



APPROVED
by Order of the Chief Executive Officer
of Ilim Group JSC
dated February 03, 2020 No. GD-0028/20

Regulations

The procedure for planning, organizing and holding
occupational safety meetings of contractors at Ilim Group JSC

Saint Petersburg,
2020

The Regulation “The procedure for planning, organizing and holding occupational safety meetings of contractors at Ilim Group JSC” (hereinafter referred to as the “Regulations” establishes the uniform rules for planning, organizing and holding topic-specific meetings on occupational safety issues at Ilim Group JSC (hereinafter referred to as the Company), monitoring the implementation of decisions made at meetings when services are provided by contractors.

These Regulations have been developed with the aim of establishing the advanced indicators (metrics) in terms of compliance with occupational safety requirements by contractors engaged at the Company's facilities, preventing harm to employees' health, property, environment, and goodwill of the Company. The main tasks of these Regulations are:

- establishment of the uniform requirements to planning, organizing and holding meetings on occupational safety issues;
- monitoring the implementation of decisions made at the meeting.

1. GENERAL PROVISIONS

1.1. Holding meetings on occupational safety is one of the tools to implement the “Take Care of Life” program for the Ilim Production System.

1.2. Meetings on occupational safety shall be held with representatives of contractors performing work at the Company's facilities.

1.3. The main goals of the occupational safety meetings are:

- Bringing the key requirements of the Company in the field of occupational safety to the attention of contractors;
- Bringing to the attention and discussing lessons learned based on the investigated incidents;
- Prevention of recurrence of incidents in the future, after employees of contractors have studied the results of investigations of incidents, as well as identified violations that have occurred in the territory of the Company;
- Prioritization of occupational safety issues;
- Dissemination of the Company's positive experience in minimizing the risk of injuries, accidents, emergencies, negative environmental impacts;
- Increasing awareness of contractors in the field of occupational safety, personnel preparedness for emergency response;
- Providing explanations to employees of contractors with regard to the responsibility for implementation and ensuring compliance with the occupational safety requirements;
- Discussion of the results of audits on occupational safety of contractors, analysis of violation of safety requirements by employees of contractors, problems of their elimination, solutions to problems.

2. PLANNING, ORGANIZING AND HOLDING MEETINGS ON OCCUPATIONAL SAFETY ISSUES WITH CONTRACTORS

2.1 HOLDING MEETINGS

2.1.1. The procedure for organizing the occupational safety meetings is given in table 1.

- 2.1.2. Invitation to participate in the meeting, topics and materials of the meeting shall be sent by the organizer of the meeting at least three days prior to holding the meeting.
- 2.1.3. The meeting is held in the form of a dialogue with representatives of contractors.
- 2.1.4. Based on the results of the meeting, Minutes are drawn up indicating the necessary actions, terms and responsible persons. The Minutes shall be circulated among all participants in the meeting, problematic issues are escalated to a higher level. The Minutes shall be drawn up by the meeting organizer.
- 2.1.5. The joint decisions of the Company and the contractor adopted at the meetings shall be binding, the status of implementation of the decisions made shall be monitored at the following meetings.
- 2.1.6. The recommended time allotted for holding the occupational safety meeting shall be no more than 1.5 hours.
- 2.1.7. The meeting organizers shall draw up plans – schedules of meetings on occupational safety with contractors on annual basis, with the possibility of making quarterly and monthly adjustments.
- 2.1.8. The meeting shall focus on the topics recommended in table No. 1, or additional issues considered in connection with recurrence of incidents, or identification of hazards that pose a risk of harm to the health of employees and/or property of the Company, and the environment.
- 2.1.9. No operational issues with regard to the production process may be solved at the occupational safety meetings.

Table 1

Procedure for holding meetings on occupational safety of contractors

PERIODICITY OF HOLDING MEETINGS	ORGANIZER OF MEETINGS	PARTICIPANTS WHO SHALL NECESSARILY TAKE PART IN THE MEETING	SUBJECT OF DISCUSSION
1	2	3	4
LEVEL OF AGREEMENT ADMINISTRATOR*			
once per quarter	HSE and FS Director	Senior Vice President for Operations; Senior Vice President for Capital Investment; HSE and FS Director; Vice President for Investment; Vice President for Procurement; Director for Technology, Quality and Production Excellence; Branch Director Representatives of the contractor	Discussion of strategic issues on management of occupational safety of contractors; Analysis of lessons learned from major capital projects.

invited by organizer of the meeting, in the position not lower than the head of subdivision of the contractor.

