

RISK GUIDE

for occupational health and safety

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1. PURPOSE AND SCOPE OF THE

GUIDE The purpose of this guide is:

- To define the risks identified within Telekom Romania Communications that can occur during the performance of activities and to establish preventive measures for controlling such risks.
- To set the safety norms for the works performed in Telekom Romania Communications.
- To communicate measures in emergency situations.

The compliance with the requirements of this Guide is required by article 7 (5) and article 16 (2) of Law 319/2006 of occupational safety and health, articles that refer to the coordination of activities and the cooperation between employers.

As a supplementation of this document, if necessary, technical specifications, operational procedures and technical inspections will be delivered in order to set specific operational processes.

The guide applies to Telekom Romania Communications – S.C. Telekom Romania Communications S.A. and shall be implemented by all the workers, both those of Telekom Romania Communications, and those of its contractors, who operate in the company units.

2. GUIDE CHARACTER

This guide is the document based on which the contractor delivers or updates its own assessment of the occupational health and safety risks for the works to be performed at Telekom Romania Communications.

In the aforementioned risk assessment, the contractor is obligated not to limit to the risks included in this Guide and to include all the identified risks, especially those that are directly associated to its contracted works.

At the same time, the prevention measures included in this study must be understood to represent the "minimum mandatory requirements", and are subject to modifications or additions, depending on the character and course of the works performed by the contractor. The modifications operated by the contractor under any form shall not allow a reduction of the protection level set in this Guide.

3. REGULATION REQUIREMENTS

When preparing and performing works, all the following requirements shall be complied with:

- The Risk Guide
- The OHS agreement
- The legislation in force applicable to the performed activities.

4. IDENTIFICATION OF RISK TYPE

The following risk types were identified in this guide:

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ACCIDENT RISKS	
1. Fall from height of workers	23. Exposure to harmful or toxic substances
2. Fall at the same level of workers	24. Overloading
3. Fall from height – cave in or collapse	25. Explosions
4. Fall from height of handled objects	26. Fires
5. Fall from height of objects unsecured against falling	27. Emergency situations – evacuation
6. Tripping	28. Bites, scratches etc. caused by man or animal
7. Impact with fixed objects	29. Impact with a moving vehicle
8. Collision with moving objects	30. Traffic accidents
9. Contact with a heavy or blunt object	31. Significant pressure variations
10. Being crushed under or between objects	32. Floods
11. Being crushed under debris	33. Exposure to chemical agents
12. Being crushed in a rolled over vehicle	34. Exposure to biological agents
13. Forced or incorrect work postures	35. Exposure to noise
14. Exposure to extreme temperatures	36. Exposure to ultrasounds
15. Contact with hot surfaces	37. Exposure to vibrations
16. Projection of particles or fragments	38. Exposure to high air humidity
17. Hot liquid splattering	39. Exposure to high/low air temperature
18. Hot gas emissions	40. Exposure to ionizing radiation
19. Electrocution by direct touch	41. Exposure to non-ionizing radiation
20. Electrocution by indirect touch	42. Inadequate lighting
21. Exposure to an electric arc	43. Other environment conditions
22. Contact with caustic or corrosive substances	44. Adverse weather conditions

5. INSTALLATION'S RISKS AND CONTROL MEASURES

Annex I of this Guide describes the identified risks, with the generating risk factor. It also includes several control measures that must be applied for these risks, together with other general measures.

For further information regarding the specific risks that can occur during the works, ask for instructions from the Occupational Health and Safety Department Romania within Telekom Romania Communications.

6. BASIC NORMS REGARDING OCCUPATIONAL SAFETY

The compliance with these norms does not justify in any way the breach of the applicable law in the field of occupational health and safety and emergency situations.

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6.1. Standard safety rules

The following are basic safety rules that will be implemented by the personnel of the contractors performing works in Telekom Romania Communications.

- The person in charge with the performance of works from the contractor (Work Owner) will inform the contract owner from Telekom Romania Communications (Contract Owner) regarding the entrance of the contractor's personnel in the location, in order to obtain the approval for starting works.
- The personnel of the contractor must take note of the Emergency Plan of the unit/location and comply with any provision issued by the Work Owner regarding occupational health and safety, and any provision issued by employees of the Occupational Health and Safety Department Romania.
- If part of the work is subcontracted, the contractor shall report this to the Contract Owner and must send the Guide and other occupational health and safety documents applicable to Telekom Romania Communications to its subcontractors.
- Throughout their presence at Telekom Romania Communications, workers must mandatory wear at least footwear with slip resistance rating (SRC) and working outfit, irrespective of the works they are to perform.
- The Work Owner will inform the Contract Owner regarding the end of the works and leaving the work area by all its workers.
- No worker is allowed to perform works outside the work area set by the Contract Owner.
- The Work Owner will inform the Contract Owner regarding the introduction in the location of hazardous chemical substances (irritating, flammable, toxic, corrosive) and will submit the safety data sheet for the substance to be used.
- All chemical products (oils, thinners, dissolving agents, cleaning agents etc.) must be stored and transported in adequate containers, airtight and adequately labeled with the name of the product, its characteristics, risks and applicable prevention and protection measures.
- When possible, chemical products will be kept in their original packages. It is forbidden to transfer the substances in the containers of other substances.
- In case of an accidental spill, the affected area will be cleaned immediately.
- Stored materials will not exceed the limit of the space set for storage and the allowed gauge and weight limits.
- Heavier objects will be stored on the lower boards of the shelves.
- It is forbidden to store hazardous substances on premises other than those set for this purpose.

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Chemical substances will be stored according to the following compatibility table:

	 Substante inflamabile	 Materiale combustibile	 Substante toxice	 Substante iritante sau nocive
 Substante inflamabile	YES	NO	NO	YES
 Materiale combustibile	NO	YES	NO	CHECK FIRST
 Substante toxice	NO	NO	YES	YES
 Substante iritante sau nocive	YES	CHECK FIRST	YES	YES

Smoking is forbidden on the premises of Telekom Romania Communications, except for the premises fitted as smoking places.

Vehicles will be parked in spaces marked for this purpose so that they do not block the access to fire extinguishing means and evacuation paths. Vehicles will be parked in the inner yard allowing their fast evacuation or easy movement, in order to avoid accidents if moved in such situations.

