

POLICY ON HEALTH AND SAFETY MANAGEMENT SYSTEM

1. GENERAL PROVISIONS

- 1.1 The health and safety management system (hereinafter referred to as the) is a set of interrelated organizational, technical, sanitary and hygienic, and socio-economic measures, regulated by normative technical documents, that ensure the safety, health, and performance of workers in the work process.
- 1.2 The management of AltynGold plc (which includes all AltynGold plc subsidiaries in any jurisdiction) (“Company”) is obliged to provide safe working conditions for all employees.
- 1.3 safety management is carried out by organizing work in the field of safety to ensure safe and healthy working conditions, prevent industrial injuries and diseases at the enterprise, workshops and sites.
- 1.4 The management of the Company, for divisions, workshops, independent sections and services, in accordance with the Labor Code of the Republic of Kazakhstan, annually allocates the necessary funds for labor protection. The amount of funds is approved by the management of the Company.
- 1.5 The basis of the organization for labor protection is:
- (a) norms, standards that establish requirements, presented to means of production, transport, technological processes, production environment, workplace, as well as personal protective equipment for workers;
 - (b) rules containing requirements for ensuring technical and technological safety of production, all workplaces and the creation of appropriate working conditions there;
 - (c) work instructions for employees, rules of execution and behavior of employees in the process of work activity.
- 1.6 It is prohibited to accept for implementation a project for means of production if it does not provide for a full range of measures to ensure healthy and safe working conditions for workers, proper sanitary and medical care.
- 1.7 Industrial buildings, structures, equipment, and technological processes must meet requirements that ensure healthy and safe working conditions.
- 1.8 The use of imported machines, mechanisms, and equipment that do not comply with the legislative and regulatory acts in force in the Republic of Kazakhstan is prohibited.
- 1.9 The Health and Safety Management System (HSMS) at the Company applies to all sections, services and departments and is the main guiding document in accordance with which all preventive work on health and safety is carried out.
- 1.10 Knowledge of the Health and Safety Management System and its implementation must be taken into account during certification and approval of managers, engineering and technical workers and foremen. Failure to comply with the requirements of the Health and Safety Management System is considered as the employee’s failure to meet his/her job responsibilities.
- 1.11 The Health and Safety Department shall ensure the performance of the following functions:
- (a) accounting, analysis and evaluation of work on labor protection,
 - (b) control over the state of labor protection,
 - (c) planning of work on labor protection;
 - (d) stimulation work to improve safety;
 - (e) professional selection and training of employees in safe work practices;
 - (f) promotion of labor safety issues;
 - (g) ensuring a unified technical policy for the creation of healthy and safe working conditions;
 - (h) providing workers with personal protective equipment;
 - (i) organization sanitary and household And therapeutic and prophylactic service of workers;
 - (j) ensuring sanitary and hygienic conditions, optimal work and rest regimes;
 - (k) functional responsibilities of officials in matters of labor protection;

1.12 In the workshops and sections of the Company, if necessary, the Health and Safety Management System can be supplemented taking into account the specifics of production.

2. ORGANIZATION OF LABOR PROTECTION WORKS

2.1 The organization of work on labor protection at the enterprise includes and ensures:

- (a) Management influence and operational management of the implementation of practical tasks to ensure safe working conditions, using a set of tools and available measures (organizational and technical, socio-economic, socio-psychological, medical and health-improving, etc.);
- (b) Decision-making by officials based on legislative acts, guidelines and regulatory documents on labor protection, analysis and assessment of the state of labor safety, forecasting and setting tasks for its improvement;
- (c) distribution of rights and responsibilities in the field of labor protection between executives, specialists and performers, taking into account all management functions;
- (d) organization of the safety management process using the necessary management functions;
- (e) distribution of responsibility between heads of departments, functional services and performers for compliance with safety requirements.

3. PLANNING LABOR PROTECTION WORKS

3.1 Problem solving for safety management should be carried out in the management of the Company, on the basis of planning.

3.2 Planning of work on labor protection includes:

- (a) injury analysis;
- (b) labor safety;
- (c) current planning;
- (d) long-term planning of labor protection work.

3.3 The following are envisaged types of forecasting:

- (a) research - aimed at identifying trends in the dynamics of hazardous and harmful production factors associated with the development of production;
- (b) determination of the main areas of work to ensure safety;
- (c) assessment of the safety of existing technologies, equipment, and working conditions in connection with the development of production.

3.4 When making forecasts, it is necessary to take into account the materials of investigations into accidents, diseases and data from monitoring the state of safety engineering and industrial sanitation.

3.5 Current planning of work at the Company includes the development of:

- (a) annual comprehensive plans for improving safety and health conditions and sanitary and health measures;
- (b) annual plans of nomenclature measures on labor protection. They are included in the labor protection agreement attached to the collective agreement between the "Employer" and the "Employee";
- (c) monthly action plans, the preparation of which is caused by the state of labor safety in departments and sections for a given period of time;
- (d) operational plans for labor protection, they are developed based on the materials of accident investigations, orders of regulatory authorities, materials of inspection of enterprises, workshops and other unforeseen circumstances, with the aim of eliminating violations and ensuring labor safety.

3.6 Safety action plans must have financial, logistical, scientific research and design support to ensure their implementation within the established timeframes.

3.7 Financial and material resources provided for the implementation of safety measures may not be spent on other purposes.

4. CONTROL OVER THE STATE OF LABOR PROTECTION

In all structural divisions of the Company, departmental control over the state of labor protection is carried out, including:

- (a) current control;
- (b) targeted inspections;
- (c) comprehensive checks.
- (d) three-stage control;

4.1 Current control over the state of labor protection in the workshop and sections is the main form of control by specialists of all ranks (foremen, chief engineer - manager).

4.2 Targeted inspections of the state of labor protection are carried out by the chief specialists of the Company for the purpose of a detailed examination of the state of safety, technological processes, individual types of equipment, devices, operations, etc.

