

Conditions of Occupational Health and Safety, Fire Prevention and Environmental Protection for External Persons Staying on the Premises of Pars nova a.s.

Any persons who are carrying out work in Pars nova or are staying in Pars nova because of some other reason are obliged to observe legal regulations relating to occupational health and safety, fire prevention and protection of the environment (Labour Code, relevant laws, regulations, government decrees, Act on Fire Prevention), as well as principles of safe conduct in the workplace and defined work procedures and agreed signs in order not to endanger their health and lives or those of other persons.

GENERAL PRINCIPLES OF OCCUPATIONAL HEALTH AND SAFETY AND FIRE PREVENTION

1. Upon arrival at the company, it is necessary for external persons to know the name of the contact person in Pars nova, i.e. of an employee who is “responsible” for the performance of the relevant activity and for the presence of the external person on the company’s premises (the contact person is specified in the order and/or in the contract and/or it is an employee who arranged the performance of the activity with the external person in another way) and the external person must tell this name to the security guard in Pars nova.
2. External persons are obliged to move only on roads which are designated or maintained as freely passable; they must not climb to heights (unless necessary training has been provided); they must not move under transported loads and in dangerous proximity to machinery; they must not approach live parts of powered equipment or enter the testing room and the testing track; they must not step in front of or between moving carriages and means of transport; walking in the trackage, climbing over carriages, walking between uncoupled carriages and walking in the loading gauge of electric railway vehicles as well as in other spaces with prohibited access are forbidden. External persons are obliged to stay only in designated workplaces; they must not leave them arbitrarily; they must not enter other areas, use or handle machinery and electric appliances with whose operating instructions they have not been made familiar and with whose operation they have not been tasked.
3. External persons are obliged to behave in such a way so as not to cause fire or injury; they are obliged to inform the contact person of the Company of any noticed or found-out failings and defects which could endanger safety or health.
4. They are obliged to use protective work equipment and aids during work.
5. They must keep workplaces, roads, sanitary and social facilities tidy and clean; they must not cause damage to buildings, social facilities and other property.
6. They must take all possible measures aimed at reducing and/or eliminating dust, noise and smell at the site where the agreed work is to take place in order to preserve a suitable working environment of Pars nova employees. They must prevent spreading of dust by using suitable covers and curtains during construction work, dust extraction and other means for catching dust. They must organize their work so that work which is accompanied by increased noise and smell will be carried out outside the main work shift.
7. If entry by car is allowed on the premises, external persons must respect the speed limit and respect the right of way of railway vehicles during driving on the premises of Pars nova; they are allowed to enter the production shops in vehicles only in unavoidable cases (loading/unloading, execution of work by equipment integrated on a vehicle) in order not to increase the concentration of harmful substances in the work environment of the employees; they must not leave the engine of the vehicle running if it is not necessary after entering the production shops in unavoidable cases; they must use only designated parking places or possibly other hardstand areas indicated by the contact person of Pars nova. It is forbidden to park vehicles on green areas.
8. They must observe the traffic and safety signs which are located in Pars nova and obey warning signals and agreed signs. They must not damage or decrease the effectiveness of the safety signs, designations and equipment on the entire premises.
9. They must pay increased attention while walking, especially while walking down the stairs, at the production or testing workplaces; they must pay attention to sunk rails, pay attention while moving in the technological trackage of the operating shops, pay attention to fastening bars, extended hoses, moving and flexible supply lines and other obstacles in the paths, pay attention while moving under structures, scaffolding, assembly platforms, in cable ducts and at other places where there is a risk of head injury.
10. They must not use alcoholic drinks and other addictive substances at the workplaces and during the working

hours even outside the workplaces. They must not smoke on the entire premises of the company with the exception of places designated as “Smoking zone”.

11. They must not obstruct escape, evacuation and main routes, exits and accesses to fire extinguishers, electric distribution boards and main valves (gas, water, steam, etc.) with any objects or material. These premises must stay permanently free and accessible.
12. They must respect and observe the “Fire Prevention Regulations of Workplaces” and the “Fire Alarm Regulation of Pars nova”; they must demand to be presented with these documents before commencing their activity from the contact person in Pars nova – before commencing welding activities they must demand the issue of a written order for this activity and to be provided with subsequent eight-hour supervision. The reception of Pars nova serves as the fire reporting service.
13. They must report to the contact person of Pars nova any injury which occurred during the performance of tasks or their stay in Pars nova. They must cooperate effectively in identifying the causes of the injury, in writing a record of the injury and even in the case of further investigation.
14. Before commencing work in Pars nova it is necessary for the senior employees of both contracting parties to confirm the “Record of Handing Over a Workplace to an External Person“ in writing; this record includes further instructions, warnings, etc.
15. The senior employee of the external person is obliged to inform the contact person in Pars nova and the senior employee at whose workplace the external person is working, in writing, of the risks resulting from the person’s activity and of measures taken to protect against these risks.
16. The contractor is responsible for the validity of professional licenses of its employees and their medical fitness for performing the relevant activity for the ordering party or on the ordering party’s equipment, and it is also responsible for the safety of the used tools or equipment and for the disciplined conduct of its employees.
17. Reporting of emergencies

