

INDUCTION FOR SUBCONTRACTORS' EMPLOYEES

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1. Terms and definitions

- 1.1. Port Area - the area enclosed and guarded by the group companies of JSC "Riga Port", registration No 40103523241, where the Subcontractor performs works or provides services to the Service Recipient.
- 1.2. Subcontractor - a person or business entity that performs work, provides or receives a service in the Port Area.
- 1.3. Service Recipient - JSC "Riga Port" group company, as specified in Annex 2, or other merchant carrying out economic activity in the territory of the Port.
- 1.4. Subcontractor's Employees - persons performing work or services in the Port Area on behalf of or for the Subcontractor.
- 1.5. Subcontractor's Representative - the person designated by the Subcontractor as the person responsible for the execution of the Works or the provision/receipt of the Services in the Port Area, or, if no responsible person is designated, the Board of the Subcontractor.
- 1.6. RCT – LLC "RĪGAS CENTRĀLAIS TERMINĀLS", unified registration No. 40103626836.
- 1.7. ROT - LLC "Rīgas Ogļu Termināls", unified registration No. 40103543661.
- 1.8. RPM – LLC „Riga Port Management”, unified registration No 40103353827, which provides occupational health and safety services in the Port Area under signed management service agreements.
- 1.9. Instruction - this Induction for employees of subcontractors.

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2. Purpose of the Instruction

To inform the employees of the Subcontractors about the stay and movement procedures, occupational safety measures, harmful and hazardous factors of the working environment when working in the Port Area.

3. Scope

The Instructions shall be binding upon and obligatory for all Subcontractors and employees of Subcontractors performing work or providing/receiving services in the Port Area.

4. Related regulations

- 4.1. Labour Protection Law (current version).
- 4.2. Cabinet of Ministers Regulations issued under the Labour Protection Law (current versions).
- 4.3. Other applicable laws and regulations relevant to the scope of the Instruction.

5. General requirements

- 5.1. The Subcontractor shall, within the scope of the work/tasks to be performed by it, be fully responsible for ensuring that the Subcontractor's employees comply with the occupational health and safety requirements in accordance with the requirements of the regulatory enactments when performing work at the workplace placed under the Subcontractor's control and located within the Port Area.
- 5.2. The Subcontractor shall be responsible for the organisation and control of the occupational health and safety of the Subcontractor's employees at the work sites in the Port Area and for the familiarisation of the Subcontractor's employees with these Instructions.
- 5.3. Prior to commencement of the works/services in the Port Area, the Subcontractor shall submit a list of the Subcontractor's employees to the representative of the Service Recipient on whose behalf the contracted works or services are to be performed. The Subcontractor shall submit the respective list whenever it changes.
- 5.4. The Subcontractor shall be obliged to acquaint all employees of the Subcontractor included in the list referred to in Clause 5.3 of the Instructions with these Instructions and the Subcontractor's representative shall certify his/her knowledge of these Instructions by his/her signature (indicating also the date of briefing). In case of long-term cooperation, the Subcontractor shall re-acquaint employees with these Instructions at least once a year.

If an employee of the Subcontractor is not instructed in accordance with these Instructions, he/she shall not be permitted to be present in the Port Area and perform any work or services.

The Subcontractor shall, within 3 (three) working days of the request of the Service Recipient or the RPM, provide evidence of compliance with this clause (that the employees have been familiarised with the Induction).

- 5.5. Entry/exit to the Port Area for the Subcontractor's employees shall be permitted upon presentation of a valid permanent or one-time pass, and entry/exit to the Port Area by road shall be permitted upon presentation of a valid road vehicle pass and a valid permanent or one-time personal pass.
- 5.6. Subcontractor's employees must wear a safety helmet, work boots, work clothing with reflective elements or a signaling vest when in the Port Area. Other personal protective equipment must be used where necessary, according to the nature of the work to be carried out.

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- 5.7. Drivers must wear a green-coloured signal vest or clothing with reflective elements when getting out of the vehicle in the Port Area.
- 5.8. Photography or filming of any kind is strictly prohibited in the Port Area, unless agreed in advance and in writing with the persons in charge of the Port Area.
- 5.9. The railway infrastructure in the Port Area, the intensity of movement of unloading/loading units and the operation of other moving transport equipment may pose a risk to the Subcontractor's employees, and it is therefore imperative to comply with the requirements for stay, conduct and movement in the Port Area, as well as occupational health and safety.