4.3 Comprehensive inspections of the state of labor protection of the enterprise and sections of Company are carried out by state bodies of emergency situations, SES, ecology, the labor protection department with the participation of representatives of the Company with the purpose of a thorough study of the whole range of safety issues:

- (a) Provision of security of production processes and equipment in operation;
- (b) organization of preventive work to prevent cases of industrial injuries;
- (c) increasing the responsibility of managers, specialists and workers for compliance with safety requirements;
- (d) violations of safety requirements, etc.;
- (e) the state of the air environment, morbidity, sanitary and medical services.

4.4 During a comprehensive inspection of the state of labor protection, along with identifying violations and taking immediate measures to eliminate them, the main attention should be paid to the work carried out by the first manager of the enterprise, workshop and sections to prevent violations of safety requirements.

During inspections, the number and nature of violations that were established by the previous inspection and the measures taken against violators must be identified.

4.5 The head of the processing plant and the chief engineer personally head the commissions for the current inspection of the state of labor protection according to the approved schedule of the inspection bodies.

Based on the results of the inspection, a report and an enforcement schedule are drawn up and measures are taken to eliminate the identified violations.

The engineer of the processing plant familiarizes with the state of labor protection and the results of the inspection at a pre-shift meeting with the heads of the processing plant and specialists of the departments. The deadlines for elimination are set at the meeting. If necessary, an order is issued on the measures taken against the violators.

4.6 All types of inspections and surveys of structural divisions must be agreed upon with their managers and carried out with the simultaneous provision of practical assistance in organizing work to create safe working conditions.

4.7 Three-stage control over the state of labor protection.

- (a) 1st stage of control - is carried out daily (every shift) by the immediate supervisor of the work (foreman, station duty officer, shift foreman, etc.) both at the beginning and throughout the working day (shift).

At the beginning of the working day, the following is checked: elimination of violations identified by the previous inspection, the condition of workplaces, the readiness of employees to perform their work duties (health status), the availability of serviceable tools, devices, special clothing and protective equipment, the serviceability of ventilation, lighting, grounding devices, the condition of passages and driveways, the availability of fire extinguishing equipment, first aid kits, etc. During the working day (shift), it is necessary to monitor compliance by employees with labor

protection rules and instructions, the availability and correct use of personal protective equipment by employees.

- (b) 2nd stage of control - is carried out by the head of the department (head of section, workshop, senior foreman, etc.) at least once a month with the participation of labor protection representatives.

During the inspection, the following is checked: the implementation of measures planned based on the results of previous inspections of the 1st and 2nd stages of control, the implementation of orders and instructions of the enterprise administration, decisions of the trade union committee, the implementation of measures based on the materials of the investigation of accidents, the serviceability of equipment, vehicles, compliance of technological processes with labor protection requirements, illumination of workers' places, the serviceability of ventilation devices and electrical equipment, the presence of warning signs, posters and safety signs, the timeliness and quality of briefings and technical training, the sanitary condition of workshops and sanitary and household premises, compliance with work and rest regimes.

- (c) 3rd stage of control is carried out by a commission headed by one of the enterprise managers at least once a quarter, covering all production units. If necessary, several commissions can be created, the composition of which is determined by the order for the structural unit. The commission includes deputy heads and chief engineers, an safety engineer, representatives of the trade union committee, authorized persons for safety, a chief technologist, an inspector of the personnel department, a person responsible for electrical equipment, etc. The third stage is carried out independently of the spring and autumn technical inspections of buildings, structures, equipment, and vehicles, carried out in order to prepare for summer and winter working conditions.

During the 3rd stage of control the following is checked:

- Execution of events by previous steps of control, organization of the 1st and 2-1 stages of control;
- management of journals of 3 – stepped control, briefing, technical studies.
- compliance with labor protection instructions of departments, administrations of the Ministries, orders of supervisory authorities, based on accident materials.
- Availability and correct maintenance of a sanitary and technical passport.
- Technical state buildings, structures, territories, production equipment, vehicles.
- Availability and maintenance of sanitary facilities, provision of workers with special clothing and personal protective equipment (PPE).
- Implementation of measures provided for in plans for improving working conditions and the agreement on labor protection.

The results of checks at all stages of control must be recorded in the log of the stage control of the unit where the check was carried out.

5. ACCOUNTING, ANALYSIS AND EVALUATION OF LABOR PROTECTION WORK

- 5.1** The basis for making decisions on improving the level of safety and labor protection for all functions and tasks of the Safety Management System is the recording, analysis and evaluation of work on labor protection.
- 5.2** In the Company, structural divisions, all safety measures taken must be regularly recorded and analyzed execution on prevention of industrial injuries, and general diseases.
- 5.3** Depending on the level of safety, the state of injuries and diseases, and the effective implementation of measures in the divisions, the following should be assessed:
- (a) work of managers, specialists, engineering and technical workers - monthly;
 - (b) workers to comply with instructions and requirements for labor safety, internal regulations - daily;
 - (c) work of work teams to comply with safety requirements - monthly, half-yearly, annually;
 - (d) the efficiency of using material costs aimed at carrying out safety measures, as well as financial resources for compensation for damages due to injuries, diseases and general morbidity - quarterly.

6. STIMULATING WORK FOR IMPROVEMENT OF LABOR PROTECTION

When all safety indicators are met on a shift, site, or workshop, various types of employee incentives are used in the form of moral and material incentives, determined by an individual, labor, or collective

agreement.

