

TRAINING SYLLABUS - THE PRINCIPLES OF OCCUPATIONAL HEALTH AND SAFETY AT THE COMPANY ŠKODA ELECTRIC a.s. FOR THE EMPLOYEES OF EXTERNAL ORGANISATIONS

General principles of occupational health and safety

(the **ordering party**, meaning the person responsible for the governance of the external organisation at ŠKODA ELECTRIC a.s., familiarises the external provider with the training syllabus before activity gets underway)

ŠKODA ELECTRIC a.s. has an established "Occupational Safety Management System" in place. The objective of that system is to ensure an active approach to improvement in all areas and activities relating to occupational health and safety. For this reason we also require that our suppliers adhere to the principles detailed below:

The employees of external organisations are primarily under obligation:

1. To respect the legitimate requirements of security service staff (gatehouse - show an ID card on entry, documents of material, tools, items, etc. taken off the premises); when it is suspected that a person is under the influence of alcohol, members of the security service are authorised to refuse entry to the premises.
2. When using a motor vehicle on the ŠKODA ELECTRIC a.s. premises, to adhere to the valid traffic regulations and the set speed limit of 20 km per hour, and to park only in designated parking areas.
3. To move around ŠELC premises and adjacent roads and walkways pertaining to ŠKODA ELECTRIC in a disciplined manner, to respect warning and prohibition safety signs and audio signals, and not to enter areas which unauthorised persons are not permitted to access without the consent of the authorised person at the relevant workplace.
4. During their time at the company, particularly in production and storage areas, to follow the instructions of the company employee who is authorised to work with them and ensure their safety (hereinafter referred to as the "company's contact person").
5. To attend to their own safety and to the health of persons directly affected by their actions, to the best of their abilities, to prevent and reduce the possible risks of a threat to health, the occurrence of an accident, damage to property and equipment.
6. When identifying risks which pose a threat to health, to report this to the company's contact person.
7. When moving around production and storage areas, to use the prescribed protective equipment - protective hat or helmet, the prescribed protective footwear - minimum S1, and where appropriate protection of the ears, eyes, respiratory organs, etc. at the designated workplaces. Further, PPE according to the activity being carried out - see valid legislation and assessment of risks at the relevant workplace. Do not enter in loose, flapping clothing or in shorts or a skirt (minimum length beneath the knees).
8. Do not climb to heights of over 1.5 m if you are not trained in and medically fit for such action, do not linger under suspended loads and in dangerous proximity to machinery, and use the designated roads and walkways.
9. Not to violate the binding provisions of general and internal regulations for the assurance of occupational health and safety and fire protection (Act No. 262/2006 Sb, the Labour Code, Assessment and Identification of Work Risks, Occupational Health and Safety, Provision of PPE, Fire Alarm Guidelines, Fire Evacuation Plan, etc. If required, to make an emergency call: Emergency services: 112 Ambulance service 115 Police of the Czech Republic 158 Fire Rescue Service 150 - mobile telephone, when calling from a landline, use 0 as the dialling code.
10. When working at a height, meaning 1.5 metres above the ground, to adhere to the set rules of occupational health and safety according to Government Regulation 362/2005 Sb.
11. When using an elevator, to respect the specialised operating instructions and do not exceed the set number of persons.
12. When working with computer and office technology, to limit such work to operation only. Do not interfere with its technical parts when live. To respect the instructions of specialised manuals and in doing so reduce the risk of injury.
13. To adapt their workplace according to ergonomic requirements so as to best suit the relevant activity.
14. To respect the smoking ban on ŠELC premises (smoking is only permitted at the designated and indicated places) according to the Work Regulations and the ban on taking alcoholic beverages and intoxicating substances on to the premises and consuming such drinks and using such substances at all company workplaces, and outside the grounds. To undergo a test to ascertain the presence of alcohol on the breath or a test for intoxicating substances, at the request of the appointed senior employee.
15. Should an accident occur (minor injury included), to seek treatment at the company, to be treated and to have a senior (contact) employee at the company record this fact in the Accident Log, and subsequently report the incident to the OHS and FP Officer and the Safety Officer.
16. External employees may carry out activity for ŠKODA ELECTRIC based on a valid contract and on the condition that they satisfy professional competency requirements (the required qualifications, valid medical examination) and adhere to all instructions to concern OHS, FP, and environmental protection.

17. To treat the confidential information provided to them at the company solely according to the instructions of the company's contact employee and to respect the ban on taking photographs at the company without the relevant permission.
18. This training is valid for one year and the workers of external organisations will be trained again should they change the workplace at which they carry out activity at ŠELC according to Guidelines RD06_SM-BOZP-11.