6. Obligations of the subcontractor's employees

- 6.1. Only work that has been assigned by the immediate supervisor of the Subcontractor's employees and agreed in advance with the Service Recipient may be performed.
- 6.2. All excavation and welding work (subject to prior approval of the welding permit) must be coordinated with the Service Recipient's contact person.
- 6.3. The use of naked flames is prohibited unless required for the performance of the work.
- 6.4. No Subcontractor's employees shall be allowed to use or be under the influence of alcohol and/or drugs or other intoxicating substances in the Port Area. If, as a result of an alcometry or other test, an employee of the Subcontractor is found to be under the influence of alcohol and/or drugs or other intoxicating substances, the Subcontractor's immediate supervisor or the Subcontractor shall be informed immediately and the person/persons shall be removed from the Port Area, a report to that effect being made and handed over to the Security. In the event that an employee of the Subcontractor refuses an alcometry or other test, the person shall be deemed to be under the influence of alcohol and/or drugs or other intoxicating substances.
- 6.5. To carry out the assigned work in such a way as not to cause interference with the work process of traders and persons in the Port Area. To treat with respect the immovable property and movable property (belongings) in the Port Area.
- 6.6. To immediately report an accident or situation that endangers human health or life to your line manager, employer and the Service Recipient's contact person or other responsible persons. The Subcontractor shall be obliged to ensure the investigation of an accident occurring in the territory of the Port involving the Subcontractor's employees in accordance with the procedure established by the laws and regulations of the Republic of Latvia. On the basis of the results of the investigation, the necessary measures should be taken to eliminate the causes that led to the accident.

7. Basic safety requirements when in and working in the Port Area

- 7.1. Potential hazardous and harmful factors in production, as well as factors that could cause an accident:
 - 7.1.1. load handling equipment - gantry cranes, forklift trucks and other vehicles and equipment;
 - 7.1.2. shunting work on railway wagons;
 - 7.1.3. travelling within the Port Area on foot/by vehicle;
 - 7.1.4. road accidents, incorrect driving speed, trajectory; risk of falling from a height, exposure to falling objects;
 - 7.1.5. exposure to meteorological weather conditions;
 - 7.1.6. increased noise in the area where machinery and equipment are operating;

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- 7.1.7. inappropriate working practices and equipment;
 - 7.1.8. increased air pollution in dusty cargo handling areas;
 - 7.1.9. proximity to the shore (quay);
 - 7.1.10. risk of electrocution;
 - 7.1.11. fire hazard.
- 7.2. Requirements for Subcontractors' Employees in the Port Area:
- 7.2.1. take care for their own safety and health and the safety and health of persons who affect or may affect the work of Subcontractors;
 - 7.2.2. follow the employer's instructions on occupational safety, electrical safety and fire safety, which lay down the rules for carrying out work and behaving in workplaces so as not to endanger their own health or the health and lives of others;
 - 7.2.3. to comply with the instructions of the Port Area's supervisors, occupational safety officers and the person responsible for fire safety in matters of occupational safety and fire safety;
 - 7.2.4. only carry out the work instructed by the immediate supervisor and agreed with the Service Recipient;
 - 7.2.5. start work only after receiving a safety briefing from the line manager;
 - 7.2.6. perform the task assigned by the supervisor, provided that they know safe working practices;
 - 7.2.7. carry out work without being distracted by conversations or tasks unrelated to the task given by the manager;
 - 7.2.8. work only at the designated workplace;
 - 7.2.9. demarcate the workplace and post warning signs;
 - 7.2.10. always use personal protective equipment issued;
 - 7.2.11. work at height may only be carried out if the workplace is equipped with suitable safety equipment, including all necessary personal and collective protective equipment;
 - 7.2.12. pay attention to the sound signals emitted by technical equipment and vehicles in the Port Area;
- 7.3. Safety rules for movement in the Port Area:
- 7.3.1. walk only on footways (pavements) and, where there are none, on the edge of the carriageway opposite oncoming traffic, clearing the way in good time;
 - 7.3.2. cross the carriageway at right angles and only after checking that the crossing is not dangerous and will not obstruct the movement of vehicles;
 - 7.3.3. when entering the carriageway to avoid buildings, piles of loads or other obstructions which obscure visibility, proceed only after checking that no vehicles are approaching;
 - 7.3.4. when driving, you must have your dipped-beam headlights on;
 - 7.3.5. when driving a vehicle in the Port Area, the 30 km/h speed limit must be observed, as well as other traffic regulations;
 - 7.3.6. when loading work is carried out on the carriageway, the maximum speed in the loading zone is 5 km/h;

