

SAFETY, FIRE AND ENVIRONMENTAL RISKS AT ŠKODA VAGONKA a.s. AND PREVENTIVE STEPS FOR THEIR ELIMINATION

Staff realizing tasks of other organizations and staff who are currently present at the premises of **ŠKODA VAGONKA a.s.** (hereinafter as the company), are obliged to follow the legal rules and provisions related to safety and protection of health at work, fire protection and protection of the environment (labour code, appropriate acts, notices, governmental provisions, the act on fire protection, the act on waters, air, waste, packaging, chemical matters, energies, accidents), as well as the principles of safe operation and safe behaviour at work, and assigned work procedures and signs in order to keep safe work space and avoid risks for the health and lives of themselves and other staff.

GENERAL SAFETY RULES AND RULES FOR PROTECTION OF HEALTH AT WORK, FIRE PROTECTION RULES AND ENVIRONMENTAL PROTECTION RULES

1. You can only move around the company premises being accompanied by authorized personnel (the foremen of the individual work sites and other supervising persons), you can be present at the reserved work sites only, you are not allowed to leave them without notice and enter any other work areas, it is forbidden to use and manipulate with the machinery and appliances which you were not acquainted with and were not authorized to use them. It is prohibited to manipulate any lifting or handling equipment or ropes without authorization of user of lifting equipments in the company.
2. You must behave in such manner to avoid a cause of fire or a cause of injury, if necessary you must notify the supervising staff of any faults or dangers which may endanger the safety, health or the environment.
3. You can only move within the communications which are marked for this purpose or which are maintained as free for move, it is forbidden to enter heights (if relevant training was not provided to you), to walk under the loads which are being moved around, to stay too close to the machinery, to come close to the parts under voltage, to examination room or to examination route, in front of or among the moving vehicles, it is forbidden to walk inside the rail area, to climb over the wagons, to walk in between two wagons and enter the clearance profile of the electric rail wagons, as well as other restricted areas.
4. You must keep the work area clean and you must follow the work rules at all work sites, communications, at the lavatories and social sites, it is forbidden to damage buildings, social areas and other kinds of property. If you are allowed to enter the area by car, you must use the reserved parking and respect the allowed speed limit.
5. You must pay greater attention while walking, especially walking down the stairs, walking along the production and inspection areas, pay attention to rails, to the fixative ridge, stretched hoses, to flexible and moveable inlets and other communication obstacles. Further on you must pay great attention while walking under constructions, scaffolding, assembly areas, in cable channels and other spots where you endanger your head.
6. You must follow all traffic and safety signs which are places within the premises and always obey the warning signals and agreed signs. It is forbidden to damage the signs or lower their clearness of the marks, signs and posts through out the whole area of the company. Park strictly on established car park. Be careful in back side of company grounds, there is a danger of fork-lifts and moving equipment.
7. It is forbidden to consume alcohol or other drugs, and it is forbidden to enter the company premises after consuming such drugs. You must strictly keep the restriction to smoke, it is forbidden to smoke at the whole company area, except the spaces designated for smoking.
8. It is not allowed to block exits, evacuation routes, main traffic routes, exit door and access points to fire extinguishers, electrical mains and main seals (gas, water etc.), you cannot block these routes with any obstacles in form of objects or material. These areas must stay accessible and free at all times.
9. You must respect fire codes for all work sites. Before you start welding jobs, you must require an approval for such job and 8-hour surveillance must be arranged.
10. You must report any injuries to your contact employee which occurred to you during your working hours or while you were present at the company premises, you must cooperate while examining such case of injury, looking for causes, drafting a report of this injury and further investigation.
11. You must follow rules of Fire Alarm Notice of the company and all fire prevention rules for your work station.
12. You must familiarize yourself with rules for visitors.
13. Before you start working at the company premises, it is required that you receive a written approval and "Report of work station hand-over" in which further principles and rules are specified in detail, etc.
14. Supervising person of the external organization is obliged to inform a manager at whose work station they are active of any possible risks arising from the jobs they are doing there and suggest preventive steps.

