

DESCRIPTION OF THE ARRANGEMENT					
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2	Prepared by Unit			Department of Human Resources and Training	
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No	General Directorate Authority Approval	Board Decision	General Assembly Resolution	Publication Date	Amended Articles
1-	28/03/2023-115693	04/04/2023-205		04/04/2023	Prepared by unit Change Article 1-(1) Paragraph c) Repealed, Article 4-(1) Clause (d) Different Article 5- (1) of paragraph (f-ğ) Its embankments are varied, Article 6- (1) The clause is different, Article 7- (1) Paragraph (i)

					Different Article- Top of 8 The title is different,
					Article 8 - Paragraph (1) amended, Article 8- Subparagraph b) of paragraph (1) is amended, Article 11- Subparagraph b) of paragraph (1) is amended, Article 12- Subparagraphs (a, b, c, ç, d, e) of paragraph (1) are amended, Article 12- Subparagraph ğ) has been added to paragraph (1), Article 13- Subparagraph ç) of paragraph (1) is amended, Article 14-(1) paragraph amended, Article 15- (1) Clause 13 of the clause is amended,
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4					



Republic of Türkiye
ANTALYA METROPOLITAN MUNICIPALITY
GENERAL DIRECTORATE OF WATER AND
WASTEWATER ADMINISTRATION

OCCUPATIONAL HEALTH
AND SAFETY INTERNAL
DIRECTIVE

OCCUPATIONAL HEALTH AND SAFETY INTERNAL DIRECTIVE

PART ONE

Purpose, Scope, Basis and Definitions

Purpose

ARTICLE 1- (1) This directive is issued in our units established in the areas of responsibility of the General Directorate of Antalya Water and Wastewater Administration,

- a) Creating a healthy and safe working environment,
- b) Identification and prevention of occupational diseases and occupational risks,

Different; (Decision of the Board of Directors dated 04/04/2023 and numbered 205) c) Repealed

ç) It has been prepared for the purpose of regulating the working methods and methods of the Occupational Health and Safety Boards.

Scope

ARTICLE 2- (1) This directive; It covers all employees working in the General Directorate of Antalya Water and Wastewater Administration.

Underlying

ARTICLE 3- (1) This directive has been prepared on the basis of the Occupational Health and Safety Law and Article 8, subparagraph a of the Regulation on Occupational Health and Safety Boards issued on the basis of this law.

Definitions

ARTICLE 4- (1) In this directive;

- a) **Administration/ASAT/Employer:** Antalya Water and Wastewater Administration General Directorate,
- b) **Board of Directors:** The Board of Directors of ASAT,
- c) **Senior Manager/General Manager:** ASAT General Manager,
- ç) **Department:** The Departments included in the organization chart of the General Directorate of Antalya Water and Wastewater Administration,

Different; (Decision of the Board of Directors dated 04/04/2023 and numbered 205)

d) The directorate, which was established to carry out the occupational health and safety services of our Administration within the Human Resources and Training Department of the Occupational Health and Safety Branch Directorate, specified in the organizational chart, and has the necessary equipment and personnel,

e) **Board:** ASAT Occupational Health and Safety Board,

f) **Occupational Health and Safety Legislation:** The provisions of the Labor Law No. 4857 and the provisions of the decree law, statute, regulation, communiqué and other regulatory legislation issued on the basis of this law, and the provisions of the Occupational Health and Safety Law No. 6331 and the decree law, statute, regulation, communiqué and other regulatory legislation issued on the basis of this law,

g) Civil Defence Specialist: The person assigned By Antalya Water and Wastewater Administration General Directorate to carry out civil defence matters,

ğ) Occupational Safety Specialist: A person who is authorized by the relevant ministry to work on occupational health and safety issues and appointed by the General Directorate of Antalya Water and Wastewater Administration or the subcontractor, and who has the appropriate Occupational Safety certificate,

h) Workplace Physician: A person who is authorized by the relevant ministry to work on occupational health and safety issues and has an Occupational Medicine certificate appointed by the General Directorate of Antalya Water and Wastewater Administration or the subcontractor,

ı) Other Health Personnel: Persons who have the diplomas of nurses, health officers, emergency medical technicians and environmental health technicians certified by the Ministry to be assigned to occupational health and safety services and appointed by the General Directorate of Antalya Water and Wastewater Administration or the subcontractor, and persons who have a workplace nursing certificate issued by the Ministry,

i) Technical Staff: Those who have the title of technical teacher, physicist, chemist and biologist appointed by the General Directorate of Antalya Water and Wastewater Administration or the subcontractor, and the graduates of the occupational health and safety program of universities,

j) Employee: A real person employed in public and private workplaces, regardless of their status in their own special laws,

k) Workplace: The organization that includes the goods or services produced by the employer in the workplace and the places connected to the workplace organized under the same management, and other add-ons and tools such as resting, breastfeeding, eating, sleeping, washing, inspection and care, physical and vocational training places and courtyards,

l) Employee representative: An employee authorized to represent employees in participating in work related to occupational health and safety, monitoring the work, requesting measures to be taken, making proposals and similar issues,

m) Support staff: A person with appropriate equipment and sufficient training who is specially assigned to prevention, protection, evacuation, fire fighting, first aid and similar issues related to occupational health and safety, in addition to his main duty,

n) Work Accident: An event that causes death in the workplace or due to the execution of the work, or makes the body integrity mentally or physically disabled

o) Occupational Disease: A disease that disrupts the mental and physical integrity of the employee due to a repeated reason due to the nature of the work performed or due to the conditions of execution of the work,

ö) Danger: The potential for harm or damage that exists in the workplace or may come from outside, affecting the employee, workplace or production,

p) Risk: The possibility of loss, injury or other harmful consequences arising from the danger,

r) Risk Assessment: The necessary studies to be carried out in order to determine the hazards that exist in the workplace or may come from outside, to grade the risks arising from the hazards, to decide, implement and monitor the implementation of control measures,

s) Sub-Employer: Refers to the real or legal person or non-legal institutions and organizations that take a job in the auxiliary works related to the production of goods or services carried out in the workplaces affiliated to the General Directorate of ASAT or in a part of the main business that requires expertise for the requirements of the business and the business and for technological reasons, and employ the employees assigned for this job only in the work they

receive in this workplace.