All contractors will only use electrical installations fitted with differential fuses. Using a socket without differential protection is forbidden.

It is forbidden to use portable lighting lamps with a voltage higher than 24V. Portable lamps will be charged either by using independent energy sources, or by using transformers.

If additional lighting is necessary, it will be provided by the Contractor, which is also responsible for its adequate installation and maintenance. If, in order to perform the works, the permanent lighting system needs to be replaced with a temporary lighting system, this operation will be performed by the Contractor; the permanent lighting system will be restored by the Contractor.

The person responsible for the performance of the works designated by the contractor will ensure that his/her workers are given and adequately make use the necessary personal protective equipment.

Unless the contract provides otherwise, the person who is responsible for the performance of the works from the contractor shall remove from the location the materials that were not used in the work.

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- The waste generated after the performance of the works will be managed according to the contractual provisions and according to the procedures of Telekom Romania Communications.
- It is mandatory to maintain housekeeping at any unit of Telekom Romania Communications throughout the performance of the works. It is also mandatory to implement a program for maintaining housekeeping and order throughout the performance of the works, in order to remove or reduce the identified risks.
- Workers shall be adequately informed and trained on occupational safety and health, including regarding the risks they can be exposed to, and the necessary measures for removing or reducing these risks.
- Workers will be adequately trained according to their tasks.
- The records regarding the workers' training and the communication of risks and prevention and protection measures, containing the workers' signatures, must be provided to Telekom Romania Communications.
- Workers shall receive from their employer the entire personal protective equipment that is necessary for reducing the risks associated to their activities and will be trained on the manner of using and maintaining the provided personal protective equipment.
- All the work and protection equipment will be in good condition and checked according to the instructions of the manufacturer and the applicable legal provisions.
- Workers will receive adequate work equipment (machines, tools, vehicles etc.) and adequate training regarding the use and maintenance of the work equipment.
- It is mandatory to delimit and mark the work area and the storage areas. The work areas and the storage of the materials will be so as not to block or obstruct the pathways and evacuation ways.
- In case of lifting/lowering materials with the help of lifting installations (cranes, pulleys, baskets etc.), the safety area around the installation shall be adequately identified and marked.
- If excavations are necessary, specific measures will be taken in order to prevent falls in the excavated areas and the collapsing of the banks.
- The workers of the contractor will perform works at height only if they have a physician's approval with the express mention "fit for working at height", which will be recorded in the skill chart. Persons under 18 years old will not be allowed to work at height.
- All the areas that present danger of falling from height will be adequately signaled, with panels, cones, signaling tape and «access forbidden» and «working at height» warnings, as the case may be.
- Working on ladders is only allowed for short-term works, and for other works it is mandatory to install a work platform/scaffold, certified and authorized by a competent person; if person lifting installations are used (basket, self-lifting platforms), they will be operated by an employee who is authorized to operate those installations.
- Choose adequate tools for the performed works.
- Check the equipment and tools before use, in order to ensure that they are in good condition: smooth edges, clean and well-fastened handles, no cracks or knots in the handles etc.
- Tools must be adequately kept and transported: bags/toolboxes, protection covers for sharp tools, the tools are cleaned after use etc.
- It is forbidden to modify or remove the protection devices of the work equipment. If this is necessary for maintenance purposes the work equipment, adequate measures will be taken in order to protect the workers.
- Vehicles and machinery will comply with the following conditions:
 - They will be started only by voluntarily operating the control system fitted for this purpose.
 - They must be fitted with braking and stopping systems; insofar as the safety conditions impose it, if the main device malfunctions, an emergency device, operated by easy-to-operate controls or by automated systems, must allow braking and stopping
 - If they are fitted for use at nighttime or in dark places, they must be fitted with a lighting device, adapted to the work to be performed and ensuring sufficient safety for workers

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- They have a safety structure that guarantees sufficient space around the operator or the transported workers
- They will be fitted with acoustic and/or sound warning systems for operation/movement/reversing, depending on the sizes and the operator's visibility degree.

7. MEASURES FOR EMERGENCY SITUATIONS

Below we present the general measures for emergency situations at Telekom Romania Communications set in the Plans for Emergency Situations. These Plans are available at the NATIONAL OBLIGATIONS ROMANIA department.

7.1. Specific instructions in emergency situations

Emergency procedure in case of fire

The applicable specific action and evacuation instructions in case of fire are posted in all the buildings and at all the premises of Telekom Romania Communications.

The general instructions in case of fire applicable in Telekom Romania Communications that are addressed to the contractor's personnel are as follows:

- Stop any activity
- Alert the persons who are in the vicinity of the place where the fire is manifesting.
- Immediately inform the Work Owner from Telekom Romania Communications in order to allow him/her to implement the Fire Plan as soon as possible.
- Remove any combustible materials – paper, cardboard, textile materials, oils, paints, fuel etc.; immediately remove any compressed gas container.
- Act on the fire with the available means of first response. **Do not take any risk! Do not act alone!**
- If you have managed to extinguish the fire, supervise the area in order to identify other fire breakouts; bring means of first response in the area in order to replace the used ones.
- If you have doubts whether or not the fire has been extinguished, act according to the instructions below.

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Compatibility of extinguishers based on the fire class:

FIRE CLASSES			FIRE EXTINGUISHERS		
			DRY POWDER	CO2	FOAM
A	Common combustibles: Burning leaves a residue in the form of ash: wood, paper, sawdust, plastics that do not melt in heat				
B	Flammable liquids or molten solids: gasoline, alcohols, petroleum, varnishes, paints, waxes, melten plastics				
C	Flammable gases: hydrogen, methane, propane, acetylene, butane, liquefied petroleum gas				
D	Metals: sodium, aluminum, potassium, magnesium, lithium, titanium				
E	Live electrical installantions and equipment (max 1000 V)				
F	Fire caused by kitchen oil				

If the fire cannot be extinguished upon the first response

- Immediately announce the Work Owner from Telekom Romania Communications that the fire cannot be extinguished – after this notification has been performed, the Work Owner from Telekom Romania Communications will implement the Fire Plan and will request the response of the Fire Brigade.
- Limit the spreading of the fire as much as possible – close the doors, remove the combustibles you did not manage to remove at first.
- Free the access pathways in order to allow the Response Team access to the fire area – move any vehicle or piece of machinery and take it off the road, if necessary.
- In case of serious and imminent danger, leave the area immediately and go to the assembly point. The evacuation will be performed according to the evacuation instructions from this Guide.

