

**HEALTH AND SAFETY AT WORK, FIRE SAFETY INSTRUCTIONS AND ENVIRONMENT PROTECTION FOR ALL VISITORS**

Company:

**ŠKODA TRANSPORTATION a.s.**

Address:

**Emila Škody 2922/1, Plzeň**Instructions  
were given on:

Visitors:

Refer to visitors list

<b>VISITORS LIST</b>		
<b>First Name and Surname</b>	<b>Date of Birth</b>	<b>Signature</b>
1st		
2nd		
3rd		
4th		
5th		
6th		
7th		
8th		
9th		
10th		
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16th		
17th		
18th		
19th		
20th		
21st		
22nd		
23rd		
24th		
25th		

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Address:

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Instructions were  
given by:

## HEALTH AND SAFETY AT WORK, FIRE SAFETY INSTRUCTIONS AND ENVIRONMENT PROTECTION FOR ALL VISITORS

All visitors present at ŠKODA TRANSPORTATION a.s. (hereinafter referred as the Company) premises are required to comply with the legislation on Health and Safety at Work and Fire Safety (current Labour Code, current legislation of the Czech Republic, the Company's current regulations, current government regulations, current Fire Safety Act) and environment protection as well as all rules relating to safe behaviour at the workplace, set working practices and warning signs as not to endanger their own and other people's health and life, environment.

### GENERAL RULES

1. Within the Company premises visitors must always be accompanied by designated employee (i.e. foreman from relevant department and other managers), must strictly keep within designated workplaces, must not enter other areas, and at no time use or handle any machinery or electrical equipment unless instructed in their use and given written permission to do so.
2. At all times act in such a manner as not to cause fire or injury, alternatively notify persons in charge of any failings or faults that could endanger safety or health.
3. Must strictly keep to roads and passageways that are marked or maintained as unobstructed, must not climb to or enter any elevated sites (unless given relevant instructions and given written permission to do so), must not move under any loads that are being handles by lifting devices, must keep away from any machinery or live electrical equipment, must not enter test room or test track, must not walk in front of or between moving cars or transport vehicles; it is strictly forbidden to walk on the rail track, climb through cars, walk between uncoupled wagons, walk into clearance profile of electric rail cars; it is strictly forbidden to enter any other restricted areas.
4. Maintain order and cleanliness at the workplace, roads and passageways, washrooms, toilets, canteens; must not damage buildings, washrooms, toilets, canteens or any other assets. Use designated car park, observe speed limits and company traffic rules if the motor vehicle has been granted permission to enter company premises.
5. Discard waste only into containers for waste separation (yellow - plastic, blue - paper, black – mixed communal waste).
6. Do not handle with chemicals (paints, oils, solvents, adhesives, cleaners, etc.) which are located in the workplace.
7. Must take care when walking, especially when descending stairs, at production and test workplaces, pay attention to the recessed track. Must take care when walking on rail track within production areas, in particular pay attention to clamping rails, laid down hoses, mobile and flexible connections and other barriers; must pay attention when walking under structures, scaffolding, assembly platforms, in cable ducts and at any other place where injury to the head may occur.
8. Comply with all traffic and safety signs and must observe all warning signals and warning signs. Must not damage warning signs, markings or equipment throughout the Company premises in any way.
9. It is strictly forbidden to drink alcoholic beverages and use other addictive substances on the Company premises at any time. Smoking ban in all the Company premises must be observed except at places designated for smoking.
10. Escape and evacuation routes, main roads, exits and access to fire-fighting equipment, electrical distribution boards and main shut off points (gas, water, steam, etc.) must not be blocked at any time by any objects or material. These areas must always remain free and accessible.
11. Must observe all the Company's fire safety rules at all times. Prior to commencement of welding, written permission must be asked for and issued by the Company's relevant person, and must be accompanied by subsequent eight-hour supervision.
12. Must report to liaison staff every accident which occurred at the Company premises. All visitors must cooperate in clarifying its causes, in compiling report relating to accident and if further investigation takes place.
13. Must observe the Company's fire alarm and fire safety directives at all times.
14. All visitors must be familiar with the Company's instructions to visitors.
15. Where relevant, prior to commencing any work on the Company's premises, all visitors must acquire the "Report of handing over the workplace to external organisations" document in which further instructions, warnings, etc. are specified. The said report must be signed by the Company's appropriate manager.
16. External company's person in charge must notify in writing the Company' relevant manager of any risks arising from its activities and measures taken to protect against the said risks.

