

Semperflex Optimit s.r.o.
Vítkovská 391/29,
Odry 742 35

RULES

of occupational safety, fire protection and environmental protection for employees of third-party organisations working (staying) at the working site of Semperflex Optimit s.r.o. (SFO) a Semperflex A.H., s.r.o. (SAH)

I. The contractor is obliged to comply with all fire regulations during the execution of the work, in particular Act No. 133/1985 Coll., the Fire Protection Act as amended and its implementing regulations. In the client's premises, the contractor is also obliged to comply with the obligations laid down in the client's directives **and fire protection documentation**, which he will be demonstrably familiar with before the start of the work. In the event of a breach of this obligation, the Contractor is obliged to pay the Client a contractual penalty of CZK 1,000 (one thousand Czech crowns) for each breach of this obligation.

II. The Contractor is aware that in the area where the subject of work is to be performed, activities with increased fire hazard are carried out. The contractor undertakes to comply with the requirements set out in Decree No 87/2000 Coll. and to act in accordance with the client's directive. In the event of a breach of this obligation, the Contractor is obliged to pay the Client a contractual penalty of CZK 1,000 (one thousand Czech crowns) for each breach of this obligation.

III. The Contractor shall be obliged to comply with the relevant safety, hygiene and compliance conditions set out in the laws and implementing regulations during the execution of the work. In the Client's premises, the Contractor is also obliged to comply with the obligations set out in the Client's directives, which he will be demonstrably familiar with before the commencement of the work. In the event of a breach of this obligation, the Contractor is obliged to pay the Client a contractual penalty in the amount of 1000,-CZK (in words, one thousand Czech crowns) for each breach of this obligation.

IV. The Contractor undertakes to protect the Client's property from damage, deterioration, destruction, loss or theft throughout the entire period of the work, including the time required for the removal of any defects, and to take all necessary measures to protect such property. Breach of this obligation shall render the contractor liable for the damage caused, including environmental damage.

V. The contractor is responsible for the cleanliness and tidiness of the handed-over site and undertakes to ensure that the site is cleaned at his own expense after the work has been completed. In the event of a breach of this obligation, the Contractor is obliged to pay the Client a contractual penalty of CZK 1,000 (one thousand Czech crowns) after the completion of the work.

VI. Within the meaning of Act No. 541/2020 Coll., as amended, the Contractor is the originator of the waste generated during its activities. The contractor is obliged to comply at all times with the provisions of Act No. 541/2020 Coll. and its implementing regulations. In case of violation of this obligation, the Contractor is obliged to pay the Client a contractual penalty of CZK 5,000 for each violation of this obligation.

VII. The Contractor shall remove, at his own expense, waste arising in connection with his activities. The removal of waste shall be deemed to be its disposal or removal from the premises, buildings and areas of the Customer. In the event of failure to do so, the Client shall be entitled to remove such waste at its own expense and subsequently bill the Contractor.

VIII. The Contractor is aware that he must not discharge into the sewerage system of the premises any hazardous substances defined in Annex 1 to Act No. 254/2001 Coll., on water and on amendments to certain other acts (Water Act), as amended. In the event of a breach of this prohibition, the Contractor undertakes to pay for damages demonstrably caused by it.

IX. The Client has implemented an occupational health and safety management system in accordance with ISO 45001 and an EMS environmental protection system in accordance with ISO 14001. From the point of view of safety and environmental protection, the activities carried out on the Customer's premises must be considered as a whole. This means that all persons authorised by the Contractor to carry out the agreed work at the Client's premises influence this system by their activities and are therefore obliged to comply with the requirements of all legal regulations, in particular those relating to personal safety, health protection, fire protection and environmental protection.