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Actions in case of earthquake

		How to act:	
		when you feel the earthquake...	when the earthquake is over...
	storage	DO NOT evacuate the building 1. Step away from shelves or furniture 2. Stay away from the ceiling 3. Stay away from windows or other glass objects 4. Get under a sturdy table and hang on to it. If there is no table, drop to the ground and protect your head with your hands and arms. 5. Wait for the earthquake to stop	1. Make sure you are safe! Pay special attention to furniture, damaged structural 2. Operate the fire extinguisher to put out any fire. 3. Evacuate the building and go to the assembly point. 4. Help the people who are injured or trapped under debris.
	car	Slow down and stay away from buildings, structures, banks or bridges, stop the car when possible and turn on the hazard warning lights. Keep the engine running and the lights on. Wait for the earthquake to stop. Do not step out of the car!	Assess the road condition. If it is no longer safe to drive, stop the engine, leave the car where you stopped and follow the authorities' instructions.
		Stay away from buildings, electrical installations, ravines, banks or water. Drop to the ground and wait for the earthquake to be over.	Do not enter buildings unless it is absolutely necessary. Before entering an affected building: 1. Assess the state of the building – do not enter if it is damaged to the point of collapsing; pay attention to the furniture, the affected structural elements, the windows or other glass elements, and electrical cables. 2. Look for the portable fire extinguisher and keep it with you in order to be able to intervene quickly if there is a fire 3. Leave the building immediately after your presence there is no longer necessary

How to act in case of an accident with victims

In case of imminent danger, bring the victim to a safe location/position and follow the emergency procedure (protect, inform and help):

- Keep calm and do not panic
- Protect the victim
- Inform the Work Owner from Telekom Romania Communications immediately of the occurrence of the accident, the accident type, the number and condition of the victims and the place of the accident. The Work Owner from Telekom Romania Communications will request the response of the ambulance

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- Evaluate the victim's condition:
 - Is the victim awake (is he/she answering questions?)
 - Is the victim in cardiac arrest (is he/she listening, looking, feeling?)
 - Are there significant hemorrhages?
- Give first aid in order to maintain vital functions. If you don't know how to give first aid, do not intervene.
- Help the victim remain calm and wait for the ambulance.

Transporting victims

1. General rule: a broken limb can heal, a life cannot! Moving the victim is not recommended because it can worsen their injuries, especially in case of spine trauma. Any wrong movement can lead to paralysis or quadriplegia. If you do not know methods or do not have the equipment to safely move the victim, wait for the ambulance. Move the victim only if maintaining it in the initial position further exposes the victim to danger.
2. Lifting the victim: the best solution is to use a stretcher held by at least two persons.
3. Pulling the victim: as a last resort, place the victim on a blanket or a coat and pull them to a safe place; this can be done by a single person.
4. Warning! Do not leave the victim of an accident alone! The victim must be permanently accompanied until the ambulance arrives.

Pandemic

Consequences	Activity to be performed	How to act
Sickness of employees, loss of life.	1. Equipping employees with protection and disinfection materials. 2. Cleaning and disinfection of the spaces where employees work,, meeting rooms, toilets and kitchenettes operate.	1. Equipping with disinfectant and protection materials all employees who interact directly with external customers. 2. Equipping technicians with masks, gloves, boots, goggles. 3. Equipping cleaning companies with surface disinfectants. 4. Informing employees about hygiene rules. 5. Informing employees about the measures taken at the company level to protect them. 6. Informing employees about the wearing and use of protective materials
Affecting the company's ability to achieve the proposed results and strategy in terms of occupational safety and health.	Organizing H&S specific activities during the pandemic.	1. Organizing the work schedule at home at the DSSM level. 2. Establishing the way of performing the labor medicine periodical control. 3. Establishing the way of conducting introductory H&S induction training. 4. Signaling for keeping distance in shops etc. (strips, posters, plexiglass panels) 5. Informing through posters, the customers of shops about the prevention measures against COVID 19 infection.

7.2. Evacuation. Generalities

General Evacuation Procedures

- In case of emergency, evacuate through the nearest evacuation route.
- It is forbidden to block or obstruct the evacuation routes in any way.

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- The evacuation order is issued by the Work owner from Telekom Romania Communications, directly or by a person located on site with whom he/she communicates. Also, the evacuation will be initiated when triggering the fire alarm or after an earthquake.
- Keep calm and help others remain calm, as well.
- When issuing the evacuation order/signal, head towards the closest evacuation door. Do not run! Help the victims, if any.
- Do not take any risk.
- Immediately leave the building! Do not try to save your personal belongings.
- Head towards the assembly point. If you are not at your regular workplace when the evacuation is initiated, head directly towards the assembly point. The assembly point is indicated in the Response and Evacuation Plan in case of fire and is marked as follows:



- If a room is full of smoke, keep your head as low as possible and cover your nose and mouth with a wet cloth. This helps you breathe and avoid burns.
- If your clothes catch fire, roll on the ground until you extinguish them. **DO NOT RUN!**
- At the assembly point, the team leader will check the attendance list, and communicate with the Work owner from Telekom Romania Communications in order to ascertain whether all the members of the work team have evacuated the building and whether there are injured persons.
- During the evacuation, be ready to give way at any time to response vehicles; get out of the way if necessary, in order to allow response vehicles pass through.
- At the assembly point, do not block the car access ways in order to allow response vehicles pass through. Do not leave the assembly point unless asked to do so by the Work Owner from Telekom Romania Communications or the coordinator of the response teams.

