

ÇATALAĞZI THERMAL POWER PLANT

OCCUPATIONAL HEALTH AND SAFETY OPERATIONAL AND PLANNING PROCEDURE



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1. PURPOSE

The purpose of this procedure is to define the operations to be carried out and planned to carry out occupational health and safety services on behalf of the employer while ensuring occupational health and safety and improving safety conditions in the activities of Çatalağzı Thermal Power Plant, based on the Occupational Health and Safety Law No. 6331 and relevant regulations.

2. SCOPE

This procedure covers all indoor and outdoor areas, in which the Directorate of Çatalağzı Thermal Power Plant operates.

3. DEFINITIONS

Occupational Safety Expert: Inspectors who are authorized by the Ministry to work in the field of occupational health and safety, who hold a certificate of occupational safety expert, inspect working life in the Ministry and related organizations, and graduates and technical staff from faculties that provide engineering or architecture education,

Employer: Natural or legal entities or institutions and organizations, which are not legal entities, that employ employees,

Employer's Representative: Persons who act on behalf of the employer in workplaces within the scope of this Regulation and are responsible for managing the entire work and workplace,

Workplace Doctor: A doctor certified by the Ministry to be assigned to occupational health and safety services,

Workplace: Organizations, in which material and non-material elements and employees are organized together in order to produce goods or services, and which is qualitatively linked to the goods or services produced by the employer in the workplace, and which include places connected to the workplace organized under the same management, as well as other extensions and tools such as recreational, breastfeeding, eating, sleeping, washing, examination and care, physical and vocational training areas and courtyards,

OHS: Occupational Health and Safety,

PPE: Personal Protective Equipment,

Near-miss Incident: Incidents that occur in the workplace but do not cause death or injury, but have the potential to harm the employee, equipment or the workplace,

Occupational Accident: An incident that occurs in the workplace or due to the execution of work, causing death or causing physical or mental disability,

OHS-RTMP: Occupational Health and Safety Registration, Tracking and Monitoring Program used by the General Directorate for the purpose of recording, tracking and monitoring the works and procedures related to occupational health and safety services,

Occupational Accident/Incident Investigation Form: Document prepared by an occupational safety expert after a work accident/incident in the workplace,

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Return to Work Training After an Occupational Accident: Training given to the employee who had an occupational accident after a resting period following the accident,

Occupational Health and Safety Board: In accordance with the provisions of Law No. 6331, the board that is required to be established to participate in works related to occupational health and safety in workplaces with 50 or more employees, lasting more than 6 months, of which establishment is described by the Regulation on Occupational Health and Safety Boards,

Occupational Health and Safety Board Training: Training provided to board members according to the Regulation on Occupational Health and Safety Boards,

Determination and Suggestion Book: A notebook, unique for each workplace, in which the determinations and suggestions made by the workplace doctor and occupational safety expert and other matters deemed necessary are written, with serial numbers and pages arranged in one original and two copies,

Annual OHS Work Plan: The plan containing the occupational health and safety activities to be carried out during the year, prepared by the occupational safety expert and workplace doctor and approved by the employer or the employer's representative,

Annual OHS Training Plan: The plan containing the occupational health and safety trainings to be conducted during the year, prepared by the occupational safety expert and workplace doctor and approved by the employer or the employer's representative,

Equipment Periodic Control Tracking Form: Equipment tracking form subject to periodic control,

Emergency Action Plan: A plan containing information and applicable actions, including the works and procedures to be carried out in case of an emergency in the workplace,

Risk Assessment: Works required to identify the hazards that exist in the workplace or that may come from the outside, to analyze and rank the factors that cause these hazards to turn into risks and the risks arising from the hazards, and to decide on control measures,

Contractor/Subcontractor: A natural or legal entity that employs employees in the field or on behalf of the workplace and/or providing services to the workplace as per the contract with the workplace, subcontracting contract or purchase order.

Contractor Company's OHS Specifications: The specifications containing occupational health and safety rules that companies that will provide services as Subcontractor/Contractor are obliged to comply with before and during the work they will carry out within the organization,

Internal Correspondence: Correspondence between occupational safety experts, workplace doctors, administrative and technical units.