ş) Employer's representative: Acting on behalf of the General Directorate of Antalya Metropolitan Municipality Water and Wastewater Administration, taking part in the management of the work and the workplace, specified in the organizational chart and the Organization Regulation; General Manager, Deputy General Manager, Head of Department, The Branch Manager and other personnel assigned to Chief, Responsible and Administrative duties are deemed to be the employer's representative in the applications of this directive.

CHAPTER TWO

Duties, Powers and Responsibilities

Duties, Powers and Responsibilities of the Employer

ARTICLE 5 – (1) In order to ensure a healthy and safe working environment in the workplaces, the employer is obliged to determine, take, monitor, supervise and develop occupational health and safety measures, to prevent occupational accidents and occupational diseases, to provide first aid and emergency response and preventive and protective health and safety services to employees.

For this purpose;

a) It works to prevent occupational risks, to take all kinds of measures including training and information, to organize, to provide the necessary tools and equipment, to adapt health and safety measures to changing conditions and to improve the current situation. It monitors and supervises whether the occupational health and safety measures taken in the workplace are complied with and ensures that nonconformities are eliminated.

b) Conducts or has a risk assessment made, and makes arrangements to ensure that a risk assessment is carried out.

c) When assigning tasks to the employee, it takes into account the suitability of the employee for the job in terms of health and safety. It takes the necessary precautions to ensure that employees other than those who are given sufficient information and instructions do not enter places where there is a vital and special danger.

ç) The obligations of the employees in the field of occupational health and safety do not affect the responsibilities of the employer.

d) The employer cannot pass on the cost of occupational health and safety measures to the employees.

e) The employer makes arrangements to ensure that the occupational accident and the occupational disease to be detected are notified to the relevant public institution in writing within the legal periods.

Different; (Decision of the Board of Directors dated 04/04/2023 and numbered 205)

f) The employer makes arrangements to ensure that all occupational accidents that harm the employee and accidents that do not harm the employee and occupational diseases to be detected are reported to the Occupational Health and Safety Branch Directorate in order to carry out the necessary work.

g) The employer makes arrangements to ensure that the records for the work to be done in the units within the scope of the occupational health and safety legislation are regularly documented.

Different; (Decision of the Board of Directors dated 04/04/2023 and numbered 205)

ğ) Within the scope of the Occupational Health and Safety legislation, the employer makes the inter-unit organizations needed for the works planned and implemented by the Occupational Health and Safety Branch Directorate and assigns employees.

Duties, Powers and Responsibilities of the Employee

Different; (Decision of the Board of Directors dated 04/04/2023 and numbered 205)

ARTICLE 6- (1) Employees must comply with the provisions of the Occupational Health and Safety Legislation and the **rules, prohibitions, decisions and measures taken by the Employer, Occupational Health and Safety Branch Directorate, Occupational Health and Safety Boards** in order to protect and improve health and safety.

a) Employees are obliged not to endanger the health and safety of themselves and other employees affected by their actions or work, in line with the training they receive on occupational health and safety and the instructions of the employer on this subject.

b) The obligations of the employees in line with the training and instructions given by the employer are as follows:

1. To use machinery, devices, tools, equipment, dangerous goods, transport equipment and other production tools in the workplace in accordance with the rules, to use their safety equipment correctly, not to remove or change them arbitrarily.

2. To use and protect the personal protective equipment provided to them correctly,

3. To notify the employer or employee representative immediately when they encounter a serious and imminent danger in terms of health and safety in machinery, devices, tools, equipment, facilities and buildings in the workplace and when they see a deficiency in protection measures.

4. To cooperate with the employer and employee representative in the elimination of deficiencies and violations of the legislation detected in the workplace by the competent authority for inspection.

5. To cooperate with the employer and employee representative in order to ensure occupational health and safety in its field of duty.

c) Employee; It is obliged to provide support to all the work to be carried out by the employer within the scope of occupational health and safety legislation, to participate in health examinations, vaccination studies, information meetings, training programs, and to wear work clothes.

ç) Employee; With the trainings given by the employer, they must comply with the occupational health and safety instructions in accordance with the vocational training they have received.

Duties, Powers and Responsibilities of the Occupational Health and Safety Board

ARTICLE 7 – (1) The Board serves within the scope of the Regulation on Occupational Health and Safety Boards. ASAT Boards; It is obliged to plan studies within the scope of the provisions of the occupational health and safety legislation, to implement the planned works, and to supervise the applications made by the units. In this context, it performs the following duties and uses the powers.

a) To prepare a draft occupational health and safety internal directive in accordance with the nature of the workplace, to submit it to the approval of the employer or the employer's representative and to monitor the implementation of the directive, to report the results of the monitoring and to determine the measures to be taken and to put it on the agenda of the board,

b) To guide the employees in that workplace on occupational health and safety issues,

c) To evaluate the hazards and precautions related to occupational health and safety in the workplace, to determine the measures, to notify the employer or the employer's representative,