Other rules binding on contractors, their employees and other persons controlled by the contractor:

1. Enter the premises through the main gatehouse or, if you are part of a group, through the delivery

gatehouse, after showing a valid entry permit, i.e.:

a) on the basis of a temporary entry permit and a mass list of employees, which is also stored at the concierge's office and is continuously updated by the contractor; (the concierge verifies the entry authorisation by telephone with the person responsible for the client);

b) on the basis of long-term or framework entry permits issued **by the HSE** in accordance with internal rules;

c) or on the basis of individual entry permits issued by an employee of the SFO's personnel department, as requested by the external company;

d) Removal of material from the SFO premises is only permitted on the basis of a written permit (document) issued by the Chief Engineer (HI) or his/her representative. Turn in approved permits at the gatehouse when exporting material;

(e) Persons under 18 years of age are prohibited from entering the SFO grounds.

2. Contractors' employees **(excluding residential contractors)** must wear a reflective (safety) vest in all areas of the company **SFO and SAH**.

3. Contractors' employees **(excluding residential contractors)** must wear a protective glasses when in production and storage areas **(according to ČSN EN 1F(T)_1,2**

Mechanical resistance: F (T) low impact resistance of low energy objects;

Degree of darkness: 1,2 - transparent, yellow; Optical class: 1 - permanent use (all-day wear), which they are required to use in all production areas, warehouses and maintenance areas.

4. Contractors' employees must wear a protective glasses class S1 (steel toe cap, anti-slip sole), which they are required to use in all production areas, warehouses and maintenance areas.

5. The contractor will provide its employees with personal protective equipment (PPE) corresponding to the risks to which they will be exposed while working. Employees are obliged to use the PPE.

6. After passing through the gatehouse, all employees will take the shortest route to their workplace. It is forbidden for employees to move outside their designated workplace. Do not enter workshops and other parts of the facility where you are not employed. Do not leave your designated workplace.

When moving around the workplace, use only designated roads, crossings and passages.

7. Movement and transportation in the SFO area. The rules of road traffic according to Act No. 361/2000 Coll., (Road Traffic Act) and amendments are valid throughout the SFO premises.

7.1 Traffic participants in the SFO area are obliged to respect the instructions of the SFO security guards or instructions of other personnel in charge of traffic control in the SFO.

Parking of vehicles is permitted only in designated parking spaces.

In the production and warehouse halls of **SFO** there is a combination of pedestrian and handling trolleys, cleaning machines of lifting platforms and rack stackers on the internal

production and traffic roads. Increased caution is necessary at these locations, especially at busy areas, pedestrian crossings, uncluttered sections and road exits.

Cars and trucks are prohibited from entering the interior of the halls at SFO.

It is forbidden to carry out any repairs on motor vehicles on the SFO premises, including changes of operating fluids, except in specialised and designated workplaces. Only possible replacement of a damaged wheel may be carried out.

In the event of a breakdown of a motor vehicle or a sudden leakage of operating fluids, the driver shall immediately notify the SFO gatekeepers or the SFO company firefighters of this fact. The driver shall then arrange for the transport of the broken down vehicle to the workshop at his own expense and shall also arrange for the cleaning of the road.

7.2 Pedestrians are obliged to use footpaths and pedestrian corridors for walking, and pedestrian crossings for crossing roads. Where sidewalks are not provided, they must walk at the left edge of the roadway and exercise extra caution. When walking, attention shall be paid to the conditions in the corridor in which the pedestrian is walking and to the surrounding traffic. When walking on stairways, walkways, and walkway structures, the pedestrian shall walk to the right, keeping to the guardrail if one is installed at that location.

Pedestrians shall always give way to persons handling drums and other loads.

Pedestrians are obliged to comply with the traffic regulations laid down by Decree No. 294/2015 Coll., Act No. 361/2000 Coll. on the special purpose roads in the SFO area, as they do on public roads.

All pedestrians are obliged to respect the prohibitions of entering the areas marked with safety signs.

