



Prevention plan for works executed by contractors and subcontractors

Safety Manual



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Definitions

VCA: HSE Checklist Contractors HSE:

Health, Safety and Environment

Client: any natural or legal person who works in his establishment entrusted to a contractor.

Contractor: external company that executes work or provides services at the client's location. Subcontractor: a company that works on behalf of the contractor (its client).

Employees: its own employees and temporary employees, trainees, students, etc.

The law on the well-being of employees in the execution of their work

AREI: General Regulations for Electrical Installations ARAB:

General Health and Safety Regulations

Majaland Parks: Different polish identities (SPO ZOO) of Majaland in Warsaw, Kownaty and Gdansk

Introduction

In the Regulation of the well-being of employees in the execution of their work, hereafter abbreviated as the "health and welfare act", provides for a number of obligations concerning cooperation with external companies.

Guidelines and agreements (whether or not included in an agreement) and remarks supplied by persons from the Majaland Parks (Prevention Services, Park Manager, regular contact persons, ...), must be regarded as binding by the contractor and his appointees.

In case of non-compliance with the agreements, or in case of grave errors, a written warning will ensue. If no action is taken in this regard, the Majaland Parks will proceed with the removal of the person or company concerned, without prejudice to the right of the Majaland Parks to damage compensation.

The contractor and/or his appointee must always submit a safety plan for the specific works that will be executed by us, in which any additional risks must also definitely be stipulated.

Upon acceptance of the contract or an order form, the contractor declares to be informed and to agree with the content of this Prevention plan from the Majaland Parks and also declares to take responsibility for informing its employees, including all subcontractors working on its behalf, about the content of this document.

The Majaland Parks requests that you read this safety plan very carefully and submit any comments to our Park-management.

The entire management team and the entire personnel of the Majaland Parks welcome you as contractor or subcontractor.

This document is valid for two years as from the date of issue.

Yours sincerely,



Coen van der Tas
CEO Majaland Poland

Park Managers
Majaland Warsaw, Kownaty and Gdańsk



1. Reception

1.1 Access to the company for contractors' personnel and their appointees

- Only the contractor and his appointees, who are stipulated in the contract or in the order form for the execution of the tasks, will be admitted to the company's premises.
- These persons must report to their Majaland contact person, or at the reception, every day and will then be granted access on presentation of proof of identity. Everyone must be able to identify themselves on the site and must be able to provide the name of a Majaland contact person at all times if they are asked to do so.
- Once signed in at the reception, the visitor must wait for the foreman of the department that follows up on the work to come and collect him.
- The visitor must execute the work at the specified location. Access to other buildings or installations is prohibited, unless with prior permission from the Majaland contact person.
After permission, the photos may only be taken in the presence of a competent person from the Majaland Parks.
- The employees of contractors or subcontractors may not communicate any information about Majaland Parks installations or products to third parties whatsoever.
All information, such as plans, documents, etc., will remain the property of Plopsa Group and may not be copied or dispatched without permission.
- The Majaland Parks expects the workers to speak and/or understand the following languages: the communication language of the park (at least the work foreman), or English.
- Employees who live in an EU country other than Poland must be in possession of an E101/Limosa form. This form must be provided at least 48 hours before the commencement of the works. Employees living outside of the EU must have a work permit and -card.
- It is the contractor's responsibility to fully comply with social legislation, as well as to ensure that his subcontractors also strictly adhere to the law.
- The contractor can only appeal to subcontractors with the explicit written permission from the Majaland Parks, except with regards to his regular suppliers.
- The Majaland Parks can be reached during the opening times of the Park. The Majaland contact person, the Park Manager or HSE department must be informed in advance about working outside of these time periods.

1.2 Vehicle access to the company's premises

- It is (not) allowed to park vehicles, unless on the location assigned by the Majaland contact person or the Park Manager.
- The parking of vehicles, construction trailers or containers is permitted in the immediate vicinity of the work solely in emergency situations and with the explicit permission of the Majaland Parks, provided that they do not cause any hinder or danger and do not impede the normal functioning of



the park. These vehicles must never be positioned in front of the entrance or exit of a building, or on disabled parking spaces, or in the access area of the emergency services or in the mandatory personnel access area.