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4. RESPONSIBILITIES

OHS quality management representatives are responsible for preparing this procedure. The responsibilities involved in its implementation are stated under Implementation.

5. IMPLEMENTATION

OCCUPATIONAL SAFETY SPECIALIST

1- Scope of Guidance:

Makes recommendations to the employer/employer's representative to ensure that the planning and implementation of the work, including the design, condition, maintenance, selection of machinery and other equipment and the materials used, selection, supply, deposition, use, maintenance, protection and testing of personal protective equipment are carried out in accordance with the Occupational Health and Safety legislation and general occupational safety rules regarding the work carried out and changes to be made in the workplace.

Notifies the employer/representative in writing regarding the measures to be taken related to occupational health and safety. Uses the Determination and Suggestion Book, Field Control Form, Field Observation Report, DF Forms, e-mail and OHS Board Decisions as tools for this purpose.

Preparing instructions regarding the activities carried out with the machines and equipment used in the workplace is the responsibility of the relevant unit, and it is the joint task of the occupational safety specialist and the workplace doctor to determine the occupational health and safety matters that should be included in the instructions and provide guidance. It is the responsibility of the employer/employer's representative to have instructions prepared and to approve them.

Checks and updates the occupational health and safety panels in the power plant once a week.

Checks the occupational health and safety near miss boxes in the power plant once a week and ensures that they are updated. Ensures that near-miss incidents, if any, are investigated and determines the precautions to be taken. Notifies the employer/employer's representative about the measures regarding this matter.

Determines the deficiencies in the required health and safety signs in indoor and outdoor work areas in the workplace and notifies the employer/employer's representative to provide them.

In case the employees are not using the mandatory personal protective equipment during field inspection, writes a Non-compliance Determination Form and submits it to the employer/employer's representative via internal correspondence.

Conducts studies on the causes of occupational accidents that occur in the workplace and the measures to be taken to prevent them from reoccurring, and makes recommendations to the employer/employer's representative. Uses the Occupational Accident/Incident Investigation Form and Occupational Accident Statement Reports for this purpose and follows up with DF forms. The measures to be taken are written in the Determination and Suggestion Book and discussed at the first subsequent OHS Board Meeting.

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Participates in the team in preparing an action plan for emergencies in the workplace. Takes an active role in planning and conducting emergency drills. Provides guidance for emergency teams to receive adequate training specific to their subject.

Examining the Material Safety Data Sheets of the chemicals used in the workplace and providing guidance on the precautions to be taken is among the duties. Ensures that the Material Safety Data Sheet List is kept up to date in order to keep track. It is the responsibility of the employer's representative and the purchasing unit to obtain the Material Safety Data Sheets of the chemical substances and to notify any changes.

Occupational health and safety meeting board topics are determined in accordance with the issues identified during the field inspections carried out in the organizations, the issues or requests reported by the employee representatives, employees, the employer's representative and the workplace doctor. Occupational health and safety board meetings are held every month. The decisions taken as a result of the meeting are written in the determination suggestion book. Board Decisions are followed-up with DF Forms. Meetings are announced to members and participants at least 48 hours prior to the meeting by e-mailing the invitation to the meeting. Decisions taken after the meeting are written in the OHS Board Meeting Records and submitted for signing. The signed report is announced to the OHS Board members and related units via e-mail.

Subcontractor and contractor's representatives also attend occupational health and safety board meetings. Suggestions, if any, are taken from the representatives, and the relevant board decisions are notified to them. An occupational safety expert or employer's representative will work to resolve the issue. Their suggestions are assessed and decided by the board.

Tracks the legal and other requirements regarding OHS and informs TMS (Training Management System) and related units regarding obligations and changes.

Tracks the OHS performance via the HS Process Card and OHS Monitoring Plan. Participates in annual internal audit, external audit and Management Review Meetings.

