

## 1. OBJECTIVE:

To define general conditions for applications that interact with the OHS terms that will apply in all areas where the activities are carried in AYDEM YENİLENEBİLİR ENERJİ A.Ş. and its affiliates.

## 2. SCOPE:

This procedure covers the activities and processes that AYDEM YENİLEBİLİR ENERJİ A.Ş carries out as well as organisations, contractors, suppliers, visitors and trainees.

## 3. RESPONSIBILITIES:

OHS, Environment and IMS Manager, OHS Manager, OHS Documentation Specialist, Process Owners and Managers, Plant Supervisor, Administrative Affairs Supervisor, Employees' Representative and all workers are responsible for implementation of this procedure.

## 4. ABBREVIATIONS:

**OHS:** Occupational Health and Safety

**PPE:** Personal Protective Equipment

## 5. DEFINITIONS:

## 6. IMPLEMENTATION:

### 6.1. OHS Hazard Identification and Risk Assessment

Identification of hazards that may occur in the processes and operations of AYDEM YENİLENEBİLİR ENERJİ A.Ş., assessment of risks, periodic review of assessments are carried out as specified in the "**Occupational Health and Safety Risk Assessment Procedure (OHS.PRS.003)**"

### 6.2. Assessment of Compliance with Legal Requirements

Assessment of compliance with legal requirements and other terms regarding OHS management systems at are carried out as specified in the "**Procedure for the Assessment of Compliance with the Requirements (KYS.PRS.006)**".

### 6.3. OHS Targets (Goals) and Performance Indicators

AYDEM YENİLENEBİLİR ENERJİ A.Ş. OHS process targets are set by the General Manager and the OHS, Environment and IMS Manager, taking into account the results of risk assessment, compliance with legal and other requirements, employee and representatives consultation results and defined in the "**Targets and Performance Indicators (QMS.FRM.004)**" and they are monitored and shared via QDMS. Planning to achieve OHS Targets is carried out at YGG meetings and recorded in the "**Planning Form for Achieving Targets (KYS.FRM.012)**".

Operational OHS targets are set by the OHS, Environment and IMS Manager, OHS Manager, taking into account the results of risk assessment, compliance with legal and other requirements, employee and representatives consultation results and defined in "**Operational OHS Targets and Performance Indicators Table (ISG.FRM.021)**" and it is monitored and shared via QDMS.

#### **6.4. Communication**

Internal and external communication methods on OHS related issues are provided by OHS, Environment and IMS Manager, Human Resources Manager, OHS Manager, Human Resources Manager, OHS Documentation Specialist and Information Technology Process Owner.

##### **Internal communication methods of AYDEM YENİLENEBİLİR ENERJİ A.Ş.;**

- Telephone,
- Web page,
- Radio,
- E-mail,
- QDMS Software,
- Common Network,
- EnPort
- Management Review Meetings,
- ISG Board Meetings,
- Bulletin Boards,
- Trainings.

##### **External Communication Methods of AYDEM YENİLENEBİLİR ENERJİ A.Ş. ;**

- Operations within the scope of emergencies are under the responsibility of “OHS, Environment and IMS Manager, OHS Manager, Environmental Manager, OHS Documentation Specialist and Emergency Response Teams”.
- Communication with legal institutions, periodic correspondences and reporting are under the responsibility of "Human Resources Manager, OHS, Environmental Manager, OHS Manager, OHS Documentation Specialist".
- In the event of using contractors in operations or temporary construction sites and if there are visitors or trainees; the Plant Supervisors, Business Administrative Affairs Officer, Construction Site Officer;
- Review of IMS policy and targets “General Manager, OHS Environment and IMS Manager, Quality and IMS Director”;
- Review of business targets and performances; “OHS, Environment and IMS Manager, OHS Manager;

- In the event of any feedback (suggestion, warning, complaint, etc.) received from employees or other related parties (third parties); "OHS, Environment and IMS Manager, OHS Manager, OHS Documentation Specialist;
- Communication with contractors and suppliers; "Purchasing Manager," OHS Manager ", Process Owners" Plant Supervisors ";
- Çalışanlar ile iletişim "İnsan Kaynakları Müdürlüğü, İSG Yöneticisi ve Çalışan Temsilcileri" tarafından gerçekleştirilir.

Communication with the employees is carried out by the "Human Resources Department, OHS Manager and Employee Representatives".