- All traffic is subject to the normal traffic regulations within the site and the greatest possible caution must be observed. Pay attention to pedestrians and cyclists and maintain a transparent defensive driving behaviour. The maximum speed allowed is 10 km/h.
- The Majaland Parks reserves the right to inspect each vehicle, each trailer and/or construction trailer that enters or leaves the complex, or that is parked there, in accordance with the current legislation regarding private and particular safety.
- Vehicles that are not parked according to the rules can thus be refused access to the company.
- A vehicle may not be left unattended with the engine running.
- All works that have to be executed in a theme park of the Majaland Parks may only be executed outside opening hours, unless explicit written permission from the Majaland Parks, whereby the contractor and his appointees may not disrupt the normal operation of the theme park and/or hinder the visitors.

2. General rules of conduct

2.1 Use of the Majaland Parks ablution blocks

- The use of cloakrooms, washbasins, showers and toilets is only allowed insofar as the contractor's personnel respects the rules of cleanliness and hygiene and after an ok of the Majaland contact person.
- The employees may only change their clothes in the cloakrooms or in the provided construction trailers.

2.2 Work clothing

- The wearing of adapted work clothing and work shoes is mandatory in the workshops and on the sites. Good morals must be observed at all times, especially in view of the child-friendly character of the theme parks.
- Loose-hanging or clothes that do not close sufficiently are forbidden.
- It is forbidden to wear loose-hanging jewellery (necklaces, bracelets, ...).
- The wearing of safety shoes is mandatory in case of technical installations.

2.3 Use of the canteens

- It is forbidden to consume food in the working areas or on the construction sites. Meals may only be consumed in the canteens, or in the construction trailers tailored for this purpose.
- The use of the canteen is only allowed insofar as the contractor's personnel respects the rules of cleanliness and hygiene.



2.4 Use of alcoholic beverages, drugs and specific medication

- The use and possession of alcohol and drugs is prohibited on the park's site for employees and contractors. Access to the company will immediately be prohibited to persons who do not respect this rule.
- People who sign in on the site and who are suspected that they have used alcohol or drugs will be prohibited from starting with the work and will be removed from the site immediately.
- The use of medication that could influence behavior must be reported to the Majaland Parks occupational physician.

2.5 Smoking ban

- Smoking on our site is only allowed in the specially designated and clearly indicated smoking areas. There are specific smoking areas foreseen for the park's personnel.

2.6 Order and neatness in the workplace

- The materials and equipment of the contractor and his appointees must be arranged in such a way that they do not constitute a hazard or hindrance. The exits, the access to the emergency equipment, the electricity signs and the passageways must also be kept free under all circumstances.
- At the end of the day, the place where the contractor works must be left clean and tidy every day. The contractor must dispose of the waste (unless otherwise agreed upon). If order and tidiness are not respected, Majaland Parks could have the workshop cleaned at the expense of the contractor concerned, after a written warning.
- The safety provisions (emergency exits, fire hoses, ...) must never be encumbered.
-

2.7 Use of transmitting equipment

- The use of unauthorized transmission equipment is prohibited.
- The use of transmitting equipment that is necessary to execute the work must be reported in advance to the HSE department (via your Majaland contact person).

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- HSE department (via your Majaland contact person).



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2.10 Use of transmitting equipment

- The use of unauthorized transmission equipment is prohibited.
- The use of transmitting equipment that is necessary to execute the work must be reported in advance to the HSE department (via your Majaland contact person).

2.11 Theft and vandalism

- The Majaland Parks repudiates any responsibility for goods for which the supervision was not explicitly accepted.
- Persons who are caught for theft or deliberate damage to goods, equipment, installations, or buildings owned by the Majaland Parks will immediately be prohibited from further access to the company.
- The Majaland Parks will hold them liable for the damage caused.
- It is prohibited for anyone to take any goods belonging to the Majaland Parks with them, even if it concerns waste or scrap.

3. Emergency situations and emergency procedures

3.1 Notification of emergency situations

- In the event of a serious accident, fire or imminent danger, **you must first call the emergency services: 112!**



You must then immediately notify the Majaland Parks contact person, who will see to the necessary internal communication.