7. PRODUCTION AND TECHNOLOGICAL DISCIPLINE

- 7.1** Educational work with the purpose to increase responsibility of employees for compliance with the rules, instructions and standards on labor protection at the Company must be ensured by:
- (a) conducting of meetings;
 - (b) creation of the necessary organizational and economic conditions for normal, highly productive work, with a conscious attitude to work;
 - (c) application of influence measures to violators.
- 7.2** Every day before starting work, when assigning shift assignments, workers must be informed about the state of labor safety at the site, the content of orders and instructions on labor safety is brought to their attention, the reasons and circumstances of the incidents are considered. Accidents, violators of safety requirements are discussed.
- 7.3** Every day, the senior foreman analyzes the control and preventive work carried out at the enterprise in order to promptly take measures to prevent the causes of accidents.
- 7.4** Every day, at meetings, the foreman, power engineer, and mechanic report to the head of the processing plant on the status of industrial injuries, safety, and measures taken against violators.
- 7.5** Every week on the appointed day, the head of the processing plant or the chief engineer of the enterprise hears reports from senior foremen, power engineer, mechanic, reagent department foreman, tailings department foreman, and quality control department foreman who have violated safety requirements and caused industrial injuries.
- 7.6** Every week, the Head of the processing plant or the Chief Engineer of the processing plant report on the state of labor protection and safety at the appointed time to the management of the Company at an operational meeting chaired by the General Director.

Cases of violation of safety requirements should be discussed at shift assignments, departmental work meetings, and safety meetings.

- 7.7** For violations of safety requirements, as a result of which accidents or incidents could have occurred or have occurred, those responsible are subject to disciplinary and administrative liability.
- 7.8** The most serious violations of safety regulations in structural divisions are:
- (a) working under a workplace that has not been brought to a safe condition;
 - (b) incorrect actions when handling pressure vessels, chemicals, theft of inventory items, chemical materials or their use for other purposes;
 - (c) starting up equipment without signals warning of the start of work and without setting up special security posts or signs when carrying out repair work;
 - (d) work on electrical installations without the means of protection against electric shock provided by the rules;
 - (e) work on technically faulty vehicles;
 - (f) working at height without safety equipment;
 - (g) staying in closed, unventilated containers or warehouses;
 - (h) work without personal protective equipment and devices;
 - (i) work on rotating conveyors mechanisms, without safety fence;
 - (j) unauthorized performance of work associated with increased danger, without work permits.
- 7.9** The following types of disciplinary sanctions shall be applied to employees who have committed the above and other violations of the rules and instructions on labor protection in the work area entrusted to them:
- (a) comment;
 - (b) rebuke;
 - (c) severe reprimand;
 - (d) termination of an individual employment contract;

7.10 Preventive measures for workers who violated labor safety rules and instructions and resulted in injury are defined in the Labor Code of the Republic of Kazakhstan.

8. PROFESSIONAL SELECTION AND TRAINING OF WORKERS OF SAFE WORK METHODS

- 8.1** One of the main tasks of the enterprise administration is the professional selection of personnel for specific working conditions, training in safe conditions at a specific workplace.
- 8.2** Training of workers and employees for heavy work and work associated with certain hazardous conditions should be carried out only after passing a medical examination and conclusion, in accordance with the order of the Ministry of Health of the Republic of Kazakhstan and the Labor Code of the Republic of Kazakhstan.
- 8.3** All employees must undergo training and instruction on safety rules, safe methods and techniques of work, the procedure and types of which are determined by GOST 12.000.4-90 and SGP "Procedure for conducting preliminary training of workers in safety precautions and their admission to independent work."
- 8.4** Preliminary training of workers in safety is carried out at the enterprise's Health and Safety Department.
- 8.5** Workers who have completed preliminary training and passed the safety exams at the enterprise's Health and Safety Department are issued an safety certificate.
- 8.6** Workers performing work in several professions must be trained, pass a knowledge test and receive instructions for each of these professions. When performing one-time work not related to direct responsibilities in the specialty, targeted instructions are carried out.
- 8.7** Training of newly hired workers in their professions must be carried out according to programs approved by the chief engineer of the enterprise.
- 8.8** All types of safety training for employees must be recorded in training logs.
- 8.9** In structural divisions and workshops, safety instructions must be developed and approved in accordance with the established procedure for all types of professions, as well as for individual types of work, including high-risk work.

Instructions on labor protection can be issued in person against a signature in the instruction log, or posted at workplaces and each worker must sign to read them.

The location of the instructions is in the Health and Safety Department, copies are in the work area.

9. PROPAGANDA OF LABOR PROTECTION ISSUES

At the Company the propaganda of labor safety issues should be regularly carried out using various forms and means of information:

- (a) holding talks, showing films, in print, publishing satirical leaflets, etc.;
- (b) on the best practices of sections, services, individual workers and engineering and technical personnel who have achieved good results in reducing injuries and illnesses and increasing the level of industrial safety;
- (c) processing of information materials, causes and circumstances of accidents that occurred at the Company and received telephone records;
- (d) development, publication of instructions and memos on labor safety, provision of workplaces with them;
- (e) providing enterprises, workshops, and sites with safety posters;
- (f) design of offices and corners for health and safety, equipping with the necessary literature and manuals;
- (g) organization of labor protection stands (Appendix No. 9).

10. ENSURING A UNIFIED TECHNICAL POLICY FOR CREATING SAFE AND HEALTHY WORKING CONDITIONS

The defining directions of the unified technical policy on labor protection in the Company and its structural divisions are:

- (a) technical re-equipment of enterprises taking into account the latest achievements of science and technology ensuring the safety of production equipment, technological processes and working conditions;
- (b) study of the conditions, nature and causes of the impact of harmful and hazardous production factors on workers, development and establishment of standards for maximum permissible concentrations (MPC) and levels (MPL) of these substances in the work area;
- (c) improving the equipment of enterprises with effective safety and industrial sanitation measures in order to prevent the impact of harmful and dangerous factors on workers;
- (d) a range of works on current security issues was carried out with the involvement of research and development and design organizations;
- (e) Research and development and design organizations, when developing, designing and constructing new and reconstructing existing enterprises, workshops, sections, technologies, equipment, collective and individual protective equipment for workers, must ensure compliance with the requirements of safety rules and regulations, ergonomics, industrial aesthetics, sanitary norms.