ç) To carry out the necessary research and examination in case of every work accident that occurs in the workplace and the events that have the potential to cause damage to the workplace or work equipment that occur in the workplace but are not considered as work accidents, or in case of occupational disease or a danger related to occupational health and safety, to determine the measures to be taken with a report and to submit it to the employer or the employer's representative,

d) To plan occupational health and safety education and training in the workplace, to prepare programs related to these issues and rules, to submit them to the approval of the employer or the employer's representative, to monitor the implementation of these programs and to provide feedback in case of deficiencies,

e) To plan the necessary security measures in the work to be carried out in the workplace and to control the implementation of these measures,

f) To monitor the adequacy of the measures taken for fire, natural disaster, sabotage and similar hazards in the workplace and the work of the teams,

g) To prepare an annual report on the occupational health and safety status of the workplace, to evaluate the work of that year, to evaluate and determine the issues to be included in the next year's work program according to the experience gained and to make a proposal to the employer,

ğ) To convene urgently and decide on the requests for the right to refrain from work specified in Article 13 of the Occupational Health and Safety Law No. 6331,

h) The rights of the members of the Board cannot be restricted and they cannot be exposed to ill-treatment and ill-treatment due to the performance of the duties assigned to them by this Regulation.

Different; (Decision of the Board of Directors dated 04/04/2023 and numbered 205)

i) The agenda items of the Occupational Health and Safety Boards and the decisions taken within the scope of the agenda items are **sent in writing to all units by the Occupational Health and Safety Branch** items are the ASAT document registration system in accordance with the organizational structure of the General Directorate.

j) The decisions taken in the board in accordance with the occupational health and safety legislation are implemented by the Employer.

The header is different; (Decision of the Board of Directors dated 04/04/2023 and numbered 205) Duties, Powers and Responsibilities of the Occupational Health and Safety Branch Directorate

Different; (Decision of the Board of Directors dated 04/04/2023 and numbered 205)

ARTICLE 8 – (1) The Occupational Health and Safety Branch Directorate performs its duties as stated below within the scope of the provisions of the Occupational Health and Safety Law No. 6331.

a) It works in accordance with the provisions of the occupational health and safety legislation. It coordinates protective and preventive occupational health and safety activities within the General Directorate of ASAT.

Different; (Decision of the Board of Directors dated 04/04/2023 and numbered 205)

b) It examines the technical specifications of material purchases related to personal

protective equipment coming to the unit in terms of compliance with occupational health and safety legislation. The **relevant employer coordinates the presence of the workplace physician and occupational safety specialist working in the Occupational Health and Safety Branch Directorate** at the acceptance of materials and equipment related to Occupational Health and Safety, the procurement procedures of which are concluded by the relevant department.

c) It provides support to the risk assessment team with occupational safety specialists, workplace physicians and other health personnel.

ç) Plans the occupational health and safety training of the employees.

d) It makes recommendations for the measures to be taken by the units for occupational health and safety.

e) It supports the departments in checking whether the subcontractors of the departments fulfill the requirements related to occupational health and safety.

f) It makes the necessary plans to make environmental measurements for whether there are factors that may affect the health and safety of the employees within the General Directorate of ASAT.

g) It ensures that the decisions taken in the occupational health and safety board are announced to the relevant units through the document registration system of the General Directorate of ASAT.

CHAPTER THREE

Occupational Health and Safety Board

Formation of the Occupational Health and Safety Board

ARTICLE 9 – (1) Occupational Health and Safety Boards are established in accordance with the provisions of the Regulation on Occupational Health and Safety Boards, within the workplace registration numbers of the General Directorate of ASAT. ASAT General Directorate Occupational Health and Safety Committees are formed from the following persons.

- a) Employer or employer's representative,
- b) Occupational safety specialist,
- c) Workplace physician,
- ç) A person in charge of carrying out human resources, personnel, social affairs or administrative and financial affairs,
- d) Civil defense specialist,
- e) Foreman, foreman or master,
- f) Chief employee representative

Assignment and Election of Occupational Health and Safety Board Members

ARTICLE 10 – (1) Occupational Health and Safety Boards are determined in accordance with the provisions of the Regulation on Occupational Health and Safety Boards.

a) The chairman of the Occupational Health and Safety Board of the General Directorate of ASAT is the person appointed by the General Manager as the employer or the General Manager as the employer's representative. The secretary of the Occupational Health and Safety Board is an occupational safety specialist.

b) The members specified in subparagraphs (b), (c), (ç) and (d) of Article 9 shall be appointed by the General Manager or the employer's representative appointed by the General Manager.

c) In cases where there is more than one occupational safety specialist and workplace physician, an assignment is made by the General Manager or the employer's representative assigned by him. In the appointment of the occupational safety specialist, one of the experts suitable for the hazard class of the General Directorate of ASAT is assigned.

ç) The member specified in subparagraph (e) of the first paragraph of Article 9 is elected by open vote at the meeting to be attended by more than half of the foremen, foremen or masters working within the General Directorate of ASAT. If it cannot be determined by election, it is appointed by the General Manager or the employer's representative appointed by the General Manager.

d) The substitutes of the members of the board mentioned in subparagraphs (e) and (f) of the first paragraph of Article 9 are elected by the same procedures.

Occupational Health and Safety Board Working Procedure

ARTICLE 11 – (1) Occupational Health and Safety Boards work in an order that envisages examination, inspection and warning, taking into account the provisions of the Regulation on Occupational Health and Safety Boards and the following principles.

a) The Occupational Health and Safety Board of the General Directorate of ASAT convenes at least once a month.

