

## PROCEDURES FOR HANDLING ACCIDENTS INVOLVING HSE STAFF

If an employee has an accident covered by Article 227 of the Labour Code, the supervisor (his/her representative) shall

- immediately make arrangements for first aid and, if necessary, transfer of the employee to a healthcare facility;
- immediately take measures to prevent an emergency and protect other people from damaging conditions;
- leave the scene of the accident untouched until the investigation, unless it could harm life and health of other people, lead to a disaster, breakdown or other emergency; if the accident scene can't be left untouched, describe it as accurately as possible (draw up charts, take photos or videos, employ other appropriate measures);
- immediately notify services and organizations listed below/ in case of a serious or lethal injury, notify relatives of the victim as well;
- take other appropriate measures to ensure adequate and timely investigation of the accident and maintain investigation file in accordance with federal laws and other regulations of the Russian Federation.

### Notification Procedures

In case of an accident involving two or more people, serious or lethal accident, the supervisor (his/her representative) shall immediately notify the line manager, the Occupational Safety Unit of the HR Office (8(495) 772-95-99, ext. 11030, 11011, 8(495) 772-95-90, ext. 22256, 22328, mobile 962-948-90-27) and within 24 hours send a standard notification to the following parties:

- local office of a federal executive agency responsible for federal monitoring of compliance with labour-related laws and regulations;
- prosecution office responsible for the area where the accident has occurred;
- executive agency of the federal subject of the Russian Federation and/or local authorities of the area where the legal entity or self-employed entrepreneur is registered;
- the employer of the employee who suffered the accident;
- local office of a federal executive agency responsible for federal government control over the given domain, if the accident occurred in an organization or on the premises for which this agency is responsible;
- executive office of the insurer responsible for compulsory social insurance covering workplace accidents and occupational diseases (at the location where the employer is registered as an insurance policy holder).

In case of an accident involving two or more people, serious or lethal accident, the supervisor (his/her representative) shall within 24 hours forward a standard notification to a local branch of the trade union organization.

In case of a minor accident, the supervisor (his/her representative) shall immediately notify the line manager, the Occupational Safety Unit of the HR Office (8(495) 772-95-99, ext. 11030, 11011, 8(495) 772-95-90, ext. 22256, 22328, mobile 962-948-90-27).

### PROCEDURES FOR HANDLING SUDDEN ILLNESS OF HSE STAFF

HSE employees shall inform their direct supervisor (or his/her representative) of their sudden illness (feeling unwell) as soon as possible.

In case of an employee's sudden illness, the head of the HSE subdivision (or his/her representative) shall:

- immediately make arrangements for first aid and, if necessary, call an ambulance to transfer the employee to a healthcare facility;
- if the ambulance crew suspects that the illness can be contagious, take all the necessary measures to prevent other people from contracting it;
- take other necessary steps to ensure timely and adequate investigation of the occupational illness as prescribed by the Labour Code.

Head of the Occupational Safety Unit,  
HSE Human Resources Office

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V.V. Serenko