8. Only cross tracks of the company's train circuit on marked pedestrian crossings.

9. Cars may only cross the tracks at the location of the modified crossings.

10. While walking at the site SFO and while on the shopfloor during work hours, workers are expected to focus on work and may not inappropriately use any device (cell and smartphone phones, tablets, mobile gaming devices, mp3-players, text pagers, two-way radios, televisions and other wireless devices, whether owned by the company or the individual worker) in the workplace.

11. Workers can use private communication devices if they are in a safe place, such as the company's break room, lunch room and offices.

12. Do not enter forbidden premises and do not walk under suspended loads.

13. Do not use lifts that **are not intended for the transport of persons.**

14. Be careful when walking in winter – watch out for ice and slippery surfaces.

15. It is strictly forbidden to drive motor or electrical fork trucks without the corresponding licence; it is forbidden to ride in such vehicles as a passenger, unless the vehicle has a passenger seat.

16. Do not enter the company premises under the influence of alcohol (or any other intoxicating substance); do not bring in any alcohol or consume alcohol during work. SFO reserves the right to conduct random checks of the consumption of alcohol or other intoxicating substances among external workers on SFO premises.

17. While working, always act in a way that does not endanger health, life and property of people or companies.

18. Follow all regulations applicable to your job and workplace; respect the safety regulations of people working nearby.

19. When carrying out repairs, adjustments, servicing, inspection and similar activities on machinery and equipment, the contractor's personnel are required to apply the LOTO procedure in accordance with the requirements of QP C SCZ1 7206.

20. When carrying out work with increased risk to life and health, such as work at heights and above free depth, work in confined spaces, lone working with increased risk of injury, etc., the Contractor's personnel shall comply with the rules set out in the SFO.

21. It is forbidden to store any material close to distribution boxes, electrical equipment, on roads, close to emergency exits, next to hydrants and fire extinguishers etc.

22. Without permission from SFO, it is not allowed to manipulate with electrical wiring and equipment.
23. Do not tamper with machinery that was not intended for you to operate.
24. Do not touch moving or rotating parts of machinery and equipment and do not enter or interfere with unprotected hazardous areas.
25. All accidents and injuries or other incidents arising from transport at SFO **and SAH sites** must be reported without undue delay. Injuries should be treated and a proper record made in your own accident book. In the case of a more serious OWI (with expected absences), the workplace must remain in its original condition until the cause of the OWI has been investigated, unless documentation - photographs, video recording, etc. - has been arranged with a representative of the injured worker's employer present.
26. Within the premises, **respect the ban on smoking and manipulation with naked flame** outside designated areas.
27. Before starting with welding, grinding or incendiary work, employees must obtain permits. Following a decision of HSSE of SFO, this work will be either performed supervised or unsupervised, but always in compliance with all fire safety measures.
28. Keep all roads clear for SFO's HSSE vehicles
29. Do not destroy or damage fire alarms, their wiring and other fire protection equipment (hydrants, water supply to hydrants, fire extinguishers, warning signs etc.); without permission of a fireprotection technician or the head of HSSE, it is not allowed to interfere with these devices in any way.
30. Demolition, welding and other work in places with electronic fire alarms (near buildings of SFO) that could have an impact on the operation of these alarm systems requires submission of a written request to perform the work (by e-mail or in person), describing where the work will be performed so the affected alarm systems may be temporarily disabled. Right before starting work, contact HSE (phone: 222, 555). Electronic alarm systems in buildings can be also triggered by exhaust gases of motor forklifts that are not equipped with catalytic converters and spark arresters, as well as increased levels of dust in the workplace etc.
31. In case of fire, call HSSE at phone number 222 (or 555) – see the "Fire Alarm Plan".
32. Contractors are responsible for occupational safety of their employees in the workplace; the workplace must be properly marked and provide warnings on present hazards (properly fencing any excavations and obstacles on road, erecting fences around constructions, preventing entry of unauthorised persons).
33. It is forbidden to park technical vehicles in SFO premises overnight; any equipment and material remaining on site must be secured against theft and SFO shall not be responsible for any loss or damage.
34. The maximum allowed speed for all vehicles on SFO premises is 15 km/h.
35. The contractor undertakes to secure the construction against entry by unauthorised persons, i.e. enclose the site with a suitable fence in accordance with regulations and provide warning signs (no entry to the construction site etc.); the company also undertakes refrain from unnecessary and unannounced movements of equipment and persons outside the construction site – i.e. on roads and in buildings used by SFO and its tenants.
36. From the start of the construction, there will be defined working hours for construction personnel; at the end of this working period, buildings will be locked and the keys will be stored at the main gatehouse (precaution in case of fire) and, at the contractor's discretion, secured against misuse
37. The contractor will secure all flammable liquids and gases on the construction site in accordance with applicable regulations.
38. Any failures or incidents threatening the environment must be immediately reported to HSSE of SFO (oil spills etc.).
39. At H55 – Rolling Mill, H48 – Raw Material Warehouse and neighbouring areas used for the loading and unloading of material, all rules for manipulation with soot must be observed; this also applies to other bulk materials. These principles also apply to sources of dust related to