Different; (Decision of the Board of Directors dated 04/04/2023 and numbered 205)

b) The agenda, place, day, and time of the meeting shall be determined at least forty-eight hours before the meeting.

It is notified to its members **by the Occupational Health and Safety Branch Directorate**. The agenda is determined in order of importance of the problems and projects related to occupational health and safety, if any. Board members may request changes to the agenda. When this request is deemed appropriate by the board, the agenda is changed accordingly.

b) In cases of death, loss of limb or serious work accident or in important situations that require a special measure, any of the members of the board may call the board for an extraordinary meeting. Proposals in this regard must be made to the chairman or secretary of the board. The time of the meeting is determined according to the urgency and importance of the subject.

ç) It is essential that the Board meetings are held during daily working hours. The time spent at the meetings of the Board is counted as the daily working time.

c) The Board convenes under the chairmanship of the chairman of the Occupational Health and Safety Board with the absolute majority of the total number of members and takes decisions with the absolute majority of the participants. Abstentions are not allowed. In case of equality of votes, the chairman's vote determines the decision. In cases where the majority cannot be achieved or the meeting is not held for any other reason, a minute stating the situation is prepared.

d) At each meeting, a minute is prepared containing the decisions taken on the issues discussed. The minutes are signed by the chairman and members attending the meeting. The signed decisions are deemed to have been notified to the employer without the need for any action. Signed minutes and decisions are kept in his special file, respectively.

e) The decisions taken at the meeting are notified to the relevant departments to be made as necessary. In addition, issues that are deemed beneficial to be announced to employees are announced in the workplace.

f) At each meeting, the necessary information is given to the board by the chairman or the secretary of the board about the decisions of the previous meeting and the practices related to them, and the agenda is passed.

(2) The decisions announced by the Board in the workplace are binding on the employer and the employees.

(3) The Board convenes urgently, regardless of the period determined in accordance with subparagraph (a) of the first paragraph, in the requests for the right to refrain from work specified in Article 13 of the Occupational Health and Safety Law No. 6331. The decision taken at the meeting is notified in writing to the employee and the employee's representative.

CHAPTER FOUR

Administrative and Technical Measures

Education and Information

ARTICLE 12 – (1) The employer must ensure that each employee receives health and safety training, including information and instructions specific to the place of work and the work he / she does. These trainings are repeated before starting work, in case of a change of workplace or work or work equipment.

Different; (Decision of the Board of Directors dated 04/04/2023 and numbered 205)

a) The annual training program on occupational health and safety issues is prepared by the Occupational Health and Safety Branch Directorate.

Different; (Decision of the Board of Directors dated 04/04/2023 and numbered 205)

b) The employer takes measures to ensure the completion of vocational and technical training.

Different; (Decision of the Board of Directors dated 04/04/2023 and numbered 205)

c) Annual work and training plans are revised by the Occupational Health and Safety Branch Directorate in accordance with changing and emerging risks.

Different; (Decision of the Board of Directors dated 04/04/2023 and numbered 205)

ç) Occupational and other occupational health and safety trainings of employees, which are legally mandatory, are planned by the employer under the coordination of the Occupational Health and Safety Branch Directorate.

Different; (Decision of the Board of Directors dated 04/04/2023 and numbered 205)

d) The priority and time of the training subjects of the trainings to be held **are coordinated by the** Occupational Health and Safety Branch Directorate.

Different; (Decision of the Board of Directors dated 04/04/2023 and numbered 205)

e) **The Training Branch Directorate carries out the necessary studies or correspondence regarding the announcement of the trainings planned and/or approved by the Occupational Health and Safety Branch Directorate to the employees and relevant units.**

f) The relevant employer is responsible for the distribution of training plans in the relevant units and informing the employees.

g) The employer organizes the workflow for the participation of all personnel in the trainings notified in writing. It ensures that its employees participate in trainings in cases other than force majeure.

Additional clause; (Decision of the Board of Directors dated 04/04/2023 and numbered 205)

ğ) The employer ensures that employees receive occupational health and safety training in the form of distance education in cases where face-to-face training is not efficient.

Risk Assessment

ARTICLE 13 – (1) Employer; Within the framework of the provisions of the occupational health and safety legislation, it makes arrangements to ensure that a risk assessment is carried out, which includes the necessary studies to be carried out in order to determine the hazards that exist in the workplace or may come from outside in terms of health and safety, to grade the risks arising from the hazards, to decide on the control measures, to implement and monitor their implementation. The Health and Occupational Safety Branch Directorate provides technical support to risk assessment studies. The risk assessments to be carried out in the workplaces within the General Directorate with the technical support of the Health and Occupational Safety Branch Directorate are carried out by a commission consisting of the following team members.

- a) Employer and employer's representative working in the relevant unit
- b) Employee representative, support staff working in the relevant department
- c) Employees who are knowledgeable about the work carried out in the workplace, existing or potential sources of danger and risks

Different; (Decision of the Board of Directors dated 04/04/2023 and numbered 205)

ç) Workplace physician and occupational safety specialist working in the staff of the General Directorate or workplace physician and occupational safety specialist working in the staff of the subcontractor

If the type of the work carried out in the workplace requires the presence of experts from different professions, the Employer shall ensure that experts from the employees of the General Directorate of ASAT or from the appropriate professions from outside the workplace also serve in the risk assessment commission. Proposals in this regard are carried out by the Occupational Health and Safety Branch Directorate.

The prepared risk assessment guide is discussed as an agenda item at the Occupational Health and Safety Board, and it is notified to the relevant department in writing **by the Occupational Health and Safety Branch Directorate in order to do the necessary.**

After the risk assessment report is sent to the relevant unit, the Occupational Health and Safety Branch Directorate is informed as soon as possible after ensuring that all risks, especially the important risks specified in the relevant unit risk assessment guide, are brought to an acceptable level.

