Skupina hse

TERMOELEKTRARNA
ŠOŠTANJ

Date: 11.10.2022
Document number: 2022/1

Subject: Requirements from the field of quality management system in Termoelektrarna Šoštanj d.o.o.

Dear Sir or Madam,

Attached you can find the Requirements from the field of integrated quality management system in Termoelektrarna Šoštanj d.o.o. (hereinafter: TEŠ) for ISO 9001, ISO 14001, ISO 45001, ISO 27001 and ISO 55001.

By signing this document, we confirm that we are acquainted with the fundamental guidelines of the integrated quality management system at TEŠ and the relevant documented information attached:

1. **INTEGRATED QUALITY MANAGEMENT SYSTEM; ISO 9001, ISO 14001, ISO 45001, ISO 27001 and ISO 55001**
   PK 101-1 Policy

2. **ISO 14001 – Environment management system**
   ND 321-4-1 Instructions for separate waste collection for external contractors of TEŠ
   SZ SN 321-3-1 List of waste
   SZ SN 321-4-1 List of municipal waste and construction waste
   ND 311-11-3 Instructions for handling hazardous substances for external contractors of TEŠ
   OB SN 311-11-1 Record of entry quantity of hazardous substances at TEŠ
   Abstract from ADR instructions on the supply of hazardous substances to TEŠ
   Abstract of the draft for environmental risk reduction

3. **ISO 45001 – Occupational health and safety management system**
   ND 121 - 6 Instructions for action in case of an industrial accident for external contractors of TEŠ
   ND 124 - 9 Instructions for action in case of extraordinary events for external contractors of TEŠ
   NVD 121 - 5 Instructions for safe work with portable electric tools and electric equipment

   The company consistently observes the prescribed legal obligations in the field of occupational health and safety and fire safety.

4. **ISO 27001 – Informational security management system**
   Abstract of security policies ISO 27001 (SUVI) at TEŠ
   DK SP 101-4 Information protection statement

We hereby undertake to consistently implement the Requirements in the field of quality management system at TEŠ. In case of subcontracting the works we hereby undertake to inform the subcontractors about these Requirements.

	Name and surname:		Stamp
Place and date:		Signature of contractor:	
Place and date:		Signature of subcontractor:	

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The integrated quality management system applies for the field: **PRODUCTION AND SALES OF ELECTRICAL AND THERMAL ENERGY** and a limited scope of assets included in the production infrastructure asset management system, where the scope involves energy transformers and hydraulic systems of Unit 6 only.

At Termoelektrara Šoštanj we are aware that by producing electrical and thermal energy, we affect the society and the environment by:

- employing people,
- consuming energy, energy sources, water and other raw materials,
- emitting gases and dust into the atmosphere,
- releasing waters into the environment,
- producing ash, slag and desulphurisation products,
- various other types of waste and
- emitting noise into the environment.

We hereby undertake to:

- Ensure the necessary resources and technical support for the implementation of the management system.

- Meet the Client's requirements for:
  - supply of agreed quantities of electrical and thermal energy in the agreed time frame,
  - high availability of production units,
  - high flexibility that is reflected in the possibilities of meeting the Client's requirements for a certain scope of primary and secondary regulation of frequency and connecting into the network at the agreed time.

- Constantly manage the economics of business, which should enable successful business performance of the company by:
  - ensuring optimal operation of production units by means of minimizing specific consumption of primary energy and minimizing the use of electrical and thermal energy,
  - determining maintenance strategies and planning the implementation of maintenance and measures for prolonging the durability of technological appliances by achieving optimal economic effects,
  - achieving optimal exploitation of financial resources by reducing all kinds of costs,
  - ensuring coordination and establishing productive work relations between all organisational functions that affect asset management, including the financial and accounting area, planning and controlling, investments, production, maintenance, purchasing, IT and HR,
  - ensuring that assets are managed in accordance with recognised asset management techniques, taking into account the achievement of short-term as well as long-term business objectives and other values,
  - officially assessing the risks and economic results in decisions regarding asset management and physical asset management, and consequently maintenance,
  - making sure that decisions regarding the purchase, operation, maintenance, renovation, modernisation, replacement and removal of physical assets are taken based on an assessment of anticipated lifecycle costs and investments, risks and efficiency or success of operation,
  - ensuring the asset maintenance develops towards reliability-oriented maintenance, which will be supported by digitalisation as much as possible,
  - managing assets in a disciplined, diligent, accurate and safe manner,

- maintaining assets by consistently meeting the operational requirements during the anticipated useful lifetime and in accordance with the business objectives.

- Continually improve:
  - attitude towards employees,
  - attitude towards primary energy, environment, prevention of pollution,
  - occupational health and safety level and information security.

- Meet the requirements of the legislation in force, internal regulation, contractual requirements, requirements of the local community and other requirements.
- Eliminate hazards and reduce occupational health and safety risks.
- Eliminate fire hazards and reduce risks caused by them.
- Reduce the probability of environmental and work accidents and incidents in the field of information security
- In planning new activities, we will use the life cycle methodology and seek solutions that will ensure a higher level of reducing energy consumption, environmental safety, safety of employees and information security.
- Systematically raise the awareness of employees, external contractors and third parties and provide management system training. In training, we will take into account the environmental aspects, energy aspects, occupational health and safety risks and information security risk assessment.
- Provide consultations to employees and enable cooperation of employees and employee council as well as the union.
- Inform the interested public.
- We will collect waste separately at the source.
- We will consume primary energy, energy products and raw materials rationally and choose substances with a lower environmental impact.
- We will manage physical, logical and environmental protection, including communications security.
- We will define the criteria for evaluating environmental and energy aspects and risks.
- We will regularly update evaluations of environmental and energy aspects and risks.
- We will protect information from unauthorised access and ensure intactness, integrity and confidentiality of information.
- We will take into account personnel-related safety requirements.
- Develop, maintain and test plans for ensuring continuous operation.
- Manage incidents.

Ensuring customer satisfaction, information security, occupational health and safety and fire safety is a fundamental condition and common goal of the management and all the employees. Roles, responsibilities and powers are defined and employees are familiar with them. TEŠ is striving to ensure such work conditions that provide a safe and healthy work environment for the employees and visitors.