- Reception must also be informed about the emergency situation and act regarding the different procedure (depends on the emergency)
- It is forbidden to use the emergency telephones or the emergency number for any other purpose.
- The Plopsa Group's HSE department must immediately be notified in the event of a fire, accident, incident, near-accident or dangerous situation that occurs during the execution of the works entrusted to the contractor, and this via your Majaland Parks contact person.
- Any damage, shortage or irregularity must immediately be reported to the client's work foreman via your contact person at the Majaland Parks.

3.2 First aid in case of accident

- The contractor must provide emergency assistance and initial first aid to his employees who are victims of an accident or loss of consciousness. In case of urgent need, the emergency services 112 first must be called at all times!
- Every employee of the contractor who sustains an injury must have this - no matter how insignificant it is - attended to in the company's first aid post during the opening hours of the park. Each contractor must also provide a basic first aid kit to be able to provide first aid outside of the opening hours of the park.
- The care providers, First Aid and first aid post of the Majaland Parks are all available to provide first aid. The list of care providers (with their telephone numbers) is affixed to the information panels next to the reception. It is also possible to request for a care provider via the reception, but only during the opening hours of the park.

3.3 Evacuations in emergencies

- If the fire alarm goes off, the contractor's personnel must comply with the guidelines for evacuation (see appendix).
- The contractor's personnel must take the necessary measures before leaving the site (shut down the engines of the used machines, close all windows and doors, ...).

3.4 Fire prevention

- The escape routes must always be usable (no obstacles, ...) and clearly indicated. The safety devices (eg. emergency lighting, water pressure in the fire extinguishing heads, emergency power supply, fire detection, fire barriers, ...) must always be available. If, however, a (partial or total) interruption or taking out of service is required, the necessary arrangements must first be made with the Technical Service, which must give their approval and who will communicate this internally with the Park-management.
- The contractor will be deemed to have read & understood the measures to be taken in the event of a fire on the site (see appendix) and to have clearly explained this information to all his appointees.
- During work activities that involve the risk of a fire, the necessary extinguishing equipment must be for use. To this end, the contractor must provide sufficient fire-extinguishing equipment, complementary to that of the Majaland Parks.
- The contractor must ensure that his employees know which fire-extinguishing installation they might be confronted with, which risks there are, and which measures they must take. Access to areas with



an automatic extinguishing system, as well as working in such an area, is only permitted after approval by the Technical Service or the HSE department (via your Majaland contact person).

4. Requirements, procedures and measures to be taken before and during work

All measures apply to both the contractor's employees and to those of his subcontractors.

4.1 Insurance

- The contractor must ensure that he has taken out the relevant insurance policies (machine breakdown, fire, damage, lightning, civil liability) with sufficient cover.
- The contractor will bear full responsibility for the actions of his personnel and the defects of his material, both for damage to the Majaland Parks, its mandatories and appointees and to third parties.
- If the contractor uses the Majaland Parks equipment during the execution of the works, he will bear full responsibility in this regard, both in respect of the damage to the equipment itself and in respect of damage caused by that equipment.

4.2 General requirements before commencement with the work

- The contractor must, to ensure that the work and the interventions occur under the best conditions, in cooperation with his Majaland contact person and, if necessary, with those responsible for other services:
 - ensure the presence of a competent supervisor (work foreman) on site who must follow up and supervise compliance with working procedures and safety measures.
 - establish the working conditions and normal activities on site.
 - prepare and coordinate the work.
 - determine, insofar as this has not happened beforehand, which measures are necessary to guarantee the safety.
- The work can only commence after the following arrangements have been made in the workplace:
 - the contractor's responsible representatives and of the client have ascertained the conditions in the workplace.
 - the client's responsible representative and, if necessary, his personnel, are aware of the work that is to be executed.
 - the necessary measures, which have been agreed upon, have been taken so that the work can be executed in complete safety.