Emergency Measures

Different; (Decision of the Board of Directors dated 04/04/2023 and numbered 205)

ARTICLE 14 – (1) Taking into account the nature of the work performed, the number of employees and other persons in the workplace, the employer makes arrangements to ensure that emergency plans are made in case of emergency, that the relevant parties are informed and that the necessary measures are taken. The general emergency plan is prepared by the Occupational Health and Safety Board. Studies for emergencies that are not included in the general emergency plan prepared and to be determined by the relevant departments are completed by the relevant unit.

The employer makes the necessary arrangements to ensure contact with organizations

outside the workplace in the fields of first aid, emergency medical response, rescue and fire fighting and announces these arrangements to all employees.

The employer assigns a sufficient number of people with training and appropriate equipment to work in case of emergency. It makes arrangements to ensure that emergency drills are carried out in the periods specified in the emergency plans and/or occupational health and safety legislation.

The general work to be carried out in this context is coordinated by the **Occupational Health and Safety Branch Directorate** and/or Civil Defense Expertise on behalf of the General Directorate.

Occupational Health and Safety Rules

ARTICLE 15 – (1) The employee is obliged to read and comply with the minimum rules regarding occupational health and safety.

The general rules regarding occupational health and safety, which must be followed by all personnel working within ASAT during their working period, are stated below. It is obligatory for all employees to work within the framework of these rules and to report possible unsafe and unhealthy conditions to the relevant unit supervisor immediately.

Occupational Health and Safety General Rules:

1. All kinds of precautions taken regarding occupational health and safety should be followed.
2. In order to establish a healthy and safe working environment, continuous participation in occupational health and safety trainings to be organized in the workplace should be ensured, and the instructions and procedures given and announced in this regard should be followed.
3. Occupational safety instructions and warnings in the workplace should be read and learned completely. It should be applied exactly. Special instructions given by the authorities in accordance with occupational safety and procedure must be followed strictly and without interruption.
4. Work should be done in accordance with the safety and health signs announced in the workplace.
5. Each unit should follow the markings in its area of responsibility and correct the deficiencies immediately.
6. The employee should take the utmost care to ensure that his own and other people's health and safety are not adversely affected, and the duties should be performed in accordance with the training and instructions given by the employer.
7. You should not leave the workplace during working hours without the knowledge and permission of the employer.
8. Machinery, devices, tools, equipment, dangerous goods, handling equipment and other construction tools should be used correctly.
9. Embezzled and trained personal protective equipment should be used correctly and returned to the place where it was stored after use.
10. Safety equipment, announcements, instructions and warning signs in machinery, devices, tools, equipment, facilities and buildings in the workplace should be used in accordance with the rules, and they should not be arbitrarily removed or changed.
11. As soon as it is believed that there is a serious and immediate danger to health and

safety in the workplace or when there is a malfunction or deficiency in protection measures, the unit supervisor, security unit, occupational safety specialist or workplace physician should be informed immediately.

12. Situations and attitudes that will endanger the environment should not be used, and the work done should be in accordance with the technique of the work and occupational safety should be kept at the highest level.

Different; (Decision of the Board of Directors dated 04/04/2023 and numbered 205)

13. In order to ensure safe working environments and conditions by the employer and to prevent risks in terms of health and safety in the works performed, cooperation should be made with the employer or the **Health and Safety Branch Directorate** in line with the legislative practices.

14. You should not come to the workplace drunk or drugged, and you should not use alcoholic beverages or drugs in the workplace.

15. Visitors should be prevented from being in the workplace without permission and/or unaccompanied.

16. Smoking should not be allowed in the area of "No Smoking" signs hung or placed in certain places, and places where explosive and flammable materials are located should not be approached with flammable materials, and smoking should not be allowed. Gasoline, alcohol and other liquid substances, which are flammable and explosive substances, should not be smoked or approached with fire, even if they are in an open place outside the building. Smoking should not be allowed while using construction equipment, vacuum trucks, sewer cleaning machines, team vehicles, official vehicles, and traveling with these vehicles.

17. Prohibited areas in the workplace; Electrical panel rooms, compressor room, generator room, etc. rooms should not be entered without permission.

18. Any malfunction related to electricity should be reported to electricians, should not be interfered with, and work should not be done until the malfunction is resolved.

19. Electrical work should not be carried out without ensuring safety and equipment and taking the necessary precautions. Persons who are not competent should not carry out repairs, maintenance or repairs related to electricity.

20. High-voltage power transmitters, apparatus and electrically powered machinery should be approached no more than 5 meters.

21. Power lines should not be touched, passing cables should not be tampered with or pressed on with sharp objects, and old or torn parts of the cable should not be handled.

22. Electrical appliances, extension cords and portable lamps should not be used without an earth line.

23. Insulated carpets placed in front of the panels by electricians should not be removed in any way.

24. Electric motors and devices, as well as cables and fuses, should not be touched by anyone who is not authorized.

25. Electrical work permit form (AS. FR.10.15) should not be started without filling in and getting approved.

26. During the operation, cleaning, maintenance and repair work of machinery and equipment, the electrical energy of the relevant or indirect systems must be cut off and no work must be carried out without written confirmation.

27. When deterioration, wear, wear and similar situations are observed in the cable, plug, switch of portable lamps, portable extension cables, electrically operated devices, they

should never be used, and electricians should be informed.