A successful implementation of the policy requires cooperation of all the employees and taking individual responsibility.

	Name and surname	Position	Date	Signature
PREPARED BY	Boštjan Bizjak	470PVQ	06 Oct 2022	
APPROVED BY	Mitja Tašler	100DIR	06 Oct 2022	
APPROVED BY	mag. Matjaž Vodušek	GEN.DIR	06 Oct 2022	

TERMOELEKTRARNA ŠOŠTANJ	MAINTENANCE (321)	Version: 1
	Instructions for work **ND 321 - 4-1 Instructions for separate waste collection for external contractors of TEŠ**	Pages: 1

Process owner:
mag. Branko Debeljak, Executive Director of the Technical Sector (Technical Sector)
Prepared by:
Boris Goličnik, Construction Engineer (Department of Engineering GS)

1. LEGISLATION

External contractor must be familiar with the waste-related legislation in force in the Republic of Slovenia.

2. LISTS OF WASTE

At TEŠ, there are two internal lists of industrial waste, which are attached to these instructions, i.e.:

a. List of waste from maintenance electrical and mechanical works SZ SN 321-3-1 and
b. List of municipal waste and construction waste SZ SN 321-4-1.

The persons responsible for updating the lists are administrators Miha Krevh and Boris Goličnik. An external contractor at TEŠ may only produce the types of waste that are on the list. If they are planning to generate types of waste that are not on the list, they must file a request to the administrators to add the new type of waste to the list no later than at the time of signing the contract.

3. SORTING OF WASTE

An external contractor is obligated to sort all the waste that they generated while working at TEŠ in accordance with the lists of waste. An external contractor may generate mixed construction or mixed municipal waste only if they are able to prove that separate collection would be more expensive than collection of mixed waste.

4. GENERATOR RECORD

The contractor shall log waste that was generated from raw materials that the contractor supplied as their own waste, and the demolition waste and waste from the disassembly of equipment from TEŠ as TEŠ waste.

5. SUBMITTING WASTE TO AUTHORISED COLLECTORS

As per contract, the contractor shall assume all liability for waste, which is why they are obligated to handle waste in accordance with all the legislation in force, and, most importantly, submit them to authorised waste collectors only. For the purpose of filling out the electronic record sheets, TEŠ shall give a special authorisation to the contractor. The contractor shall submit the official record sheets together with the monthly record sheet no later than one week after the end of each month to the contractual representative and the management representative responsible for the environment at TEŠ.

6. SUBMITTING WASTE TO THE TEŠ WAREHOUSE

The contractor shall not assume all liability for waste only if this is explicitly stated in the contract. However, even in this case, the contractor is obligated to submit them sorted to the TEŠ warehouse together with the internal supporting document. The warehouse must reject the waste if they are not sorted, and the contractor is obligated to sort them again.

TERMOELEKTRARNA ŠOŠTANJ	MAINTENANCE (321)	Version: 1
	Form **SZ SN - 321-3-1 List of waste**	Pages: 2

Waste intended for sales:

Class. no.	Name of waste	Name of waste in TEŠ
120101	Ferrous metal filings and turnings	
120103	Non- ferrous metal filings and turnings	
160214	Equipment out of order, other than those mentioned in items 16 02 09 to 16 02 13	Electric motors
170401	Copper, bronze, brass	
170402	Aluminium	Aluminium soft – sheet metal Aluminium hard
170405	Iron and steel	sheet metal Fe Iron up to 3 mm Iron above 3 mm
170411	Cables other than those mentioned in 170411*	Coated cables
170604	Cables not containing hazardous substances	Cables

Waste intended for disposal:

Class. no.	Name of waste	Name of waste in TEŠ
110113*	Degreasing wastes containing dangerous substances	Substances for washing and degreasing machine parts
150110*	Packaging containing residues of or contaminated by hazardous substances	Packaging from greases, oils, glues and dyes
150111*	Metallic packaging containing a dangerous solid porous matrix, including empty pressure containers	Spray containers
150202*	Absorbents, filter materials, rags and protective clothing, contaminated with dangerous substances	Oily and greasy rags Oil absorbents Oil filters
150203	Absorbents, filtering materials, rags and protective clothing, other than those mentioned in 15 02 02	Filter bags from bag filters Filters from AC and ventilation devices
160103	End-of-life tyres	Car tyres Transport conveyors
160107*	Oil filters	
170202	Glass	
170203	Plastic	
160214	Equipment out of order, other than those mentioned in items 16 02 09 to 16 02 13	Switchboxes and control boxes
160601*	Lead acid batteries	
160602*	Nickel-cadmium batteries	
160604	Alkaline batteries (except 16 06 03)	
160605	Other batteries and accumulators	
160606*	Electrolytes of batteries and accumulators	
200121*	Fluorescent tubes and other wastes containing mercury	Lightbulbs Cathode monitors

200135*	Discarded electrical and electronic equipment other than those mentioned in 20 01 21 and 20 01 23 containing hazardous components	Computers, LCD displays, keyboards, printers Printed circuits
160211*	Discarded equipment containing chlorofluorocarbons, HCFC, HFC	Condensers, transformers
160213*	Discarded equipment containing dangerous components	
200133*	Batteries and accumulators	
120108*	Emulsions and solutions for machinery, containing halogens	
120109*	Emulsions and solutions for machinery, not containing halogens	
120113	Welding waste	
120115	Processing sludges other than those mentioned in 12 01 14	
120121	Tool bodies and rectified grinding materials other than those mentioned in 12 01 20	
120199	Wastes not specified otherwise	Sealing materials
130205*	Mineral oils for engines, gears and lubrication, non-chlorinated	
130208*	Other engine, gear and lubrication oils	
130506*	Oils produced from oil / water separation	
130507*	Oily waters produced by oil / water separation	
130703*	Other fuels (including mixtures)	
140603	Other solvents and solvent mixtures	
60101*	Sulphuric acid and sulphurous acid	
60204*	Sodium and potassium hydroxide	

