forbidden to move the vehicle if the platform is not closed and if there are people on the platform or inside the loading area,
- always keep a min. 5 m distance between the rear of the van and a vehicle or other obstacle to the rear,
- before lowering and raising the platform, check that there are no people or objects under the platform and around its edges,
- it is forbidden to keep body parts between the edges of the platform and the body of the vehicle,
- prior to loading work at loading ramps, it is compulsory to secure the vehicle using chocks to prevent it from rolling away,
- when lowering the lift in the area of roads and passageways where vehicles and pedestrians are likely to be present, the edges of the lift should be visibly marked, e.g. with bollards,
- never place loads directly against the edges of the lift or allow them to protrude beyond the lift's transport surface.

PENALTY SCHEDULE FOR CONTRACTORS

1. In the case of drivers and employees of external companies, a tariff of penalties (Appendix 1) applies for non-compliance with the safety rules set out in this manual and the information leaflet available at the gatehouse.

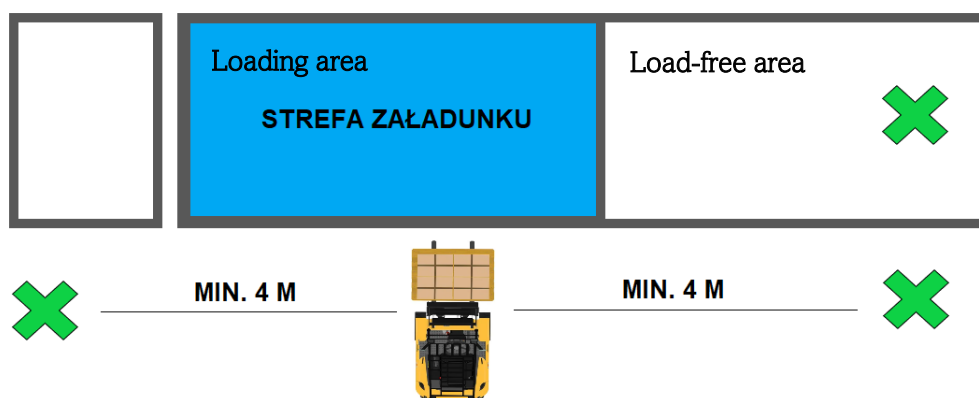


Fig. X - permissible place for the vehicle driver and other persons to be during loading operations.

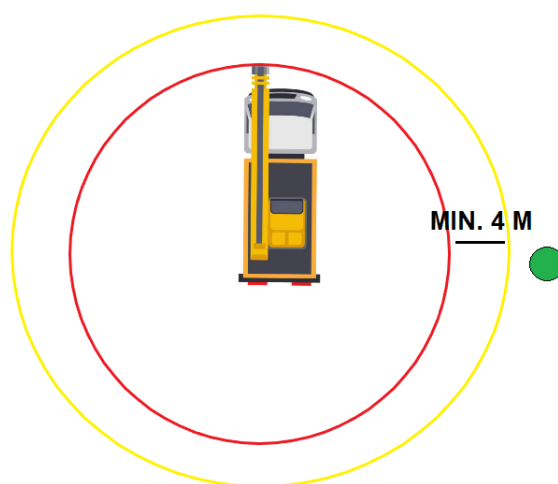


Fig. Permissible space for persons in the vicinity of an operating crane - min. 4 m from the furthest part of the crane and the load being moved.

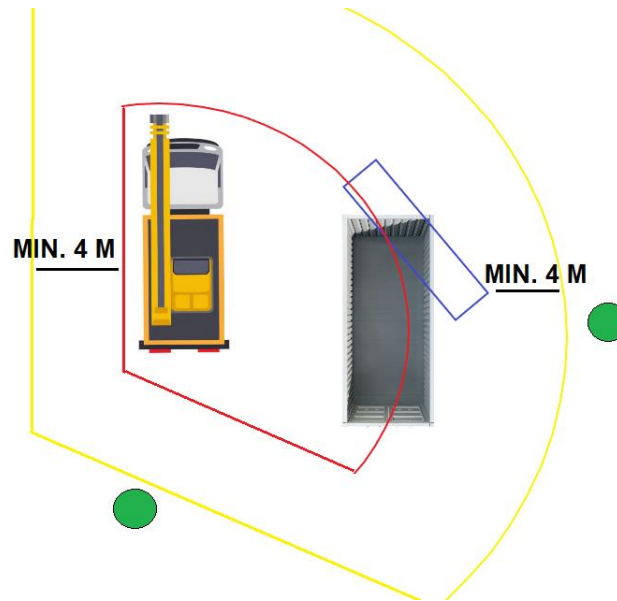


Fig. Permissible space for persons in the vicinity of a crane transporting a load - min. 4 m from the furthest point of the load being moved.

Attachment No. 1. Table of financial penalties for non-observance of safety rules applicable to movement and handling works on the premises of JABS Sokółka S.A.

No.	Type of offence	Amount of charge [PLN net]
1.	Failure to use the required personal protective equipment, protective clothing and safety footwear.	200
2.	Failure to properly secure the vehicle against uncontrolled movement.	400
3.	Working under the influence of alcohol or other drugs similar to alcohol and the consumption and use of such drugs on company premises.	1000
4.	Smoking tobacco products and e-cigarettes outside designated areas.	500
5.	Staying in dangerous areas around cargo handling equipment while it is in motion and carrying out loading and unloading work (failure to maintain a safe distance).	400
6.	Allowing members of the public into dangerous areas around moving vehicles and their parts.	400
7.	Leaving vehicles and loads on general traffic and fire roads without agreement and in such a way as to restrict their width.	300
8.	Failure to comply with basic safety rules for driving vehicles, including: disobeying signs, exceeding the speed limit, driving with dipped headlights off, driving without a seat belt on.	400
9.	Moving vehicles with unsecured loads and vehicle components.	300
10.	Carrying people on vehicle components. Includes, but is not limited to: transporting people outside designated areas, on vehicle structures, inside buildings, trailers, containers, on loading lifts.	400
11.	Use of mobile phones and other electronic devices in traffic areas and while driving (does not apply to devices necessary for controlling vehicles and voice-controlled devices, including hands-free kits).	500
12.	Operation of handling equipment subject to technical supervision without a current decision authorising its operation.	800
13.	Failure to cordon off the hazardous area of the crane handling site (if applicable).	400
14.	Leaving waste outside the designated bins.	200
15.	Failure to remove spills from vehicles or loads, including leaving spills without effectively collecting them.	800