15. The contractor is liable for valid states of professional qualifications of their workers, and their good health condition for the job to be done for the customer or at his appliances, and he is also responsible for safe condition of all working tools and for suitable behaviour of his workers.
16. The contractor obliges that while working at the company premises, they will follow the appropriate environmental documentation of the company, and that their activities will not endanger the environment.
17. If there is a job during which there will be necessary to manipulate with larger amount of hazardous liquid, you must equip the work station with accident set containing enough well-soaking materials for the capture of the hazardous material which has run out.
18. Anyone who caused environmental damage or acted against legal code and thus caused ecological damage must re-new natural functions of the struck eco-system or its part. If this is not possible or for serious reasons it is not reasonable, he or she must cover the damage in a different way (optional coverage); or if this is not possible either, he must cover the damage financially. Consequent ways of coverage are not excluded.
19. The contractor obliges that he will introduce these rule to all their workers before they start working at company premises.

REPORTING INCIDENTS

Fire announce - Reception of administration building	597 477 111
Fire brigade	150
First aid	155

External employees and persons who are visiting or working for other employer in the premises of the company ŠKODA VAGONKA a.s. have taken into account that they can be endangered with the types of risks listed below and in order to avoid the risks and keep the protection of health at work they are obliged to keep the orders given by the contact employee or supervisors of the individual work stations, and they must wear all prescribed personal protective aids. Unless all principles are kept and all steps taken, the Contractor's employees cannot commence any jobs at the company premises and inside the buildings of the company ŠKODA VAGONKA a.s.

RISK	OCCURANCE / CAUSES OF RISKS	PREVENTIVE STEPS
FLIP-OVER, FALL-DOWN, SLIPPING	halls with occurrence of assembly holes all work areas	move only behind protective manipulation bands; you must at all times wear protective shoes and protective means for the prevention of falls and slips; move only on the communication designated for this purpose; pay attention while moving around work areas (flipping over hoses, cables, anchorage parts, rails etc.); it is forbidden to enter roofs, cranes and other elevated work stations without permission; use suitable ladders, decking, foot-bridges, not use any improvised elevated decking, use protective ropes while working on the roof or on the roof of a vehicle; use transfer bridges of the channels; be careful when going around work pits; pay attention while moving on concrete surface of product move area, especially when raining, after raining and during winter time.
DUST AND WELDING AEROSOLS	Lock-smith and welding work stations	You must wear the protective respirator; ventilate regularly and use suction
NOISE	Lock-smith and welding work stations, coating room	You must wear ear protection
HARMFUL CHEMICAL SUBSTANCES	Coating room, varnish rooms, storage of paints	It is forbidden to enter the spraying box while the paint is being sprayed, and it is forbidden to enter the paint mixing room without notice or without the supervision of the appropriate fore-man; Wear personal protective suits and tools – mask with the