LEVEL OF AGREEMENT HOLDER*

<p>Recommended:</p> <ul style="list-style-type: none"> - prior to capital repair; - prior to beginning of the heating period (preparation for winter period); - based on the results of work in relevant quarter; - at the end of the current year (progress review); - beginning of the year (setting goals and tasks); - prior to fire hazard period, but not less than once per quarter 	<p>Director for Health and Safety and Occupational Safety of the branch</p>	<p>Branch Director; Head of divisions immediately subordinate to the Branch Director; Director for Investment; Major Capital Project Manager; Directors and Heads of Contractors.</p>	<ul style="list-style-type: none"> - The topic of occupational safety, taking into account the upcoming work (capital shutdown; preventive maintenance, season character, reports on the results for the year); - Providing information on the requirements of new corporate documents in the field of occupational safety; - Best occupational safety practices; - Safety measures, the observance of which eliminates the risk of injury or damage; - Information about incidents (a brief description, reasons, dynamics, measures to prevent incidents, lessons learned); - Certification of key and established contractors, including contractors for major capital projects; - Analysis of the most typical violations and cases of suspension of work of contractors; - Results of holding audits on occupational safety of contractors; - Discussion of the current situation in the field of production operations.
--	---	---	--

LEVEL OF AGREEMENT COORDINATOR*

<p>Once a month with contractor</p>	<p>Agreement Coordinator</p>	<p>Agreement Coordinator; Heads of divisions and employees of a contractor; Heads and specialists of HS, OS departments, Chief Ecologist and S&ER departments.</p>	<ul style="list-style-type: none"> - Analysis of the contractor's occupational safety performance; - Informing on the requirements of new policies, standards in the field of occupational safety; - Best occupational safety practices; - Safety measures, the observance of which eliminates the risk of injury or damage; - Information about incidents (a brief description, reasons, dynamics, measures to prevent incidents, lessons learned); - Analysis of the most typical violations and cases of suspension of work of contractors.
-------------------------------------	------------------------------	--	--

LEVEL OF PERSON RESPONSIBLE FOR CONTROL OVER OCCUPATIONAL SAFETY*

<p>Not less than once per month</p>	<p>Manager for work with contractors</p>	<p>Manager and specialists of the department (group) for work with the branch contractors, including specialists responsible for Health and Safety and Occupational Safety, Safety and Emergency Response of major capital projects; specialists responsible for Health and Safety and Occupational Safety, Safety and Emergency Response of contractors, including those responsible for coordination of occupational safety issues.</p>	<ul style="list-style-type: none"> - Analysis of the occupational safety performance, including project cards; - Informing on the requirements of new policies, standards in the field of occupational safety; - Best occupational safety practices; - Safety measures, the observance of which eliminates the risk of injury or damage; - Information about incidents (a brief description, reasons, dynamics, measures to prevent incidents, lessons learned); - Analysis of the most typical violations and cases of suspension of work of contractors; - Results of audits on
-------------------------------------	--	---	--

			occupational safety of contractors, analysis of violation of safety requirements by employees of contractors, problems of their elimination, solutions to problems.
--	--	--	---

* The scope of authority and responsibility of the above persons is given in the Standard of Ilim Group JSC “Management of Contractor’s Occupational Safety Issues”

2.1.10. Specialists OH&S and S&ER Directorate of branches shall render methodological assistance to employees of the Company and contractors at a time of preparation for holding occupational safety meetings.

2.1.11. It is possible to hold joint meetings at a level of agreement holder and level of person responsible for control over occupational safety with participation of all participants whose presence is mandatory, taking into account periodicity thereof.

2.1.12. In case of an operational need (an accident, a fire, commissioning of new process equipment, etc.), additional meetings on occupational safety, as well as topics of meetings can be initiated by the Senior Vice President for Operations, or HSE and FS Director.

2.1.13. Employees of contractors engaged under the operating agreements at the Company’s facilities are invited to take part in the meetings.

2.1.14. Based on the results of the topic-specific meetings, managers responsible for work with contractors of the branch, as part of submission of reports on operations in the field of occupational safety to the HSE and FS Directorate, shall provide information in the section of monthly (weekly) report of the branch about the planned and actually held meetings on occupational safety issues, on monthly basis.

2.1.15. Control over implementation of decisions made at the meetings is exercised as part of occupational safety inspections of contractors, in accordance with the requirements of the Ilim Group JSC Standard “Contractors’ Occupational Safety Management”.