Emergency telephone numbers

Fire and injury reporting service – reception	ext. 111, 263, 252 583 365 111, 583 365 263, 583 365 252
Emergency reporting service	0 – 112
Fire Rescue Service	0 – 150 (0 – 950 785 011)
Police of the Czech Republic	0 – 158 (0 – 974 779 111)
Emergency medical service	0 – 155 (0 – 583 397 112)
Company doctor	ext. 541

Emergency and breakdown services of energy suppliers

Electricity supplier	0 – 840 850 860
Gas supplier	0 – 12 39
Water supplier	0 - 583 317 202
Transformer station Pars	ext. 521 (0 – 583 365 521)

Representatives of Pars nova a.s.

Head of operations and maintenance – Ing. Bohumil Vlach	ext. 385 (0 – 583 365 385) mobile - 724 632 202
Maintenance supervisor – Alexandr Rosák	ext. 138 (0 – 583 365 138) mobile -724 632 187
Fire prevention and OHS technician (company CIVOP s.r.o.)	737 205 094

Bc. Tomáš Prchlík	603 855 085
Ing. Michaela Timková	736 505 669

GENERAL PRINCIPLES OF ENVIRONMENTAL PROTECTION

Every external legal person and physical individual is obliged to prevent pollution or damaging of all parts of the environment (air, water, soil, organisms) and to minimize the negative effects of its activity on the environment during its work and stay in Pars nova.

Waste handling

1. **External persons must not dispose of any waste produced during the agreed activity and during the stay of persons who perform this agreed activity in Pars nova into dustbins, waste containers and other waste collection equipment of Pars nova!**
2. They must arrange disposal of all waste which will be produced/has been produced as a result of the agreed activity and the stay of all persons performing this agreed activity in Pars nova at their cost (an external person is the “originator of waste” according to the Act on Waste).
3. They must not discard waste freely on the premises of Pars nova – they must not create open dump sites and undesignated waste collection sites. They must provide containers for collecting waste at their cost and distinguish these containers clearly by labelling from the dustbins, waste containers and other waste collection equipment of Pars nova.
4. They must dispose of waste produced from the performed activity immediately after the waste container has been fully filled or regularly so as to keep the premises of Pars nova tidy.

Water protection

5. External persons may enter Pars nova only with vehicles, mechanization and machines and equipment which is in good condition, without a risk of dripage and leakage of operating fluids – oils, fuel, etc.
6. They must not wash vehicles and mechanization in Pars nova or spray them with water.
7. If possible, operating fluids should be filled in outside Pars nova; in unavoidable cases the place where filling will be carried out must be protected against leakage of fluids in the soil and subsoil by means of drip trays, absorbent mats and other means.
8. If, in connection with an activity, it is necessary to bring to Pars nova chemical substances or chemical mixtures (agents) and/or equipment which contains chemical substances or agents “in larger quantity”, i.e. more than 1000 l of liquid and/or more than 2000 kg of solid substances or agents, external persons must inform the representative of the EMS management in Pars nova of this fact and discuss it with her before the commencement of the activity.
9. When using chemical substances, chemical mixtures (agents) and other harmful substances (diesel, petrol, oils, solvents, chemicals, paints, etc.) they must pay increased attention to their handling, i.e. they must close the containers, clean the containers from the outside, secure them against overturning, secure dripping points with drip trays, store them outside transport routes, etc.
10. They must not pour any remnants of chemical substances, mixtures and other harmful substances (e.g. remnants of degreasers, coatings, etc.) into washbasins, sinks, gullies and sanitary facilities.
11. If a leakage of harmful substance has occurred, everyone must stop their work immediately after the leakage has been found and prevent further leakage of the harmful substance and spreading of contamination; the affected area must be covered with absorbing material, preferably with sawdust, textiles or special absorbent equipment (Absodan Plus, absorbent towels, mats, etc.) or at least with sand or soil; it is also possible to use the equipment of designated emergency spill kits (yellow bins of 120 l designated with the text “EMERGENCY SPILL KIT”) located on the premises of Pars nova. After the above-described response, the event must be reported to the reception of Pars nova immediately and it is necessary to follow the received instructions.

Handling of chemical substances and chemical mixtures (agents)

12. Prior to commencing work in the Company external persons must inform the representative of the EMS

management in Pars nova of any hazardous chemical substance or mixture (agent) and/or equipment containing a chemical and discuss with her the manner of their use and the possible risks resulting from their use for the Company.

