



Company: **ŠKODA TVC s.r.o.**

Information about the Risks at ŠKODA TVC s.r.o. for Visitors and External Companies

Information about the risks for visitors and external company workers (hereinafter referred to as "foreign workers") during their presence on workplaces at ŠKODA TVC s.r.o., Tylova 1/57, 301 28 Plzeň (hereinafter referred to as "ŠTVC") with permit from ŠTVC.

Basic Provisions

These safety instructions should be observed by all external visitors and/or workers during workshop tours, civil-engineering construction projects, installation, repair and maintenance work on machinery and equipment, during inspections, customer audits or measurement activities at the Company premises.

All external company supervisors are obliged to inform their workers about these safety instructions and observe them. Upon request of the responsible ŠTVC employee, the external company supervisor shall prove in written form that they have been instructed about these safety instructions. The originals of attendance registers from instructing the foreign workers will be stored with the respective supervisors.

Moving beyond the designated working or meeting areas is solely at the visitor's own risk!

Evaluation of Risks for Foreign Workers

Service and handling areas (service outdoor areas and indoor areas at the manufacturing hall commonly shared with ŠKODA MACHINE TOOLS a.s., SEDRA TOOLS s.r.o. and AMES s.r.o.)

The transferring of loads is being permanently carried out at shared spaces of shared areas and the manufacturing hall. Therefore, the visitors and foreign workers should pay close care while moving in these areas. During the movements of persons and transportation means, the right-hand traffic rules as well as general traffic rules should be observed. Car parking is only allowed at reserved parking places, the parking and putting aside transportation means is prohibited without previous parking permit. External companies' drivers may not soil and/or damage the roads.

The unloading and loading of external companies' raw materials, materials, media, and stuff may only be carried out on previously reserved places while preventing the soiling of the environment and narrowing the road clearance. In case of narrowing the road clearance, the narrowed place should be visibly marked or secured by a supervising person. The materials

to be stored may not pose a risk to other workers. Upon completion of the activity, the working place has to be cleaned.

It is forbidden to use ŠTVC handling equipment unless it is operated by ŠTVC authorized personnel!

RISKS of serious injury or death for external staff due to

- **fall, stumbling, slipping (while walking – uneven surfaces, oil or other fluid leaks);**
- **traffic collision between person and transportation means (car or truck);**
- **traffic collision between person and handling device (motor trolleys, rail trolleys); and**
- **fall of load, squeezing, catching by the load (crane operation – transportation of loads).**

Manufacturing and storage rooms – ŠTVC workplaces

The entry to workplaces for performing the contract work is only allowed to foreign workers provided they are accompanied by the ŠTVC authorized staff and have been informed about these instructions. Persons are forbidden to enter the production, storage, and auxiliary areas unless they have been acquainted with these safety instructions. Foreign workers are only allowed to enter the areas where they are performing their jobs. Persons moving at ŠTVC premises must be visibly marked with personal name badge. When traversing the workplaces, they should take close care and abstain from restricting or endangering the ŠTVC workers by their presence or activities.

Foreign workers should be provided with protective safety equipment necessary for performance of their jobs or required due to specific risks of the workplaces where they have to perform their activities. The responsibility for providing workers with protective safety equipment lays upon their own employer. Instructions issued by the head of the respective workplace should be observed and the head should be informed **in writing** about the risks resulting from the activities to be performed by the foreign workers prior to starting their activities.

RISKS of injury or death for foreign workers due to

- **fall, stumbling, slipping (while walking – uneven surfaces, oil or other fluid leaks);**
- **traffic collision between person and transportation means (car or truck);**
- **traffic collision between person and handling device (motor trolley, rail trolley);**
- **fall of load, squeezing, catching by the load (crane operation, stored semi-finished goods and products);**
- **contact of persons with moving machine part, pressing, catching (machine tools and equipment operation);**
- **contact of persons with electric equipment, injury from electric shock (handling of electrical equipment);**
- **contact of persons with high-temperature materials, burns (metalworking, welding, hot parting); and**
- **noise (grinding, noisy machine operation).**

Prohibited Activities:

It is forbidden to enter the areas below the suspended loads.

It is forbidden to stay in the surroundings of the machines with no reason whatsoever.

It is forbidden to operate machines or equipment.

It is forbidden to switch off or on any electrical devices or electrical switchboards.

It is forbidden to use lifting equipment belonging to ŠTVC.

It is forbidden to use handling devices belonging to ŠTVC.

* The above bans do not apply to work related with jobs or services etc. to be performed. In this case the foreign workers are obliged to get familiar with the instructions for use of the ŠTVC equipment to be used for their work.

Use of Own Electric Tools

The electric tools to be used should be in good condition – free of defects. The electric distributions can only be used with authorization and based on instructions of the head of the respective workplace. The power supply cables must be brought as safe as possible and adapted so as to prevent from any injury.

Working at High Elevations

It is forbidden to perform work at high elevations without permit if it may restrict or endanger ŠTVC personnel. The head of the respective workplace should be informed **in writing** by The supervisor of foreign workers is obliged to inform the head of the respective workplace about the labor safety measures and start work only after obtaining the authorization from him. The foreign workers supervisor shall during the whole time of work observe the Czech Government Decree No. 362/2005 Coll. and eliminate any possibility of endangering the ŠTVC employees by the work of foreign workers. The foreign workers supervisor will obtain the authorization for work at high elevations upon request from the head of the respective workplace.

Welding Operations and Handling of Open Fire

Welding operations and handling of open fire are forbidden in all spaces. All these activities may only be carried out based on the authorization for welding operation in writing and provided that the head of the respective workplace has been informed about them. The respective regulations (e.g. ČSN 050600 and ČSN 050601) should be observed during the work.

Disposal of Wastes from Activities

Any and all wastes from activities performed by foreign workers shall be disposed from ŠTVC facilities. The wastes have to be taken away upon completion of work. Sorting and disposal of wastes into ŠTVC collection containers is only allowed provided that it has been previously approved by the responsible ŠTVC staff.

In case of leakages of hazardous material, the foreign workers are obliged to inform immediately the head of the affected workplace, observe his instructions and participate in elimination of the accident.

Fire Protection

The foreign workers shall make themselves familiar with the ŠTVC fire prevention regulations, especially fire alarm directives and fire regulations and observe them. It is prohibited to block access to fire extinguishers, damage or misuse them during the activities of foreign workers.

In case of a fire the foreign workers have to follow the fire regulations and announce the fire without delay to the head of the respective ŠTVC workplace, even in case when the fire has been extinguished right in the beginning and no damage occurred.

Work Accidents

If a work accident occurs to a foreign worker on the ŠTVC workplace during his permitted stay, the working group supervisor or injured person are obliged to inform the respective responsible ŠTVC staff immediately. The report on the work accident should be put down by the employer of the injured person together with the ŠTVC representative.

Final Provisions

Observe all respective safety regulations and instructions received from the responsible ŠTVC staff.

Use specified and marked roads only and do not leave these roads or routes.

Observe the ban on smoking and keep away from alcoholic drinks incl. bans on the use of drugs and psychotropic substances at the company premises.

Entering the production area with open shoes and high heel shoes is on your own risk only!

Recording on any media or data carrier is only allowed with the guide's permission.

Observe written instructions and bans, information and warnings provided in form of safety plates and acoustic signals.

Do not carry in any alcoholic drinks or other intoxicants and weapons.

Carry out sorting of plastics, paper and mixed wastes into containers and bins provided for this purpose. Act respectfully to the environment at the whole ŠKODA location.

In Plzen, on

Instructions given by

For ŠKODA TVC s.r.o.