the installation and maintenance of machinery in these environments. For work that requires it, appropriate cleaning equipment must be provided. The costs of damages caused by a failure to follow the rules will be borne by persons or companies during whose activities the dust had been released.

40. In the building 110 (warehouse) and on the 2nd floor of the building 56 is installed fire extinguishing equipment (sprinklers). Contractor is prohibited without written permission SFO to carry out any work that could lead to damage of the sprinkler's head and subsequent accidental extinguishing.

41) Photographing and video shooting is prohibited in the entire SFO premises without the Client's consent.

Risk information:

1. Risk of injury in collision with a forklift, drum or **other type of vehicle**
2. Risk of injury in contact with a chemical substance or mixture
3. Risk of an electrical injury
4. Risk of injury through compression between machine parts
5. Risk of injury caused by a fall on an uneven surface
6. Risk of falling from a great height if collective or personal safety measures are not observed
7. Risk of injury through crushing or impact by a heavy load. Fall of material from heights during vertical or inclined transportation Fall of the elevating mechanism used for vertical or inclined transportation Fall of material or tools from heights due to careless handling
8. Risk of injury by being pulled between rotating machine parts, **interception, winding up**
9. Risk of injury in contact with a hot surface
10. Risk of injury due to a combustible environment
11. Risk of burning by flame
12. Risk of cold burns
13. Risk of injury due to unauthorised entry into a workplace or designated area while work at height is being performed or under lifts, silos or containers
14. Risk of slipping on muddy or frosty terrain, risks caused by potholes and other surface irregularities
15. Risk of tripping over stored material or tools
16. Dust, noise
17. Burns caused by hot metal spattered during grinding, welding etc.
18. Fire caused by insufficient removal or covering of easily combustible substances
19. Risk of injury caused by lingering in an area where vehicles turn, reverse or perform other maneuvers, not respecting acoustic or other predetermined signals from the driver
20. Risk of injury when climbing over, jumping over or stepping on conveyor belts and leaning or placing objects on their construction or the belts themselves
21. Injury caused by unauthorised entry into a distribution station, transformer station, gas regulation station, **warehouses, etc...**
22. Risk of falling on stairs due to wet shoes or soles.

IMPORTANT TELEPHONE NUMBERS

Internal:

External:

In case of an accident, fire, equipment failure:

<u>Fire hotline</u>	<u>556 763 222</u>	<u>Fire Rescue Service</u>	<u>150</u>
<u>Fire Department of SFO</u>	<u>556 763 555</u>	<u>Emergency medical service</u>	<u>155</u>

HSE Department 556 763 355
Chief Engineer 556 763 240
Ecologist 556 763 461
Doctor 556 763 399

Czech Police 158
Emergency number 112

(7:00am-3:00pm except Saturdays, Sundays and holidays)

**Contact person for SFO, phone:
organisation, phone:**

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Contact person for the external

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