#### 6.5. Complaints

Any complaints from related parties (employees, contractors, suppliers, neighbors, non-governmental organizations, etc.) regarding OHS are recorded in or "**Related Party Complaint Tracking Form (KYS.FRM.013)**" by the OHS Manager, Human Resources Manager, Human Resources Specialist and OHS Documentation Specialist and the IM Manager is informed. By inquiring the main causes of the complaints, actions to prevent the recurrence of the complaint are carried out according to the "**Corrective Action Procedure (KYS.PRS.003)**".

#### 6.6. Employees starting work

Occupational Health and Safety Orientation Trainings are organized for newly recruited personnel and recorded in the "**Orientation Training Form (İK.FRM.006)**".

The PPE of the newly recruited personnel is delivered to the employees by the OHS Documentation Specialist at the Head Office and the Administrative Affairs Officers in the facilities.

The personal protective equipment and equipment provided are recorded in the PPE follow-up program and the relevant staff signs the "**Personal Protective Equipment Delivery and Commitment Form (İSG.FRM.012)**".

#### 6.7. Incident Research

The methods to be followed for detailed investigation of occupational accidents occurring in all operational facilities of AYDEM YENİLENEBİLİR ENERJİ A.Ş., and its affiliates, apparent causes and main causes of the accidents, and the measures to be taken to prevent recurrence of such accidents are specified in the "**Occupational Accident and Incident Reporting Procedure (İHS. PRS.004)**".

#### 6.8. Board Meeting

It is determined by OHS Board Employer/Employer Representative of AYDEM YENİLENEBİLİR ENERJİ A.Ş. and announced with "**Report of Appointment of Occupational Health and Safety Board Members (İSG.FRM.035)**".

At AYDEM YENİLENEBİLİR ENERJİ A.Ş., the boards are divided into two as the Head Office OHS Board and the OHS Board for the enterprises within the scope of the "**Regulation on Occupational Health and Safety Boards**".

#### **6.8.1. Head Office OHS Board**

Head Office OHS Board consists of the Operations Director, Maintenance Director, OHS Environment and IMS Manager, HES Operations Manager, RES-JES-LFG Operations Manager, Maintenance Manager, Project and Rehabilitation Manager, Material and Machinery Supply Manager, Purchasing Manager, Human Resources Manager, OHS Specialist, Occupational Physician, Employee Representatives. The Board convenes every 2 months.

The agenda of the meeting is prepared by the OHS Manager, OHS Director and OHS Documentation Specialist according to the order of importance of the problems and projects, before each meeting and announced to the members of the board at least forty eight hours ago.

Any of the members of the board may convene the board for an extraordinary meeting in cases of accidents involving death, limb loss or severe occupational accidents or in critical situations requiring a special measure,. Proposals on this issue should be made to the chairman or secretary of the board. The meeting time is determined according to the urgency and importance of the subject.

At every meeting, the decisions taken about the topics discussed are recorded in the "**Occupational Health and Safety Board Meeting Minutes (ISG.FRM.034)**" and signed by the chairman and members attending the meeting and notified to the relevant process owners for the necessary action.

#### **6.8.2. Plants OHS Board**

Plants OHS Board consists of the Plant Supervisor, OHS Specialist, Occupational Physician, Administrative Affairs Specialist, Employee Representative, foreman, foreman or master (electrical, mechanical chief) if any. The board convenes once a month.

The agenda of the meeting is prepared by the Plant Supervisor, Administrative Affairs Specialist OHS Specialist and Occupational Physician, according to the order of importance of the problems and projects, before each meeting and announced to the members of the board at least forty eight hours ago.

Any of the members of the board may convene the board for an extraordinary meeting in cases of accidents involving death, limb loss or severe occupational accidents or in critical situations requiring a special measure,. Proposals on this issue should be made to the chairman or secretary of the board. The meeting time is determined according to the urgency and importance of the subject.

At every meeting, the decisions taken about the topics discussed are recorded in the "**Occupational Health and Safety Board Meeting Minutes (ISG.FRM.034)**" and signed by the chairman and members attending the meeting and notified to the relevant process owners for the necessary action.

#### **6.9. Periodical Checks**

Physical protection systems and emergency stop systems, if any, of the existing machinery and equipment are checked by the process owners and, if necessary, improvements are made within the knowledge of the Plant Supervisor. It is ensured that the machines are kept in fully operating state fully functional. Warning instructions are placed where necessary. Awareness is provided through trainings.

The details regarding follow-up of the measurements below, which measurements will be carried out in which period they will be carried out are included in the "**Occupational Health and Safety Annual Work Plan (ISG.FRM.026)**" and "**Monitoring and Measurement Plan (KYS.FRM 015)**".

