

# Health and safety

[GRI 103-1 dla Aspektu: Bezpieczeństwo w miejscu pracy i zdrowie pracowników ]

[GRI 103-2 dla Aspektu: Bezpieczeństwo w miejscu pracy i zdrowie pracowników ]

[GRI 103-3 dla Aspektu: Bezpieczeństwo w miejscu pracy i zdrowie pracowników ]

Shaping safe working conditions for our employees is definitely one of our priorities. We conduct business that requires us to be particularly attentive to safety. We operate in accordance with generally applicable regulations, such as health and safety laws and regulations. The Group companies also implement a number of additional internally defined guidelines.



## Our priorities

- creating a friendly and safe workplace for employees
- increasing the awareness, responsibility and involvement of employees in improving safety at the workplace
- systematic identification and elimination of potential hazards – striving to eliminate accidents at work
- building awareness among employees of occupational hazards
- raising Employees' awareness of the importance of the application of safe working practices

[GRI 403-2]

**In 2017, the companies covered by the reporting noted the following:**

- 0 fatal accidents
- 60 accidents resulting in loss of working time



## Policies and procedures

Each company carefully performs its own policy, standard and procedure tasks to ensure safety in the workplace. They are adapted to the specificity of the company's operations and the associated occupational health and safety risks.

**See examples of policies and procedures implemented by companies in different areas of our business**

Segment	Procedures
Generation segment – Enea Wytwarzanie sp. z o.o.	<p><b>Integrated Quality, Environmental and OHS Management System Policy</b></p> <p>Occupational safety and health monitoring procedure  Hazard identification and risk assessment procedure  Instructions for risk assessment at the workplace  Instructions for the investigation of accidents at work, occupational diseases and potentially hazardous accidents  Instructions for safe working  Health and safety instructions for the operation of the equipment  Workstation health and safety instructions  Procedure for preparing for and responding to accidents at the Koronowo site  Initial training, job and periodical training programmes for employees</p>
Generation segment – Enea Elektrownia Połaniec SA	<p><b>Integrated Quality, Environmental and OHS Management System Policy</b></p> <p>Instructions for safe work organisation at Enea Połaniec S.A.  Accident and emergency procedures and rules for dealing with accidents  Instructions for conducting and documenting training in health and safety at work  Instructions for assigning work clothing and footwear, personal protective equipment and cleaning equipment  Fire protection instruction at Enea Połaniec SA  Instructions for the prohibition of smoking  Procedure for monitoring health and safety at work  Procedure for hazard identification and risk assessment</p>
Distribution segment – Enea Operator sp. z o.o.	<p>Instructions for the organisation of safe operation of power equipment at Enea Operator sp. z o.o.  Operating Instructions for Power Plants and Equipment at Enea Operator  Procedure of assessment and documentation of professional risk in Enea Operator sp. z o.o.  Fire protection procedure at Enea Operator sp. z o.o.  Procedure specifying the rules of cooperation between Enea Operator sp. z o.o. and the Contractor in the field of OHS  Procedure for periodic training in occupational safety and health (OSH)  Procedure for Live (voltage on) Works on electromagnetic equipment  Standard of equipment for Power Stations and brigade cars of Power Stations  Rules of professional training for new recruits at Energy Posts</p>

Segment	Procedures
ENEA Oświetlenie sp. z o.o.	<p>Work Regulations for Employees of Eneos sp. z o.o.</p> <p>Instructions for the organisation of safe operation of power devices in Eneos sp. z o.o.</p> <p>Electrical fitter's workstation manual</p> <p>A non-electrician's workstation manual</p> <p>Operating instructions for road lighting lines and devices at Enea Oświetlenie sp. z o.o.</p> <p>Instruction for Live Work on power devices at Enea Operator sp. z o.o.</p> <p>Rules for the operation of power equipment at Enea Operator sp. z o.o.</p> <p>Station manual for the electro-monitoring of energy equipment of a transportable measuring laboratory</p> <p>Instructions for marking works carried out in the roadway by Eneos sp. z o.o.</p> <p>Health and safety instructions during transport, unloading/loading, storage and installation of lighting poles</p> <p>OSH instructions for storing and storing materials</p> <p>OSH instructions for transport operations</p> <p>OSH instructions for working with the ladder</p> <p>Workstation OSH manual for computer and printer workstation</p> <p>OSH instructions for the use of office and other equipment</p>
Enea Centrum sp. z o.o.	<p>Health and safety instructions:</p> <ul style="list-style-type: none"> <li>- occupational risk assessment documentation</li> <li>- specific training programmes on health and safety at work</li> <li>- procedures for the functioning of processes in the area of health and safety at work</li> </ul>

The OHS area is supervised by specialists appointed in each company.