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- 7.3.7. approaching a vehicle parked on the carriageway from behind after checking that no other vehicles are approaching from the left or right;
- 7.3.8. park only in designated parking spaces;
- 7.3.9. only enter and leave vehicles after they have come to a complete stop. Do not drive on the external parts of the vehicle;
- 7.3.10. when near the loading area, it is mandatory to wear reflective work clothes or a green signal vest, be particularly attentive - pay attention to vehicles, equipment, moving loads, instructions from signallers (workers in orange jackets, safety helmets)
- 7.3.11. crossing trenches, pits and other excavations shall only be carried out using crossing bridges equipped with handrails on both sides not lower than 1 m;
- 7.3.12. when walking on the quay, keep within 1.5 m of the quay edge and, if this is not possible, walk at a safe distance along another route;
- 7.3.13. only gangways with a two-sided rail fence (not lower than 1 m) shall be used when boarding vessels at berth
- 7.3.14. the correct crossing of tracks and the avoidance of wagons are shown in the figures in Annex 1 to the Instruction:
 - i) when passing a group of wagons or a locomotive standing on the track, cross the track within 5 m of it (**Annex 1**);
 - ii) do not pass between uncoupled wagons with less than 10 m between them (**Annex 1**).
- 7.3.15. when crossing tracks, do not put your foot on the rails or in the groove;
- 7.3.16. do not enter behind the enclosures of electrical equipment and machinery without permission.
- 7.4. Subcontractor's employees shall be **PROHIBITED**:
 - 7.4.1. be away from his/her assigned place of work if it is not related to the performance of his/her assigned duties;
 - 7.4.2. to move around the Port Area, if this is not related to the performance of his/her direct duties, to enter and leave his/her premises in places not designated for such purpose;
 - 7.4.3. stop in the doorway of a warehouse where stacking is taking place;
 - 7.4.4. smoke in the Port Area where not specifically indicated, use open flames when not required for the performance of work;
 - 7.4.5. walk and stay between stacks, walls, vehicles and other objects;
 - 7.4.6. on piers, when crossing railway tracks, place feet between the restraining rail and the moving end of the boom (turnout);
 - 7.4.7. walk in poorly lit areas (warehouses, buildings at night);
 - 7.4.8. use sound and video equipment (e.g. radio, headphones, mobile phone, etc.) while in and around the Port Area that is not related to the performance of professional duties;
 - 7.4.9. repair damaged electrical equipment by oneself;
 - 7.4.10. touch uninsulated or damaged wires and electrical equipment, opening switchboard doors;

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- 7.4.11. climb over and under carriages and over carriage couplings;
 - 7.4.12. be in the working area of cranes, mobile machinery or other equipment, or be under lifted loads;
 - 7.4.13. enter the area of possible movement of equipment and machinery when it is in operation, not switched off or disconnected;
 - 7.4.14. enter the enclosure, where safety signs and posters are displayed;
 - 7.4.15. stop and stand on the carriageway;
 - 7.4.16. import/export fuel into the Port Area, except fuel contained in the fuel tank of a vehicle;
 - 7.4.17. bring flammable or chemical substances, explosive objects and firearms into the Port Area;
 - 7.4.18. When on quays or loading bays, remember that it is **strictly forbidden** to be in the crane's operating area!
- 7.5. In the case of loading operations from/on vehicles (loading of logs, wood chips, etc. in bulk), the driver of the vehicle must be outside the cab, at a safe distance from the vehicle, wearing reflective work clothes or a green signal vest, in a position clearly visible to the loading operator so as not to interfere with the safe passage of port machinery.