- Lightning Conductor Control
- Lifting Devices Control
- Noise Measurement
- Dust Measurement
- Lightin Measurement
- Vibration Measurement
- Thermal Comfort Measurement
- Electromagnetic Field Measurement
- Fire Extinguisher and Systems Control
- Pressure Vessels Control
- Microbiologic and Chemical Control of Potable Water
- Microbiologic and Chemical Control of Utility Water

Periodic Inspection and Maintenance Activities are carried out by the suppliers within the scope of the contract. Whether the supplier company fulfills its contractual obligations is checked by the Employer's Representative and the OHS, IMS and Environmental Manager and the OHS Manager. Records of control results are kept by the Employer's representative.

#### **6.10. Medical Checks**

Recruitment and periodic health examination, which indicates that the employees are suitable for their job; and the results of the necessary medical examinations are evaluated by the Occupational Physician and a **Recruitment / Periodic Examination Form** is prepared.

Periodic health examinations of employees are carried out depending on the nature of the work in ordinary course. Absenteeism due to health problems or occupational diseases, occupational accidents or frequent removals for 6 months or longer, back-to-work examination is carried out.

After any accident, illness or periodic examination, the employee, who is found to be inconvenient to work in his former job, he is assigned to another work suitable for his current medical condition. In case of occupational accident, the necessary intervention is made and the patient is transferred to the hospital if necessary.

The occupational physician carries out examination, dressing and injections during every visit and a prescription is written when necessary.

Employees are adequately and appropriately informed about the health hazards associated with their work, the results of the medical examination and their evaluation.

Employees are periodically tested for hearing loss, pulmonary function tests, chest radiographs and blood tests, and other tests prescribed by the occupational physician. In these controls, people found to have any of the conditions are referred to the hospital and treated accordingly.

If the occupational physician proposes, the employees working in tea house, kitchen and canteen etc., those staff will get porter examination and they are given hygiene training for once only.

Dressing rooms, sinks and toilets, dining hall are regularly inspected in terms of hygiene. Potable water is checked regularly.

When necessary, measurements are made regarding the surveillance of the working environment and the results are evaluated in terms of the health of the employees. By participating in the occupational health and safety board in the workplace, necessary explanations are made regarding the working environment and health monitoring of the employees, consultancy is provided and the implementation of the decisions taken in the board is monitored.

Possible emergencies in head office and facilities are detailed in the **"Emergency Procedure (ISG.PRS.006)"**.

First aid and emergency response services are organized in the workplace, and relevant personnel are provided with first aid training.

Employees are trained on occupational health, hygiene, ergonomics, personal protective equipment, and the hazards of using addictive substances, especially tobacco and tobacco products. Works regarding health monitoring in the workplace is recorded.

### **6.11. PPE and Equipment Purchased**

Purchase of PPE equipment and OHS equipment used in the processes of AYDEM YENİLENEBİLİR ENERJİ A.Ş., and evaluation of suppliers are carried out in accordance with **"Purchase Process Definition (SM.ST.001)"**.

Necessary information about the purchased PPE, equipment and tools (methods related to storage and transportation, hazards, usage) is obtained from the suppliers and communicated to the users.

Compliance of purchased PPE, equipment and tools with legal and other requirements is checked. If the controlled products are not suitable for the required conditions, actions are taken according to the **"Nonconforming Product Procedure (KYS.PRS.007)"**.

### **6.12. PPE and Equipment Purchased**

Considering the works performed, risk assessment results and legal requirements, PPE to be used in the processes are determined by the OHS Board, OHS, Environment and IMS Manager, OHS Manager, OHS Documentation Specialist.

Rules regarding the use and properties of PPE are described in the **"Instruction for Use of Personal Protective Equipment (ISG.TLM.013)"**.

The OHS Manager and OHS Documentation Specialist informs the Employee Representative and relevant employees about the use and maintenance of the PPE.

The PPE is delivered to the employees with the **"Personal Protective Equipment Delivery and Commitment Form (ISG.FRM.012)"** by the OHS Documentation Specialist at the Head Office and the Administrative Affairs Officers in the plants against signature.

The personal protective equipment and tools provided are recorded in the PPE follow-up program and maintained by the OHS Documentation Specialist at the Head Office and the Administrative Affairs Officers in the plants.

Upon completion of economic life, PPE is replaced with new ones. Worn-out PPE before its economic life is repaired and replaced by the Department Managers in the Head Office and the Plant Supervisors in the Plants. Old PPE is disposed.

The use of PPE is monitored by the OHS Manager, OHS Director, OHS Documentation Specialist during site inspections.