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Annex I. Risk identification and control measures

AREA: EXTERIOR	
RISK:	1. Fall from height of workers
Risk factor	Prevention and/or control measures
▪ Use of mobile equipment to lift workers. ▪ Use of mobile ladders and scaffolds to work at height.	▪ Do not use equipment that is not certified by the manufacturer for working at height. ▪ Use and maintain the equipment according to the instructions of the manufacturer. ▪ Comply with the safety measures set by the manufacturer – maximum allowed load, maximum allowed number of users, maximum wind speed etc. ▪ Lifting installation for people at work will be operated only by authorized workers and according to the provisions of the technical prescriptions. ▪ Stop working in adverse weather conditions.
▪ Use of fixed and portable ladders ▪ Inadequately protected holes	▪ Only use portable ladders that meet the stability, resistance and safety conditions and are fitted with anti-slipping systems. ▪ Use safety helmets for working at height and safety footwear with slip resistance rating and ankle protection. ▪ Always use the handrail. ▪ Clean the footwear of mud and grease. ▪ Keep the stairs clear.
▪ Moving vertically or on a vertical ladder ▪ Use of a lifting platform or baskets.	▪ Periodically check the tower's ladders and their safety systems for climbing up and down, in order to detect malfunctions that can affect their resistance and stability. ▪ Use the fall arrest system made of: safety harness (EN 361) and a mobile fall arrest system, according to the safety line (EN 353-1, 353-2) or double lanyard (EN 355). ▪ It is mandatory to use the double lanyard with a shock absorber every time you climb up a vertical ladder that is not fitted with a fall arrest system. ▪ It is mandatory to close the hatches on every level to protect the workers who will subsequently use the staircase against risks of objects falling from height.

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		▪ Before opening the safety gate (in order to use the staircases), tie the lanyard with a shock absorber to an anchor point; remain tied until fastening and checking the mobile safety system. Also, after using the staircases, before untying the mobile fall arrest system, connect the lanyard with a shock absorber to an anchor point; remain tied until leaving the ladder and closing the safety gate. ▪ The mounted safety line on the access staircase is periodically checked by competent personnel. ▪ Before lifting the basket, anchor the tying ropes to the anchoring points on the basket or its handrail and permanently remain tied until lowering the basket in order to have at any time a connecting point to the basket structure all-through the operation.
▪ Moving vertically on the tower structure		▪ Use the fall arrest made up of a complex belt (EN 361) and a mobile fall arrest device, corresponding to the safety line EN (353-1, 353-2) ▪ On the sections or pillars/pylons where there is no safety line or the safety line is not adequate, other fall arrest systems will be (double connecting line, temporary life line etc.). ▪ The life line is checked by competent personnel.
▪ Use of portable ladders		▪ Only use portable ladders that meet the stability, resistance and safety conditions and are fitted with anti-slipping systems. ▪ For working on poles, only use portable ladders with support elements on poles in order to distribute the load on the side rails of the ladder – never lean the last rung of the portable ladder against the pole. ▪ Use a safety helmet for working at height and safety footwear with slip resistance rating and ankle protection. ▪ Place warning cones or warning tape to protect the work area.
RISK:		2. Fall on the same level of workers
		6. Tripping
Risk factor		Prevention and/or control measures

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▪ Uneven surface ▪ Walkways damaged by adverse weather conditions – rain, freezing etc. ▪ Slippery floor – moist or covered in grease ▪ Equipment, tools or materials stored on the walkways ▪ Walkways obstructed with objects ▪ Oil or fuel spills	▪ Pay attention to the characteristics of the surface you walk on. ▪ Move along the set walkways, if possible. ▪ Take precautions while walking on significantly uneven surfaces or during freezing conditions (below 0 C). Stop working if there is an imminent risk of accident. ▪ Clear the access pathways of snow, ice, mud, sand or other materials that can cause slipping. ▪ Use protective footwear with slip resistance rating. ▪ Do not step on concrete surfaces covered with oil or grease. ▪ Signal spills of oil or solvent etc. and clean the area as soon as possible. ▪ Make sure the sole of your footwear is clean. ▪ Do not obstruct the access pathways with materials, equipment or tools. ▪ Keep the walkways clear. ▪ Avoid wet cleaning during working hours. If this is not possible, block access and signal the areas with slipping risk. ▪ Do not store waste on the walkways. Do not leave containers on walkways.
RISK:	4. Falls from height of handled objects
	5. Falls from height of objects unsecured against falling
Risk factor	Prevention and/or control measures
▪ Handling loads with lifting equipment ▪ Accumulation of ice on buildings, pillars, pylons etc. ▪ Tools or materials used in works at height	▪ Do not stay under the load being lifted. ▪ In icing conditions, avoid passing or staying near buildings, under icicles; stop working if necessary in order to reduce the accident risk level. ▪ In icing conditions, pay attention to the wind direction, as it can carry pieces of ice towards the work area. ▪ Coordinate simultaneous activities on different levels of a structure. ▪ Periodically check the stage of the devices used for lifting (slings, hooks, chains, cables etc.) and replace damaged items. Never exceed the maximum allowed load of these devices.

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	▪ Use special sacks or bags for carrying and keeping equipment and tools in work areas located at height. ▪ Use safety helmets. ▪ Mark the areas where operations are performed at height. ▪ Block the access to the areas where there is a risk of falling of objects or materials used when working at height. ▪ Stop working in bad weather conditions (wind etc.). ▪ Do not park vehicles under the work area.
▪ Items stacked or stored on shelves or cabinets.	▪ Do not excessively load shelves and cabinets and place the heaviest objects on the lowest shelves. ▪ Follow the provisions of the instruction regarding shelf storage. ▪ Keep adequate order and cleanliness at the workplace.
▪ Loosening, collapse, crumbling	▪ The installation was performed according to the technical prescriptions in force. ▪ The works that involve the modification of stresses on the pole (replacing cables, change the wind direction etc.) can require the additional support of poles. ▪ Signalise and mark the work area where there is a risk of loosening or collapses. ▪ Notify the deficiencies identified in installations that could affect the safety of the personnel or of assets, in order to allow the implementation of corrective measures.
RISK:	7. Impact with fixed objects
	8. Collision with moving objects
	9. Contact with a heavy or blunt object
Risk factor	Prevention and/or control measures
▪ Lifting loads or mobile lifting equipment ▪ Objects stored in the immediate vicinity of the work area ▪ Access pathways in material storage or handling areas	▪ Clear the area where loads are handled by lifting equipment and the pathways of the lifting equipment and transport means. ▪ Use protection helmets. ▪ Organize the work area so that you ensure sufficient space for workers and vehicles, and in order to avoid the useless movement of materials.