13. They must not store and use any hazardous chemical substances or compounds (agents) which have properties like "highly toxic", "toxic", "caustic", "carcinogenic", "mutagenic" or "toxic for reproduction" as well as objects which contain these chemicals or compounds on the premises of Pars nova. If their use is necessary for the performance of the agreed activity, the method of their use must be provably discussed with the representative of the EMS management in Pars nova prior to the commencement of the work.

Air protection

14. External persons must not burn any things or objects (waste, packaging, branches, grass, etc.) in Pars nova.
15. They must carry out service and repairs of cooling and air conditioning equipment which contains regulated substances and fluorinated gases exclusively by means of a person authorized to perform this activity.

Protection of greenery

16. External persons must prevent damage to greenery during the performance of the agreed work – they must leave materials and objects and park vehicles exclusively on hardstand areas and/or areas indicated by the contact person of Pars nova.
17. They must report accidental and unexpected damage to greenery during the performance of the activity immediately after the event to the contact person in Pars nova and subsequently they must discuss the manner of remedying the damage with the representative of the EMS management in Pars nova.
18. After completion of the agreed activity if there has occurred inevitable destruction of greenery, they must ensure its restoration. The manner of the restoration must be discussed with the representative of the EMS management in Pars nova prior to its commencement.
19. Reporting of emergencies concerning the environment

Incident reporting service (leakage of harmful substances) - reception	111, 263, 252, 583 365 111, 583 365 263, 583 365 252
Representative of EMS management in Pars nova - Ivana Valouchová	Telephone - 570, 7570 Mobile - 724 156 035 Fax – 583 365 410 E-mail: ivana.valouchova@skoda.cz

Anyone who causes ecological damage by damaging the environment or by other unlawful conduct is obliged to restore the natural functions of the damaged ecosystem or its part. If it is not possible or purposeful due to serious reasons, the person is obliged to recompense for the ecological damage in another way (alternative performance); if this is not possible, the person is obliged to recompense for this damage financially. Combining these compensations is possible.

GENERAL RISKS PRESENT ON THE PREMISES OF THE COMPANY

External employees and persons who are staying in Pars nova take into account that the below mentioned risks may affect them in Pars nova and they are obliged to follow instructions of the contact employee or of the heads of the individual production workplaces and to use necessary PPE in order to protect their health. Employees of the contractor must not commence their work in Pars nova without observing all the below-mentioned principles and measures.

RISK	WHERE	MEASURES
------	-------	----------

TRIPPING, FALLING OF A PERSON	all grounds; shops with inspection pits, including outdoor areas and roads	<ul style="list-style-type: none"> - persons must stay only behind the protective handling zone; they must use protective work footwear and observe protection against falling and slipping; - they must stay only on roads and paths designated for this purpose; - they must pay attention while moving at a workplace (tripping over hoses, extension cords, anchoring parts of jigs, tracks, etc.); - no entry to roofs, crane and raised workplaces without permission; - suitable ladders, platforms and gangways must be used; improvised raised workplaces must not be used; - they must use a securing rope system during work on the roof and the carriage roof; - they must use bridges for passing over channels
DUST AND WELDING AEROSOLS	machine fitting and welding workplaces, blast room	<ul style="list-style-type: none"> - they must use protective respirators; - they must ventilate and use dust extraction; - no entry of unauthorized persons to hazardous areas (e.g. blast room, etc.)
NOISE	machine fitting and welding workplaces, blast room workplaces, paint shop, testing room of combustion engines	<ul style="list-style-type: none"> - they must use ear protectors
HARMFUL CHEMICAL POLLUTANTS	paint shop, lacquering workplaces, grinding – rooms 1 and 2, degreasing workplaces (Velsol, gasoline cleaning agent, diesel, Metasolv), hydromats, impregnation workplace, lamination, bonding	<ul style="list-style-type: none"> - no entry of unauthorized persons to the paint shop when coatings are being applied and to the paint mixing room without the knowledge and presence of the workplace supervisor; - they must use PPE – a half face mask with a filter against vapours of organic solvents, a protective respirator, gloves, clothing; - they must ventilate and use extraction regularly
CHEMICAL SUBSTANCES AND MIXTURES, CHEMICAL BURNING	work with chemical substances and agents, warehouse of chemical substances, warehouse of hazardous waste, repair shop of storage batteries, water treatment plant QUINS, high-pressure cleaning, body shop, cleaning facility Blümark, operation of spraying machines, maintenance of pipes, cleaning of aluminium parts	<ul style="list-style-type: none"> - use of PPE (gloves, goggles or face shield, respirator, etc.); - they must follow: <ul style="list-style-type: none"> • recommendations in the safety data sheet, hazard symbols, H and P statements; • instructions for use; • storing only in designated and safe areas; • the emergency plan; • rules for work with hazardous chemical substances or mixtures
GETTING CAUGHT, PULLED BY A MACHINE	workplaces with machine tools, lathes, pedestal grinders, drills, saws, positioning jacks, semi-automatic welding machines, mobile scaffolding, etc.	<ul style="list-style-type: none"> - no entry to the danger area of machines; - they must not stay in the vicinity of revolving parts of machines, cutting and pressing parts; - loose clothes, scarves, bandages, gloves, chains and bracelets must not be worn; long hair must be covered and plaited