- **Enea SA** – Senior OSH Officer
- **Enea Centrum** – OSH Team (two OSH Specialists and a OSH Team Manager)
- **Enea Wytwarzanie** – Head of the administrative cell concerned
- **PEC Oborniki** – Head of units and OSH Service
- **Enea Ciepło Serwis** – OSH Specialist
- **Enea Ciepło** – OSH Inspector and Social Labour Inspector
- **MEC Piła** – Senior inspector for occupational safety and fire safety
- **Enea Operator** – Vice-President of the Management Board for Occupational Safety and Head of the Work Protection Office
- **Enea Oświetlenie** – Work Protection Office (Senior OSH Inspector, OSH Specialist)
- **Enea Elektrownia Połaniec** – OHS Office
- **Enea Bioenergia** – Plenipotentiary of the Management Board for the OHS Management System, Head of the OHS Office
- **Enea Pomiary** – OSH cell, Senior OSH Inspector
- **Enea Serwis** – Vice-President of the Management Board for Employees, Head of the OHS Office
- **Enea Logistyka** – OSH Specialist
- **Enea Trading** – OSH Specialist

## Examples of our actions

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A safe and healthy workstation

Purchase and modernisation of security equipment and measures

Conferences, campaigns and competitions

### Basic actions resulting from binding law:

- Identification and implementation of legal requirements related to the scope of OHS (e.g. Labour Code, Labour Regulations)
- Hazard identification and risk assessment
- Monitoring of working conditions (e.g. inspections, surveys, workstations to check compliance with health and safety requirements)
- Corrective and preventive actions in the field of health and safety (e.g. enforcing the use of personal protective equipment from employees).
- Health and safety training (initial, periodic, on-site)
- Internal communication on health and safety issues

### Training:

- Initiation of first aid training for Employees (in 2017 about 150 people were trained) – Enea Centrum
- Organisation of the 7th Rescue Manoeuvres, whose main topic was to rescue the victims of the collapse of buildings, carried out for the employees of the Enea Group – Enea Centrum.
- Initiation of the safe driving training Skoda Auto Lab – Enea Centrum
- Training for blue-collar workers and managers who are or may be exposed to asbestos dust as a result of their work – Enea Ciepło Serwis
- Extension of the initial training programme – general briefings to include practical demonstrations using phantoms, training defibrillators – training for Enea Centre employees and for persons working on behalf of the Temporary Work Agency.
- First aid training (56 trained in 2017) – Enea Wytwarzanie
- 9 persons trained as members of the company's emergency rescue team – Enea Wytwarzanie
- Continuous improvement of health and safety knowledge through participation of Employees in periodic training courses – Enea Oświetlenie
- During periodic training, employees participate in practical fire-fighting with the help of a simulator – Enea Elektrownia Połaniec
- Organisation of first aid training for employees – Enea Elektrownia Połaniec
- Organisation of annual first aid and pre-medical assistance training for staff – Enea Bioenergia
- First aid training (25 people trained in 2017) – Enea Logistyka
- Carrying out evacuation exercises on buildings for Employees according to specific risk scenarios – Enea Trading

### Educational campaigns:

- Organisation of regular initiatives to promote healthy lifestyles (running, winter sports, swimming,

volleyball, football) – Enea SA

- Organisation of the Health and Safety Campaign ‘Our Choice – Safe Work’ for employees from the distribution area – Enea Operator
- Preparation of educational materials for Employees on health and safety issues (information posters, desk pads, cups) – Enea Operator
- Publication of an electronic newsletter promoting health and safety at work (monthly) – Enea Operator
- Distribution of brochures on safety at work – Enea Oświeetlenie
- Updating information on the intranet on occupational safety (information on accidents at work, instructional videos, accident statistics, training materials and useful documents in the field of occupational safety) – Enea Elektrownia Połaniec
- Employees of the OHS Bureau and representatives of the Social Labour Inspectorate take part in Occupational Protection Fairs, where they get acquainted with the latest solutions and technologies concerning OHS – Enea Elektrownia Połaniec
- Participates in editing and publishing the bulletin/newsletter’ and ‘Working safely’ – Enea Pomiary
- Sending an internal newsletter ‘OHS Office broadcasts’ containing information on OHS area (twice a month) – Enea Serwis

### Safe and healthy workstation:

- Promotion of a programme to improve ergonomics in workplaces – Enea SA
- Improvement of the ergonomic system of workstations by retrofitting them with footrests, pads to help prevent carpal tunnel syndrome – Enea Centrum
- Systematic exchange of office chairs for those with adjustable armrests – Enea Centrum
- Mechanical air ventilation at the level of flue gas heat exchangers in cogeneration by lowering the temperature, which contributed to the improvement of operating conditions – MEC Piła
- Installation of new and retrofitting of existing air conditioners in offices – Enea Oświeetlenie
- Taking care of the appearance of workrooms – renovations, refreshments – Enea Oświeetlenie