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	▪ Use clothing with reflective elements while moving in roads accessed by transport vehicles or by handling equipment. ▪ In order to handle goods, only use vehicles fitted with acoustic and light signals; transport vehicles must be fitted with acoustic signaling for reversing.
▪ Small spaces. ▪ Materials, tools or other objects that obstruct the walkways.	▪ Keep a good housekeeping in work area, and must have at hand tools and materials for performing works, removing objects that are not necessary for performing the works. ▪ Do not store on walkways; adequately delimit and mark the storage areas. ▪ Use safety helmets for working at height and footwear with toe protection. ▪ Take care around structural elements. ▪ Notify the deficiencies identified in installations that could affect the safety of the personnel or the assets, in order to allow the taking of corrective measures.
▪ Using mobile elevated working platforms ▪ Hitting the vertical stair or the structure of the tower/pylon/pillar	▪ It is mandatory to use double lanyard with a shock absorber, safety helmets for working at height and adequate safety footwear every time you go up a self-lifting platform/basket. ▪ The mobile elevated working platforms must be operated only by authorized operators. ▪ It is forbidden to use the mobile elevated working platforms if the technical check is overdue. ▪ Any modification on the mobile elevated working platforms is forbidden. ▪ Correctly use the fall arrest system in order to avoid hitting lower levels or the pendulum effect. ▪ Use safety helmets for working at height.
▪ Material, tools or other objects in the walkways or areas to be accessed.	▪ Keep the walkways clear. ▪ Use safety footwear. ▪ Do not store materials near evacuation doors.
▪ Containers left on walkways ▪ Equipment for handling/carrying waste ▪ Metallic containers for compressed gas ▪ Handling large objects	▪ Keep the walkways clear. ▪ Close container caps after use. ▪ Carefully handle containers for compressed gas; secure containers against falling ▪ Use safety footwear.
▪ Use of tools and machinery	▪ Use mechanical protection gloves.

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		▪ Cutting tools with sharp edges must have leather or metallic protective covers, in order to avoid injuries by accidental contact. Always keep these tools in their covers or protections. ▪ Do not handle sharp debris with unprotected hands. ▪ Use mechanical protection gloves with adequate protection against cutting etc. and safety footwear with protection against penetration if there is a risk of walking on sharp objects.
RISK:	19. Electrocution by direct touch	
	20. Electrocution by indirect touch	
	21. Exposure to electric arcs	
Risk factor		Prevention and/or control measures
▪ Electrocution by directly touching electrical conductors of medium and high voltage while performing civil works. ▪ Electrocution by indirectly touching by touching objects accidentally under voltage		▪ Mark the cable routes by placing cones. ▪ Ask for excavation permits and the disconnection of electrical lines if necessary.
▪ Access or vicinity to parts of installations under voltage. ▪ Contact with conductive parts accidentally placed under voltage. ▪ Loosening or damaging of a part of the installation or insulation. ▪ Medium voltage cells.		▪ Whenever it is possible, any work performed in one of the electrical installations or close to it must be made after de-energizing the installations. ▪ Any work on live installations must be authorized in writing and must comply with a procedure defining the order of the operations to be performed, the safety measures to be taken, the materials and protective means to be used and the circumstances that can lead to stop of the operations. These operations can be performed only by qualified and authorized workers. ▪ Energizing and de-energizing electrical installations must be performed by authorized and qualified workers according to the legislation in force. ▪ Electrical conductors must be adequately insulated on their entire length. ▪ Electrical panels can only be opened by qualified and authorized workers. Except for the workers who work for the company and ensure the maintenance of electrical installations, no other worker can open electrical panels ▪ Do not work wearing metallic objects that can lead to short circuits (watch, chains etc.)

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	▪ Smoking is forbidden. ▪ Immediate completion of any activity to be performed on dead circuits or on electrical equipment connected to these circuits when there a storm is coming. ▪ Use safety helmets, safety visors to protect yourself against electric arcs, safety clothing against electric arcs, dielectric gloves with characteristics of mechanical protection against cuts, piercing etc. and safety boots or an electric insulation platform. ▪ Grounding of metal parts. ▪ Coordinating operations. The 5 golden rules for working on electrical installations will be complied with. ○ Disconnection and visible separation ○ Secure the operating devices of the switching equipment in an open position ○ Verify if the installation is dead ○ Carry out grounding and short-circuiting ○ Separate and signaling the work area.
▪ Damage of the electric cable insulation at the support points ▪ No protection against contact with parts of live installation.	▪ Periodically checking the condition of the electric cables in the support points ▪ Checking the grounding of the metallic structure.
▪ Access or vicinity to parts under voltage. ▪ Contact with conductive parts accidentally placed under voltage. ▪ Loosening or damaging parts of the installation or insulation. ▪ Power transformer	▪ When possible, any activity performed in an electric installation or in its vicinity is performed when installation is dead. ▪ Live works are performed by complying with the legal requirements and work instructions by mentioning the activities to be performed, the safety measures to be passed, the material and protection means to be used and the circumstances that can lead to stop works. ▪ Works in electrical installations are performed based on work permits. ▪ Operations for de-energizing, taking technical measures of protection against electrical accidents and energizing the installation are performed only by

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	qualified and authorized personnel – separation of the electrical installation, grounding and secure against re-connection. ▪ Materially separating the work area and applying panels for forbidding the unauthorized access and signaling electrical hazards. ▪ Electrical conductors must have adequate and full insulation on their entire length. ▪ Opening electrical panels is allowed only to qualified and authorized personnel. ▪ Do not wear metallic objects that can generate short circuits (watch, chains etc.) ▪ Do not smoke. ▪ Immediately stop any activity that involves uninsulated conductors when a storm is coming. ▪ Protection against electrical discharges. ▪ Use adequate personal protective equipment for electrical works. ▪ Any work performed in the transformer room must be authorized and a procedure must be complied with, setting the operations to be performed, the protection measures to be taken, the material to be used and the situations that can generate the stoppage of the operations. Taking measures for taking the wind turbine out of voltage does not exonerate the work owner from creating a work area for performing works on the transformer (detecting the absence of voltage, short-circuit and ground connections, signaling the work area).
▪ Electrocution by direct touch ▪ Exposure to electric arcs ▪ Electrocution by electrical discharges caused by the weather	▪ Height of the line and the construction of installations according to the technical prescriptions in force. ▪ Works near electrical installations (on common pillars) will be performed according to the provisions of the instructions of Telekom Romania Communications and legal ones regarding the works performed in electrical installations. ▪ Always keep safety distances for works in the vicinity of electrical installations without taking them out of voltage. If these limits cannot be complied with, taking the installation out of voltage will be requested; use electrical insulation protections or other methods for working under voltage.