PPE and equipment are not kept under lock and they are stored at point easily accessible by the employees. Warning instructions are placed where necessary. Awareness is provided through trainings.

### **6.13. Chemicals and Hazardous Materials**

Material Safety Data Sheets (MSDS) related to hazardous materials are provided by the purchase department . Relevant plants that store and use hazardous materials must keep these forms where the product is used and in the infirmary and apply the occupational and environmental rules specified in these forms.

The OHS, Environment and IMS Directorate, OHS Manager, Environmental Relations Manager, Environmental Relations Specialist, OHS Documentation Specialist and Plant Supervisors are responsible for raising awareness of the employees about the hazards producing, storing and using hazardous material and possible environmental effects thereof and hand out the hazard signs in visible places.

Requirements for storing hazardous materials more safely and reducing environmental effects are specified in the "***Instructions for Working with Chemicals and Storage (ISG.TLM.012)***".

#### **6.14. Work Permit System**

At all operational facilities of AYDEM YENİLENEBİLİR ENERJİ A.Ş. and its affiliates, the works below are carried out within the scope of work permit by the OHS, Environment and IMS Manager.

- ***Work Permit for to work in Confined Areas***
- ***Working at Heights Permit to Work***
- ***Excavation Works Permit***
- ***Handling and Removal of Heavy Objects Permit***
- ***Electric Works Permit***
- ***Hot Works Permit***

Before conducting a hazardous activity in all operating facilities of At AYDEM YENİLENEBİLİR ENERJİ A.Ş. and its affiliates, the Plant Supervisor, the Operating Engineer, the Operating Maintenance Engineer, the Chief Technician or the Senior Operator raise awareness of the employees about the dangers and risks of the work they will perform. In addition, before each different work, ***R5 Personal Risk Analysis*** is performed and hazards are identified with the "***R5 Analysis Form (IGS.FRM.019)***", divided into categories, a safe working environment is created by reducing the risk score in the risk assessment matrix by determining the measures taken against the hazards and work permit forms are filled.

Field Supervisor (Plant Supervisor, Operating Engineer, Operating Maintenance Engineer, Chief Technician or Senior Operator) who causes such work being performed is the person who has received the relevant training and the work cannot be started unless his approval is obtained.

***Work Permit Form for to work in Confined Areas (İSG.FRM.002)***

***Working at Heights Permit Form (İSG.FRM.003)***



***Excavation Works Permit Form (İSG.FRM.004)***

***Handling and Removal of Heavy Objects Permit Form (İSG.FRM.005)***

***Electric Works Permit Form(İSG.FRM.006)***

***Hot Works Permit (İSG.FRM.010)***

Field Supervisor (Plant Supervisor, Operating Engineer, Operating Maintenance Engineer, Chief Technician or Senior Operator) stops the work and ensures that it is done in accordance with the requirements of the work, if he detects any non-compliance during the controls. Apart from that, he is entitled to stop a hazardous work that may risk the lives of all employees working in the site (by notifying the first supervisor).

### **6.15. Site Audits**

OHS controls are carried out regarding environment, personnel, materials, equipment and information flow. The OHS Life Safety Committee, established under the chairmanship of the General Manager of the Company, consists of technical managers of the company and conducts regular APEK, Management Walk Through and Behavior-based audits at regular intervals every month. and any unsafe behaviors are corrected on site and in the same way any unsafe conditions are recorded in ***"Near-miss, Hazardous Situation and Behavior Form (İSG.FRM.007)"*** and monitored.

#### **6.15.1. On-site Audits regarding OHS**

- **ODIT (Behavior Oriented Audit)**

The ODIT audit system is applied for the purpose of performing the work safely in the enterprises and creating the safety culture of the employees based on the observation technique. During the audit, the competency of the employee in terms of OHS is measured by asking open-ended questions. After the audit, results are recorded in the ***"Behavior Oriented Audit Form (İSG.FRM.023)"***.

- **APEK ( Monthly Planned Safety Controls)**

Periodic audits are carried out with the ***"Monthly Planned Safety Control Form (İSG.FRM.024)"*** in order to improve the working environment in the enterprise and prevent the work equipment from damaging the employees in terms of health and safety and if necessary, it is recorded in ***"Near-miss, Hazardous Situation and Behavior Form (İSG.FRM.007)"***.

- **Management Walk Through**

Periodic audits are carried out by the managers of AYDEM for the development of OHS culture, improvement of working conditions and control of work equipment with the ***"OHS Management Walk Through Form (İGS.FRM.008)"***. If necessary, any hazardous situations detected are recorded in ***"Near-miss, Hazardous Situation and Behavior Form (İSG.FRM.007)"***..