8. Fire safety regulations

- 8.1. Always keep access to firefighting equipment clear.
- 8.2. Firefighting equipment to be used only for extinguishing.
- 8.3. Do not block escape routes, corridors, passageways and stairways.
- 8.4. Avoid overheating of electrical motors, equipment and wiring.
- 8.5. When carrying out work, care must be taken to avoid obstructing access to fire-fighting equipment and electrical cabinets.
- 8.6. Do not use naked flames or smoke when working with flammable substances or materials.
- 8.7. Collect soiled sweepings in designated containers.
- 8.8. Use electric heating equipment only when the use of the heating appliance is intended as part of the work process.
- 8.9. Smoking in the Port Area is only allowed in specially equipped smoking areas, including those marked with a "Smēķēšanas vieta" (Smoking area) sign:



9. Actions to be taken in the event of accident or other emergency situations

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- 9.1. In the event of a situation endangering the health and life of a Subcontractor's employee or other person, immediately notify the immediate supervisor and the Service Recipient's contact person.
- 9.2. If damage to the utilities is detected, the immediate supervisor and the Service Recipient's contact person must be notified immediately.
- 9.3. In the event of a leakage of electrical current on the electrical equipment, the electrical equipment shall be immediately switched off and disconnected from the mains and the leakage shall be reported to the surrounding persons using the electrical equipment and to the immediate supervisor and the Service Recipient's contact person.
- 9.4. In the event of any injury or sudden illness, you should seek first aid or call the Emergency Medical Service on **113** or see a doctor immediately if possible. In case of injury or sudden illness, the victim's immediate supervisor and occupational health and safety officer and the Service Recipient's contact person must be notified.
- 9.5. In the event of an accident, stop work immediately, seek first aid and/or call the Emergency Medical Service on 113 if necessary, keep the scene intact and report the incident to the supervisor/occupational safety officer/employer. Work may resume after permission has been granted by the persons responsible.
- 9.6. In case of accident, incident, fire, environmental pollution and other emergencies, report to the immediate supervisor, the Service Recipient's contact person, as well as:
 - 9.6.1. State Fire and Rescue Service by calling **112**;
 - 9.6.2. RCT dispatcher by calling 22314434.
- 9.7. On hearing the alarm sound, stop work immediately and proceed towards the exit of the Port Area and assemble at the places indicated by the "Pulcēšanās vieta" (Assembly Place) sign:



10. Rights of the Subcontractor's employees

- 10.1. Not to start or stop work by reporting to the line manager, employer or Service User if:
 - 10.1.1. the working conditions, the equipment, machinery or other equipment to be serviced pose a risk to personal health or the health and life of others;
 - 10.1.2. work equipment, machines or other machinery are not equipped with the necessary safety devices;
 - 10.1.3. The subcontractor's employees have not received a workplace safety briefing from their employer;
 - 10.1.4. The subcontractor's employees are not provided with the necessary personal protective equipment.

11. Responsibility

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Translation from Latvian language

- 11.1. The Subcontractor and the immediate supervisor of the Subcontractor's employees shall be responsible for familiarising the Subcontractor's employees with the Instructions before commencing work in the Port Area and for complying with the Instructions.
- 11.2. The adequacy of the content of the Instruction is the responsibility of the drafter and its revision at least once a year is the responsibility of the Head of the Occupational Health and Safety Department of RPM.
- 11.3. The Subcontractor's employee shall be liable for non-compliance with the Instructions in accordance with the laws and regulations of the Republic of Latvia.


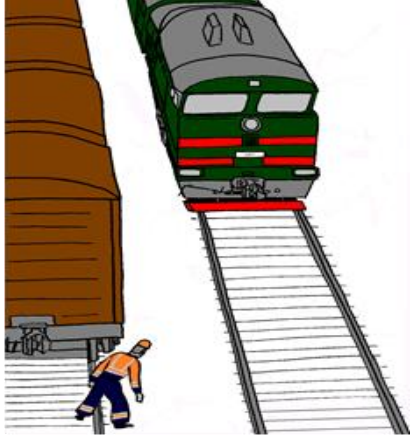
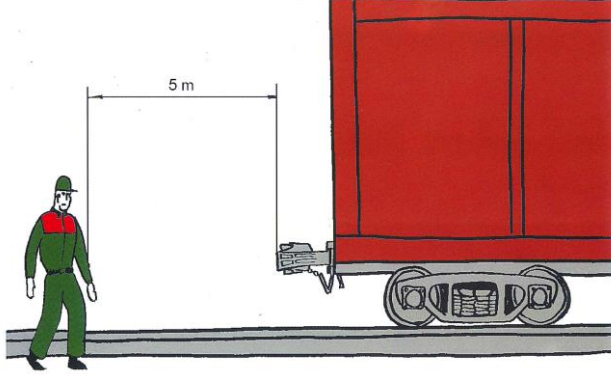
12. Final matters