Date of new entry: 10 October 2022

	Name and surname	Position	Date	Signature
PREPARED BY	Jure Grudnik	220SS	10 Oct. 2022	
REVIEWED BY	Egon Jurač	Authorised representative of SRO	10 Oct. 2022	
APPROVED BY	Vesna Rebić	308TVL	10 Oct. 2022	

TERMOELEKTRARNA ŠOŠTANJ	MAINTENANCE (321)	Version: 1
	Form **SZ SN - 321-4-1 List of municipal waste and construction waste**	Pages: 2

Order no.	Class. no. of waste	Name of waste	Name of waste in TEŠ
1.	08 01 11*	Waste paint and varnish	Paints, varnishes, …
2.	08 01 12	Waste paint and varnish	Dispersion paints – non-hazardous wall paints
3.	08 03 18	Toners	Waste Ink Jet cartridges, laser toners, photocopier toners
4.	14 06 03*	Solvents	Thinners, solvents etc.
5.	15 01 01	Paper and cardboard packaging	Packaging for industrial items made of paper and cardboard
6.	15 01 02	Plastic packaging	Plastic packaging for industrial items
7.	15 01 03	Wooden packaging	Wooden crates, cable reels – empty, wooden packaging for industrial items
8.	15 01 04	Metal packaging	Metal packaging for industrial items
9.	15 01 06	Mixed packaging	Packaging made of plastic, Styrofoam, foil, plastic bags for industrial items
10.	15 01 10*	Packaging containing residues of or contaminated by hazardous substances	Canisters and vessels with residues of paints, varnishes, solvents, packaging of greases, oils, paints and glues etc.
11.	15 02 03	Absorbents, filter materials, …	Waste sand from sand filters
12.	16 11 06	Linings and refractories from non-metallurgical processes other than those mentioned in 16 11 05	Firebrick, fireproof concretes and light insulation bricks. Waste can include up to 5% mixed construction waste, uncontaminated with hazardous substances
13.	17 01 01	Concrete	Concrete from demolishing or repairing old concrete
14.	17 01 02	Bricks	Bricks from demolition of buildings
15.	17 01 03	Tiles and ceramics	Tiles from demolition of buildings
16.	17 01 07	Mixtures of concrete, bricks, tiles and ceramics other than those mentioned in 17 01 06	Mixture of concrete, bricks, tiles and ceramics, generated during demolition of old materials or in renovation of buildings
17.	17 02 01	Construction wood	Remains of beams, planks, boards
18.	17 02 03	Plastic	Waste plastic
19.	17 02 02	Glass	Waste construction glass

20.	17 03 02	Bituminous mixtures other than those mentioned in 17 03 01	Asphalt, bituminous debris, roofing felt
21.	17 03 02	Bituminous mixtures other than those mentioned in 17 03 01	Bituminous insulations, roofing felt etc.
22.	17 04 05	Iron and steel	Waste construction iron etc.
23.	17 05 04	Soil and stones other than those mentioned in 17 05 03	Soil, stones, non-compostable materials from landscaping
24.	17 05 06	Dredging spoil other than those mentioned in 17 05 05	Soil, stones from excavations unpolluted with hazardous substances
25.	17 06 04	Insulation materials other than those mentioned in 17 06 01 and 17 06 03	Rock wool and glass wool insulation with up to 5 % mixed construction waste not contaminated by hazardous substances
26.	17 06 05*	Construction materials containing asbestos	Waste construction materials, containing asbestos (wave roofing sheets etc.)
27.	17 09 04	Mixed construction and demolition wastes other than those mentioned in 17 09 01, 17 09 02 and 17 09 03	Various residue of concretes, bricks, gravel, sand, ceramic tiles and other construction waste not contaminated by hazardous substances
28.	20 01 01	Paper and cardboard	Envelopes, office paper, notebooks, cardboard, illustrations, catalogues, information leaflets, newspapers, magazines
29.	20 02 01	Biodegradable waste	Waste from gardens and parks, appropriate for composting
30.	20 03 01	Mixed municipal waste	Mixed municipal waste
31.	20 03 04	Septic tank sludge	Content of septic tanks, sludge and mud
32.	20 03 07	Bulky waste	Furniture

Date of new entry: 7 October 2022

RECIPIENTS	Jana Šmid	430VKS		
	Name and surname	**Position**	**Date**	**Signature**
PREPARED BY	Mihaela Ovčjak	230VGS	07.10.2022	
REVIEWED BY	Egon Jurač	Authorised representative of SRO	07.10.2022	
APPROVED BY	Vesna Rebič	480PVO	07.10.2022	

TERMOELEKTRARNA ŠOŠTANJ	OPERATIONS (311)	Version: 3
	Instructions for work **ND 311 - 11-3 Instructions for handling hazardous substances for external contractors of TEŠ**	Pages: 2

Process owner:
Sebastijan Selan, Head of operations service (Operations service)
Prepared by:
Melita Terbovšek, LABORATORY TECHNOLOGIST (Laboratory department)

1. LEGISLATION

An external contractor handling hazardous substances at TEŠ must know the legislation in the field of hazardous substances, valid in the Republic of Slovenia.

2. LIST OF APPROVED HAZARDOUS SUBSTANCES

Each hazardous substance that an external contractor will use at TEŠ must be in the SZ SN 311-11-1 Register of technological chemicals, SZ SN 311-11-2 Register of laboratory chemicals or SZ SN 311-11-3 Register of paints, varnishes, solvents and cleaning agents, SZ SN 311-11-4 Register of approved oils and lubricants, approved by an authorised chemicals representative of TEŠ. If a contractor plans to use a hazardous substance that is not on the list, they must submit to TEŠ a safety data sheet and submit a request to the administrator to add the new substance to the list no later than upon signing the contract.

3. STORAGE OF HAZARDOUS SUBSTANCES

For a hazardous substance, a contractor is obligated to provide a containment berm and protection against precipitation, and to inform the contractual representative in writing about the location of the temporary storage. The quantity of the hazardous substance that an external contractor will be using at TEŠ should not exceed the daily use of this substance. Any quantity larger than the daily use shall be stored at their warehouse outside of TEŠ.