28. Mobile electrical cables should not be passed through water, chemicals and the like.

29. Laying and collecting portable cables should never be done when there is energy in the cable.

30. Works such as maintenance, repair, malfunction should be reported to the maintenance team immediately and should not be interfered with.

31. Cleaning, maintenance and repair works should not be carried out without stopping the working machines and devices.

32. Work areas should always be kept clean, tidy and tidy.

33. The emergency teams and phones announced in the units should be learned, and in case of possible emergencies, emergency plans should be acted upon.

34. In case of possible emergencies, emergency exit signs should be followed and the nearest emergency assembly area should be visited.

35. The front, back and routes of emergency exit doors should not be blocked and materials should not be left.

36. Materials should not be left in front of fire extinguishing tubes and hoses and electrical panels.

37. Any work other than the job descriptions and the task assigned by the supervisors should not be done without permission.

38. All health-related problems should be reported to supervisors and the workplace physician before starting work.

39. Personal protective equipment required according to the safety signs posted in the workplace should be used. When deficiencies and wear are noticed in the safety signs, the supervisors should be informed.

40. It should not be worked in places where there is a danger of falling and where there is no or insufficient guardrail.

41. Necessary preservatives should be used when working with chemicals.

42. Attention should be paid to traffic rules on highways and workplaces.

43. Jewelry, ties, loose dresses and similar clothes should not be worn or worn while working with rotating machines in the workplace.

44. Construction equipment defined in the Road Traffic Law such as forklifts, cranes, duct cleaning machines, vacuum trucks, drilling machines, buckets in the workplace should not be used without an operator's license and a G class driver's license.

45. Forklifts, buckets, cranes and other construction equipment should not be approached while working, and should be kept at the farthest distance.

46. Necessary equipment should be used during the transportation or lifting of heavy materials. Manual lifting and carrying should not be done.

47. If any load is to be lifted by hand, the load should be taken and placed by bending the knee instead of bending the waist. Loads over 25 kg must not be lifted manually.

48. Wheelbarrows should be pushed from behind, not from the front, if they are not made for another purpose.

49. It should not be forgotten that the loads should not fall during their lifting and should not be raised to a height higher than normal and the work should be done under appropriate conditions.

50. During the lifting of the loads, during maneuvers and during the transportation of the lifted loads, the load should not be passed over the employees.

51. Vehicles in a loaded position should not be stopped. Cranes or places where possible collapse or slipping may occur should not be passed, and should not be stood nearby. In addition, dangerous movements such as hanging on cranes and similar lifting vehicles should not be made.

52. Necessary warning signs should be placed for uneven and wet floors.

53. In case of wear and deterioration in occupational safety materials, the relevant supervisors should be informed in order to renew or provide them.

54. Suspicious persons at the work site and at the workplace should be reported to the nearest supervisor.

55. As long as work is carried out in the workplace, materials with sharp ends and sharp edges should not be thrown away indiscriminately and should not be kept around.

56. As long as you work in the workplace, materials should not be stacked in a way that will cause an accident or put employees in a dangerous situation, and vehicles should not be left in random places.

57. Jokes should not be made in the workplace, as it can cause an accident at work.

58. Chemicals to be used for cleaning or other special purposes in the workplace should not be used without reading the material safety data sheets and instructions, and should not be mixed with other substances without knowing their interactions.

59. Phones in the workplace should not be used for private purposes other than business purposes.

60. Work tools and equipment given by the administration should be used by employees in accordance with occupational health and safety rules during operation and use.

61. Employees should first notify their supervisors and/or the occupational health and safety board of the situation they find insufficient in terms of employee health and safety or dangerous emergencies.

62. The locations of work tools and equipment and machines determined in terms of administration or occupational safety should not be changed without the permission of the employer or his representatives.

63. Employees should not deliberately give false information and figures to their supervisor about the job.

64. In case of any malfunction in machinery, equipment and devices, it should not be intervened without stopping and de-energizing.

65. The organs and parts of the machine that are in operation and in motion should not be cleaned or lubricated. Even organs and parts that are technically required to be cleaned must be cleaned and lubricated after the machine has been stopped and de-energized. In addition, the prescribed cleaning or lubrication process should be done with auxiliary materials or apparatus prepared in ideal dimensions.

66. Adjustments and repairs should not be made to vehicles and machinery in motion. If

there are repairs or adjustments that need to be made during the operation of the vehicle or machine, the relevant supervisor and employee should take the necessary precautions.

67. Vehicles and construction machines in motion should not be mounted or dismounted, and they should not be suspended by not entering them. Vehicles that are not suitable for carrying people and also have a full driver's seat should not be boarded, hung or attached to the backs of vehicles.

68. If there is a material that is lubricated or leaks oil due to work reasons, it must be ensured that the oil does not flow onto the floor. The lubricated place must be cleaned immediately.

69. If the head parts of hand tools such as staplers, points and chisels are deformed and swollen due to impact, they should never be used without correcting.

70. Since the parts that need to be drilled with a drill may circle around their axis as a result of strain, they must be fixed on the drill board before the drilling begins, or the part to be drilled must be made so that it does not circle around its axis as a result of force.

71. Sawdust should not be collected by hand from machines that remove sawdust.

72. Care should be taken to ensure that no one else is around during the cleaning of dust, sawdust and the like with compressed air. If, due to work obligations, there is no other person, the compressed air should not be directed in that direction. Thus, other people will be prevented from being injured by sprayed material or sawdust. Protective goggles and a dust mask should be used during this process.

73. Compressed air should not be used when the job does not require it.

74. If the working machine is abandoned after the work is finished or for any reason, the machine must be stopped and the electric current must be turned off.

75. Electrical centers located on apparatus, hand tools, machines and benches should not be opened, mixed or tried to repair. In these cases, the immediate supervisor should be informed.