## 6.16. Trainings

The trainings to be provided to the employees within the scope of Occupational Health and Safety are determined by the Plant Supervisor, OHS, Environment and IMS Manager, OHS Manager, OHS Documentation Specialist, OSGB Occupational Safety Specialist and Occupational Physician.

These trainings are recorded by the Occupational Safety Specialist and the Occupational Physician in the "**Occupational Health and Safety Annual Training Plan (IGS.FRM.025)**" and followed up by the Plant Supervisor, Occupational Safety Specialist and the Occupational Physician.

The trainings listed in the "**Occupational Health and Safety Annual Training Plan (IGS.FRM.025)**" are submitted to the human resources department and included in the "**Annual Training Plan (IK.FRM.015)**" by the Human Resources Manager and Human Resources Specialist.

Basic training, which is repeated at regular intervals and includes the topics specified in Annex-1 of the Regulation on the Principles and Procedures of the Occupational Health and Safety Trainings of the Employees No. 28648, prepared in accordance with the Articles 16,17,18 and 30 of the Occupational Health and Safety Law No. 6331, and the Articles 2 and 12 of the Law on the Organization and Duties of the Ministry of Labor and Social Security is given by the OHS Specialist and the Occupational Physician periodically once a year and as soon as possible for new recruitments.

Any training requests related to Occupational Health and Safety, other than the existing ones, are evaluated by the Human Resources Department and the OHS, Environment and IMS Department, and if found appropriate, relevant is provided.

Implementation and recording of the planned trainings are carried out as specified in the "**Human Resources Process Identification (IK.ST.001)**".

### ANNEX 1

TRAINING TOPICS
<b>1. General Issues</b> a) Information on labor legislation, b) Legal rights and responsibilities of employees, c) Workplace cleaning and order, ç) Legal consequences arising from occupational accidents and diseases,
<b>2. Health Issues</b> a) Causes of occupational diseases, b) Disease prevention principles and application of prevention techniques, c) Biological and psychosocial risk factors, ç) First Aid, d) Hazards of and passive exposure to tobacco products,
<b>3. Technical Issues</b> a) Chemical, physical and ergonomic risk factors, b) Manual lifting and removal

- c) Sparkling, explosion, fire and fire protection,
- c) Safe use of work equipment,
- d) Working with screened vehicles,
- e) Electricity, dangers, risks and precautions,
- f) Application of the techniques regarding the causes and protection principles of occupational accidents,
- g) Safety and health signs,
- ğ) Use of personal protective equipment,
- h) General rules of occupational health and safety and safety culture,
- ı) Evacuation and rescue,

#### 4. Other Issues

- a)... (working at a heights due to the nature of the work, working indoors, working in environments where there is a risk of radiation, working with welding, working with special risk equipment, possible health risks caused by carcinogenic substances, etc.)
- a)...

The employees are provided with training before actually starting work. These trainings are given by the employer or the qualified and experienced employees assigned by the employer and recorded in the **“Training Participation Form (IK.FRM.017)”**.

Initial training should be given as applied-trainings to provide protection for the employee against hazards and risks, and inform the employee about emergency situations until the basic trainings are organized. Initial training is organized for at least two hours for each employee.

#### 6.17. General Rules to be followed by the Staff

All staff are required to follow the rules in the documents below.

- Management Manual,
- Procedures,
- OSH Management System Process Identification
- Job Definitions,
- Related Instructions.

The staff working in AYDEM YENİLENEBİLİR ENERJİ A.Ş., are obliged to learn and know the relevant rules, procedures, OHS management system process definition and instructions. Stating that not knowing such does not remove their responsibility.

#### 7. OHS IMPROVEMENT ACTIVITIES:

The activities required to achieve the targets related to ISO 45001 Occupational Health and Safety Management System are determined by the participation of OHS, Environment and IMS Manager, OHS Manager and Related Process Owners and recorded in the **“Planning for Achieving the Targets (KYS.FRM.012)”**. The monitoring and evaluation of the planned activities are carried out by the OHS, Environment and IMS Manager, OHS Manager.

#### 8. REFERENCE DOCUMENTS

- İSG.PRS.003\_Occupational Health and Safety Risk Assessment Procedure
- İSG.PRS.004\_Occupational Health and Incident Reporting Procedure
- KYS.PRS.003\_Corrective Action Procedure
- İSG.PRS.006\_Emergency Response Procedure
- İSG.TLM.013\_Instructions for the Use of Personal Protective Equipment
- İSG.FRM.031\_Site Detection and Action Follow-up Table