4. TRANSPORT OF HAZARDOUS SUBSTANCES

When transporting hazardous substances within TEŠ an external contractor must have a means of transport equipped with a containment berm and an absorbent so that measures can be taken immediately in case of spillage. If the contractor is transporting more than **200 L**, they must have a containment pipe with accessories for filling the pipe and sealing foils.

5. HANDLING EMPTY PACKAGING

An external contractor is obligated to remove all empty packaging of hazardous substances generated during the works from the territory of TEŠ.

6. CONTRACTOR'S QUALIFICATIONS FOR HANDLING HAZARDOUS SUBSTANCES

Employees of the external contractor transporting and handling hazardous substances at TEŠ must have written proof that they are qualified for working with a specific hazardous substance.

7. SPILLAGE OF A HAZARDOUS SUBSTANCE

In the event of spillage of a hazardous substance at TEŠ, any external employee must immediately call **3104** and inform the operator what, where and how much was spilled and whether or not anyone is injured. In case of spillage of a larger quantity **(over 200 L),** which cannot be resolved by the external employee alone, the latter is obligated to call the **fire service.** Any external employee who is qualified for handling hazardous substances is obligated to resolve the spillage immediately – to stop the spreading, cover the nearest sewage lids and apply absorbents to the spilled hazardous substance. After resolving the spillage, the contractor is obligated to remove the spillage residues from the territory of TEŠ, draw up a report and deliver it to the authorised environmental protection officer of TEŠ.

8. KEEPING A RECORD OF THE QUANTITY OF HAZARDOUS SUBSTANCES ENTERING TEŠ

Upon entering the territory of TEŠ, any external contractor handling a hazardous substance at TEŠ must fill in the form OB SN 311-11-1 **Record of entry quantity of hazardous substances at TEŠ** and submit it to the receptionist. The record indicates the quantity of the hazardous substance brought to TEŠ and the identification of the absorbent necessary in case of a spillage of the hazardous substance. After inspecting it, the security officer submits a signed form to the laboratory at TEŠ.

TERMOELEKTRARNA ŠOŠTANJ	OPERATIONS (311)	Version: 1
	Form **OB SN - 311-11-1 Record of entry quantity of hazardous substances at TEŠ**	Pages: 1

Name and surname of external contractor:

Date of entry into TEŠ:

Address of contractor:

Person, qualified for handling hazardous substances:

Order no.	Name of hazardous substance	Quantity	Unit
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Quantity of absorbent:

Type of absorbent:

Recipients		308TVL		
	Name and surname	**Position**	**Date**	**Signature**
PREPARED BY External contractor				
REVIEWED BY Security officer				

Skupina hse

TERMOELEKTRARNA
ŠOŠTANJ

Date: 16. 09. 2022
Number of document:

Subject: Abstract from ADR instructions on the supply of hazardous substances to TEŠ

Dear Sir or Madam,

We are sending you an abstract of the document by the TEŠ quality management system, *ND 311 - 11-4 »ADR Instructions on the supply of hazardous substances to TEŠ«*, version 3, valid as of 8 September 2022.

1. DUTIES OF THE SUPPLIER/SENDER OF HAZARDOUS GOODS

It is a duty of the supplier/sender to ensure the safety of transport to TEŠ and meet the following requirements:

a) The supplier/sender is obligated to inform the transport provider with an abstract of these instructions, containing key information/requirements, related to the duties of the transporter when delivering the shipment to TEŠ.
b) The supplier/sender may send to transport only those shipments of hazardous goods that meet all the requirements of ADR.
c) The supplier/sender must ensure that hazardous goods are sorted in compliance with the ADR and make sure that ADR allows it to be transported.
d) The supplier/sender must provide the transport provider with obligatory information and data regarding the hazardous goods, and, if necessary, the appropriate transport document and other documents (permits, approvals, notifications, certificates etc.)
e) The supplier/sender may only use packaging that is approved and appropriate for a specific substance and marked as per the provisions of ADR.

2. DUTIES OF THE TRANSPORTER

It is a duty of the transport provider or its driver/assistant to ensure the safety of transport to TEŠ and meet the following requirements:

a) They must check if the hazardous goods are allowed to be transported as per the provisions of ADR.
b) They must check if prior to transport, the sender has provided all the ADR-prescribed data on the hazardous goods that will be transported and if the transport documentation is located in the transport unit.
c) They must visually make sure the vehicle and the cargo have no visible defects or leaks, damage or lacking equipment, etc.
d) They must make sure the vehicle is not overloaded.
e) They must make sure that all the prescribed hazard labels and markings are on the vehicles

f) They must make sure that the vehicle has the instructions for action in case of an accident involving the hazardous substance being transported.
g) They must make sure that the equipment for the driver, prescribed in the instructions for action in case of an accident, is in the vehicle.

2.1 DUTIES OF THE DRIVER

a) When the driver arrives at TEŠ, he or she must report to the security officer and show them:
   - an identification document with a photograph, which identifies him or her as the driver of the company that received an order for loading a hazardous substance for TEŠ,
   - a valid certificate of qualification for transporting hazardous substances as per ADR,
   - vehicle compliance certificate (EXII, EXIII, FL, AT and MEMU vehicles),
   - transport document,
   - written instructions in accordance with ADR (Emergency measures).
b) The driver is obligated to cooperate with the security officer and the recipient at TEŠ in terms of parking, recording and unloading. The driver must eliminate any irregularities related to the supplied dangerous substance, if possible, or find professional help as per the instructions of his or her superordinate.
c) In case of spillage of a hazardous substance within TEŠ, he or she must immediately call +386 3 8993 104 and provide all the information about the accident.

