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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 : STORAGE AND STACKING PROCEDURE
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İŞ SAĞLIĞI GÜVENLİĞİ & ÇEVRE

1. PURPOSE

The purpose of the storage and stowage procedure, within the scope of the MAOG Project, is to carry out the warehouse safety, storage and stowage work in the best way within the framework of occupational health and safety, to control the entry of materials and tools and equipment to be used in construction works, and their storage (storage) in warehouses in appropriate conditions. to determine the fundamentals.

2. SCOPE

This procedure covers the MAOG Project Storage and Stacking Areas.

REC is responsible for determining the basic rules for implementation with this procedure.

3. AUTHORITY AND RESPONSIBILITIES

Project Management is responsible for the implementation of the rules and requirements defined by this standard and its annexes in the projects.

Also; The main roles and responsibilities for the implementation of this procedure are summarized below.

Role	Responsibilities
REC HSE Manager	<ul style="list-style-type: none"> Initiation, development, implementation and coordination of the procedure during the project. Ensuring that adequate training has been given to all site personnel, including procedures and guidelines under this plan. Establishing appropriate control procedures and performing necessary audits. Ensure that employees and contractors are trained in emergency response management in the event of an evacuation. Comply with applicable legal requirements for the management of hazardous materials, including transport, occupational health and public health. Developing the necessary monitoring and reporting forms, establishing appropriate document control procedures, Hiring, training and supervising the HSE Supervisor and assisting with their responsibilities where necessary. Conducting environmental studies and monitoring programs. Management of external environmental consultants/experts. Environmental reporting required within the framework of permits and authorizations. To cooperate with regulatory authorities on all environmental issues.
HSE Supervisor	<ul style="list-style-type: none"> Implementation of the procedural provisions in the field during their activities.



Subcontractors and employees	<ul style="list-style-type: none">• Understanding and acting in accordance with the guidelines outlined in this procedure.• Understanding the hazardous material management conditions related to the job and acting in accordance with this plan during their duties.• Following the instructions or recommendations of the supervisors within the scope of the hazardous materials management conditions.• All subcontracted personnel will be considered on an equal footing with REC personnel in terms of environmental management and control and will be included in the workplace induction process. The responsibilities of subcontractors include:<ul style="list-style-type: none">○ Performing regular workplace inspections to ensure regular maintenance and development work has been undertaken to minimize potential environmental impacts;○ Conducting appropriate environmental safety/background meetings and trainings with personnel, and○ Collaborating and proactively working with the HSE Supervisor to facilitate the implementation of the above.
Warehouse Chief:	<ul style="list-style-type: none">• Keeping warehouses clean• Compliance and enforcement of the rules in the procedure• Controlling the ambient humidity and temperature of storage areas• Compliance with occupational safety rules,• Not letting people unrelated to the warehouses,• To store and protect the products to be stored or stored in the relevant areas according to the separations of the warehouses,• (According to the Warehouse Working Instructions, Working with Chemicals procedure and Dangerous Goods management plan) Receiving the materials and auxiliary materials coming to the warehouse according to the rules.• To store and protect the received products under appropriate conditions,• (Avoid cross-contamination according to warehouse operating instructions.)• To comply with the principle of first in, first out of the warehouse,• Working in coordination with the manufacturing department• Maximum care is taken in the transportation of materials or auxiliary materials, tools and equipment, bags or other outer packagings are protected and not exploded,• Issuing documents that will be the basis for the material control system such as material acceptance, rejection/return, warehouse exit and delivery note regarding the defined warehouse areas,• Controlling the warehouse workers in material entry and material shipment processes to the warehouse areas, ensuring that the workers work in a safe environment in accordance with occupational safety principles during all these processes,• In accordance with the Warehouse Working Instruction, warehouse

	<p>workers should wear work clothes, protective materials, etc. To provide tools and equipment and to ensure their regular use,</p> <ul style="list-style-type: none"> • Compliance with the work safety instruction while working in the warehouse, • Having pest control in warehouses, • Responsible for controlling and keeping records of temperature, humidity and pressure in warehouses.
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3.1 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.