11. ENSURING THE SAFETY OF PRODUCTION EQUIPMENT, PROCESSES, BUILDINGS, STRUCTURES AND PRODUCTION TERRITORIES

11.1 Safe operation of the equipment must be ensured by the following standards:

- (a) control of the relevant services, departments of the Company and divisions of equipment received from manufacturers, requirements of technical conditions, safety rules and OSHS standards, operating instructions, equipment passports;
- (b) compliance with the requirements of the manufacturers' instructions, OSHS standards, and safety regulations during the operation of the equipment;
- (c) carrying out timely repairs, equipment modernization and planned replacement of physically and morally obsolete machines and mechanisms;
- (d) All equipment used must have hygienic characteristics (noise, vibration, dust, harmful effects, lighting, etc.) that meet current sanitary norms and Health and Safety Standards.
- (e) The hygienic characteristics must be checked periodically by testing and measuring;
- (f) production processes associated with the use of heavy physical labor, the release of dust and toxic substances, increased noise and vibration levels must be equipped with means of mechanization, automation, remote control, collective protection of workers, warning and emergency signaling and devices for monitoring harmful production factors in accordance with the requirements of sanitary rules, safety rules and OSHS standards.

11.2 Based on the manufacturer's instructions, instructions for safe operation and maintenance must be developed and approved by the chief engineer of the enterprise for each piece of equipment.

11.3 Enterprises must annually develop a plan for the reconstruction, major repairs and decommissioning of buildings and structures that are in a technically unsatisfactory condition.

12. CREATION OF SANITARY AND HYGIENIC CONDITIONS, OPTIMAL MODESWORKS OF REST

12.1 The head of the enterprise, departments, and sections must carry out work to ensure normal sanitary and hygienic conditions of the workplace in accordance with sanitary rules and OSHS standards.

12.2 For sections and workshops, passports of compliance of workplaces and sections with safety requirements must be compiled and regularly maintained, with subsequent adoption of measures to ensure normal working conditions.

12.3 The safety and health regimes applied at enterprises must provide for maintaining a high level of performance and eliminate the possibility of injuries and diseases among workers due to this and other psychological factors.

13. SANITARY AND DOMESTIC, MEDICAL AND PREVENTIVE CAREWORKER SERVICE

13.1 At the enterprise, sanitary and utility rooms must be organized in accordance with sanitary standards and safety regulations.

13.2 In workshops, sections and workplaces, drinking water points and sanitary posts equipped with medical equipment and first aid supplies must be provided.

- 13.3 Workers and employees who are involved in the process of work with contamination of the body must have soap (except for detergents) on their hands, which is constantly located in shower stalls.
- 13.4 Workers and employees engaged in jobs with harmful working conditions must be given therapeutic and prophylactic food or milk.
- 13.5 Workers engaged in jobs with harmful working conditions must undergo medical examinations annually.
- 13.6 Workers engaged in work involving particular danger must undergo a pre-shift medical examination.
- 13.7 If initial signs of an disease are detected in an employee, the administration, based on a medical report, must transfer him to another job while maintaining his average monthly salary, but for no more than 12 months.

14. PROVIDING WORKERS WITH PROTECTIVE EQUIPMENT

- 14.1 Workers, managers, specialists and employees of enterprises, depending on the nature and conditions of the work performed, must be provided with special clothing, special footwear and other personal protective equipment in accordance with the Standard Industry Standards for the free issuance of special clothing, special footwear and other personal protective equipment to workers and employees.
- 14.2 At enterprises, incoming inspection for compliance with OSHS standards must be organized for workwear, safety footwear and other PPE received from suppliers for workers.
- 14.3 If non-compliance of PPE with the requirements of OSHS standards is detected, complaint reports are drawn up and sent to PPE suppliers and territorial bodies of the State Standard at the location of the supplier.

15. ACCIDENT AND CASE INVESTIGATION

- 15.1 Accidents, regardless of severity, must be investigated in accordance with the Labor Code of the Republic of Kazakhstan, Chapter 20 on the investigation and recording of accidents and other injuries to workers' health related to work activities.
- 15.2 The regulation establishes a uniform procedure for the investigation, registration and recording of accidents, diseases and poisonings that occur with persons employed in enterprises, farms, institutions and organizations, regardless of the form of ownership and sphere of activities, on a permanent, temporary, seasonal basis, including with freelance and part-time workers who are in employment relationships with employers.
- 15.3 Responsibility for eliminating the causes and consequences of an accident (regardless of their place of registration) is assigned to the head of the enterprise (employer) or the person performing his duties.
- 15.4 Each case documented by the accident investigation form is included in the statistical report on temporary disability and injuries production, which is signed leader enterprise (employer) and is represented in accordance with the established procedure to the statistical authorities.
- 15.5 Employers are required to conduct a comprehensive analysis of the causes of incidents on a monthly basis and inform employees at work meetings, conferences, and when issuing shift orders about its results and the preventive measures taken.
- 15.6 Officials guilty of violating legislative and other acts on labor protection, or obstructing the activities of supervision and control, are subject to administrative, disciplinary, material or criminal liability in the manner established by the legislation of the Republic of Kazakhstan.

Position on the functional responsibilities for safety management of managers and specialists of AltynGold plc.

- Director of AltynGold plc
- Head of HR Department
- Engineer, SB and OT
- Head of the processing plant
- Chief Engineer of the processing plant
- Head of PTO
- Chief Mechanic of the processing plant
- Chief Power Engineer
- Power Engineer of the processing plant
- Head of Supply Department
- Senior foreman, foremen and other engineering and technical workers who have workers in their direct subordination

