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İşin Adı : Mersin-Adana-Osmaniye-Gaziantep Yüksek Standartlı Demiryolu Hattı
The Name of the Job : İnşaatı ile Elektromekanik Sistemlerinin Temini
Construction of Mersin-Adana-Osmaniye-Gaziantep Hight Standard Railway Line
With Supply Of Electromechanical Systems

Rapor Adı : ORDERLINESS PROCEDURE
Report Name

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İŞ SAĞLIĞI GÜVENLİĞİ & ÇEVRE

1. PURPOSE

The purpose of the HSE organization procedure, the analysis and evaluation of the hazards specific to the work areas and the work, and the definition of the precautions to be taken, the forms to be used, the records to be kept, the material stacking and storage conditions, the control, the control frequency, the lighting, the waste management, the walking and work surfaces to be taken. to detail and define the procedures and principles in the studies, precautions, precautions, markings, checks to be made, criteria, frequencies, inspections, personnel trainings to prevent slip, tripping and falling hazards.

2. SCOPE

This procedure applies to all temporary and permanent works in the REC MAOG Project. Precautions regarding order and order will be taken by REC International during the conduct of the works.

3. REVISION

This procedure will be reviewed and updated at least once a year in line with application changes and needs. However, in case legal requirements arise due to legislative changes and revisions are made in Holding standards, necessary updates will be made regardless of time.

4. REFERENCES

- Ronesans Holding HOL-HSE-STD-019 00 Arrangement Order_ISGC Standard
- ILO Convention on Health and Safety in Construction No 167
- Occupational Health and Safety Law No 6331
- Occupational health and safety regulations in construction works
- OSHA 29 CFR 1926 Sub-section C, H
- European Occupational Safety Legislation

5. DEFINITIONS AND ABBREVIATIONS

REC: REC Uluslararası

ILO (International Labour Organization): International Labour Organization

EN (European Norms): European Norms

ANSI (American National Standards Institute): American National Standards Institute

OSHA (Occupational Safety & Health Administration): US Occupational Health and Safety Administration

CE (European Conformity): European Conformity

Order Layout: In general, it means ensuring that the workplace is kept tidy in order to eliminate workplace hazards, preventing slip, tripping and falling hazards, and systematically ensuring workplace order in order to prevent work accidents.

Work Hazard Analysis: For activities with serious hazards, it is an effective system that follows a logical and chronological approach to identify hazards, notify identified hazards, and finally control them.



Hazard: It refers to the potential of damaging or harming which exists at the workplace or caused by an outside factor and which may affect the employees or the workplace,

Risk: Means probability of loss, injury or other harmful result arising from hazard,

Risk Assessment:It refers to the works required to be performed in order to identify the internal and external hazards, analyse and grade the factors which turn such hazards into risks and the risks arising from such hazards, and determine control measures,

Prevention:It refers to all measures planned or taken in order to eliminate or reduce occupational health and safety risks at all stages of work undertaken at the workplace,

Control:Inspection for the evaluation and conformity of the practices within the scope of the organization practices with the local legislation and procedure.

Authorized Person:A competent person authorized by the project management to perform their duties.

Competent Person :Person authorized in accordance with local HSE legislation and international HSE standards (certificate, etc.), who has received adequate and necessary training, has technical and appropriate practical and theoretical experience, and can detect dangerous or risky situations.

Expert Person:A person with a valid license, associate's degree, professional certificate, broad knowledge, education and experience, who are competent to solve or troubleshoot related issues, project(s) or work.

HSE Monitoring System:It is the system where the competent person(s) is responsible for the introduction, implementation and control of the system.

Project Management: It represents the manager and/or his subordinates responsible for the entire MAOG Project, depending on the established organizational structure of the Project/Enterprise.

6. RESPONSIBILITIES

Project Manager / Deputy Project Manager / Construction Site Supervisor

- Fully responsible for the implementation of this procedure to employees who are observed not to work safely,
- To ensure that all employees receive training on organization and order.

HSE Manager/Supervisor

- To apply this procedure every day,
- To ensure that all personnel are aware of the organization,
- To ensure that all employees receive training on organization and order.



Section Supervisors

- Securing their mission safely and without undue risk to themselves or others or the land
- To monitor the construction site activities under their control in accordance with the guidelines set out in this procedure and to provide solutions for the establishment of order.