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		▪ Work under voltage is performed only by personnel qualified and authorized for working under voltage, according to the legal provisions. ▪ Stop the works if the weather conditions do not allow the safe performance of works (storms, abundant rain, strong winds).
▪ Use of tools and machinery		▪ Never use work equipment electrically operated with damaged insulation elements. ▪ Hand tools will have double electric insulation and their connection to a power source will be performed by an electric panel with minimum protection level IP2. Electrically operated portable tools that are to be used in media that can easily conduct electricity will be supplied at 24V.
RISK:	12. Being crushed in a rolled over vehicle	
	29. Impact with moving vehicles	
	30. Traffic accidents	
Risk factors		Prevention and/or control measures
▪ Pedestrians being hit by vehicles ▪ Traffic accidents caused by distractions – using the mobile phone, focusing on other things while driving ▪ Impact with other vehicles or fixed items ▪ Vehicle rollover ▪ Leaving the road while going to mobile sites ▪ Hitting by carried masses by toppling over from the bucket or forks.		▪ It is forbidden for workers who are not adequately trained/instructed/qualified/do not have the necessary category to handle or operate equipment/machinery/vehicles. ▪ In case of weather conditions than can reduce visibility, pedestrians will use reflective clothing. ▪ Keep the roads and platforms under optimal conditions for vehicles and machinery to move safely ▪ Adapt the speed of vehicles and machinery based on the weather and road conditions. ▪ On narrow roads, reduce the speed when you encounter incoming traffic. ▪ Vehicles that go up a ramp have right of way in detriment of those that go down, if they cannot pass each other safely. ▪ In non-signalized intersections within the premises of Telekom Romania Communications the right priority rule applies – the car that enters such an intersection gives way to

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		the vehicle that comes from the right. Warning! The rule does not apply on guided intersections or intersections with a public road. ▪ Drive with the headlights on. ▪ Pay full attention to driving the vehicle; if you want to monitor the operation or condition of the installations, stop the vehicle in a safe place, which provides good visibility on the installation. ▪ It is mandatory for the driver and all passengers to wear a safety belt. Carrying persons in cars not fitted with safety belts for all passengers is forbidden. ▪ It is mandatory to fit vehicles with seasonal tires. In winter, fit the vehicle with tire chains. ▪ It is forbidden for the driver to use the mobile phone, while driving, without a hands-free device. It is forbidden to read and write messages or e-mails on mobile phones while driving.
RISK:	28. Bites, scratches etc. caused by man or animal	
Risk factor		Prevention and/or control measures
▪ Presence of animals: insects, reptiles, mammals etc.		▪ Do not leave clothes, boots or other personal items on the ground. ▪ Do not enter vegetation areas. ▪ In case of the presence of insect swarms that can affect workers' safety, works will not start or they will be stopped. The works will not be restarted until the disappearance of most insects. ▪ Training workers in providing first aid and providing a first aid kit with the necessary elements. ▪ Workers will have mobile phones in order to summon first response. ▪ Use insect protection substances; allergic workers will have the treatment prescribed by the specialist for such cases on them. ▪ Do not provoke animals – keep a safe distance! ▪

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RISK:	14. Exposure to extreme temperatures
	38. Exposure to high air humidity
	39. Exposure to high/low air temperature
	43. Other environment conditions
	44. Adverse weather conditions
Risk factors	Prevention and/or control measures
▪ Works performed under unfavorable weather conditions – snow, rain, heat, storms etc. ▪ Extreme temperatures, cold and heat. ▪ Wind speed.	▪ Use protective clothing, impermeable clothing in case of rain and solar protection. ▪ In case of a storm, outdoor works will be stopped, and all the workers will take cover. In case of mobile websites, evacuation is performed before the start of the storm. ▪ Daily checking weather conditions. ▪ Use adequate protection for cold weather, and loose clothes; permanent hydration every 15-20 minutes, with mineral salts, under high temperature conditions. When exposed to the sun, the exposed skin will be protected with sun-cream, and the eyes must be protected with sunglasses. ▪ Works are performed at height or outdoors at extreme temperatures according to the law. ▪ Activities will be organized by considering the decrease/avoidance of activities in daytime periods when temperatures are extreme. Rest periods will be set for activities that involve intense physical effort. ▪ Leave the mobile site if the average speed of the wind exceeds 25 m/s (10-minute average).

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▪ Extreme temperatures, cold and heat. ▪ Storm with lightning ▪ Wind speed ▪ Works performed outdoors: solar radiations, bad weather etc.		▪ Stop working and immediately look for shelter in case of a sudden change of weather conditions. ▪ Check the weather forecast daily. ▪ Use adequate clothing for the respective weather conditions; ensure the continuous hydration with mineral salts under high temperature conditions. ▪ Do not perform works at temperatures higher than 35°C or lower than -30° C. ▪ Implement organizational measures in order to avoid working at times when the temperature is highest. ▪ Set maximum wind speeds, according to the work type, up to which the performance of the works is allowed.	
RISK:	3. Falls from height – cave in or collapse		
	10. Being crushed under or between objects		
	11. Being crushed under debris		
Risk factor		Prevention and/or control measures	
▪ Access doors – especially under wind conditions ▪ Shelves – shelf collapse ▪ Goods handling – forklifts, cranes		▪ Close or block the access doors in an open position. ▪ Check the maximum allowed load on shelves. Do not load the shelves over the maximum allowed load. ▪ Lifting equipment can be operated only by authorized persons – crane operator or forklift operator. ▪ Loads can be rigged only by persons authorized as riggers. ▪ While operating lifting equipment, the access of persons other than the auxiliary personnel is forbidden. ▪ Do not enter the range of lifting equipment. ▪ Do not pass under loads suspended in the crane hook or under the forks of the forklift. ▪ Wear a high visibility vest in areas circulated by lifting equipment.	
▪ Use of the self-lifting platform.		▪ The mobile elevated work platform can only be operated by persons authorized as operators.	