1. DIRECTOR OF ALTYNGOLD PLC

- 1.1** Provides general management of the organization of work to create safe working conditions, labor protection and is responsible for ensuring labor protection in general throughout the enterprise and establishes the duties, rights and responsibilities in the field of labor protection of his deputies, chief specialists of the enterprise, heads of structural divisions and services in accordance with the labor protection work plan for the year.
- 1.2** Ensures compliance with the requirements of regulatory and technical documents on labor protection, regulations, INSTRUCTIONS (DIRECTIONS) of STATE bodies, orders and instructions of AltynGold plc, comprehensive plans for improving labor protection and sanitary conditions health-improving measures, current work plans and measures, collective agreements and conditions of labor protection programs in accordance with the requirements of the Labor Code of the Republic of Kazakhstan, provisions, standards, etc. Regulatory and legislative documents, instructions of state regulatory bodies of the Republic of Kazakhstan in the field of labor safety.
- 1.3** Establishes functional responsibilities for safety management for managers, specialists, and engineering and technical personnel of the structural unit entrusted to him.
- 1.4** Provides general management of the organization of vocational and technical training, education and instruction of employees on safety in accordance with labor legislation and GOST safe working conditions in the workplace in accordance with the Labor Code of the Republic of Kazakhstan. Requires each engineering and technical worker to systematically visit workplaces, register identified violations and violators, promptly eliminate violations, and hold violators accountable;
- 1.5** Organizes timely reconstruction and major repairs of buildings and structures, workshops, sections and production facilities, where working conditions do not meet safety requirements. Carries out the decommissioning of buildings and structures that are in an unsatisfactory condition.
- 1.6** Conducts work on labor and production discipline, takes measures to increase the responsibility of engineering and technical workers for creating safe and healthy working conditions in production.
- 1.7** Takes disciplinary and material measures against employees of the structural unit who have failed to ensure healthy and safe working conditions in the workplace in accordance with the Labor Code of the Republic of Kazakhstan.
- 1.8** Requires each engineering and technical worker to systematically visit workplaces, register identified violations and violators, and promptly elimination of violations, holding violators accountable;
- 1.9** Organizes the timely implementation of orders from superior and supervisory authorities to eliminate violations of labor protection requirements.
- 1.10** Heads the commission for inspecting the state of labor protection in the workshop (sections) of the enterprise according to the approved schedule and takes measures to eliminate identified violations of safety requirements.
- 1.11** Every week, at the appointed time, at a meeting of managers and department heads, receives

information on the implementation of control and preventive work on safety, on the measures taken to prevent injuries.

- 1.12 Holds quarterly meetings with engineering and technical personnel with the participation of representatives of the workforce on safety issues, and hears information from individual department heads on the state of safety.
- 1.13 Takes personal part in the investigation of accidents and organizes the implementation of measures to prevent them
- 1.14 Allocates appropriate premises and equipment for organizing an safety office and ensures its normal operation.
- 1.15 Ensures the implementation of fire safety measures at enterprise facilities in accordance with current regulations.
- 1.16 Prohibits the operation of equipment and the performance of work in certain areas and workshops if there are violations of safety rules that pose a threat to the life and health of workers or create an emergency situation.
- 1.17 Provides funding (creation of labor protection funds) for labor protection measures and control over the targeted use of allocated funds.
- 1.18 Provides state expertise of newly created (reorganized) production facilities, as well as all projects of buildings and structures under construction and reconstruction.
- 1.19 Ensures that workplaces are certified for working conditions once every 5 years.
- 1.20 Ensures the availability of State licenses for non-implementation of production activities or other permitting documentation issued by the relevant supervisory authorities for labor safety.
- 1.21 Ensures the development and control of a program of measures to organize proper sanitary, domestic and medical and preventive services for workers at the enterprise.
- 1.22 Provides moral and material incentives to employees of the enterprise for creating and ensuring healthy and safe working conditions.
- 1.23 Brings to justice violators of labor protection rules, regulations and instructions.

2. MANAGER OF GOLD PROCESSING PLANT

- 21 Manages the entire enterprise and bears full responsibility for the implementation of regulatory and technical documents, plans for improving conditions, labor protection, sanitary and health measures, current plans and targeted programs for labor protection.
- 22 Systematically carries out work to strengthen labor and production discipline among the personnel subordinate to him.
- 23 Ensures the proper and safe condition of buildings, structures, equipment, machines, mechanisms, tools, devices, inventory, lifting and transport vehicles, fencing, sanitary and technical devices and means of protection, signaling and blocking.
- 24 In accordance with the terms of the adopted technology and organization of production for the most complex and responsible types of work and operations develops special requirements for the safest work practices and communicates them to the engineering and technical personnel and workers of the given area.
- 25 Responsible for the acceptance into operation of newly commissioned facilities (buildings, installations, equipment, etc.), the introduction of new technological means, more advanced operating modes, development prospects and timely preparation of the work front, the development and implementation of plans for new equipment and technology, scientific organization of labor with mandatory design solutions for all issues of labor protection and industrial sanitation.
- 26 Organizes timely preventive inspections and repairs of equipment, monitors the implementation of scheduled maintenance work on equipment, buildings and structures.
- 27 When conducting daily monitoring of workplaces of sections, department services, priority attention is paid to the requirements of safety rules and safe working practices. In case of detection of violations of labor protection, work is suspended until the identified deficiencies are completely

eliminated. The identified violations are recorded in the "Control Level Log" and, guided by the "System of Measures to Influence Safety Violators", the decision is made to hold them liable and monitors their implementation.

- 28 Receives orders and instructions from the safety department and state supervision bodies to eliminate violations of safety requirements and ensures their timely implementation.
- 29 Once every six months, familiarizes engineering and technical personnel with the emergency response plan.
- 210 Once a week on a specific day, holds a meeting with engineering and technical staff on safety issue. At the meeting, he provides information on the contents of orders, instructions, letters and other documents aimed at improving labor safety and reducing the level of injuries.
- 211 Ensures compliance with the requirements of the Regulations on the procedure for issuing written work orders and work permits for work in high-risk conditions.
- 212 Conducts systematic explanatory and educational work on labor protection.
- 213 Establishes functional responsibilities for safety management for engineering and technical personnel not specified in this Safety Management System.