Specific requirements on the assurance of occupational health and safety

(training provided by the responsible senior employee at the relevant workplace)

Further instructions for the employees of external organisations:

1. The employees of external organisations may only move around the production hall along the marked walkways and aisles; these are marked out with yellow strips.
2. To facilitate the crane-handling of loads, not to linger or walk under suspended loads, and not to enter a space where loads are being handled. To respect the instructions of crane operators and slingers.
3. It is possible to enter individual local workplaces at the production hall after undergoing training which focuses on the special requirements of safety at work (*familiarisation with the risks of possible danger to health, familiarisation with the PPE used, familiarisation with technological processes, with the main electricity off-switch, with gas and water stopcocks, and with the principles of fire protection*), as ensured by the competent senior employee responsible for that particular local workplace. Each local area of production requires particular training (*individual centres at ŠELC*).

External employees take note that they may be put at risk by the risk factors specified below at the company's production workplaces and, for the protection of health, are under obligation to respect the instructions of the contact employee or of the heads of individual production workplaces, and to use the required PPE.

Dust and welding fumes: (locksmithing and welding workplaces traction motors/TRM).

Noise: (locksmithing workplace, test centre TRM)

Harmful chemical substances: (TRM Preservation Treatment workplace, cleaning copper 5th section in production hall TRM, 4th floor - propulsion units)

Small fragments of material: (locksmithing and welding workplaces, metal-working machinery workplace, tooling centre).

Work with glass fibre: (the risk of eczema, irritation of the mucous membrane - coiling manufacture and coil reeling TRM)

The risk of electric shock: (switchboards, crane tracks, cable channels, electrical equipment of machinery and technical equipment, TRM test centres, building 49 test centres - high-voltage test centre up to 1,000 V, output inspection of trolleybuses building 33).

Warehouse: (ban on entering the space of storage and retrieval equipment - central warehouse TRM, 5th section crate storage and retrieval equipment, ban on moving between the racks in building 33).

Being jammed in gates: (sliding electrically-controlled gate, double gate)

Loads - falling/impact/slamming/injury on sharp edges: (handling and transporting loads, warehouses and storage areas, loosely stored loads, ban on going under a free-hanging load).

Collision with a vehicle: (track and road vehicles, including electric rail vehicles in buildings 77 and 49, industrial trucks).

Radiance: (welders' workplace 6th section)

Hazardous substances: (engine washing workplace and combustibles warehouse building 49, preservation treatment division TRM, copper cleaning workplace 5th section TRM, wave soldering 4th floor - propulsion units).

4. It is not permitted to shorten your route to the place of carrying out work through a local production area or storage area for which training in OHS, FP, and environmental protection has not been provided to the concerned external employees.

TRAINING SYLLABUS - THEMATIC PLAN AND TIME SCHEDULE FOR FP TRAINING AT THE COMPANY ŠKODA ELECTRIC a.s. FOR THE EMPLOYEES OF EXTERNAL ORGANISATIONS

Organisation of fire protection at a local workplace

(training provided by the responsible senior employee at the relevant workplace)

The employees of an external organisation are under obligation, in order to ensure fire protection: *Time allocation 10 minutes*

- To act in such a way that their activity does not start a fire.
- To fulfil orders and adhere to prohibitions to concern fire protection at the designated places.
- To familiarise themselves with fire alarm guidelines, and to observe them in the case of fire.
- To familiarise themselves with escape routes and exits,
- with the location of portable fire extinguishers and wall hydrants.
- To extinguish a fire or take the necessary measures to prevent its spread, whereby they may not expose themselves or other persons to danger or risk.
- When an evacuation is announced, to leave the building according to the instructions of the preventive fire patrol or the competent senior employee at the company using the closest emergency exit and go to the assembly point.
- To provide personal or material assistance at the call of the chief of the fire rescue service.

The employees of an external organisation may not: *Time allocation 5 minutes*

- Damage, remove, or destroy instructions, guidelines, and signs used for fire protection.
- Handle a naked flame and combustibles.
- Damage, misuse, or in some other way disable the use of fire protection resources.

Principles for the use of fire extinguishers: *Time allocation 10 minutes*

- Portable fire extinguishers are only suitable for extinguishing a small fire in its infancy. An extinguisher works for around 1 minute. A water extinguisher may not be used in places where there is live electrical equipment. Maximum caution is required when using a CO2 extinguisher - the possibility of frostbite to the skin.
- Choose a place around 1 metre from the burning object from where to extinguish it (so as to be able to leave the area after intervening).
- Remove the safety catch and begin extinguishing.