2- Scope of Supervising the Work Environment:

Conducts field inspections in all outdoor and indoor areas where work is carried out in the organization. Prepares a field observation report containing the deficiencies determined during the inspection and suggestions to eliminate them. This report is sent to the employer's representative via internal correspondence for delegation.

Conducts the follow-up and planning for the equipment requiring periodic maintenance, control and measurement with the Periodic Control Tracking Form and attends the controls. Checks that any non-compliances are eliminated as a result of the control. Reports visually detectable non-compliances of the equipment to the relevant units and the employer through field observation reports until the next periodic control date.

Participates in works to prevent accidents, fires and explosions in the workplace. Makes recommendations to the employer's representative on these matters. Tracks implementations. Takes part in preparing emergency plans for circumstances such as natural disasters, accidents or explosions. Ensures the implementation of an emergency drill in accordance with the emergency plan at least once a year. Checks. Prepares a drill report after the emergency drill. Emergency plans are reviewed as soon as possible after an emergency and, in any case, every 2 years at the latest, and revised when needed. Ensures that the Emergency Team List is kept up to date. The employer's

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representative and heads of units are responsible for distributing the teams for each shift in a balanced manner.

Supervises subcontractors and contractor companies working in the organization. Before the contractor starts work, the Purchasing Unit sends the Work Start Permit form to the contractor. The contractor company prepares the documents specified in the form and applies to the OHS Unit with the form and documents on the work start date. The occupational safety specialist is responsible for checking the documents and deciding whether the contractor company's employees are allowed into the field. If any non-compliance or deficiency is detected in terms of Occupational Health and Safety, stops the subcontractor's works through an Occupational Health and Safety Determination and Work Stoppage Report until the non-conformity and deficiency are eliminated. At the end of the work, the Contractor obtains the Work Completion Form from the OHS Unit, fills it in and reapplies to the OHS Unit. The occupational safety specialist checks the work completion form and gives permission for the company to exit. For works longer than 6 months, the Contractor fills out the Performance Assessment Form and shares it with the contractor representative every 3 months. The sanctions to be implemented are specified in the Contractor's OHS Specifications. For one-day entries who will not carry out any actual work in the field, a Letter of One-day Work Undertaking is filled out and sent to the OHS Unit. Works such as Reconnaissance, Measurement, Sampling, Material Unloading, Material Acceptance are within this scope. Companies within the scope of one-day operations may go in the field under the supervision of organization managers.

3- Risk Assessment Obligation:

Takes part in the Risk Assessment Team in the process of determining and assessing the risks arising from hazards in the workplace and deciding on the health and safety measures to be taken as a result of the risk assessment. Ensures the tracking and control of risks.

Takes part in the revision work of the risk assessment within the team in case of technological changes in the workplace, changes in machinery, equipment and apparatus, occupational accidents and near misses, and changes in legislation regarding the limit values of the working environment, and if deemed necessary according to the results of working environment measurement and health surveillance, in case a new hazard arises from outside the workplace and may affect the workplace, and if needed according to the results of internal and external investigation and inspection. Statistics of occupational accidents occurring during the year are tracked with the Annual Statistics List of Occupational Accidents.

Ensures the tracking of corrective actions to be taken to eliminate non-compliances identified in field inspection and risk assessment works.

4- Obligation for Training, Informing and Recording:

Provides post occupational accident training to employees who are going back to work after an occupational accident. In this training, information is provided on the causes of the accident, ways to prevent it and safe working methods.

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Plans 16 hours of occupational health and safety training for employees each year in accordance with the relevant legislation, and presents it to the employer's representative and provides the training together with the workplace doctor. It is the responsibility of the employer/employer's representative to ensure that employees receive basic and refresher OHS training for at least 16 hours during the year and to organize the training. Carries out measurements and assessments for the training provided before and after the training. Based on the assessment results, can decide to repeat training, change instructors or change the training program. Has the participants fill out the OHS Commitment and Training Participation Form during the trainings, conducts preliminary tests before the training and final tests at the end of the training session, and issues a training participation certificate to the employees who are successful in the training.