3. CHIEF ENGINEER OF THE PROCESSING PLANT

- 31 Provides direct management and control over the work of services, departments, sections, workshops on health and safety issues, heads organizational, technical, control and preventive work to prevent and reduce industrial injuries and diseases.
- 32 Organizes control over the safe performance of work in accordance with approved technological documentation and job descriptions.
- 33 Manages the development and practical implementation of long-term and annual plans for improving labor protection conditions, sanitary and health, and nomenclature measures and organizes control over their implementation.
- 34 Ensures the timely development and revision of safety instructions and approves them in accordance with the established procedure.
- 35 Heads the commission for checking the state of labor protection in workshops and sections according to the approved schedule, and participates, if necessary, in the commission for inspection of the enterprise by state supervision bodies. Monitors the implementation of measures to ensure safe and healthy working conditions, the use of mechanization, automation and control of technological operations and processes, primarily in hazardous, fire- and explosion-hazardous and toxic gas-emitting industries, as well as in heavy and harmful work.
- 36 Organizes work on the preparation and implementation of measures to reduce dust and gas levels in workplaces and bring them up to threshold limit level.
- 37 Ensures the development, timely revision and implementation of emergency response plans.
- 38 Organizes the certification and certification of workplaces, sections, workshops and the enterprise as a whole for compliance with labor safety requirements.
- 39 Organizes the implementation of regulations, standards, POR and other regulatory documents, requires their strict compliance
- 310 Every week, at the appointed time, he reports at a meeting on the implementation of comprehensive and targeted inspections in the department's workshops and services, the participation of foremen in identifying violations and violators, the implementation of instructions and orders from the previous meeting, and other issues in accordance with the agenda.
- 311 Holds monthly meetings with the enterprise's engineering and technical staff, hears reports on the results of targeted inspections on the progress of implementation of activities and instructions.
- 312 Takes measures to introduce into production more advanced designs of fencing and safety devices, protective devices. Rationalization proposals and inventions on labor protection, as well as recommendations of research institutes and the experience of leading enterprises.
- 313 Ensures, in accordance with the "Regulations on the investigation and recording of accidents and

other damage to the health of workers at production", "Instructions for technical investigation and recording of accidents that did not result in accidents", competent, timely investigation and recording of cases of industrial injuries, diseases, accidents and takes measures to eliminate the causes that give rise to them.

- 3.14 Organizes training and advanced training of workers, managers and safety specialists and their certification.
- 3.15 Ensures technological discipline and safety rules that may lead to accidents, industrial injuries or diseases until the identified violations are eliminated.
- 3.16 Ensures timely development and approves the list of high-risk and gas-explosive works performed at the enterprise.
- 3.17 Investigates in accordance with the established procedure the circumstances and causes of accidents, incidents and diseases; draws up N-1 reports and ensures the implementation of measures to eliminate the causes that caused cases of injuries, diseases and accidents at work.

4. SENIOR FOREMAN AND OTHER TECHNICAL WORKERS HAVING EMPLOYEES IN DIRECT SUBORDINATION

- 4.1 Conducts initial, repeated, and unscheduled safety training for workers before starting work, familiarizes all workers on the shift with the work to be performed according to the issued work order and measures for its safe implementation.
- 4.2 Requires employees to comply with safety instructions, personal hygiene, and the use of necessary personal protective equipment.
- 4.3 Must visit each work site during the shift, providing direct guidance on the safe conduct of work in high-risk conditions.
- 4.4 The violations and violators of safety regulations that are identified are recorded in the "First Stage Control Log" during daily visits to workplaces by senior foremen and section foremen. They immediately begin to eliminate the violation by appointing a responsible person and monitor the implementation. Decisions are made to hold violators of safety regulations liable. If the identified violation cannot be eliminated, the violation is recorded in the "Second Stage Control Log", where the factory administration is responsible for eliminating the violation.
- 4.5 Immediately informs the head of the workshop or section about all cases of industrial injuries and poisoning, organizes first aid to the victim, ensures immediate delivery of the victim to the medical center or calling a medical worker or ambulance.
- 4.6 Informs the head of the department or his deputy about all detected violations of safety requirements and the measures taken in response to them.
- 4.7 Takes immediate measures to stop work if the workplace does not meet safety requirements, equipment or tools are faulty, fences are missing or faulty; there is insufficient lighting; there are harmful, explosive gases and mixtures in the air of the work area; ventilation and aspiration systems are faulty; control and measuring devices and equipment that ensure safe working conditions are missing or faulty, and other violations that threaten the health of workers.
- 4.8 Requires employees to carry out technological processes and operations in strict accordance with technological documents and safety requirements.
- 4.9 Ensures that equipment, tools, devices, containers and workplaces are maintained in accordance with safety requirements.
- 4.10 Systematically monitors the presence and proper condition of fences and protective devices at workplaces and sites.
- 4.11 Provides compliance working labor industrial and technical discipline and carries out ongoing educational work with them on labor protection.
- 4.12 Ensures safe storage of materials and raw materials, prevents cluttering of passages, driveways and workplaces.
- 4.13 Does not allow unauthorized persons to be present in production areas or for workers to perform work that is not assigned to them or that is outside of their control.

- 4.14 Participates in the development of measures to improve working conditions and safety.
- 4.15 Monitors the timeliness and quality of scheduled preventive maintenance of equipment and requires repair services to perform timely repairs of safety devices, interlocks and protective equipment.
- 4.16 Eliminates violations according to the instructions of the labor protection service, production managers and specialists.
- 4.17 Provides illumination of workplaces, passages and crossings in accordance with current standards.
- 4.18 Monitors the proper condition of starting electrical equipment, the presence and serviceability of equipment grounding.
- 4.19 In emergency situations, ensures the timely evacuation of people to a safe place or to the surface, constantly communicating with the emergency response manager with a situation report.
- 4.20 Ensures and controls the operation of ventilation and dust removal of workplaces, the state of fire protection, electromechanical equipment, directing the activities of the relevant services.
- 4.21 Ensures the execution of orders, instructions, and orders of superior and supervisory authorities. Constantly carries out current and targeted monitoring at all production sites, services for the state of safety, industrial sanitation, and the conduct of work in the presence of the necessary technical documentation and its compliance with safety regulations.
- 4.22 Organizes pre-shift and post-shift medical examination of employees.
- 4.23 Monitors the organization of training and organizes a full visit to workers to conduct the established training procedure for testing knowledge of safety and technological processes with subsequent passing of exams.
- 4.24 Manages the implementation of technical innovations, mechanization, automation of production processes, participates in the testing of new equipment and the conduct of research and development work on safety, rationalization activities to improve labor protection.
- 4.25 Prohibits work in hazardous conditions for the health of the worker without PPE and a work permit. Controls the maintenance of technical documentation in areas provided for by safety rules, the course of training of new workers.
- 4.26 Conducts weekly inspections and prepares a report on the implementation of all identified violations and on the measures taken to complete the work with materials and maintain in good condition the equipment, machines, mechanisms, collective and individual protective equipment for workers, fire protection, and emergency alarms of the facility.
- 4.27 Informs workers and engineering and technical personnel about cases of injuries and accidents that have occurred at the enterprise, their causes and measures taken to eliminate them, and conducts unscheduled training.
- 4.28 Responsible for the correct maintenance of technical documentation, compliance with approved technological regimes, standards, labor protection and safety requirements, development and implementation measure, aimed at eliminating injuries and diseases.
- 4.29 When undergoing an annual medical preventive examination, 100% attendance of workers is organized according to the list approved by the SES.