3. DUTIES OF THE RECIPIENT

a) The recipient shall not stall the receipt or unloading of the hazardous goods, unless there are urgent reasons (safe unloading is not possible due to inappropriate connections, incomplete shipment documentation, damaged packaging, container etc.) The unloading must be supervised at all times, and after unloading, the recipient is obligated to check if all the requirements prescribed by ADR for the recipient were met.
b) If during the container check it is established that ADR provisions have not been met, the recipient may return it to the transport provider only after the irregularities were eliminated.
c) The recipient should not take over a hazardous substance in packaging that has not been tested and approved in accordance with ADR.
d) In case of damaged or improper packaging, all the safety measures must be taken first, because there is an increased risk of spillage during unloading (e.g. use of personal protective equipment, containment booms that would prevent potential spillage into the environment, etc.).
e) The recipient shall prepare a record of identified irregularities and submit it to the supplier.

Kind regards,

Skupina GEN

TERMOELEKTRARNA ŠOŠTANJ

TERMOELEKTRARNA ŠOŠTANJ d. o. o.

Prepared by:

Vesna Rebić

Head of Operations

Sebastijan Selan

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1 ENVIRONMENTAL IMPACT RISK REDUCTION ABSTRACT

The object of the scheme to reduce the risk to the environment is the TERMOELEKTRARNA ŠOŠTANJ d.o.o. plant, based on the Decree on the prevention of major accidents and mitigation of their consequences (Official Gazette of RS no. 71/2008, 36/2014 hereinafter: the Decree) for the categorisation of the plant as a risk source.

In terms of the type and quantity of hazardous substances, the facility TERMOELEKTRARNA ŠOŠTANJ d.o.o. is considered a minor risk for accidents with hazardous substances, according to Table 1 of the Decree for the hazardous substance hydrazine (CAS 302-01-2) and an additional criterion in accordance with Article 5 of the Decree for the total of toxic and very toxic chemicals.

The basis for the preparation of the **Scheme to reduce the risk to the environment** is the scheme for the existing state in September 2014. The plant acquired an IPCC permit for the existing combustion plants and the newly built Unit 6. During the preparation of the scheme to reduce the risk to the environment, Unit 6 was finally built, in operation, and connected to the power supply network with the purpose of technical takeover of plants by the supplier of technological equipment and contractor to the client. Technical inspection and the test operation of the plant is planned to take place in the spring of 2015.

The scheme to reduce the risk to the environment comprises the following devices and activities at the TEŠ plant:

- warehouses for hazardous chemicals (warehouses 9, 10, 11)
- oil warehouses (warehouse 8)
- decanting unit and warehouse KOEL (above ground reservoirs, res. 10, 11, 12, 13, 14, 15, 27, 33)
- decanting units for hazardous chemicals (HCl reservoirs 17, 31, NaOH reservoirs 18, 32, FeCb - reservoirs 19, 30)
- decanting unit and storage of ammonia water in an above ground reservoir (reservoir 22)
- dosing of levoxin (reservoir 34)
- hydrogen plant – production and storage of hydrogen and oxygen in above ground reservoirs (reservoirs 20 and 21)
- hydrogen plant – technical gas bottling plant and storage of technical gas (warehouse 12)
- hydrogen plant – central distribution of hydrogen through the pipeline from the hydrogen plant to users
- central distribution of technical gases through the pipeline (acetylene, oxygen) from the warehouse of technical gases to users.

Capacity of combustion plants (the so-called rated input calorific power) are as follows:

Unit 1, 2, 3: 460 MW (Units 1, 2, 3 are no longer in operation)
Unit 4: 740 MW
Unit 5: 920 MW
Unit 6: 1271 MW unit
PT1: 120 MW unit
PT2: 120 MW.

A major accident involving hazardous substances at TEŠ d.o.o. is an uncontrolled event that occurs during the operation of the plant, which results in a major outlet of a hazardous substance into the environment, a fire or an explosion. In this sense, the mentioned uncontrolled event results in serious threats to the health of people and/or the environment, which can be immediate or delayed and outside the area of the organisation and include one or more hazardous substances. Possible sources of major accidents are (recognised) risks for the onset of a major accident. Risks of major accidents are connected to events of low frequency, but with dire consequences. For a scenario to qualify as a major accident, the following criteria must be met according to the classification methodology in section 5.3.2:

Assessment of frequency 1, 2, 3 or 4 and consequences in the red zone (achieved points 12-16)

Assessment of frequency 3 or 4 and consequences in the orange zone (achieved points 4-9).

Accident events with hazardous substances that do not meet the criteria for major accidents are not classified as major accidents (section 5.3.2 Scheme). They are treated as internal extraordinary events involving hazardous substances, by responsible persons and in accordance with the internal instructions. They are indicated in the scheme with the purpose of establishing the consequences and determining the influence area and their classification.

After discussing all the scenarios and their classification, the plant manager has established that, considering all the measures taken for the prevention and mitigation of consequences of extraordinary events, the discussed events are classified, based on their frequency and their consequences, as so-called internal extraordinary events involving hazardous substances.

The following internal extraordinary events involving hazardous substances have been identified at the plant:

- scenario of an internal extraordinary event involving hazardous substances 1: leak of hydrogen from the pipeline due to improper sealing or mechanical damage on the pipeline
- scenario of an internal extraordinary event involving hazardous substances 2: damage on the hydrogen reservoir, hydrogen leak and an explosion (UVCE).
- scenario of an internal extraordinary event involving hazardous substances 3: spillage of 200 l of levoxin
- scenario of an internal extraordinary event involving hazardous substances 4: - spillage of extra light fuel oil from a 1000 m^3 above-ground reservoir into a containment berm.

The scheme is made in accordance with the provisions of the **Decree on the prevention of major accidents and mitigation of their consequences (Official Gazette of RS no. 71/2008, 105/2010 36/2014,** hereinafter: the Decree). It was prepared by the employees of the professional services of TEŠ in cooperation with the company KOVA d.o.o. Celje.

Statement

We hereby declare that during operation, maintenance, planning, any kind of construction or major changes at the plant, as well as in case of a termination of the plant, we will do everything in our power to prevent a major accident involving hazardous substances at the

location of the plant. Our objective in all of the abovementioned activities is to operate without accidents.