Prior to going back to work, provides refresher training together with the workplace doctor to employees who have been away from work for over six months for any reason.

Prepares the annual assessment report together with the workplace doctor and submits it to the approval of the employer's representative.

WORKPLACE DOCTOR

Organizes the employment and periodic health examinations of employees at the intervals specified in the occupational health and safety legislation and in accordance with the model specified in the legislation, and keeps them in the workplace.

Carries out operational evaluations for employees who work in night shifts and very dangerous jobs.

Provides daily outpatient clinic services for all employees.

Ensures that employees receive tetanus vaccinations and keeps their records.

Monitors groups that require special policies, such as employees with pre-diagnosed chronic illnesses, employees with disabilities and employees who have been in more than one occupational accident, and when needed, makes the decision to change the work environment of the employee and notifies the employer in writing.

Inspects the compliance of employee locker rooms, bathrooms-toilets, cafeterias, tea houses and other work environments with general hygiene rules, and reports any non-compliance to the employer's representative in a Hygiene Report.

Cooperates with occupational experts to reduce and prevent occupational accidents and occupational diseases and makes suggestions to the employer.

Fulfills the legal duties by actually participating in OHS Training activities, OHS board meetings, Risk Assessment studies, Annual Work Plan, Annual Training Plan and Annual Assessment Report preparation processes. Supervises work environment in order to determine Personal Protective Equipment requirements and properties.

6. RELEVANT DOCUMENTATION

ÇTS.İSG.RPR.001 Field Observation Report

ÇTS.İSG.FRM.008 Field Check Form

ÇTS.EYS.FRM.002 Corrective Action Form

ÇTS.İSG.TT.001 OHS Board Call Report

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ÇTS.İSG.TT.002 OHS Board Meeting Report
ÇTS.İSG.FRM.015 Non-compliance Form
ÇTS.İSG.FRM.031 OHS Accident/Incident Sharing Form
ÇTS.İSG.PLN.007 Emergency Plan
ÇTS.İSG.RPR.003 Emergency Drill Report
ÇTS.İSG.TT.004 Occupational Health and Safety Determination and Work Stoppage Report
ÇTS.İSG.SRT.001 Contractor OHS Specification
ÇTS.İSG.FRM.019 Start of Work Permission Form
ÇTS.İSG.RPR.004 Risk Assessment Report
ÇTS.İSG.FRM.071 Training Participation Form
ÇTS.İSG.FRM.005 Training Result Form
ÇTS.İSG.PLN.006 Annual Work Plan
ÇTS.İSG.PLN.005 Annual Training Plan
ÇTS.İSG.RPR.002 Annual Assessment Report
ÇTS.İSG.FRM.001 OHS Commitment
ÇTS.İSG.FRM.002 Training Preliminary Test Form
ÇTS.İSG.FRM.003 Training Final Test-1 Form
ÇTS.İSG.FRM.004 Training Final Test-2 Form
ÇTS.İSG.FRM.045 Personal Protective Equipment Risk Map
ÇTS.İSG.TT.003 Personal Protective Equipment Liability Report
ÇTS.İSG.FRM.013 Work Completion Form
ÇTS.İSG.FRM.035 Contractor Performance Evaluation Form
ÇTS.İSG.FRM.009 Daily Work Operational Commitment
ÇTS.İSG.LST.002 Emergency Team List
ÇTS.İSG.PLN.003 OHS Sustainable Management Plan
ÇTS.İSG.LST.003 Occupational Accidents Annual Statistics List
ÇTS.EYS.PLN.005 Monitoring Measurement Plan
ÇTS.EYS.LST.002 External Document and Legal Requirement Monitoring Chart
ÇTS.İSG.PRS.001 Work Permit Procedure
ÇTS.İSG.TT.010 Occupational Accident Statement Report
ÇTS.İSG.RPR.005 Accident Investigation Report
ÇTS.İSG.FRM.014 Occupational Accident Notification Form

Training Participation Certificate
Employment/Periodic Examination Form
Determination and Suggestion Book
Occupational Safety Law No. 6331 and Related Regulations/Legislations

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