5. TECHNOLOGICAL SHIFT MASTERS AND SITE MANAGERS

- 5.1 The foreman is a full-fledged leader of the shift entrusted to him and reports to the senior foreman, chief engineer, and head of the processing plant.
- 5.2 The foreman, taking into account the actual state of labor safety during the shift, develops safety measures for the month, communicates them to the workers and monitors their implementation.
- 5.3 Employees of the divisions are required to comply with the requirements of the rules and regulations on labor protection established by the relevant legislative and regulatory acts, Regulations, standards, instructions, and collective agreements.
- 5.4 Ensuring healthy and safe working conditions during the shift, organizing control over the state of labor protection and timely informing of workers is the responsibility of the foreman.
- 5.5 Ensuring and monitoring the passage of daily medical examinations by workers before the start and

at the end of the shift in accordance with the approved list of professions.

- 5.6 Workers who have not undergone training, instruction and testing of knowledge on labor protection are not allowed to work.
- 5.7 The foreman must set a personal example of clear implementation of safe work practices, require workers to comply with safety instructions, and immediately prohibit work with any violations.
- 5.8 Do not allow untrained personnel, personnel who have not passed the knowledge test, personnel who have not received instructions, personnel who have not been provided with PPE or personnel who are intoxicated to work. Notify senior foremen and the management of the processing plant of these violations.
- 5.9 Participate, together with management, in daily and monthly meetings on labor protection, inform employees about incidents and accidents that have occurred, and take specific measures.
- 5.10 Suspend work if its further execution threatens the life and health of workers.
- 5.11 Undergo annual training and testing of knowledge of instructions, regulations, standards, and work organization plans for safety. (WOP - work organization project).
- 5.12 Provide first aid to the victim, inform the senior foreman, the management of the processing plant, and ensure the safety of the environment in which the accident occurred.
- 5.13 Conduct preventive work with workers to prevent injuries, strengthen labor and production discipline, increase responsibility for compliance with instructions, POR, standards and the Law on Civil Defense and other legislative and regulatory acts.
- 5.14 Filling in the 1st stage control logs
- 5.15 Work with workers on the causes and circumstances of incidents that occurred at the enterprise and in related areas.
- 5.16 For systematic violation of instructions and other documents on labor protection by a worker, the foreman reports to the chief engineer for taking measures, suspending the violator from work for a period of extraordinary training and knowledge testing on protection.
- 5.17 Every foreman must be able to manage the organization of labor protection, monitor the state of labor safety, and conduct operational management of work on ensuring safety and health, and conveying to each worker his or her responsibilities for compliance with safety requirements.

6. ORGANIZATION OF LABOR PROTECTION MANAGEMENT

The criteria of efficient management of security labor the change is:

- (a) Absence of accidents and diseases;
- (b) No accidents, fires, explosions;
- (c) Ensuring compliance with safety instructions.
- (d) Organization of work on safety in a shift is carried out on the basis of strict attention to the Regulations, standards, POR, Rules, norms and instructions on safety and safety measures specified in the work order issuance logs, as well as in the design and engineering and repair and operational documentation.
- (e) Each worker must clearly know and comply with safety requirements and internal work regulations, and observe labor and production discipline.
- (f) The senior foreman provides the foremen with the necessary regulatory and technical documentation on labor safety.

7. OPERATIONAL MANAGEMENT OF WORK ON ENSURING LABOR PROTECTION

- 7.1 Before starting work, the foreman, together with the worker, checks the serviceability and safety of equipment, tools, devices, fences, safety devices, lighting, ventilation, the condition of passages, driveways, the correct safe placement of materials, parts, blanks in the workplace, the presence of safety signs, instructions and reminders on labor safety and fire safety, the completeness of fire shields, the availability and use of personal protective equipment.
- 7.2 Any violations of safety requirements that are detected are recorded in "First Stage Control Journal" and are immediately eliminated in compliance with instructions and other regulations. Violations that cannot be eliminated by the shift are recorded in "Second stage control journal".

8. CONTROL OF THE STATE OF LABOR SAFETY IN SHIFTS

- 8.1** Control over the safe performance of work in a shift is carried out throughout the entire working day (shift) by the foreman and workers.
- 8.2** All workers must exercise mutual control over the safe conduct of work, preventing the use of dangerous work techniques.