76. Tools and apparatus should be put in place neatly and neatly.

77. Those who work and will transport materials and equipment that pose a danger due to their nature should be assigned to this job. During transportation, the safety of the employee, the transported machinery, vehicle or equipment, traffic safety and environmental safety must be taken.

78. Except when required by the work, the machines should not be relocated in part or as a whole in terms of occupational safety. In cases where the work requires, the displacement of the machines should be made after the least dangerous situations are realized, taking into account the maximum occupational health and safety situations.

79. It should not be climbed on or jumped over high cabinets or high material. If it is necessary to climb to a high place, the necessary equipment and tools (parachute type seat belt, ladder, basket vehicle, etc.) should be used.

80. All kinds of cranes, conveyors and lifting devices should not be loaded above their capacity.

81. You should not walk around places where gasoline, benzol, petroleum, diesel, fuel oil and the like are present, even if you are not on duty.

82. All kinds of flammable, explosive, flammable and caustic substances and devices, cylinders, pressurized air devices or installations should not be approached except by the relevant officers.

83. When transporting containers full of flammable and caustic substances, it should not

be worked carelessly, causing them to overturn, break and damage the environment.

84. Boilers, chimney roads, tanks and similar places where there is a possibility of gas should not be entered without the permission and knowledge of the supervisor, or welding and repair works should not be carried out in such places.

85. Oxygen and other gas cylinders should not be left in a place that emits heat.

86. Hands and work clothes should not be cleaned with gasoline and similar flammable substances.

87. Employees must comply with fire prevention and extinguishing measures and report the start of a fire to their supervisors and the fire department.

88. Buttresses and railings should be built appropriately in the places where trenches, pits and other excavation works are carried out, and illuminated warning signs should be placed there at night.

89. Employees are obliged to use personal protective equipment that has been determined by the administration and decided to be used in accordance with their work; such as gloves, hard hats, goggles, electric welding goggles, masks, shoes, aprons, seat belts, earplugs, ear muffs, earphones.

90. In maintenance and repair works to be carried out in closed environments (wells, reservoirs, pumping centers, underground facilities, manholes, etc.); Necessary and adequate safety measures should be taken, taking into account that harmful, toxic, suffocating or flammable gases or liquids will be collected in a dangerous way. Experienced and skilled employees should be employed in such places, appropriate personal protection equipment should be given to them, and the personal protective equipment provided should be used by the employees. One or more experienced observers should be assigned.

91. In closed area works, the closed area entry and work permit form (AS. FR.10.012) should not be started without filling in and getting approved.

92. Indoor work for any reason (manhole, underground, etc.) If it is done, the gases in the closed area (such as oxygen, methane, hydrogen sulfide, carbon monoxide, ammonia) must be checked with a detector before starting the work.

93. The closed area (reservoir, well, manhole, underground channel, etc.) should not be entered without cleaning it from harmful gases. For this, the gas in the closed space must be evacuated. While the gas is discharged from gas-filled manholes, chambers or channels, their covers should be opened so that other manholes, chambers or channels are not affected by this situation. After removing the manhole, reservoir, channel, well cover with an appropriate method, measurements should be made at different levels by hanging the hose of the detector with the detector without entering these parts.

94. If gas is detected in closed areas (reservoir, pumping center, underground facilities, manholes, etc.), the working environment should be removed immediately. Ignition sources should be removed immediately (such as torches, lighters, cigarettes, flashlights), mechanical tools and vehicles should be stopped. The relevant places should be informed. The place where gas is detected and all channels connected to it should be ventilated. After ventilation, the place where gas leakage is detected and the ducts connected to this place should be checked with a detector.

95. Warnings and warnings made for various fire hazards within the enterprise should be followed. Places where flammable, combustible and explosive materials are present should not be approached with open fire and flame, sparking tools and equipment should not be used, and smoking should not be allowed.

96. Drivers and operators should protect the vehicles and construction machinery they are assigned to in the best way, keep them clean, do daily maintenance, check their periodic

maintenance, and report their malfunctions as soon as possible.

97. The vehicle manager (driver, operator) is responsible for keeping a copy of the vehicle's traffic insurance, license, science and exhaust inspection documents in the vehicle.

98. Employers should provide sufficient personnel, equipment, tools and equipment in order to carry out the work safely in terms of occupational health and safety.

99. Drivers and operators must obey all traffic rules and rules, warnings and signs. Drivers should not go on duty without a duty sheet.

100. In the event of an accident, the driver or operator should inform his immediate supervisor as soon as possible and wait for the accident reports and other official procedures to be completed. They should not leave the scene of the incident without the permission of their superiors.

101. Drivers and operators must perform daily maintenance of vehicles before going on duty every day. In daily maintenance, tires, battery, oil, water, brake parts, lamps and headlights, general leak control, cleaning, fire extinguisher should be checked and then put on duty.

102. Drivers and Operators are obliged to ensure the safety of the vehicle and construction equipment and the safety of the environment.

103. The maximum speed in the workplace is 20 km. This issue must be respected and enforced. A marker must be used in maneuvers, and the signs of the pointer within the field of view outside the danger zone must be obeyed.

104. The team chiefs working in the units of the General Directorate of ASAT, which carry out field works such as construction, maintenance and repair, asphaltting, excavation and demolition, should ensure the safety of the personnel working in these works, the vehicles and machines used, and especially the environment.

105. In field works and works on roads, warning warnings and markings such as safety strips, warning signs, road signs, work information signs must be made, and maximum attention should be paid to this issue.