- 12.1. The Instruction shall enter into force on the date of its approval.
- 12.2. Upon the entry into force of Version 02 of the Instructions, Version 01 of the Instructions shall cease to have effect.
- 12.3. Suggestions for amendments and additions to the Instruction should be sent to the preparer of the document. If necessary, the document shall be amended by the preparer and an updated version shall be submitted for approval.
- 12.4. The requirements described in the Instruction Manual remain unchanged as the names, functions and personnel of the Units change. In the event of a change in the entities named in the Instruction, the entity to which the functions have been transferred shall take over supervision of the requirements of the Instruction.
- 12.5. Document status and history of previous versions:

Date	Version No.	Summary of changes	Person responsible
10.12.2018.	01	1. Original version	
	02	1. Paragraphs 5.1 and 9.6.3 deleted. General clarifications, additions and corrections.	

Annex 1 - "Safety rules for workers working in the railway area, correct crossing of tracks and passing of wagons"

(Induction for subcontractors' employees)

<p>Only move along the edge of the track or in the middle of the track gap (see Fig.1);</p>	 <p>Figure 1</p>
<p>When entering the track behind stationary rolling stock, buildings and other structures, make sure in advance that no rolling stock is passing on the adjacent track (see Fig. 2);</p>	 <p>Figure 2</p>
<p>When passing a group of wagons or a locomotive standing on the track, it is permitted to cross within 5 m of them (see Fig. 3);</p>	 <p>Figure 3</p>

If individual wagons or groups of wagons are coupled on the track, it is only allowed to cross the track when the gap between them is not less than 10 m (see Fig. 4).

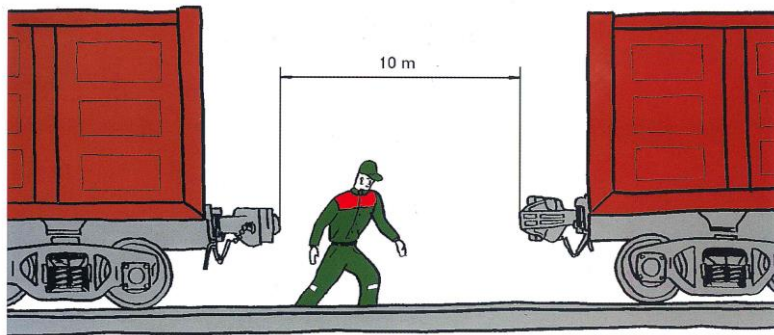


Figure 4

Annex 2 - "Companies of the JSC Riga Port Group"

<i>Name</i>	<i>Reg. No.</i>	<i>Registered office</i>	<i>E-mail address</i>
JSC "Riga Port"	401035232 41	15 Eksporta Street, Building 1, Riga, LV-1045	info@rigaport.lv
LLC "RĪGAS CENTRĀLAIS TERMINĀLS"	401036268 36	15 Eksporta Street, Building 1, Riga, LV-1045	info@rigaport.lv
LLC "Eksportostas īpašumi"	400030203 48	15 Eksporta Street, Building 1, Riga, LV-1045	info@rigaport.lv
LLC "Riga Port Electric"	400037525 13	15 Eksporta Street, Building 1, Riga, LV-1045	info@rigaport.lv
LLC "Riga Port Management"	401033538 27	15 Eksporta Street, Building 1, Riga, LV-1045	info@rigaport.lv
LLC "Rīgas Ogļu Termināls"	401035436 61	15 Eksporta Street, Building 1, Riga, LV-1045	info@rigaport.lv
LLC "Riga Port Terminal"	400032421 69	15 Eksporta Street, Building 1, Riga, LV-1045	info@rigaport.lv
LLC "Rīgas beramkravu termināls"	400038105 10	15 Eksporta Street, Building 1, Riga, LV-1045	info@rigaport.lv
LLC "JUTA TERMINĀLS"	500032567 81	15 Eksporta Street, Building 1, Riga, LV-1045	info@rigaport.lv
LLC "KRAVU EKSPEDĪCIJA"	400037969 50	15 Eksporta Street, Building 1, Riga, LV-1045	info@rigaport.lv
LLC "Riga Ropax Terminal"	402032892 09	15 Eksporta Street, Building 1, Riga, LV-1045	info@rigaport.lv
LLC "Riga Port Agency"	402033783 67	15 Eksporta Street, Building 1, Riga, LV-1045	info@rigaport.lv