Headquarter E&S Manager:

Responsible for managing infrastructure and superstructure projects regarding environmental and social governance issues and member of the Executive E&S Committee on behalf of the REC.

Employee

- Safely perform work-related duties as defined in the Project HSE Plan and Procedures,
- To carry out the works in accordance with the project organization and order practices.

PIU (Project Implementation Unit)

- **PIU Physics Engineer** who is responsible for supervising health and safety for the Project.
- **PIU Department Manager (Superstructure / Civil Engineer)** will be responsible for overseeing the implementation of all health, safety and social measures, as specified within the disclosure package of the Project, and regular reporting to AYGM PIU.

Executive Environmental and Social Management Committee

- **Executive E&S Committee Project Manager (Department Head / Branch Manager /Head of Department)** will be ultimately responsible for overseeing the activities undertaken by the AYGM/TCDD specialists (listed below), overseeing the implementation of mitigation measures and management procedures specified within the disclosure package of the Project, and overseeing the preparation and implementation of a CESMP, which will be based on this ESMP.
- **Executive E&S Committee Environmental, Health and Safety, and Social (EHSS) Manager (Specialist / Engineer)** will be responsible for overseeing all matters that relate to environment, health, safety and social aspects of the Project. Also, s/he will be appointed to be responsible for supporting the implementation of the SEP, by conducting regular consultation with affected communities on any concern regarding the Project. CLOs will also have responsibility for disseminating the Project disclosure package as described in the SEP. They will also conduct regular inspections of records relating to grievances received and their resolution. S/He will report regularly to AYGM PIU.

Further technical staff may be required during the course of the Project, who will be assigned internally by the AYGM, either by means of permanent or temporary basis until the



completion of relevant tasks under the Project whilst they undertake their current responsibilities.

7. IMPLEMENTATION AND GENERAL RULES

Storage

- All warehouse areas should be identified and marked visibly and surrounded.
- Random stacking should not be done in the storage of all equipment and materials, and the storage should be done in a way that does not pose a danger.
- Storage should be ensured to ensure safe access and transportation of all materials and material series.
- All materials stored in layers and/or stacked on top of each other must be properly stacked, on shelves, blocked, bound together or other fastening methods must be used to prevent slipping, falling or collapsing.
- A height limit should be set against slipping or collapsing during storage. Although this height limit varies according to the type of material, it should not exceed 2 m in height.
- Maximum safe load limits per m² of floors and shelves in buildings and buildings should be visibly posted in all warehouse areas, excluding floor concrete. The maximum safe load limits must not be exceeded.
- Gateways and corridors should always be clear and in good condition for safe movement and safe handling.
- If there is a difference in roads or operating elevations eg; ramps or grading, the difference between the two levels must be safely for vehicle movement.
- Fall protection equipment specified in the Working at Height procedure should be used when working in areas such as Silo, tank etc. where materials stored in places are stored.
- Temporary or permanent storage should not be done on the scaffolding platform/work platform.
- All wooden materials should be free of nail(s) before storage.
- All planks should be supported against the risk of slipping while being stored. The storage height should not exceed 2 m.
- Pipe (steel etc.), structural steel etc. When storing long pieces and cylindrical materials, it should be supported to prevent rolling and overturning.
- In pipe storage, the storage height and shape should be determined according to the diameter and material properties of the pipe, and should be stored with a stopper, pipe bed and/or support methods. Pipe insulation must not be damaged.

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- Material should not be stored directly on the ground, wedges should be used to cut the contact between the ground and the material.
- During pipe lifting, lifting should be done using apparatus suitable for pipe lifting.
- Flammable materials should be stored separately.
- All wastes should be classified and stored according to local legislation. It should be ensured that waste containers in sufficient number, volume and characteristics are provided.
- All kinds of waste in the working areas should be removed from the working areas at regular intervals.

Avoiding Slips, Trips and Falls

- In the project, the floor coverings and coverings should be solid, dry and as smooth and non-slip as possible, and there should be no dangerous slopes, pits and obstacles.
- Anti-slip tape should be used on stair steps.
- Precautions must be taken to prevent chemical spills. Any spillage must be promptly cleaned up.
- Precautions should be taken to prevent slipping against wet floors or icing on walking, access, passage and traffic roads.
- The floor openings in the project should be closed immediately with a solid material to prevent falling.
- Adequate lighting should be provided in walking, access, passage and traffic roads and work areas.
- Adequate drainage should be provided on walking, access, passage and traffic roads.
- There should be no obstacles that may cause or hinder walking, access, passage, emergency exit and traffic roads.
- Appropriate passage should be provided to places with level difference.
- It is necessary to remove the nails of the boards that are not used in the working areas.
- It should be ensured that the cables in the working areas are routed from the edges of the walls to prevent tripping, from the hanger at the overhead level, or over tripods so that they do not come into contact with the ground.



