This Annex establishes the requirements for ensuring occupational and fire safety, security and environmental protection applicable to the cooperation partner when operating on the premises of Ragn-Sells AS[1] and its subsidiaries[2] (hereinafter referred to as 'RS') and when providing services outside those premises.

General requirements applicable to the cooperation partner

1. The activities of cooperation partners in the fields of occupational and fire safety, security and environmental protection are of paramount importance in protecting employees, the environment and property. Cooperation partners shall act in accordance with RS's principles, giving priority to safety and minimising all significant occupational health and safety and fire safety risks. Preventive measures shall be implemented continuously to reduce environmental impacts.
2. The cooperation partner shall at all times plan its activities in such a manner that their performance does not endanger human life or health (including that of the cooperation partner's own employees, RS employees and third parties), cause harm to the environment or result in any other damage.
3. The cooperation partner shall ensure that it holds all valid approvals and permits required by law for the provision of the services constituting the object of the contract, the performance of work, the use of equipment associated with such work, the activities carried out by employees and other similar matters.
4. The cooperation partner shall compensate RS for all recoverable damage causally connected with a breach of this Annex or the applicable requirements, as well as for all reasonable and substantiated costs incurred in remedying the breach or its consequences. Recoverable costs shall include, *inter alia*, the costs of cleaning, rescue operations, supervision, expert assessments and the satisfaction of reasonable claims made by third parties. This provision shall not restrict RS's right to claim compensation for damage caused by any other breach of the principal agreement or to exercise any other legal remedies available under the law or the principal agreement.
5. When transporting and handling hazardous chemicals, flammable waste and materials, the cooperation partner shall comply with the waste management and fire safety legislation in force in the Republic of Estonia.
6. Where the cooperation partner engages a subcontractor to perform its contractual obligations, it shall inform the subcontractor of the requirements set out in this Annex. The cooperation partner shall be fully responsible for work performed by its subcontractors under the contract as if it had performed that work itself.

Security and safety requirements:

7. Before entering the premises of the Tallinn and Tartu Waste Treatment Centres, the cooperation partner shall register at the weighbridge office and establish its identity by presenting an employee identification card or identity card. Upon completion of the work, the cooperation partner shall notify the site manager[1] or their deputy.
8. At other RS sites, the cooperation partner shall inform the site manager[1] (or a deputy designated by the site manager) of the times at which work commences and is completed.
9. The cooperation partner shall ensure that its work is carried out safely and, where necessary, demarcate its work area using safety cones (such demarcation being mandatory in areas used by vehicles) or restrict access to its work area by unauthorised persons.
10. When moving around RS premises, the cooperation partner shall comply with the designated traffic routes and speed limits and observe the principles of fuel-efficient driving.
11. The following shall be worn at all times when moving around the premises:
    a. high-visibility clothing, such as a safety vest, jacket or similar garment; and

b. safety footwear with slip-resistant soles, protective toe caps and penetration-resistant midsoles.

12. In areas where appropriate signs are displayed, the personal protective equipment required for the area, such as safety helmets, protective eyewear or similar equipment, shall be worn.
13. All safety signs shall be observed and complied with.
14. Smoking (including the use of electronic cigarettes and other cigarette-like products) is permitted only in designated, segregated and clearly marked areas agreed upon in advance. Smoking (including the use of electronic cigarettes and other cigarette-like products) is strictly prohibited in all other areas of the premises, in buildings, vehicles and elsewhere.
15. Lighting fires on RS premises is prohibited.
16. Electrical work, hot work and other work subject to specific requirements may be carried out only by personnel holding the requisite qualifications and licences. All equipment used shall be safe, and electrically powered equipment shall be properly earthed.
17. The cooperation partner shall be responsible for fire safety and the general tidiness and condition of the working environment. During and after the performance of work, the cooperation partner shall remove all waste and/or residual materials generated by its activities in order to minimise the risk of occupational accidents or hazardous situations, such as fires.
18. Any person who is under the influence of alcohol, narcotic drugs or toxic substances, or who exhibits residual effects of intoxication, shall immediately be removed from the performance of work duties and from RS premises. A breach of this prohibition shall be deemed a material breach of contract entitling RS to terminate the principal agreement by extraordinary notice.
19. In performing its contractual obligations, the cooperation partner shall immediately notify the RS site manager of all accidents and any risk of accidents that have caused or may cause damage.
20. Upon discovering a fire or signs of fire, the person concerned shall immediately notify an RS employee, activate the automatic fire alarm system (AFAS) using the nearest manual call point and/or notify the Emergency Response Centre by calling 112. Thereafter, the person shall act only in accordance with the instructions of an RS employee, follow the designated evacuation routes and, in the event of evacuation, proceed calmly to the designated assembly point on the premises.

