

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)

- I.** While performing the Work, the Contractor shall be obliged to comply with all fire regulations, especially Act 133/1985 Coll., on fire protection, as amended, and other implementing legislation. Further, the Contractor shall comply in the premises of the Client with the obligations as laid down in the guidelines of the Client of which the Contractor was demonstrably informed before starting work. Should the Contractor breach this obligation, the Contractor shall pay the Client a penalty in the amount of CZK 1,000 (one thousand Czech crowns) for each such breach.
- II.** The Contractor is aware that activities with increased fire risks are operated in the premises where the Work shall be performed. The Contractor undertakes to fulfil the requirements as laid down in Decree 87/2000 Coll. and proceed in accordance with the guidelines of the Client. Should the Contractor breach this obligation, the Contractor shall pay the Client a penalty in the amount of CZK 1,000 (one thousand Czech crowns) for each such breach.
- III.** While performing the Work, the Contractor shall comply with the relevant safety, health protection, and fire prevention regulations and fulfil the conditions laid down in the laws and implementing regulations. Further, the Contractor shall comply in the premises of the Client with the obligations as laid down in the guidelines of the Client of which the Contractor was demonstrably informed before starting work. Should the Contractor breach this obligation, the Contractor shall pay the Client a penalty in the amount of CZK 1,000 (one thousand Czech crowns) for each such breach.
- IV.** Throughout the performance of the work, including the time required for the removal of defects, if any, the Contractor shall protect the property of the Client against damage, deterioration, destruction, loss or theft and to take all necessary measures to protect such property. Should the Contractor breach this obligation, it shall be liable for any damage thus incurred, including any environmental damage.
- V.** The Contractor shall be held liable for keeping the workplace handed over to it clean and in order and undertakes to ensure, at its own expense, the cleaning up of the workplace after the completion of its works. Should the Contractor breach this obligation, the Contractor shall pay the Client after the completion of works a penalty in the amount of CZK 1,000 (one thousand Czech crowns).
- VI.** The Contractor is the originator of waste generated during its operations in compliance with Act 540/2020 Coll., as amended. The Contractor shall at all times be obliged to comply with the provisions of Act 540/2020 Coll. and its implementing regulations. Should the Contractor breach this obligation, the Contractor shall pay the Client a penalty in the amount of CZK 5,000 (five thousand Czech crowns) for each such breach.
- VII.** The Contractor shall dispose of any waste generated in the course of its activities at its own expense. The waste disposal means the destruction or removal of waste from the premises, buildings, and areas of the Client. Should the Contractor fail to do so, the Client shall be entitled to dispose of such waste at its own expense and charge the Contractor the corresponding costs.
- VIII.** The Contractor shall not discharge into the sewage system of the premises any harmful substances as defined in Annex 1 to Act 254/2001 Coll., on waters and amending some other acts (Water Act), as amended. Should the Contractor breach this obligation, the Contractor shall pay any damage demonstrably caused by such breach.
- IX.** The client has implemented an employee health and safety management system in accordance with ISO 45001 and an EMS environmental protection system in accordance with ISO 14001. All persons authorized by the supplier to perform the agreed services at the client's site have an impact on this system through their actions, and for this reason must comply with all legal requirements, in particular those related to the safety of persons, health protection, fire protection and environmental protection.

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) a **temporary entry permit** corresponding to a **list of employees** stored at the gatehouse and regularly updated by the contractor;
  - b) or an **individual entry permit** issued by an employee of the HR department of SFO following a request of the external company.
  - b) **Vehicles and technical vehicles** may enter the premises of SFO only if they have a valid permit, placed visibly behind the windshield on the dashboard.
  - d) Taking any material away from the premises of SFO s.r.o. is only allowed to holders of a written permit (document) from the Chief Engineer (CE) or his or her representative. Approved permits must be handed over at the gatehouse when leaving with the material.
2. Contractors' employees must wear a reflective (safety) vest in all areas of the company. It is mandatory to wear reflective (safety) vests in all areas of the company.
  3. Contractors' employees must wear a protective glasses (**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 Semperflex Optimit s.r.o., 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 also 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. Observe regulations applicable to your job and workplace; respect the safety regulations of people working nearby.
19. 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.
20. Without permission from SFO, it is not allowed to manipulate with electrical wiring and equipment.
21. Do not manipulate with machinery that you haven't been designated to operate.
22. Have all your injuries treated and record them in your book of injuries. In case of a serious workplace accident (with anticipated absence), the workplace must remain as it is until the case is investigated, unless documentation is agreed upon and taken (photographs, video recording etc.) with participation of the employer of the injured person.
23. Within the premises, **respect the ban on smoking and manipulation with naked flame** outside designated areas.
24. 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.
25. Keep all roads clear for SFO's HSSE vehicles
26. 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 fire protection technician or the head of HSSE, it is not allowed to interfere with these devices in any way.
27. Demolition, welding and other work in places with electronic fire alarms (near buildings of SFO s.r.o.) 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 HSSE (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.
28. In case of fire, call HSSE at phone number 222 (or 555) – see the "Fire Alarm Plan".
29. 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).
30. 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.
31. The maximum allowed speed for all vehicles on SFO premises is 15 km/h.
32. 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.
33. 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
34. The contractor will secure all flammable liquids and gases on the construction site in accordance with applicable regulations.
35. Any failures or incidents threatening the environment must be immediately reported to HSSE of SFO (oil spills etc.).
36. 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.

**37.** 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.

**38) 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 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
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 manoeuvres, 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...
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>
<u>Safety Engineer</u>	<u>556 763 355</u>	<u>Czech Police</u>	<u>158</u>
<u>Chief Engineer</u>	<u>556 763 240</u>	<u>Emergency number</u>	<u>112</u>

Ecologist 556 763 461  
Doctor 556 763 399  
(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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## TRAINING PROTOCOL

for employees of third-party organisations working (staying) at the working sites of Semperflex Optimit s.r.o. (SFO) in accordance with the rules of occupational safety, fire protection and environmental protection

The training remains valid for 12 months from the day of training

Declaration by participants: I confirm with my signature that I have passed the training in the described scope and that I understood its theoretical and practical content

Training conducted by: .....

Signature: .....