4.3 General requirements during the execution of the work

- Any unsafe situation that occurs during the execution of the works must be reported immediately to the HSE department (via your Majaland contact person), including near-accidents.
- The materials and equipment of the contractor must be arranged in such a way that they do not constitute a hazard or hindrance. The exits, the access to the emergency equipment, the electricity panels and the passageways must also be kept free under all circumstances.
- At the end of the working day, the following must be seen to:
 - each device must be switched off and disconnected.
 - the contractor must tidy up and clean up his workplace.
 - the contractor must dispose of the waste (unless otherwise agreed upon).
- If, for exceptional reasons, an intervention must occur, or be continued, outside the personnel's working hours, the Technical Department and Park management, must be informed (via your Majaland contact person) of the location, type of work and identity of the persons involved. The technical



department or Park management will make the necessary arrangements in consultation with the other departments involved and your contact person at the Majaland Parks.

- After completion of the work, the contractor must:
 - leave the workplace in a safe and tidy condition.
 - inform the HSE department (via your Majaland contact person) immediately of any risks that might remain after the work was executed and about the safety measures that are to be taken.
- It is forbidden to remove or use material or equipment from the latter, or take it with you, without the prior written consent of the Majaland Parks. This rule does not apply to the use of extinguishing equipment in the event of fire.
- The connection of equipment to the energy sources, as well as the connection of cables to the Majaland Parks network, will only be possible after consultation with, and with the permission of, the Technical Department & the ICT Department of Majaland (via your Majaland contact person).
- It is forbidden to use machinery or appliances that were not assigned to the contractor.
- It is forbidden, even during maintenance or repair work, to short-circuit or remove emergency stop or safety devices of machines or installations, or to clean or lubricate machines or installations when in operation, unless this is part of the prescribed maintenance procedures, and this has been taken into account in the conception of the machinery or installations.

4.4 The use of work equipment, personal and collective protective equipment

- The contractor must draw up an inventory of tools and devices at the commencement of the works. All work equipment must be clearly identified in view of its indisputable ownership. The Park-management may request this inventory at any time.
- The contractor must ensure that his personnel have all the appropriate equipment and all the necessary equipment for the execution of his duties, as well as personal and collective protective equipment.
- He must ensure that this material, equipment, and protective equipment are in good condition (including the CE label and periodic inspection) and that his personnel have received the necessary training and information to use them correctly. If material must be inspected, it is the responsibility of the contractor or his appointees to have executed this correctly.
- The contractor must ensure that his personnel make use of the provided protective equipment during the execution of the work.

4.5 Safety signs of the works

- If required, the contractor can, in consultation with the HSE department (via your Majaland contact person), see to the necessary demarcation and safety signs in order to prevent unauthorized access to the workplace and to warn passers-by of the work in progress.
- The contractor must ensure that his personnel have the necessary means to adequately protect the machines or installations on which they work against an untimely restart (warning panels, locks on the switches, etc.).

4.6 Procedure for a fire permit



- A fire permit is used to prevent fire or explosion risks during the execution of works that entail an open flame, flames, or glowing points (welding, soldering, flame-cutting, burning off paint or varnish, metal grinding, etc.).
- This permit can be requested from the Technical Department (via your Majaland contact person), which will notify the Park-management and this each time when it is necessary for the execution of work.
- The permit is valid for 1 day; it can be extended per day, if necessary.
- The most important measures to consider when it comes to work for which a fire permit is required. They are repeated and, if necessary, added to the fire permit that the employee who will execute the work must have in his possession:
 - remove, protect, or suitably cover flammable substances and materials before commencing with the work.
 - set up of suitable and ready-to-use fire extinguishers in the vicinity of the works.
 - deploy a permanent inspector who is familiar with the safety measures.
 - verify whether the appliances and accessories are in good condition and set up the gas cylinders in a safe and logical manner before commencing with the work.
 - pay attention to the glowing sparks and the place where they fall during the execution of the work.
 - monitor the workstation for at least 2 hours after the work has ceased.
 - inform the HSE department at the termination of the works for which a fire permit was required.
 - always use devices that comply with the ARAB and AREI regulations.

4.7 The use of hazardous products

- The contractor must notify the HSE department (via your Majaland contact person) of the eventual use of dangerous products before commencing with the work. These products may only be used after permission from this department.
- The contractor must submit the safety and health sheets of the products that he uses to the HSE department (via your Majaland contact person).
- The contractor must ensure that his personnel is sufficiently informed and trained and that they have the necessary protective equipment to work with these products.
- The hazardous products may only be present in the place where the works are executed in the quantity required for the work for one day.
- All products must be clearly labelled according to the regulations.
- The disposal of asbestos must be done according to the current regulations. It is mandatory to inform the Park-management before the works commence, via your Majaland contact person.