9. WORKER'S RESPONSIBILITIES TO COMPLY WITH SAFETY REQUIREMENTS

- 9.1** During the work process, each worker is obliged to:
- (a) Comply with the requirements of safety instructions throughout the entire shift.
 - (b) In the event of an immediate threat to health or life, the worker has the right to suspend work and, along with taking measures to eliminate it, inform the shift supervisor about it.
 - (c) Use the issued personal protective equipment when working.
 - (d) Do not allow violations of labor and technological discipline and internal labor regulations.
 - (e) Perform only the work that is assigned by the shift supervisor and recorded in the log of issuing written orders with a personal signature.
 - (f) Always have with you a safety certificate with a knowledge test mark and present it upon first request. Any deficiencies in the safety conditions noticed during the shift, as well as any accidents that have occurred, must be immediately reported to the foreman.
 - (g) Avoid violating fire safety regulations.
 - (h) Undergo pre-shift medical examination in a timely manner in accordance with the list of professions of the unit and on-the-job training.
 - (i) When performing work, wear special clothing and footwear, in accordance with the standard standards for the free issuance of special clothing.
 - (j) Before starting work, make sure that the workplace is in a safe condition, that safety devices and fences are in good working order, that ventilation is working, that tools, mechanisms and devices, and protective equipment required for the work are in good working order. If you discover any deficiencies that you cannot eliminate yourself, without starting work, inform the foreman and make an entry in the work order log.
 - (k) Undergo an annual medical examination in accordance with the established procedure.
 - (l) Know and provide first aid to victims of accidents, diseases and electric shock.
 - (m) Carry out repairs and maintenance of moving parts, fences, manual cleaning, lubrication of operating machines and mechanisms only when the equipment is completely stopped and disconnected.

10. CHIEF MECHANIC, POWER ENGINEER OF PROCESSING PLANT

- 10.1** Ensures uninterrupted and technically correct operation and reliable performance of equipment, machines, installations (hereinafter referred to as equipment) and maintenance in working order at the required level of accuracy.
- 10.2** Organizes the development and monitoring of the implementation of plans for inspection, testing and preventive maintenance of equipment in accordance with the Regulation on scheduled preventive maintenance and other regulatory documents.
- 10.3** Carries out technical supervision of the condition and repair of protective signaling and blocking devices on electromechanical equipment.
- 10.4** Organizes the preparation of passports and other technical documentation for equipment.
- 10.5** Participates in the acceptance and installation of new equipment, work on certification and rationalization of workplaces, in the introduction of mechanization of heavy physical and labor-intensive work.
- 10.6** Organizes the accounting of all types of equipment, as well as equipment that has reached its depreciation period and is obsolete, and prepares documents for their write-off.
- 10.7** Prepares lifting mechanisms and other objects of state supervision for presentation to the State Technical Supervision Inspectorate.
- 10.8** Develops instructions for technical operation and safe maintenance of equipment.
- 10.9** Manages the work of shift foremen (mechanics) to ensure compliance with labor protection and

safety regulations during repair work.

- 10.10** Organizes pre-shift and post-shift medical examinations of service employees.
- 10.11** Before carrying out work on dismantling or repairing new types of equipment or machines, he conducts instructions on safe work practices and is personally present during the performance of these works.
- 10.12** Provides electromechanical services with the necessary technical means, tools, control and measuring and protective devices, means and instructions and monitors the timeliness of their inspection and testing;
- 10.13** Personally participates in the investigation of all accidents and incidents that occur during the operation, maintenance and repair of equipment and machines. Controls the procedure for issuing work orders, paying particular attention to the completeness of safety measures.
- 10.14** Ensures timely implementation of orders from regulatory authorities and employees of higher services on issues of labor protection and safety.
- 10.15** Conducts daily checks of the safety conditions of each workplace (facility, equipment) in the division.
- 10.16** The identified violations are recorded in the "First Stage Control Log", a decision is made on whether to hold someone accountable, and the violations are monitored.
- 10.17** Monthly checks the maintenance of technical documentation by all power engineers and mechanics of the division.
- 10.18** Monitors the conduct of safety briefings, the availability of instructions, training and periodic testing of knowledge of workers, engineering and technical personnel of the electrical and mechanical service, participates in examination committees.
- 10.19** Ensures the proper and safe condition of buildings, structures, equipment, machines, mechanisms, tools, devices, inventory, lifting, transport and load-gripping equipment, fencing, sanitary devices and protective equipment, signaling and blocking.
- 10.20** Ensures the placement of primary and auxiliary equipment, its dimensions, passages and driveways in strict accordance with safety standards and requirements.
- 10.21** Ensures the safe condition of production sites for storing raw materials, blanks, materials, finished products and auxiliary equipment.
- 10.22** Organizes the safe storage, transportation and use of highly toxic, explosive and flammable substances. Ensures compliance with the requirements of the Regulation on work permits for work in high-risk conditions, issues shift work permits for mechanical and (electrical) work and monitors the familiarization of all workers with the work permit by signature.
- 10.23** Visits every work place on the site (service) daily to ensure control over the condition of equipment and the correct conduct of work by mechanics, power engineers, and compliance by workers with personal safety rules. Prohibits the performance of work carried out with violations of safety rules. Records the identified violations in the "First Stage Control Log", makes a decision on bringing to responsibility, and monitors execution.
- 10.24** Constantly monitors the training of new workers and the timeliness of all types of safety briefings.
- 10.25** Responsible for the safe organization of work, the state of safety engineering in the area (service), for the implementation and execution of preventive work by the managers and specialists of the area.
- 10.26** Responsible for compliance with approved projects, technological regimes and standards, labor protection requirements and safety regulations, for the development and implementation of measures aimed at eliminating industrial injuries, improving the qualifications of workers and district supervision personnel.
- 10.27** In accordance with local conditions, the accepted technology of the production organization draws up work organization projects (WOP) with the development of measures for their safe implementation.
- 10.28** Monitors the timeliness and quality of scheduled preventive maintenance of equipment and requires repair services timely repair of fencing, blocking devices and protective equipment.

- 10.29** When production conditions or accepted work technology change, immediately make the necessary adjustments to the technical documentation, approve it in accordance with the established procedure and bring it to the attention of the site supervisor.
- 10.30** Takes measures to provide workers with the necessary materials, serviceable tools, safety and protective equipment in accordance with work orders.
- 10.31** In emergency situations that threaten the health and lives of workers, he takes measures to bring people to a safe place or to the surface, and informs the accident liquidation manager of his location and actions.