Our objective is for the plant to operate without major accident, which we have and will continue to achieve with the following activities:

- systematic assessment of risks, which can cause major accidents during operation, maintenance, major changes in the plant, construction works on the territory of the plant and potential termination of operation of the plant
- implementation of quality assessment of risk of major accidents involving hazardous substances for all the identified risks of major accidents

- by determining possible scenarios of major accidents and by identifying potential consequences and recipients of harmful consequences for each identified scenario of a major accident,
- by studying and determining the appropriate and proper measures for the prevention of major accidents and mitigating their consequences,
- by observing the legislation in force, technical standards and the best available techniques in determining the measures for the prevention of major accidents and mitigation of their consequences.

In addition to the above activities, our objective of operation without accidents will be achieved by ongoing theoretical and practical education of employees and contractors on safety, with regular preventive maintenance of safety-relevant devices, by performing legally prescribed or professionally required inspections and testing of safety devices, and by consistent implementation of the safety management system, which will be audited at least once a year, and, if necessary, corrective and preventive measures will be taken for improving the state of the safety culture at the plant.

We hereby declare that we believe that our plant is properly equipped and prepared for the prevention of major accidents and effective action in case of extraordinary events, so that major accidents are not expected during the operation of the plant.

Skupina hse

TERMOELEKTRARNA
ŠOŠTANJ

Date: 11 October 2022

Document number: 2022/3

Subject: Occupational health and safety and fire safety at TEŠ

As a selected contract, we undertake to do the following:

1. **Respect the Slovenian regulations in the field of occupational health and safety, fire safety and other regulations in force at the Client's company.**

2. **Before entering TEŠ and commencing works, we will sign an Agreement on joint measures** for ensuring occupational health and safety at a joint worksite. For this purpose we will send the following data to marko.ojstersek@te-sostanj.si or simon.cremoznik@hse.si:

   - Name of company and address,
   - Name and surname of the person representing the company and his or her title,
   - Description of the work that will be performed at TEŠ based on the contract/purchase order,
   - Number of the contract/purchase order and validity,
   - Names of companies and addresses (subcontractors if any),
   - Name and surname and mobile number of the person who will be responsible on our behalf for the health and safety of our workers at the work site at TEŠ.

3. **We will submit a written statement to guarantee** that we have the following documentation for each worker performing works at the worksite at TEŠ, including the workers of our subcontractors:

   ⇒ a valid employment contract,
   ⇒ certificate of proof of social, health, pension and disability insurance,
   ⇒ insurance in case of a work injury,
   ⇒ proof of occupational health and safety training and fire safety training,
   ⇒ proof of the worker's health capacity for the work he or she is about to perform,
   ⇒ work permit for citizens of non-EU countries.

4. **Before entering and commencing works at TEŠ,** all our workers or workers of our subcontractors, if any, will go through an obligatory test on occupational health and safety and fire safety. The workers will undergo testing via the following link:
   https://www.te-sostanj.si/preizkus-test/

   or on a computer at the lobby of the administrative building of TEŠ.

	Name and surname:		Stamp
Place and date:		Signature of the contractor:	

TERMOELEKTRARNA ŠOŠTANJ	OCCUPATIONAL HEALTH AND SAFETY AND FIRE SAFETY PLANNING AND MANAGEMENT (121)	Version: 2
	Instructions for work **ND 121 - 6 Instructions for action in case of an industrial accident for external contractors of TEŠ**	Pages: 1

Process owner:
Marko Ojsteršek, Occupational safety engineer (Coordination and General Affairs Department)
Prepared by:
Marko Ojsteršek, Occupational safety engineer (Coordination and General Affairs Department)

1. ACTION IN CASE OF AN INDUSTRIAL ACCIDENT

- An external contractor performing works at the work site of the CLIENT is obligated to report any injury or a dangerous phenomenon that may result in a severe injury or death to the CLIENT's Coordination and General Affairs Department.

- In case of an accident, every employee is obligated to start offering first aid to an injured person with all the available resources intended for offering first aid, if this can be done without putting his or her own life in danger.

- In case of an industrial accident or a dangerous phenomenon, an external contractor's worker must immediately inform the external contractor's responsible worker, determined in the Agreement on joint measures for ensuring occupational health and safety at a joint worksite.

- In case of a severe accident or a fatal accident, the external contractor's responsible worker, determined in the Agreement on joint measures for ensuring occupational health and safety at a joint worksite, must stop the works immediately. Until the case is investigated, the situation and circumstances must remain such as they were at the onset of the accident. Furthermore, he or she is obligated to inform the external contractor's person authorised for occupational health and safety, who must report the accident to the labour inspection, and, in case of a fatal injury, police must be informed immediately.

- In case of a severe accident or a fatal accident, the external contractor's responsible worker, determined in the Agreement on joint measures for ensuring occupational health and safety at a joint worksite, must make sure to enclose the site of the accident and prevent anyone from trying to cover up the potential causes of the accident.

- The external contractor's responsible worker, determined in the Agreement on joint measures for ensuring occupational health and safety at a joint worksite, must make sure an ambulance is called.

2. FINAL PROVISIONS

All the workers of external contractors performing contractual works at TEŠ are obligated to follow the guidelines prescribed in these instructions.

TERMOELEKTRARNA ŠOŠTANJ	EXTRAORDINARY EVENTS AND INCIDENTS (124)	Version: 1
	Instructions for work **ND 124 - 9 Instructions for action in case of extraordinary events for external contractors of TEŠ**	Pages: 1

Process owner:
Marko Ojsteršek, Occupational safety engineer (Coordination and General Affairs Department)
Prepared by:
Marko Ojsteršek, Occupational safety engineer (Coordination and General Affairs Department)

1. ONSET OF A FIRE

ACTION
In case of a fire, every worker is obligated to start to extinguish the fire immediately with all available means intended for putting out a fire. They are obligated to put out a fire if this can be done without putting one's life in danger.

INFORMING
If a worker establishes that the fire has developed to such an extent that it can no longer be extinguished, he or she must immediately inform the **DISPATCHER** by phone, extension **3104**!