### Purchase and modernisation of security equipment and measures:

- Purchase of stand-alone defibrillators for eight company locations – Enea Centrum
- Purchase of five autonomous AED defibrillators – location: Świerże Górne – Enea Wytwarzanie
- Purchase of four defibrillators (one per item) – MEC Piła
- Extension of the contents of the first-aid kits to include gel patches for burns – Enea Wytwarzanie
- Purchase of personal protective equipment and clothing (protective clothing and footwear, protective gloves, warning vests, dust masks, safety goggles, helmets, raincoats) – PEC Oborniki
- Purchase of two complete metal scaffoldings of the ‘Warszawa’ type – improves work safety – MEC Piła
- Issuing professional repellents to field workers working during periods of increased activity, e.g. ticks – Enea Oświeetlenie
- Retrofitting of electrical fitters’ brigades with protective equipment to improve safety at work and replacement of safety equipment for work at a height and equipment to protect against electric shock – Enea Oświeetlenie

### Conferences, campaigns, actions and competitions:

- Organisation of the ‘Live Works Conference’ organised by Enea Operator
- Organisation of the Health and Safety Campaign ‘Our Choice – Safe Work’ for Distribution Area Employees by Enea Operator
- Organisation of the occupational safety knowledge competition by Enea Elektrownia Połaniec
- The ‘We Work Safely or Not at All’ campaign to improve contractor safety. In 2017, 3 580 people were trained by Enea Elektrownia Połaniec.
- Organisation of the ‘Your Choice of Safe Work’ Campaign (series of posters addressed to employees, gadgets with campaign slogans) – Enea Pomiary

- Employees of Enea Trading, Enea Elektrownia Połaniec and Enea Bioenergia participated in a safety awareness competition organised by Enea Elektrownia Połaniec

## Enea medical rescue

The pre-medical rescue programme is a long-term, bottom-up initiative of Enea's employees. Well-trained employees are in a position to help the victim as quickly and as effectively as possible, which is particularly important in our industry.

In 2017 Enea Centrum conducted **the 7th Rescue Manoeuvres**. They are a three-day cycle of training for both pre-medical rescuers and people just starting to gain their experience in rescue. The main theme of this year's Rescue Manoeuvres was to rescue the victims of the collapse of buildings.

Our employees agree that the subject of rescue is important and that it is worth sharing their knowledge with others, which is why they decided to include pre-medical rescue in the **Enea Employee Volunteer Work Programme**.



Since 2010, we have trained more than **83 700 persons** with first aid and have devoted about **6 310 hours** to our activities.

[GRI 403-2]

Name of company	Employees		Contractors		Index of frequency of accidents of the company's employees	Severity index of accidents of the company's employees
	Number of fatal accidents	Number of accidents resulting in loss of working time	Number of fatal accidents	Number of accidents resulting in loss of working time		
Enea SA	0	0	0	0	0.00	0.00
Enea Centrum sp. z o.o.	0	3	0	0	1.99 <sup>4</sup>	80.66 <sup>5</sup>
Enea Wytwarzanie sp. z o.o.	0	11	0	6	4.88 <sup>6</sup>	54.50 <sup>7</sup>

Name of company	Employees		Contractors		Index of frequency of accidents of the company's employees	Severity index of accidents of the company's employees
	Number of fatal accidents	Number of accidents resulting in loss of working time	Number of fatal accidents	Number of accidents resulting in loss of working time		
Przedsiębiorstwo Energetyki Ciepłej sp. z o.o. w Obornikach	0	0	0	0	0.00	0.00
Enea Ciepło Serwis sp. z o.o.	0	3	0	0	13.40	1.75
Enea Ciepło sp. z o.o.	0	1	0	0	2.40	1.55
Miejska Energetyka Ciepła Piła sp. z o.o.	0	0	0	0	0.00	0.00
Enea Operator sp. z o.o.	0	28	b.d.	b.d.	7.39	39.64
Enea Oświetlenie sp. z o.o.	0	0	0	0	0.00	0.00
Enea Elektrownia Połaniec SA	0	0	0	6	0.00	0.00
Enea Bioenergia sp. z o.o.	0	2	0	1	7.43	0.35
Enea Pomiar sp. z o.o.	0	0	0	0	24.24	0.00
Enea Serwis sp. z o.o.	0	11	b.d.	b.d.	9.52	0.33
Enea Logistyka sp. z o.o.	0	3	0	0	17.64	14.60
Enea Trading sp. z o.o.	0	0	0	0	0.00	0.00

<sup>4)</sup> Enea Centrum calculated the frequency index according to the formula  $I_{freq.} = \text{Number of victims of accidents at work recorded over the period} / \text{number of employees} \times 1000$

<sup>5)</sup> Enea Centrum calculated the severity index according to the formula  $W_s = \text{Number of days of sick leave due to accidents at work} / \text{number of accidents}$

<sup>69</sup> Enea Wytwarzanie calculated the accident frequency index according to the formula: Number of accidents at work x 1000 / average employment in the company

<sup>71</sup> Enea Wytwarzanie calculated the severity index according to the formula: Number of days off due to an accident at work / total number of accidents (less fatal accidents)

**Frequency index** = number of accidents at work x 1 000 000/total risk hours worked (number of risk hours: number of hours including overtime/Employees with fixed and indefinite contracts)

**Severity index** = number of days of sick leave due to accidents x 1 000/total risk hours worked