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		- It is forbidden to use the mobile elevated work platform if it has not been checked in due time. - It is forbidden to perform any modification to the mobile elevated platform.	
Moving parts – mobile elements of equipment		- Do not remove the protection covers of the equipment. Make sure that you use the clothing or personal protective equipment that cannot be entangled by moving parts - If, in order to perform maintenance activities, it is necessary to enter equipment or installations, lock out this equipment and ensure them against accidental operation. - Do not use loose clothes or clothes with opened sleeves. - Do not wear jewelry or cords around your neck close to mobile parts of equipment. - Do not use gloves on mobile parts of equipment. - Use protective footwear.	
RISK:		22. Contact with caustic or corrosive substances	
		23. Exposure to harmful or toxic substance	
Risk factor		Prevention and/or control measures	
- Presence in the atmosphere of decomposition vapors or gas. - Presence in the atmosphere or burning products		- Comply with the fire prevention instructions. - Do not eat or drink in areas used for storing chemical substances! Do not smoke! - Contaminated clothes, tools, materials and residues will be stored in perfectly sealed bags until their clearing or disposal. - If a spill is detected, do not go to the lower level (foundation) or sewerage until it is properly ventilated. - Evacuate the areas where there are gas or smoke accumulations. - Keep chemical substance according to the manufacturer's instructions. - Do not keep incompatible substances in the same area.	

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▪ Used lubricants can be toxic. Greases and thinners used for maintenance.	▪ Use chemical protection gloves and oil-resistant clothes in order to avoid skin contact. ▪ Use safety glasses when handling and applying chemical products (gas, oils, cooling elements, adhesives, thinners etc.) ▪ Carefully read the safety data sheet of the used product. ▪ Avoid breathing oil vapors when opening hydraulic systems. Wait for the oil to cool or use individual protection means for the airways
▪ Inhaling exhaust gas	▪ The electrical generator is fitted with an outdoor exhaust system of exhaust gas. ▪ Work inside the generator room when the generator does not work. ▪ Do not intervene in any way on the exhaust system.
▪ Storing cylinders with compressed or liquefied gases ▪ Accidental release of pressurized gas cylinder containers – asphyxiation	▪ These containers are stored only in naturally ventilated spaces. ▪ Handle cylinder containers only with the tap closed and the protective cap installed. ▪ Handle chemical substances according to the provisions of the safety data sheets of the products.
▪ Handling waste contaminated with hazardous chemical substances ▪ Handling hazardous waste – used oil	▪ Use adequate personal protective equipment – safety gloves, safety glasses or coveralls etc. ▪ Do not drink or eat inside or in the vicinity of the cleaning point. ▪ Keep the adequate hygiene of hands and the work equipment.
RISK:	26. Fires
Risk factor	Prevention and/or control measures
▪ Electric equipment: heating of conductors, short-circuits etc. ▪ Surfaces covered in oil or grease. ▪ Smoking.	▪ Adequately maintenance of electric equipment. Monitor their operation. ▪ Smoking is forbidden. ▪ Make sure that you have adequate fire extinguishers. ▪ Avoid the contamination of cables with oils, greases or corrosive substances. ▪ Do not store combustibles near electrical equipment. ▪ Immediately stop and clean any spill of oil or grease.

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	▪ Immediately stop electrical equipment that, by malfunctioning, can generate a fire.
▪ Accumulations of combustibles.	▪ Do not accumulate combustibles over the storage capacity. ▪ Smoking is strictly forbidden. ▪ Any hot work with open flames is performed only based on a hot work permit by competent persons. ▪ Store waste only in areas assigned for this purpose, in adequate containers. ▪ Do not use electrical equipment beyond the capacity of the installation or with malfunctions. ▪ Do not use radiators for heating storage areas.
▪ Storing flammables	▪ Flammable products will be stored on shelves, in closely sealed adequate containers. ▪ It is forbidden to store cloths impregnated with oils, paint, thinners or other flammable materials in storage facilities – they will only be stored at the cleaning point. ▪ Smoking is strictly forbidden. ▪ Close waste storage containers. ▪ Any hot work with open flames is performed only based on a hot work permit by competent persons.
▪ Storing fuel in the generator area ▪ Incorrectly storing fuel ▪ Refueling while operating	▪ Smoking is strictly forbidden. ▪ Maintain a good housekeeping in the generator room. ▪ Store diesel fuel only in the installation's tank. In case of a temporary storage of fuel for portable generators, it will be stored only in authorized metal and well-sealed containers. ▪ Comply with the provisions of the safety data sheets of the stored products. ▪ Working with open flames is allowed only based on a permit for working with fire issued by certified persons.

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	Do not store other flammable materials that are not necessary for the adequate performance of the electric generator.
Handling chemical substances	- Cloths impregnated with oils, paint, thinners or other flammable materials will be stored only in special containers, cleaning-wise. Until they are carried to the cleaning point, the used cloths will be collected in closed plastic bags. - Store/keep combustibles and flammables away from heat sources – electric radiators, electrical panels, hot works etc. - Store chemical substances only at premises assigned for this purpose. - Keep containers sealed. - Avoid mixing chemical substances. Check the compatibility of the chemical substances before storing/keeping or mixing them.
- Use of equipment and tools - Work method generating sparks or heat	- For welding works, the work area will be protected by screens in order to prevent the projection of incandescent particles. - Works that involve work procedures that generate sparks, flames or heat are performed only based on a valid hot work permit.
RISK:	25. Explosions
Risk factor	Prevention and/or control measures
Operations in medium voltage cells.	- Use protective footwear and adequate work clothes, with antistatic and fireproof characteristics. - Use helmets with protection visors against electric arcs.
RISK:	13. Forced or incorrect work postures
Risk factor	Prevention and/or control measures
Use of a portable/vertical ladder for climbing up/down	- Use the mobile elevated work platform, if possible. - Do not climb up/down more than one step at a time. - Coordinate activities in order to avoid repeated use of ladders.