When reporting a fire, the following information must be provided:
- **name and surname of the person calling,**
- **where is the fire,**
- **what is on fire,**
- **is anybody injured,**
- **what is the scope of the fire.**

2. EARTHQUAKE

ACTION DURING EARTHQUAKE:
- If an earthquake surprises you inside a building, remain indoors.
- Find shelter under massive desks, benches, doorways; if in a hallway, press your body towards internal walls.
- Avoid glass surfaces and external walls.
- Do not use elevators or staircases.
- Do not light matches and do not use open fire.
- If you are outdoors, move away from buildings, power lines and other installations.

ACTION AFTER EARTHQUAKE:
- If you are unharmed, help those who are in need of help.
- If you are trapped in rubble, stay calm, conserve your energy and bang an object repeatedly against a wall or a pipeline.
- Call for help occasionally, so the rescue team can find you.

3. FINAL PROVISIONS
All the workers of external contractors performing contractual works at TEŠ are obligated to carry out measures and observe the guidelines prescribed in these instructions.
In case of failure to observe and implement the provisions of these instructions, the worker holds disciplinary and damage liability.

TERMOELEKTRARNA ŠOŠTANJ	OCCUPATIONAL HEALTH AND SAFETY AND FIRE SAFETY PLANNING AND MANAGEMENT (121)	Version: 1
	Instructions for safe work **NVD 121 - 5 Instructions for safe work with portable electric tools and electric equipment**	Pages: 3

Process owner:
Marko Ojsteršek, Occupational safety engineer (Coordination and General Affairs Department)
Prepared by:
Simon Čremožnik, HSE Specialist for occupational health and safety and fire safety for TEŠ (HSE Guest)

1. INSTRUCTIONS AND SAFETY MEASURES BEFORE THE BEGINNING OF THE WORKS



Become acquainted with the instructions for safe use **and follow them consistently.**

- Inspect the **surroundings of your workplace** and put it in order.
- Use only **flawless portable electrical tools and equipment.**
- Check **the functioning of safety devices.**
- **DO NOT START WORK if:**
  - You are not properly **qualified** (have the proper medical certificate, theoretical and practical training, familiar with instructions for safe work etc.),
  - You are in an improper **psychophysical state** (under the influence of psychoactive substances – alcohol, drugs, psychoactive medication etc.), ill, tired.
- In case you find any **irregularities or anomalies,** make sure to **inform the responsible person immediately.**





2. ALERT SIGNALS AND DANGERS



- **Mechanical dangers.**
- Danger of **electrocution**
  - electrocution, electric shock or burns caused by electrical malfunctions, torn cables, insufficient insulation or improper grounding.
- Danger of **slips, trips and falls.**
- Danger of **noise and vibrations.**
- Possibility of other injuries due to failure to follow the instructions for safe work.



3. SAFETY MEASURES AND OCCUPATIONAL HEALTH AND SAFETY RULES

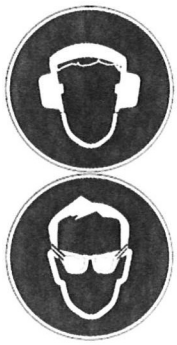


- Portable electrical tools and electrical equipment should be used for their **intended purpose only and in accordance with the manufacturer's instructions for safe operation.**
- Handle portable electrical tools and electrical equipment in a way that does **not put your or someone else's safety or health in danger.**
- **Any interventions in a danger zone are forbidden!**



	➢ **It is forbidden to remove safety devices and safeguards or cause them to malfunction.** ➢ **Sockets and plugs must be flawless** (not damaged), dry, and may not be exposed to water or humidity. ➢ It is necessary to **check the condition of electrical connections and cables** – extensions, to make sure they are not damaged. ➢ **Protect cables from damage**. ➢ **In case of damaged** electric cables or portable electrical tools, **works must be stopped and damage eliminated.** This should be done by a qualified professional – electrician. ➢ **After the works are finished,** portable electrical tools must be **turned off and cables – extensions put away.** ➢ Do not leave portable electrical tools unattended if turned on.	

4. PERSONAL PROTECTIVE EQUIPMENT

	➢ Personal protective equipment must be in accordance with the valid standards. ➢ When working, workers must **use personal protective equipment consistently** and in accordance with the manufacturer's instructions, clean and maintain it regularly **and make sure it is flawless.** ➢ A user of electrical work equipment must use the following personal protective equipment: - protective **helmet,** - **work clothing**, - protective **goggles**, - **ear protection,** - protective **gloves**, - protective **footwear with a cap**.	

5. ACTION AND INSTRUCTIONS IN CASE OF DEFECTS

	➢ **If you find any damage or defects** on portable electrical tools or equipment **that may threaten future safe work** before the onset of work or during work, **turn off the tools and equipment immediately and inform a superordinate.** ➢ Place a **sign "ATTENTION! DO NOT USE, THIS TOOL IS OUT OF ORDER!!!"** on the defected portable electrical tool.	

6. FIRST AID AND RESCUE

	➢ In case of operational defects, **activate emergency switch-off, turn off the main switch** and **inform a superordinate.** ➢ **In case of an accident involving portable electrical tools, switch the tool off and remove the injured person** from the danger zone. ➢ **Inform the emergency service** – REPORT AN ACCIDENT at **112**. ➢ Offer an injured person **first aid** until the paramedics arrive or accompany them to a medical facility.	**112**

7. CONSEQUENCES OF VIOLATION OF OCCUPATIONAL SAFETY INSTRUCTIONS

	➢ Health consequences: **work injury, health defects, death**. ➢ Legal and employment consequences: **warning, formal notice, termination of employment**.	

Skupina GEN

TERMOELEKTRARNA
ŠOŠTANJ

Date: 23 September 2022

Document number: 2022/4

Subject: Abstract of security policies ISO 27001 (SUVI) at TEŠ

Dear Sir or Madam,
Attached you can find an abstract from the field of quality management system ISO 27001.

1. Statutory provisions on the protection of data and information

The contract defines the duties of external contractors performing their works on the territory of TEŠ in terms of the protection of data, marked as "business secret".
An external contractor is contractually obligated to make sure that their employees will respect the policy of protecting the information of TEŠ, which is submitted by a responsible person from TEŠ to the external contractor upon signing the contract in the form of an abstract of the security policies SUVI TEŠ.
All employees of the external contractor, who will perform works at TEŠ will sign the DK SP – 101-4 Information protection statement.