3.2 PIU (PROJECT IMPLEMENTATION UNIT)

- **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.
- **PIU Physics Engineer** who is responsible for supervising health and safety for the Project.

3.3 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



4 DEFINITIONS AND ABBREVIATIONS

REC: REC Uluslararası A.Ş.

PROJECT: Mersin-Adana-Osmaniye-Gaziantep High Speed Train Project

Hazard: It refers to potential harm or injury that may either occur in workplace or come from external environment and affect the employees or workplace.

Risk: Indicates the possibility of loss, injury, or other harmful result from the hazard.

Risk Assessment: It means 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 the measures planned and taken to eliminate or reduce the risks related to occupational health and safety at all stages of the work carried out in the workplace.

Authorized Person: It is the person authorized by the project to control the storage and stacking works within the scope of this standard.

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.

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: Depending on the established organizational structure of the project, it represents the manager responsible for the entire project and/or its subordinates. (In projects; Project Manager, Assistant Project Manager, Site Chiefs, Department Chiefs, etc.)

5 IMPLEMENTATION AND GENERAL RULES

It has been prepared on the basis of the principles and minimum requirements set out in this procedure and other international standards. The Project Management is responsible for establishing the minimum HSE requirements to cover the following principles, and may elaborate and/or exceed these requirements.

General Rules

Rules to be followed by the persons in charge of the material warehouse,

- The employees working in the warehouse will obey the orders and instructions given by the supervisor in charge here.
- Necessary compliance will be shown to the various warning signs in the warehouse.
- The material to be kept in the warehouse will be stacked within the framework of certain principles.

- The material to be kept in the warehouse will generally be kept on the shelves.
- Appropriate storage areas will be allocated for various materials and especially dangerous materials and substances and the boundaries of these areas will be determined.
- The use of hazardous materials and the conditions for their removal will be regulated.
- Waste and residues will be stored, disposed of or removed.
- The use of mechanical means is generally essential for lifting, transporting, stacking and storing material. Where heavy items are lifted or transported as a team, pre-specified control movements and signals shall be used.
- The height of the stacks to be made in the warehouse will be 3 meters at most.
- Rods and pipes will be stacked on suitable racks and stands or, where these are not available, on a base made of planks, and both sides of the stack will be supported by sturdy piles.
- Spaces should be left between the semi-finished products, products and materials stacked in the warehouses that can move freely.
- The types of semi-finished products, products and materials stacked in the warehouse should be compatible with each other.
- Heavy sacks and bags, with four corners diagonally and one bag missing in maximum five rows, flammable, explosive and self-combustible materials will definitely not be kept in the warehouse. Such materials will be stored in special warehouses according to the characteristics of the material.
- Empty boxes with used packaging material and similar flammable residues will not be kept in the warehouse. These materials in question will be taken from the warehouse and stored outside in places specific to this business.
- Care shall be taken to ensure that the heating means to be used in these compartments are very orderly. In the warehouse, they will definitely be checked one by one by the warehouse supervisor or warehouse supervisor, where they are completely extinguished at the end of working hours.
- At the end of the working hours in the warehouses, the officers here will make the necessary checks under the supervision of the warehouse supervisor or warehouse supervisor, and then the warehouse doors will be locked and the warehouse will be left. Depending on the situation, the hatch doors will be sealed after being locked.
- Inform the electrician or electrical service or your supervisor about electrical faults.
- Other than the responsible and competent electrician, nobody may deal with electrical work. It is forbidden and dangerous.
- Semi-finished products, finished products and other materials stacked in warehouses should be kept away from cables, sockets, switches, sockets, lamps, tables and panels. This electrical installation or installation should be checked frequently.
- It is strictly forbidden to pour water around the electrical panel or table, or to squeeze water.