GETTING HIT BY FRAGMENTS OF MATERIAL	machine fitting and welding workplaces, workplaces of metalworking machines, band saws and metal-slitting saws	<ul style="list-style-type: none"> - they must use protective goggles or a face shield; - use of a protective cover during work; - no entry outside designated routes and no entry to danger areas
GETTING GRIPPED BY A GATE	sliding electrically controlled gate, rolling gate	<ul style="list-style-type: none"> -no entry on foot or in a vehicle to the danger area of a lifting gate if it is moving; - adequate lighting of entry points; functional sensors against gripping
LOADS – FALLING/HITTING/GETTING CAUGHT UNDER A LOAD/INJURY CAUSED BY SHARP EDGES	handling and transport of loads, warehouses and storing areas, loads stored in open spaces	<ul style="list-style-type: none"> -it is forbidden to stay under a load or in the zone of undesired movement; - they must use protective hard hats, gloves; - stops preventing movement must be used when loads are placed; - objects must not be placed in the vicinity of a free edge; - work above other persons must be avoided; - rules of safe handling of material must be observed; - instructions of binders and warning signs must be observed, instructions of responsible employees must be followed
COLLISION WITH A VEHICLE, WITH MOVED PARTS OF VEHICLES	industrial railway and road vehicles, mechanization, electrocars and forklifts, outside and inside transfer table	<ul style="list-style-type: none"> -they must observe traffic signs on the premises; -the maximum speed limit of 20 km/h. outside and 5 km/h. inside operating shops must be observed; - they must respect the right of way of railway vehicles; - no entry in the trackage; - they must drive means of transport only with a valid licence; - they must pay increased attention when moving on the premises of the Company; walking slowly and no running; - it is forbidden to use portable music players; -it is necessary to pay attention when walking from behind a corner; -it is forbidden to climb on the transfer table when it is moving
RADIATION, BURNING	workplaces of flame cutting machines and welding workplaces, paint shop	<ul style="list-style-type: none"> - PPE must be used during welding; - welders must be informed of work taking place in their vicinity; - protective curtains and screens must be used
EMERGENCY (ACCIDENT, FIRE, INJURY, ...)	all workplaces of the company	<ul style="list-style-type: none"> -they must be familiarized with the location of equipment for handling an emergency event at the workplace (dry powder fire extinguishers, hydrants, first aid kit, emergency kits, valves for closing the supply of water, gas, electricity, etc.); - all emergencies must be reported; - all states which may lead to emergency must be reported; -work outside a workplace intended for permanent welding may be carried out only with a “Welding Order”
ELECTRICAL INJURY	distribution boards, switching stations, transformer station, testing room, testing workplace of electrical equipment, craneways, cable ducts, electrical devices of machines and technical equipment	<ul style="list-style-type: none"> - it is forbidden to make any interventions in the equipment, to use damaged tools, to place cables on roads and paths; - protective zones to equipment must be observed; - if work is being carried out on equipment, this equipment and its main switches must be fitted with a “Do not switch on” sign – secured against unauthorized switching on; - only workers with relevant professional qualification may perform work on electrical equipment
WASTE	work with materials containing hazardous substances	<ul style="list-style-type: none"> -sorting of produced waste; - storing of waste in designated areas; - take-back of products; - before finishing their activity, they must carry out thorough cleaning and remove everything left over from their activity

AIR	machines and equipment polluting air (emissions)	<ul style="list-style-type: none">- use of equipment reducing production of emissions;- no burning of any materials on the company premises
------------	--	--

Name of external organization/individual:	
Address of the registered office of the external organization/individual:	
ID:	
Representative of the external organization/individual who familiarized the persons or arranged it:	

By signing this document the undersigned confirm that they have been familiarized with the above given Conditions of Occupational Health and Safety, Fire Prevention and Environmental Protection for External Persons Staying on the Premises of Pars nova a.s. and that they will observe the stated obligations.

Date	Name and surname	Date of birth	Signature

If needed, please attach another sheet.

The record of familiarization of persons should be sent in writing or by e-mail or telefax or delivered personally to Pars nova a.s. (contact person in Pars nova) no later than before any of the external employees or authorized persons enters the premises of Pars nova a.s.