4.8 The use of gas bottles

- The gas bottles must be stored vertically and firmly secured.
- Always verify the label on the bottle before use.
- Always keep the bottle at a safe distance from any heat source.
- Where and when possible, always use a mobile carrier to transport a gas cylinder.
- Always remove grease or oil on the connection head of the gas cylinder.
- Always close the gas bottle when not in use, with the protective cap over the locking system.



- Remove empty bottles as soon as possible.
- At the end of the working day, the pressure in the pipes and pressure gauges must be reduced and the bottles must be secured in a fixed place.

4.9 Working with electricity

General:

The contractor must ensure that his personnel is sufficiently informed and trained and that they have the necessary protective equipment to work on electrical installations (if necessary, a BA4 and/or BA5 declaration of competence must be available).

4.9.1 Working on low-voltage installations

- It is strictly prohibited, unless explicit written permission from the Majaland Parks to:
 - connect machines, installations, or site electricity panels to the distribution network.
 - start machines for the very first time, or for the first time after repairs.
 - disconnect or open electricity cabinets.
- The contractor must provide his personnel with the specific protective equipment required to work safely on electrical installations that are under voltage.
- The disconnected installations must be provided with a warning sign, with the name of the person working on it. A padlock must also be provided on the cabinet to prevent untimely reconnection.
- Open electricity signs that are under voltage must never be left unattended.
- The construction site cabinets must be provided with a control certificate from an accredited institution before they can be connected.

4.9.2 Working on high-voltage installations

- Access to the high-voltage cabinets is prohibited, except for the electricity supplier's competent personnel. All other persons will only be admitted if accompanied by authorized personnel from the Majaland Parks
- Work on high-voltage installations may only be executed after permission from the authorized personnel of the Majaland Parks. These works may only be executed under the supervision of the afore mentioned personnel.

4.10 Working at a height

General:

For works that are executed at a height of more than 2 meters, the contractor must take the necessary measures (see legal provisions) so that these works can proceed in complete safety, both with regards to the personnel and falling objects. If items are stacked, they must be accessible and orderly arranged, whereby the risk of a fall is reduced to an absolute minimum.

The Majaland Parks requires the correct use of the equipment listed below.



4.10.1 The use of ladders

- The ladders used by the contractor must comply with the legal requirements.
- The ladders must be inspected regularly by a competent person who will be designated by the contractor for this purpose.

4.10.2 The use of scaffolding

- The scaffolds used by the contractor must comply with the legal requirements.
- The scaffolds must be inspected regularly by a competent person who will be designated by the contractor for this purpose.
 - when they are taken into use.
 - thereafter, at regular intervals (to be arranged with the contractor's HSE department);
 - after each amendment, any period during which they were not used, exposure to wind and rain or other conditions that could affect their sturdiness or stability.

The authorized person must affix a control label to the scaffold, stipulating his name and the date of the most recent inspection.

- It is forbidden to ascend scaffolds that do not have a calculation report.
- Mobile scaffolding must be equipped with protection against unforeseen movements.

4.10.3 The use of aerial work platforms

- Such aerial work platforms may only be used after submission of the certificate of the most recent periodic inspection by a recognized institution.
- Employees who make use of these aerial platforms must present a valid certificate of medical competence and of the training that they have followed. A copy of the afore mentioned must be always available for inspection by the Majaland Park-management.

4.10.4 The use of safety belts and/or harness

- A safety belt or harness must be worn in all situations where there is a risk of falling when executing the work and where no collective protection measures have been taken.
- The safety belts may only be used after submission of the certificate of the most recent periodic inspection by a recognized institution.

4.10.5 Personnel who work above one another

- Where personnel from different contractors execute work simultaneously, it may only be done if there is no danger to one another. Mutual agreements and a good safety coordination are recommended in this case.