106. The driver, operator and teams working in the field should not behave in a way that endangers themselves, other employees, the vehicle and/or the construction equipment, and especially the environment.

107. Grounding, lightning rods and electrical installations in the workplaces should be maintained and periodically checked at least once a year. Electrical installation periodic control certificate, grounding installation measurement report and lightning rod installation periodic control documents should be prepared and kept in the workplace by the electrical engineer in charge.

108. Controls and tests of pressure vessels in workplaces should be carried out by the mechanical engineer in charge after the end of their manufacture and before they are assembled and put into use, or after changes and major repairs, and if they are not used for at least three months and are put into service again, before they are used again, and periodically once a year in any case. Control and test results should be stated in a report to be prepared and these reports should be kept in the workplaces.

109. Lifting machines and vehicles such as forklifts and cranes should be checked by their operators before starting to work, and steel ropes, chains, hooks, slings, pulleys, brakes and automatic stoppers should be checked in their entirety every three months by the mechanical engineer on duty and a periodic control document should be prepared and kept in a special file at the workplace. Lifting, lowering or carrying loads in lifting machines should be done according to the hand and arm signals to be given by trained maneuverers. Where there is more than one attendant on a hoist, the operator of the hoisting machine must receive a signal from only one of the binders, slingers or other officers, and the pointer must stand in places that are

easily visible to the operator. The operator must always obey every stop sign, no matter who it is given.

110. In excavation works, wells, underground works and tunnel and canal works; Appropriate supports and sets should be used, appropriate precautions should be taken against the danger of falling materials or objects or flooding and falling of people, adequate ventilation should be provided in all workplaces to provide breathable air that is not dangerous or harmful to health, and employees should be provided with access to a safe place in case of fire, flood or dent.

111. Before starting excavation work, underground cables and other distribution systems should be identified and necessary precautions should be taken to minimize the hazards that may arise from them. Safe routes should be provided for entry and exit to the excavation site. Piles of soil and materials and moving vehicles should be kept away from the excavation site and, if necessary, appropriate barriers should be built.

112. In excavation works, excavation soil should be thrown at least one meter away from the excavation edge. In excavations without slopes, work should not be done after one and a half meters without shoring. Except for work, one should not be in the excavation and on the site. One should go up and down from the special place and stairs indicating the excavation part. Excavation works should not be carried out during rainfall.

113. Excavation work permit form (AS. FR.10.011) should not be started until it has been filled in and approved.

114. Piers; Before it is used, it should be checked by a specialist person at regular intervals, when it is modified, when it is not used for a certain period of time, when it is exposed to bad weather or seismic shaking or other conditions that may affect its strength and durability. Stairs must be of sufficient strength and properly maintained and maintained. These should be used correctly in appropriate places and in accordance with their purpose. Necessary precautions should be taken to prevent mobile scaffolds from moving spontaneously.

115. Gaps in the ground and floors and parts that may be in danger of falling should be closed. On floors, roofs and ground pits, the parts that are in danger of falling should not be approached or worked without ensuring that the parts that are in danger of falling are closed in a way that prevents falling or that they are closed by the authorized person.

116. In places where there is a danger of falling and work at height, a parachute-type seat belt should be worn and the person should fix himself at the anchor point, etc.

117. Non-officers should not enter the workplace field area. The guest, on the other hand, should be able to enter after obtaining an entry permit from the authorized person at the workplace.

118. Scaffolding railings used in works on roofs and inclined surfaces should be kept and maintained in a suitable, robust condition that will not cause falling.

119. Work at height form (AS. FR.10.13) should not be started without filling in and getting approved.

120. Scaffolding, construction equipment, trucks, roofs and stairs should not be jumped in, and you should not go down by jumping into the excavations.

121. Wells, manholes, culverts, tanks, tunnels and other enclosed areas should not be entered without the necessary safety precautions and permission.

122. Protective work glasses should be used when performing works where there is a danger of material / burr splashing into the eyes (cutting with spiral stone, grinding, crushing with a crusher, torch works, spraying, cutting with a circular saw, etc.).

123. Employees in all kinds of welding works should work by taking all kinds of

precautions regarding occupational health and safety. (Welding mask, welder's gloves, welder's shoes, etc.)

124. Defective ladders should not be used. Even for repair purposes, wedges should not be placed to raise the bottom of the steps.

125. Sleeping or resting should not be done during working hours or during break times, in the workplace, under vehicles, in places where material and stone may fall.

126. Care should be taken to ensure that the equipment used for lifting purposes (slingshots, steel ropes, lugs, chains, etc.) is intact and not deformed, and defective and worn equipment should not be used in any way.

127. In case of insufficient lighting and unsafe situations during night work, the authorities should be informed, and the work should be done after the problems are resolved.

128. Water should never be used in electrical installations and fires of flammable explosive liquids.

129. In case of small electrical fires, the device should be unplugged immediately. In case of electrical fires, a dry type of fire extinguisher should be used.

130. Asbestos material work permit form (AS. FR.10.014) should not be started without filling in and getting approved.

131. Occupational safety instructions and warnings hanging in the workplace should be read in full and applied exactly.

132. All kinds of announcements on occupational health and safety issues on workplace notice boards should be read and followed.

133. Special instructions given by the authorities in accordance with occupational safety and procedure must be followed strictly and without interruption.

CHAPTER FIVE

Final Provisions

Cases where there is no provision

ARTICLE 16 - The provisions of the relevant legislation are applied in matters not included in this directive.

Effective

ARTICLE 17 - This Directive enters into force with the decision of the ASAT Board of Directors.

Execution

ARTICLE 18 - The provisions of this Directive are executed by the General Manager of ASAT.