TRAINING SYLLABUS - ENVIRONMENTAL PROTECTION AT ŠKODA ELECTRIC a.s. FOR THE EMPLOYEES OF EXTERNAL ORGANISATIONS

Organisation of environmental protection:

(the **ordering party**, meaning the person responsible for the governance of activity of the external organisation at ŠKODA ELECTRIC a.s., familiarises the external employees with the training syllabus)

ŠKODA ELECTRIC a.s. has an established "Environmental Management System" (EMS) in place. The objective of that system is to ensure an active approach to improving the environment. For this reason we also require that our suppliers adhere to the principles detailed below and we favour the use of chemical substances and products which are considerate to the environment.

Fundamental rules of conduct on the premises of ŠKODA ELECTRIC a.s. in relation to environmental protection

a) Waste - fundamental obligations

- The producer of a work is under obligation to dispose of waste produced during the delivery or execution of the work using its own means, at its own expense, and at its own responsibility, unless agreed otherwise **in writing**. Packaging from delivered material, including pallets, is also subject to this regime.
- Small items of municipal waste may be placed into the bins at ŠKODA ELECTRIC, subject to agreement, in that the obligation stands to sort waste into the collecting bins according to individual types:
 - paper = **blue bins** (only clean paper)
 - plastic = **yellow bins** (only clean plastic)
 - municipal waste = **black bins** (do not put hazardous waste in with municipal waste)
 - oily fabrics, work clothing, used sorbents = **red bins** (hazardous waste)
 - metal waste = place in the steel boxes marked "Železo a ocel" (Iron and steel), waste number 170405.

Collecting bins are marked with a waste code, a description in words, and the name of the responsible person. If anything is unclear about disposing of waste, it is necessary to contact the contact person specified in the order or the person specified below.

b) Protecting water - fundamental obligations

- Keep order at the workplace.
- Barrels, IBC boxes, canisters, buckets, and other larger containers containing oil, emulsions, and other objectionable substances must always be put into collection tanks of such a volume as has the largest stored container.
- Should lubricants, operational fillers, chemicals, paints, or other liquids leak, immediately inform a representative of ŠKODA ELECTRIC and prevent those substances from leaking outside the secured area; for example, into the sewer system or under steel hatches. Red containers marked “HAVARIJNÍ SOUPRAVA” (EMERGENCY KIT) equipped with catching receptacles are available for such purposes at all workplaces; workplace foremen have the keys.
- Do not pour the remains of chemicals into wash basins, sinks, or the sewer system.

Minor spills of such substances must be dealt with immediately using the available emergency resources - cloths, Vapex, or other liquid sorbents.

c) Chemical substances and products - fundamental obligations

- Adhere to the instructions set out in the safety data sheets of the chemical substance or product for storage, handling, and treatment.
- Before commencing work, submit for approval the safety data sheets of all chemical substances that will be used.
- Use chemical substances in the corresponding and regulation-prescribed packaging, even in cases when they will be poured into smaller, non-original containers.
- It is prohibited to use packaging from drinks and food as a replacement container for chemical substances (even for oils, emulsions, paints, thinners, etc.).
- Packaging from chemical substances and waste contaminated with chemical substances must be disposed of using your own means, at your own expense, and at your own responsibility, unless agreed otherwise in writing.

ATTENDANCE SHEET FROM TRAINING IN OCCUPATIONAL HEALTH AND SAFETY, FIRE PROTECTION AND ENVIRONMENTAL PROTECTION FOR THE WORKERS OF EXTERNAL PROVIDERS

External provider (name and address of company):

Name of and contact to the responsible/senior employee of the external provider:

Date on which instruction was carried out:

Participants:

see Attendance Sheet

With their signature, the employees of external companies confirm that they have been familiarised by the authorised employee of ŠKODA ELECTRIC a.s. with occupational health and safety, fire protection, and environmental protection at ŠKODA ELECTRIC a.s. workplaces, that they understood the training, and that they undertake to respect the provisions of the generally-binding internal regulations in place at the company to ensure OHS at ŠKODA ELECTRIC a.s. workplaces, and in doing so help protect their own life and health and the life and health of company employees.

ATTENDANCE SHEET FOR INSTRUCTION IN OCCUPATIONAL HEALTH AND SAFETY

First name and surname	Workplace	Signature
1st		
2nd		
3rd		
4th		
5th		
6th		
7th		
8th		
9th		
10th		
11th		
12th		
13th		
14th		
15th		
16th		
17th		
18th		
19th		
20th		

Instruction provided by (legible name and signature):

Compiled by:

CIVOP s.r.o., Jochcová Eliška

Address:

Hajní 1367, 198 00 Praha