4.11 The use of lifting equipment

- Forklift trucks and other lifting machines and their accessories may only be used after submission of the certificate of the most recent periodic inspection by a recognized institution.



- Employees who make use of forklift trucks and other lifting machines must present a valid certificate of medical competence and of the training that they have followed. A copy of the afore mentioned must be always available for inspection by the Majaland Park-management.

4.12 The use of travelling beams

- The use of travelling beams is prohibited without prior written permission.
- Employees who make use of travelling beams must present a valid certificate of medical competence and of the training that they have followed. A copy of the afore mentioned must be always available for inspection by the Majaland Park-management.

4.13 Working in enclosed tanks or in wells

- It is forbidden to descend into reservoirs, wells, or other places where harmful gases may be present.
- It is only allowed to descend in such locations if there is sufficient ventilation and atmospheric control, if adapted protective equipment is used and if the agreed upon measures are applied.
- These works must always be carried out under the supervision of a second person who is in a safe place and who, if necessary, can immediately raise the alarm and provide assistance.

4.14 Working in an environment with the risk of explosion

- The contractor must use non-explosive electrical material in this regard (the inspection certificates must be submitted to the Majaland Park-management) and mechanical material that does not produce any sparks.

5. Environment and waste

- The contractor undertakes to respect the applicable environmental legislation & licensing permits.
- Apart from this obligation and complementary to this, the contractor undertakes:
 - not to leave any waste behind in the working areas.
 - not to pour oil, solvents or other liquid waste that is subject to the environmental protection regulations into the drains.
 - to deposit solid waste into the containers designated for this purpose by the Operational Department, or the Majaland contact person, and this with the explicit permission from the Majaland Parks.
 - if it was agreed upon that the contractor is responsible for the removal of the waste himself, to have it removed and processed in a legal manner; the Majaland Parks reserves the right to request a processing certificate.
 - not to burn anything.
 - to dust contaminated products properly that could cause pollution.
- If infringements of the applicable environmental legislation were to be established on the company sites, which were committed by the contractor or his subcontractors, the Majaland Parks reserves the right to immediately deny access to the responsible parties and hold the contractor liable for all damage suffered (fines imposed, cleaning or decontamination works, damage to the Majaland Parks and/or local residents, ...).



6. Useful telephone numbers within the company

First and foremost, you should always have the number of your Majaland contact person at hand. He/She is your first point of contact regarding every situation.

Additional useful telephone numbers:

| Number | Internal communication |
|----------------------------------|---|
| Fire / serious accident / danger | Reception: +48 68 444 33 06 / or local Majaland contact |
| Urgent Assistance | 112 |
| | |

7. Appendix

7.1 Sketch of the assembly point

Assembly point in case of evacuation:
On the big parking lot



7.2 Instructions in case of fire



INSTRUCTIONS IN CASE OF FIRE

ALARM

| | | |
|--------------------|--|-------|
| <u>Burglary:</u> | | _____ |
| <u>Evacuation:</u> | | _____ |

Intermittent ringing: warning for authorized personnel (safety officers of the departments and safety coordination team of the building).

Uninterrupted signal: general evacuation of the entire building to the parking lots (see plan)

WHAT TO DO IN CASE OF A FIRE?

| | |
|--|--|
| <u>IT IS PROHIBITED TO USE THE LIFTS</u> | |
| <u>WARNING</u> | |
| <u>EXTINGUISH</u> | |
| <u>CALL THE FIRE BRIGADE</u> | |

The lift may NOT be used in case of fire.

The start of a fire starts, or if there is a risk of a fire, must be reported by using the alarm buttons. Break the glass to press the button. The safety coordination team will then come to the location.

In anticipation of the arrival of the fire brigade, an initial attempt can be made to extinguish the fire. However, nobody should endanger himself! Use the fire hoses and/or fire extinguishers for this purpose.

- Report the starting of the fire, or the risk of a fire via the number 112.

- Close cupboards, windows and doors;
- Disconnect electrical installations;
- Evacuate immediately to the assembly point, using the planned (emergency) exits and follow the shortest route, if possible;
- Follow the instructions of the safety coordination team.

EVACUATION TO THE ASSEMBLY POINTS, OUTSIDE IN THE OPEN

(personnel parking)