RISK	OCCURANCE / CAUSES OF RISKS	PREVENTIVE STEPS
		filter against the vapours from organic solvents, protective respirator; regular ventilation and suction of the work place; it is obligatory to use antistatic clothing and shoes during process of coating.
INJURY CAUSED WHILE OPERATING MACHINERY OR APPLIANCE – CAPTURE, WINDING, CRUSHING	Work station with occurrence of tooling machines, lathes, grinding machines, drilling machines, saws, positioning tools, mechanical stand lifters, welding semi-automatic machine, mobile scaffolding etc.	Do not enter dangerous areas; Do not stay in close vicinity of rotating parts of the machines, of the cutting and pressing parts; It is forbidden to wear loose clothes, scarves, bandages, gloves, chains, wristbands; Long hair must be tied and covered with a hat
BEING HIT BY A PIECE OF MATERIAL	Lock-smith and welding work stations, work stations for metal tooling machines	Use protective glasses, face shields; Setting up the protective shield at work It is forbidden to move outside the reserved communications and enter into the risky areas
BEING CAUGHT BY GATE-WAY	Sliding electrically operated gate-way, roller door	It is forbidden to enter the risky areas of the lifting door while they are moving; Lit the entrances sufficiently, operating sensors against the clamping
BURDENS – FALL/HIT/CRUSH/ INJURY BY SHARP EDGES	Manipulation and transportation of the burdens, warehouses and storage areas, freely stored burdens	It is forbidden to stay under the burden, or in the vicinity of unwanted moves; You must wear protective helmet, gloves; While placing the burdens you must use backstops; Do not place objects close to free edge; Exclude work over your head; Follow the rules of safe manipulation with the material; Respect the orders of the binders and all warning signs, obey your supervisors and authorized personnel
COLLISION WITH A VEHICLE	Rail and road vehicles, inclusive of rail wagons, transfer place, auto-truck	Respect all traffic signs at the company premises; Keep maximum speed limit of the vehicle at 20km/hour on the outdoor areas and 5km/hour for the indoor halls; respect the yield for rail vehicles in the whole area; It is forbidden to enter the rail net; Drive vehicles only with valid driving licence; Pay greater attention while walking inside halls; Walk slowly, do not run; It is forbidden to use personal walkmans; Be careful when walking from behind the corner; Do not step onto the moving transfer carriage
RADIATION, BURNING	Work stations of flame cutting machine and welding work stations, coating room	You must wear personal protective suits for welding; You must inform a welder that you are going to work close to him; You must use protective curtains
EXTRAORDINARY EVENT (ACCIDENT, FIRE, INJURY...)	All work stations at the company premises	You must learn the position of the means for handling the extraordinary event (PHP, water hydrant, first aid kit, accident sets, closures for water, gas and electricity...) You must report all extraordinary events; You must report all conditions which may lead to the cause of the extraordinary event; If you need to perform welding job at the place different from regular welding work station, you can do so with the Welding order only.
INJURY CAUSED BY ELECTRIC SHOCK	Power distributors, examination room, testing room EZ, crane routes, cable channels, exchanger room, electrical appliances of the	It is forbidden to manipulate with appliances, to use damaged instruments, to lead cables along communications; you must keep protective zones in front of the machinery; all machines must be equipped with notices saying “do not switch on” and they must be

RISK	OCCURANCE / CAUSES OF RISKS	PREVENTIVE STEPS
	machines and technical equipment	secured against unauthorized switching; Any repair works on electrical appliances must be carried out by authorized persons with appropriate qualifications.
CHEMICAL SUBSTANCES AND MIXTURES	Work with chemical substances and mixtures	Safety sheet, symbols of danger, R/S and H/P clauses; Follow the user manual, use personal protective aids (protective gloves, protective shield, respirator, etc. ...); Instructions how to handle accidents and situations of possible danger; Plan of preventive steps for cases of accident – to be stored at secured place.
CONTAMINATION OF SURFACE WATER	work with water hazardous products, NCHLaP machines containing water hazardous products	Beware of working directly over the sewage system, or grown terrain; Do not wash the vehicles and machinery at the premises; Do not pour NCHLaP into the waste and sewage; Use machines and appliances only when they are in perfect condition; Instruction for handling accident situations and situations of accident threats; Plan of preventive steps for the case of incident.
WASTES	Work with the materials containing hazardous components	Separation of the produced wastes; Storing waste at the appropriate areas; Counter intake of products (wastes which occurred during production); You must do thorough cleaning before you finish your job, you must remove all that has left after your production activity.
AIR POLLUTION	Machinery and appliances which pollute the air (emissions)	Use the instruments for the limitation of the production of emissions; Do not burn any substances at the premises which may release hazardous substances in the air.

REPORT ON THE INTRODUCTION OF THE SAFETY, FIRE AND ENVIRONMENTAL RISKS AT ŠKODA VAGONKA a.s. AND PREVENTIVE STEPS FOR THEIR ELIMINATION

The persons signed below are hereby confirming with their signature that they have been educated and informed about the safety, fire and environmental risks at **ŠKODA VAGONKA a.s.**, and with the steps for their elimination, and they hereby confirm they will follow these rules.

	DATE	NAME AND LAST NAME	DATE OF BIRTH	NAME OF THE EXTERNAL COMPANY	SIGNATURE
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If needed, present another sheet of this chart.

In case that only one representative of the external company has been educated, he or she must assure training of other subordinate employees on the above given rules. It is necessary to demonstrate it in case of need.

The introduction was given by: _____ On: _____

On behalf of ŠKODA VAGONKA a.s.
taken over by:

Last name and name

Section and job function

Signature