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▪ Structures and other elements that limit the space of walkways and work areas, as well as reduced areas ▪ Forced positions caused by handling machinery. ▪ Limited spaces or places that are difficult to reach	▪ Avoid taking forced postures for long periods, by short rest periods or rotating personnel during the operations. ▪ Use lifting equipment; firmly fasten the tools and take a fixed support point. ▪ Warm up the muscles beforehand and relax the muscles after forced positions.
▪ Use of visual display units ▪ Use of incorrect postures when operating visual display units. ▪ Inadequate lighting.	▪ Use adequate work positions: ○ The back must be straight, with the bottom as near as possible to the backrest, without lateral tilting, with the back slightly supported on the backrest of the chair. ○ The legs must be placed on the floor or on a solid platform. ○ The arms can be supported on the table or on the chair arm supports. ▪ Lighting sources, both natural and artificial; position the work station so that you avoid blinding or light reflection.
RISK:	27. Emergency situations – evacuation
Risk factor	Prevention and/or control measures
▪ Multiple factors: fires, harm, blocks, loss of consciousness etc. ▪ Natural calamities – earthquakes, storms, floods etc.	▪ Learn the evacuation procedures in case of emergency! Know the building and evacuation arrangements – emergency doors, evacuation routes, assembly points. ▪ Comply with the instructions received from the evacuation wardens! ▪ Evacuate the areas from which the evacuation is difficult (poles, pillars, pylon, roof) at the first sign of an emergency situation!
RISK:	15. Contact with hot surfaces
Risk factor	Prevention and/or control measures
▪ Heat sources not controlled in equipment ▪ Hydraulic liquid	▪ Adequately insulate/protect the equipment or equipment elements that can cause burns in case of contact. ▪ Use thermal protection gloves

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▪ Use of tools and machinery		▪ Adequately signal the elements that are heated following cutting and, especially, welding processes. ▪ Use thermal protection clothing, glasses or face shield, gloves and elbow thermal protection, safety helmet and protective clothing.	
RISK:		35. Exposure to noise	
Risk factor		Prevention and/or control measures	
▪ Mechanical equipment: transmission elements, engines, rotating blades etc.		▪ Do not stay in areas where noise can be generated unless it is strictly necessary. ▪ Use adequate auditory personal protective equipment.	
▪ High noise level during the operation of the electric generator.		▪ Avoid working in the generator rooms or near it during the operation of the electric generator. ▪ Use auditory personal protective equipment if you work in the generator room during its operation. ▪ If possible, close the door of the electric generator rooms during its operation.	
▪ Use of tools and machinery		▪ Use adequate auditory personal protective equipment.	
RISK:		24. Overloading	
Risk factor		Prevention and/or control measures	
▪ Manual handling		▪ The maximum recommended weight for manual handling will not exceed 25 kg. ▪ In specific situations, trained workers can handle maximum 40 kg. Ask for help from colleagues to handle heavy masses. ▪ Bend your knees to lift/lower masses. ▪ Keep your back straight. ▪ Get a good grip on the load during handling.	
RISK:		16. Projection of particles or fragments	
Risk factor		Prevention and/or control measures	

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▪ Handling chemical substances		▪ Ensure the adequate maintenance and periodical checking of installations containing liquids under pressure.	
▪ Use of tools and machinery		▪ All machinery or tools where there is a risk of shooting particles (such as boring, polishing, brushing, welding etc.) must have protection systems to prevent this risk. ▪ Use adequate clothing, safety helmet, protective clothing and glasses or face shield.	
RISK:		33. Exposure to chemical agents	
Risk factor		Prevention and/or control measures	
▪ Handling chemical substances		▪ Ensure the adequate ventilation of the areas where chemical substances are used to prevent hazardous atmospheres by accumulating the vapors of these substances.	
RISK:		37. Exposure to vibrations	
Risk factor		Prevention and/or control measures	
▪ Use of tools and machinery		▪ The tools and machinery that can generate vibrations will be adequately insulated, so as not to transmit vibrations to worker. ▪ Use protective gloves against vibrations during the operation of work equipment that generates vibrations.	
RISK:		17. Hot liquid splattering	
		18. Hot gas emissions	

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Risk factor		Prevention and/or control measures
- Use of vehicles and machinery - Unqualified repairs		- Repairs on vehicles or machinery are performed only in specially fitted spaces or in specialized workshops. - If the machinery cannot be moved to these places, the repair is performed only by qualified personnel. - Pay attention to the circuits of hot liquids or gas of machinery and vehicles.
- Boilers, heating units stations - Unqualified repairs		- Use these installations according to the manufacturer's instructions. - Ensure the maintenance of these installations according to the manufacturer's instructions and legal provisions. - Ensure the periodical checks of pressure elements.
RISC:		36. Exposure to ultrasounds
		41. Exposure to non-ionizing radiations
Risk factor		Prevention and/or control measures
Radio-telecommunication equipment		- Only qualified personnel can perform works on and close to radio and telecommunications equipment. - Limit the exposure time to what is strictly necessary. - If possible, stop the equipment during the works! - Position yourself outside the range of the installations.
RISC:		32. Contact with persons infected with Covid 19, by inhalation of particles from coughing, sneezing, saliva drops, nasal secretions
		33. Pathogens that grow as parasitic microorganisms, airborne microorganisms - infection with various viruses and bacteria when employees are in direct contact with infected people (clients) or during activities. Viruses with airborne transmission
Risk factor		Prevention and/or control measures

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- Contaminated persons - Contaminated surfaces		- Training to raise awareness of the risk of contamination with microorganisms by the occupational physician. - Elaboration of leaflets, propaganda materials on this topic. - Providing protective masks, disinfectant, gloves, in case of epidemics declared by officials. - Optional vaccination of workers who come into direct contact with customers. - Equipping workers with protective masks. In case of declared epidemic
RISC:	53. Non-ventilation of rooms	
	54. Failure to wear protective equipment (protective mask, protective gloves)	
	55. Social distancing	
	57. Improper use of protective materials as well as those to prevent the spread of SARS CoV2 virus	
	58. Failure to comply with hygiene measures	
	59. Improper use of protective equipment (protective mask, protective gloves, disinfectant gel)	
Risk factor		Prevention and/or control measures
- Contaminated air - Potentially contaminated persons - Potentially contaminated persons or surfaces		- Training to raise awareness of the risk of contamination with microorganisms by the occupational physician. - Elaboration of leaflets, propaganda materials on this topic.

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Annex II Risk guide reception and acceptance confirmation

I, the undersigned, _____, identity card series _____,
number _____, legal representative of S.C.
_____, hereby confirm the reception of the Risk Guide. I
also confirm that I understand that I am obligated to ensure that all workers, both our own workers and the
subcontractor's workers involved in the contract, are familiar with and comply with the provisions of this Guide.

Signature

Date,

Signed on behalf of S.C. _____