Training and Competence of Employees within the Scope of Order and Order

- It is critical for a safe operation that only competent and expert persons carry out the organization and order work, and only trained competent employees are allowed to be authorized. Therefore, the evaluation of employee qualifications should be a phase of the tidier control.
- It is necessary for those who work in organization and order to be trained by expert person(s) and to know the possible dangers of these activities. All authorized personnel should only be experienced and trained employees selected by the expert for this purpose, and related tasks may be performed by authorized personnel.
- Authorized person(s) cannot be authorized by the project for the implementation of excavation works without receiving training in order to undertake the responsibilities defined within the scope of this procedure.
- Organization trainings will be given to all employees at least once during the project. Renewal training will be provided as needed and will be evaluated by the HSE department at intervals of not more than 1 year or for renewal.
- Organization and layout training should also be given to all subcontractor personnel who will work on the project.
- The layout should be regularly checked by the person(s) authorized by the project management, including suppliers and subcontractors, and the HSE Department, and these controls should be recorded.
- Project Supervisors and HSE Department will conduct regular internal audits on the findings of the layout program audits to ensure that all forms of implementation under the system have been identified and that appropriate measures have been or are being taken.

8. MONITORING, ASSURANCE AND VERIFICATION

Key success indicators (KPIs) of this procedure will be monitored, verified and evaluated by the relevant parties in accordance with their responsibilities set forth in the E&S Governance document, within the scope of the MAOG-RECU-GB-GNL-IS-PRG-0007-0 HSE Monitoring, Assurance and Verification Procedure.

9. APPENDICES

APPENDIX 1 - Safe Practice Methods

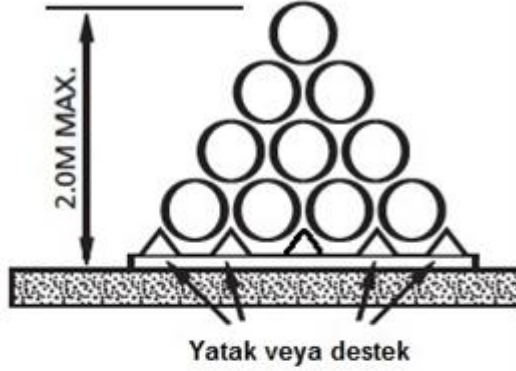
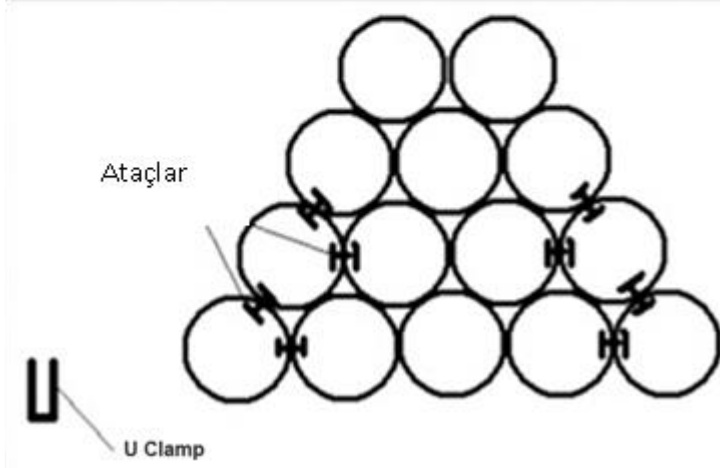
Example 1 – Stocking pipes by fixing and preventing pipe slippage in pipe stocking



AYCEM
Altyapı Yatırımları Genel Müdürlüğü

ALTAS
ALTYAPI

METROPLAN
MÜŞAVİRLİK MÜHENDİSLİK SAN. VE TİC. LTD. ŞTİ.



Connecting the pipes together

Example 2 – Using special apparatus for pipe lifting



Example 3 – Examples of stand, stopper and support to prevent the pipe from slipping



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