### REPORTING INCIDENTS

Reception – Main Office 1.3.1.2	378 186 666
Reception – Gate House VH 1.3.1	378 186 396
Property Management	731 643 748
Human Resources	378 186 256
HASWA technician	603 855 094

All visitors acknowledge that within the Company's production sites they may be vulnerable to the risks listed below and must follow the all the health and safety instructions issued by liaison staff or pertinent managers and use the appropriate Personal Protection Equipment.

RISK	LOCATION	MEASURES
<b>TRIPPING, FALL (PERSON)</b>	All the Company's premises, production halls furnished with assembly pits	Move only within safety zones; must use safety footwear and take appropriate measures against falling and slipping; only use roads designated for this purpose; use appropriate ladders, platforms, catwalks
<b>DUST AND WELDING AEROSOLS</b>	Metalworking and welding workplaces	Protective respirator must be used at all times; ventilate regularly and use extraction equipment
<b>NOISE</b>	Metalworking and welding workplaces, blasting chamber, paint shop, machining and forming workplaces	Use hearing protectors at all times
<b>CHEMICAL POLLUTANTS</b>	Paint shop, varnishing workplace, paint store	Protective respirator must be used at all times; ventilate regularly and use extraction equipment
<b>CATCHING, WINDING</b>	Workplaces with machine tools, lathes, pedestal grinders, drills etc.	Must not stand near rotating machinery; wearing loose clothing, scarves, bandages, gloves unless safety gloves, chains, bracelets is strictly forbidden; long hair must be arranged in a ponytail and hidden
<b>STRIKING BY MATERIAL FRAGMENTS</b>	Metalworking and welding workplaces; metal machining workplaces	Use safety eyewear or face shield at all times; use safety guard during work where relevant
<b>TRAPPING BY GATES</b>	Electrically operated sliding gates, roller shutters	Entry areas to be sufficiently illuminated; use of active anti trapping sensors
<b>LOADS – FALL / IMPACT / PIN DOWN / INJURY BY SHARP EDGES</b>	Handling and transport of loads, stores and warehouses, loosely stored loads	Must not move under any loads handled by lifting devices or be present within restricted area; safety helmets and gloves must be used at all times; when placing loads appropriate stops must be used; must not place any objects near free edge; must not carry out work directly above the head; adhere to the principles of safe material handling
<b>COLLISION WITH A VEHICLE</b>	Rail and road vehicles including electric rail cars, small motor vehicles	Take care when moving within the Company's premises; walk in safe manner and do not run; use of personal music players is not permitted; take care when walking round the corner
<b>RADIANCE, BURNS</b>	Hot flame machinery and welding workplaces, paint shop	Use safety eyewear at all times, inform the welder of workings nearby; use protective curtains
<b>ELECTRIC SHOCK</b>	Distribution boards, test room, EZ test room, crane runways, cable ducts, machinery and other equipment electrics	Any equipment interventions, use of damaged tools and routing of cables on roads or passageways is not permitted; strictly keep within equipment safety zone; equipment that is being worked on and relevant main switches to have the sign "Do not switch on" attached
<b>CHEMICAL BURNS, POISONING</b>	Kontejner – shromažďovací místo Container – a place for gathering Hazardous paints and flammable liquids.	Hazard symbols, R and S clauses (H and P clauses); must be strictly observed; use safety gloves, safety shield, respirator at all times

The above listed visitors confirm by their signature that they are familiar with abovementioned particulars and that they will comply with them.