- Lateral checks, such as the shoulder, will be developed to contain any leakage and at the same time dams will be constructed to facilitate the containment of any spread.
- Roof covering will be made to protect from rain.
- Diesel fuel tanks shall have vent lines that terminate in the open air and are suitably sized at a height such that overfilling does not cause the tank to rupture. Fuel hoses will be stored with leak trays.
- The tank(s) will be located at an appropriate distance from any sensitive receptors (eg, soil pile, springs) and in safe locations against impacts from construction operations.
- Appropriately designed spill response kits will be located near stored materials;
- Temporary tanks and fixed engines will be provided with properly drained leak trays; where possible these shall be covered causing the trays to overflow.
- Accessible level indicators will be installed in storage tanks.
- Spare fuel, oil and grease drums will be stored in the secondary storage area; Leakage trays will be provided.
- Empty fuel drums will be disposed of by the appropriate licensed contractor. Temporary storage of empty drums will only be permitted in the hazardous waste storage area.
- Adequate emergency equipment supplies will be available on site, including an eyewash unit, firefighting equipment, and leak-absorbing materials. Fire extinguishers will be located at each fuel storage area.
- Controlled access will be provided to prevent unauthorized access.
- Hazard warning signs (eg dangerous goods storage); Information on the hazards and characteristics of materials stored on site will be available in the central storage area.
- MSDS's will be kept in each storage area.

What not to do in the warehouse

- Employees here shall not engage in matters that may pose a hazard or cause an accident.
- It is forbidden for anyone other than the people in charge of the warehouse to enter.
- Sleeping inside the hatch is prohibited.
- No fire or smoking should be allowed in the warehouse.
- Materials shall not be placed in front of the entrance-exit doors of the warehouses and in front of the emergency exit doors, stairs, corridors and passages that will make it difficult or difficult to commute.
- Carbide, fuel oil, paint, liquefied petroleum gas, acetylene tube and similar materials should not be placed in the material warehouse that needs to be extinguished with water.
- Used packaging material, empty boxes and similar residues suitable for combustion will not be kept in the warehouse.

What to do in case of a possible fire hazard in the warehouse

- Fire extinguishers shall be available in sufficient quantity and in visible places to extinguish the fire that may occur in the warehouse.
- Portable fire extinguishers belonging to the warehouse will be subject to periodic control at least once every six months.
- Those working in the warehouse must have learned to use the installation of portable fire extinguishers.



- At the onset of a possible fire, the following points will be complied with;
- If a fire breaks out in the warehouse despite all the precautions taken, it will immediately intervene with the mobile fire extinguishers in the warehouse. In the meantime, if there is anything in the warehouse that may pose a danger, it will be taken out immediately. In addition, the situation will be reported to the relevant and responsible persons as soon as possible.
- Water shall not be used strictly in the fires of fuel, carbide, electricity and similar materials. Instead, fire extinguishers that can extinguish such fires will be used.
- If the fire is likely to grow, the nearest local fire brigade will be notified as quickly as possible.

6 IMPLEMENTATION CONTROL

- Chemical storage areas and chemical work will be inspected at regular intervals by HSE Units.
- HSE Supervisors and HSE Unit will carry out regular internal audits to ensure that any critical situations or practices within the system have been identified and that appropriate measures have been or are being taken. These internal audits will be done monthly on control forms.

7 RELATIONSHIP WITH OTHER PROCEDURES

This procedure also covers the requirements of the HSE Order and Order procedure, the Working with Chemicals procedure, the Waste management procedure and the Dangerous Goods management procedure.

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 REFERENCE AND RELATED DOCUMENTS