2. Process of acquiring a username and password

For an external contractor who needs access to the information systems of TEŠ for the purpose of their work, the process owner of the field where the work will be performed fills out an application in the document system. The external contractor acknowledges the receipt of NDS 122-6 Safety Instructions for External Stakeholders in SHSE, which they will be required to comply with while performing their works. They will confirm their understanding of these instructions with their signature. The contractor is liable in case of violations of information security policies.

3. Procedure of reporting faults

An external contractor who has gained access to information systems of TEŠ and SHSE must immediately report any faults on hardware or software that may occur during his or her use of the information systems. The single entry point that enables the reporting of all faults, changes and amendments and security incidents, is implemented via an online application (fault reporting – ZENAS). Via the TEŠ portal, it is available to all users who have a username and a password.

Reporting process:

1. User fills out the form him/herself. Reports of faults, modifications, amendments: if the user has not got a username, the report is filed by the process owner or the internal client.

2. Report a fault by calling 041/600-687 – IT-officer on duty at TEŠ, if it is an emergency (outside regular working hours).

3. During working hours, call the support centre: 03 8993 328.

Termoelektrarna Šoštanj d. o. o. / Cesta Lole Ribarja 18 / SI – 3325 Šoštanj
T: +386 (0)3 899 31 00 / **F:** +386 (0)3 899 34 85 / **E:** info@te-sostanj.si / www.**te-sostanj**.si /
ID za DDV: SI92189903/**Matična številka:** 5040388000
Družba je vpisana pri Okrožnem sodišču v Celju, št. reg. vpisa 1/00511/00.
Znesek osnovnega kapitala 578.579.850,13 EUR. Transakcijski račun: NLB d.d., Ljubljana SI56 02426-0017217937 BIC: LJBASI2X; UniCredit banka Slovenija d.d., Ljubljana SI56 29000-0003080383 BIC: BACXSI22; Banka Koper d.d., Koper SI56 10100-0038312861 BIC: BAKOSI2X; Nova KBM d.d., Maribor SI56 0451-50001707126 BIC: KBMASI2X; BKS Bank AG, Ljubljana SI56 3500 1000 1650 464 BIC: BFKKSI22.

4. Procedure for reporting security incidents

All external contractors must report any security incident they notice while performing their work at the secured area of TEŠ. Reporting a security incident that occurred while using information systems takes place in the same way as reporting a fault (procedure described in Section 3). The contractor may report a security incident involving theft or disposal of resources to a security officer of TEŠ or by calling 03 8993 645.

5. Supervision of access to a secured area

The reception or security officer's premises are points of physical control or supervision of access to the company. To prevent unauthorised entry and movement of persons and vehicles in the secured area of TEŠ d.o.o., instructions were issued for processes and procedures defining the rules for the prevention of unauthorised accesses and movement.

6. Training for information protection

For all external contractors employed at workplaces within TEŠ, the security policy of training for SUVI TEŠ is in place. After the introductory training they sign an Information protection statement.

Kind regards,

TERMOELEKTRARNA ŠOŠTANJ d. o. o.

Prepared by:

Davorin Štrukelj

Head of Electrical Engineering

Gorazd Stvarnik

TERMOELEKTRARNA ŠOŠTANJ	BUSINESS ORGANISATION (101)	Version: 1
	Form **DK SP - 101-4 Information Protection Statement**	Pages: 1

I, the undersigned *(name, surname)*	

hereby confirm that I am familiar with the provisions laid down in:

- The rules on protecting business secrets and
- The rules on personal data protection.

Furthermore, by signing this statement, I undertake/am aware that:

- I will permanently protect as a business secret all the data and information of the company TEŠ d.o.o. that I will acquire or have access to or become familiar with in any form (written, oral), on any medium, if they are deemed a business secret, and also those that are not explicitly deemed as a business secret if I should or could know that their possession or disclosure to unauthorised persons at TEŠ d.o.o. or a third party might cause material or non-material damage;
- I will make sure that, like I with this statement, anyone to whom I submit or disclose business secrets, will be obligated to protect these business secrets;
- Permanent protection of business secrets according to the previous paragraphs means that I will use the documents, data and information from the previous two paragraphs exclusively for the purpose of work as per the above contract, and that I will not disclose them to third parties without a prior written consent of TEŠ d.o.o., especially not by publishing them in media, and that I will not distribute them or use them for personal purposes;
- I will permanently protect all personal data that I will have access to during my work at or with TEŠ d.o.o. or in relation to working with TEŠ d.o.o., regardless of which person this data relates to;
- Permanent protection of business secrets according to the previous paragraph means that I will always use the documents, data and information containing or representing personal data in accordance with the Personal Data Protection Rules and exclusively for the purpose for which they were collected or submitted to me, and that I will not disclose them to third parties without a prior written consent of TEŠ d.o.o., especially not by publishing them in media, that I will not distribute them or use them for personal purposes;
- My obligations from the previous paragraphs also apply to documents, data and information from other companies in the HSE Group or third persons that I may acquire or have access to or become acquainted with while working at/with TEŠ d.o.o. or at other companies of the HSE Group;

I am aware:

- That the obligation to follow the provisions of the Rules on Protecting Business Secrets and the Rules on Personal Data Protection is an obligation of employees at TEŠ d.o.o., and its violation represents a violation of employment relationship obligations;
- That as per the Rules and the Business Secret Act, a violation of business secrets represents a violation of regulations governing the protection of business secrets and may also represent a criminal offence of disclosure and unauthorised acquisition of a business secret in accordance with Article 236 of the Criminal Code and a criminal offence of disclosure of confidential information as per Article 260 of the Criminal Code;
- That as per the Rules, a violation of personal data protection means a violation of regulations governing personal data protection and may also represent a criminal offence of misuse of personal data in accordance with Article 143 of the Criminal Code;
- That a person causing damage due to a violation of the obligation of business secret protection and personal data protection hold damage liability as per the provisions of the Obligations Code.

I, the undersigned, hereby allow the use of my personal data for the purpose of this statement.

_____, on _____

Signature: _____