Environmental protection requirements

20. The cooperation partner shall comply with applicable environmental legislation and implement measures to prevent or reduce the environmental and climate impacts arising from its activities.
21. The cooperation partner shall prevent waste generation and collect waste separately by type. Waste shall be transferred to an undertaking holding the requisite environmental permits, with preference given, where possible, to preparing waste for re-use and recycling.
22. The cooperation partner shall prevent contamination of soil, water and air.
23. On the company's premises, vehicle engines shall be switched off when vehicles are stationary or waiting, unless running the engine is necessary for the performance of work. When transporting loads, the cooperation partner shall prevent materials from becoming airborne or falling from vehicles and shall prevent leaks from vehicles and containers.
24. The cooperation partner shall use energy, water, fuels and materials efficiently and avoid their unnecessary consumption.
25. The cooperation partner shall prevent or reduce excessive noise, vibration, dust and other environmental disturbances arising from its activities.
26. In the event of a leak or other environmental incident, the cooperation partner shall immediately notify an RS employee and take measures to limit the environmental impact.
27. The cooperation partner shall be responsible for ensuring and verifying that the materials and services covered by the contract meet the applicable quality requirements. It is recommended that the

cooperation partner maintain its own quality assurance system, which is properly documented and well understood within the undertaking.

Other requirements:

28. In the event of a breach of the requirements of this Annex or the existence of a hazard, RS shall be entitled to require the suspension of work, the remedying of the breach within a reasonable period and the removal from RS premises of any person who has breached the requirements or caused the hazard. Where there is an imminent danger, RS may immediately suspend work, remove the person concerned from the premises and take the measures necessary to eliminate the danger. If the cooperation partner fails to remedy the breach within the prescribed period, or if immediate intervention is necessary to prevent danger or limit damage, RS may remedy the breach at the cooperation partner's expense. A material breach, or the recurrence of a breach following written notification from RS, shall be deemed a material breach of contract entitling RS to exercise the legal remedies provided for by law and the principal agreement, including the right to terminate the principal agreement by extraordinary notice or withdraw from it.
29. RS shall be entitled to establish or amend additional requirements concerning occupational health, occupational and fire safety, security and environmental protection where this is necessitated by an amendment to legislation, a risk assessment, an incident that has occurred or the need to prevent a hazard. RS shall notify the cooperation partner of any such amendment in a format reproducible in writing, giving reasonable advance notice, unless the immediate implementation of the requirement is necessary to prevent danger or limit damage.
30. An RS employee and/or authorised representative shall be entitled to inspect the cooperation partner's and its subcontractors' compliance with occupational health, occupational and fire safety, security and environmental protection requirements and systems. As a general rule, RS shall give reasonable advance notice of an inspection. An inspection without prior notice shall be permitted where there is a serious or imminent danger to human life or health, the environment or property, or where there are reasonable grounds to suspect a material breach of the requirements.
31. Neither the cooperation partner nor its representative shall, without RS's prior written consent, be entitled to disclose RS's confidential information or make statements on behalf of RS to journalists or other third parties. This restriction shall not apply where disclosure of the information is required by law or by a competent authority.
32. The cooperation partner undertakes to familiarise itself with this Annex before commencing work and to comply with the conditions laid down herein.
33. If any rule or instruction is unclear to the cooperation partner or its representative, the person assigning the work duties or the site manager shall be notified without delay.
34. This Annex shall form an integral part of the principal agreement. In the event of any conflict, this Annex shall prevail in matters concerning occupational health, occupational and fire safety, security and environmental protection. Any derogation shall be valid only if expressly agreed upon by the parties in writing, with specific reference to the provision being amended.
35. Further information and suggestions: ohutus@ragnsells.com or the occupational safety specialist, telephone 5381 8707.

Site name	Address	Site manager
Tallinn Waste Treatment Centre	Suur-Sõjamäe 31a, 11415 Tallinn	Hazardous Waste Management Manager
	Suur-Sõjamäe 33, 11415 Tallinn	Sorting Centre Operations Manager
Tartu Waste Treatment Centre	Klaasi tn 3, 50409 Tartu	Tartu Waste Treatment Centre Operations Manager
Seljametsa Waste Treatment Centre	Kannuse, village of Seljametsa, 86601 Pärnu	Operations Manager at Seljametsa Waste Treatment Centre
Lepna Waste Treatment Centre	Mätliku tee 1, small town of Lepna, rural municipality of Rakvere, Lääne-Viru County 44408	Lepna Waste Treatment Centre Operations Manager
Kunda Waste Treatment Centre	Tööstuse 8, rural municipality of Viru-Nigula, 44109 Kunda	Lepna Waste Treatment Centre Operations Manager
Väätsa Waste Treatment Centre	Village of Roovere, rural municipality of Türi, 72805 Järva County	T&D Operations Manager
Waste collection centres	Contact details for waste collection centres	

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Ragn-Sells AS and its subsidiaries	Registered office address		Website
Ragn-Sells AS	Suur-Sõjamäe 31a, 11415 Tallinn		ragnsells.ee
Pandipakendi Automatiseeritud käitlussüsteem OÜ	Suur-Sõjamäe 31a, 11415 Tallinn	Business Development Manager	pandipak.ee
R-S OSA Service OÜ	Suur-Sõjamäe 31a, 11415 Tallinn	Production Manager	osaservice.ee