ILO Convention on Health and Safety in Construction No 167

Occupational Health and Safety Law No 6331

Regulation on Classification, Labeling and Packaging of Substances and Mixtures

10 APPENDICES

ANNEX Considerations during the delivery of PPE from the warehouse

STORAGE AND STACKING PROCEDURE

MAOG-RECU-GN-GNL-IS-GNL-PRG-0028-0

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PPE USAGE MATRIX

CONSTRUCTION ACTIVITIES	HARDHAT	WORK SHOES/BOOTS	WORK SUIT/VEST	WORK GLOVES	SAFETY GLASSES	GLASSES WITH EDGE PROTECTION	CLEAR FACE MASK	HEADPHONES/EARPLUG	DUST MASK	GAS MASK	OXYGEN WELDING GLASSES	WELDERS DRESS	WELDING MASK	SAFETY BELT	RUBBER GLOVES	RUBBER BOOTS	SPECIAL PROTECTIVE SUITE	PLASTIC GLOVE	PLASTIC BOOTS
DRYWOOD WORKS																			
ASPHALT WORKS																			
SUSPENDED SCAFFOLDS																			
SUSPENDED CEILING WORKS																			
DISPOSAL OF WASTE																			
HAND TOOLS WITH GUNPOWDER																			
PRESSURE TEST																			
CONCRETE CASTING																			
CONCRETE HEATING																			
CONCRETE CRUSHING-DRILLING-CUTTING WORKS																			
BITUMEN ISOLATION WORKS																			
PIPE INSTALLATION																			
PAINTING																			
ROOF INSULATION WORKS																			
STEEL BEAM ASSEMBLY																			
STEEL COLUMN ASSEMBLY																			
FACADE WALL COVERING WORKS																			
LANDSCAPING																			
IRON REINFORCEMENT WORKS																			
COMMISSIONING WORKS																			
FILLING WORKS																			



CONSTRUCTION ACTIVITIES	HARDHAT	WORK SHOES/BOOTS	WORK SUIT/VEST	WORK GLOVES	SAFETY GLASSES	GLASSES WITH EDGE PROTECTION	CLEAR FACE MASK	HEADPHONES/EARPLUG	DUST MASK	GAS MASK	OXYGEN WELDING GLASSES	WELDERS DRESS	WELDING MASK	SAFETY BELT	RUBBER GLOVES	RUBBER BOOTS	SPECIAL PROTECTIVE OUTFIT	PLASTIC GLOVE	PLASTIC BOOTS
DRAINAGE WORKS																			
WALL ERECTING																			
ELECTRICAL SUPPLY																			
ELECTRIC HAND TOOLS																			
ELECTRIC POWERED WORKS																			
MANUAL HANDLING																			
TEMPORARY ELECTRICAL WORKS																			
POWERED HAND TOOLS																			
VENTILATION DUCT INSTALLATION																			
HYDRAULIC WORKING PLATFORMS																			
CONSTRUCTION EQUIPMENT																			
SCAFFOLDING ASSEMBLY AND DISASSEMBLY																			
CABLE LAYING																			
CABLE REELS																			
LIFTING PROCEDURE																			
FORMWORK PROCESSES																			
FORMWORK REMOVAL																			
QUALITY CONTROL ACTIVITIES																			
INDOOR WORKS																			
EXCAVATIONS AND EARTHWORKS																			
PILE WORKS																			
MATERIAL STORAGE																			



CONSTRUCTION ACTIVITIES	HARDHAT	WORK SHOES/BOOTS	WORK SUIT/VEST	WORK GLOVES	SAFETY GLASSES	GLASSES WITH EDGE PROTECTION	CLEAR FACE MASK	HEADPHONES/EARPLUG	DUST MASK	GAS MASK	OXYGEN WELDING GLASSES	WELDERS DRESS	WELDING MASK	SAFETY BELT	RUBBER GLOVES	RUBBER BOOTS	SPECIAL PROTECTIVE OUTFIT	PLASTIC GLOVE	PLASTIC BOOTS
MECHANICAL ISOLATION WORKS																			
MOBILE SCAFFOLDS																			
OXYGEN WELDING																			
CUT WITH OXYGEN																			
RADIOGRAPHY TEST																			
FIXED SCAFFOLDS																			
SITE VISIT																			
SCREED CASTING																			
CERAMIC WORKS																			
PLASTER WORKS																			
WORKING IN COLD																			
GRINDING																			
HAZARDOUS SUBSTANCES																			
TRAPEZE SHEET MANUFACTURING																			
FLAMMABLES																			
DEMOLISHING WORKS																			
EXCAVATION AND FILLING WORKS																			

Mandatory to use

Its use depends on manufacturing risk analysis