

## TRAINING BASIS – OCCUPATIONAL OHS PRINCIPLES AT ŠKODA ELECTRIC a.s. FOR EMPLOYEES OF EXTERNAL ORGANISATIONS

### General Principles of OHS

(external providers will be familiarised with the training curriculum by the **client**, i.e. the person responsible for the management of the external organisation at ŠKODA ELECTRIC a.s. before the start of the activity)

ŠKODA ELECTRIC a.s. has an established "Occupational Safety Management System". The aim of this system is a proactive approach to improvement in all areas and activities of OHS. Therefore, we require our suppliers to comply with the following principles.

#### **In particular, employees of external organisations are obliged to:**

1. Respect the legitimate requests of the security staff (the gatehouse – presentation of entry card, documents on materials, tools, objects, etc. that are being removed from premises); if a person is suspected of being under the influence of alcohol, the security staff is entitled to refuse entry to the premises.
2. When using a motor vehicle on the premises of ŠKODA ELECTRIC a.s., observe the applicable traffic regulations and the set **maximum speed of 20 km/h** and park only in designated parking areas.
3. In the buildings of ŠKODA ELECTRIC a.s., and adjacent roads belonging to ŠKODA ELECTRIC a.s., move in a disciplined manner, respect warning and prohibition safety signs and sound signals, and do not enter areas where unauthorised persons are prohibited without the consent of the authorised person at the workplace.
4. During their stay in the company, especially in the production and storage areas, follow the instructions of the company employee who is responsible for working with them and ensuring their safety (hereinafter referred to as the company's contact employee).
5. Care, to the best of their ability, for their own safety and the health of persons directly affected by their actions to prevent and reduce any risks of health hazards, injury, damage to property and equipment.
6. In the event that health hazards are identified, report this to the company's contact person.
7. When moving in production and storage areas, use the prescribed protective equipment - prescribed protective footwear - minimum S1, or at designated workplaces protection of hearing, eyesight, respiratory organs, etc. In addition, PPE according to the activity being carried out - see applicable legislation and risk assessment at the workplace. Not enter wearing loose, flowing clothing and short trousers or skirts (minimum length is below the knee).
8. Not ascend to heights above 1.5 m unless trained and medically fit to do so, do not stay under suspended loads and in dangerous proximity to machinery, use designated roads.
9. Not violate the binding provisions of general and internal regulations to ensure OHS and Fire Prevention (Labour Code 262/2006, Assessment and identification of occupational risks, Occupational safety and health, Provision of PPE, Fire alarm guidelines, Fire evacuation plan, etc.). If necessary, place emergency calls: Integrated rescue system: **112**, Emergency Medical Services: **155**, Czech Police: **158**, Fire and Rescue Service: **150**- mobile phone, when calling from a landline use 0 as the area code.
10. In the case of work at height, i.e. 1.5 m above the ground, observe the established OHS rules, according to NV 362/2005 Coll.
11. When using the lift, follow the professional operating instructions and observe the specified number of persons.
12. When working with computer and office equipment, limit themselves to operating it only. Not interfere with their live technical parts. Observe the instructions of professional guides to reduce the risk of injury.
13. Adjust your workplace according to ergonomic requirements to best suit the activity.
14. Observe the ban on smoking in the premises of ŠKODA ELECTRIC a.s. (smoking is allowed only in designated and marked places), according to the Work Regulations and the ban on bringing and using alcoholic beverages and intoxicants at all workplaces of the company - even outside the premises. Submit to a breathalyser or drug test upon request of the designated employee's supervisor.
15. In the event of an accident (including minor injuries), seek treatment at the company, get treated and arrange for a senior (contact) employee of the company to record this fact in the Accident Logbook and subsequently report the incident to the Occupational Safety and Health and Fire Prevention technician and the Safety Technician.
16. External employees may perform activities for ŠKODA ELECTRIC a.s. on the basis of a valid contract and provided that they meet the professional competence requirements (necessary qualifications, valid medical examination) and comply with all instructions concerning occupational safety and health, fire prevention and environmental protection.
17. Handle confidential information provided to them at the Company only as directed by the Company's contact employee and respect the prohibition of photography at the Company without appropriate permission.

18. The validity of this training is for one year and the employees of external organizations will be further trained in case of change of the workplace of performance in ŠKODA ELECTRIC a.s. according to the directive SM-BOZP-11.

### Specific Requirements for Ensuring the OHS

(training is carried out by the responsible senior staff member of the relevant worksite)

#### Additional Instructions for Employees of External Organisations:

1. Employees of external organisations are only allowed to move around the production hall on designated roads and lanes, which are bordered by yellow stripes.
2. Allow crane handling of loads, do not linger or pass under suspended loads, and do not enter the load handling area. Follow the instructions of crane operators and binders.
3. The individual local workplaces in the production hall can be accessed after training on specific occupational safety requirements (*familiarisation with the risks of potential health hazards, familiarisation with the PPE used, familiarisation with technological processes, the main power switch, the gas or water connection shut-offs and the principles of fire prevention*), which is provided by the relevant senior employee responsible for the local workplace. Each local production area is subject to individual training (*individual SELC centres*).

External employees acknowledge that they may be exposed to the following risk factors at the Company's production sites and are required to follow the instructions of the contact person or the managers of the individual production sites and to wear the necessary PPE for health protection.

**Dust and welding fumes:** (TRM locksmith and welding workplace).

**Noise:** (locksmith workplace, TRM testing room).

**HCSM (hazardous chemical substances and mixtures):** (TRM impregnation workplace, TRM field 5 copper cleaning, TRM field 2 degreasing workplace, building 49 combustibles warehouse)

**Fragments flying off:** (locksmith and welding workplaces, metalworking machine workplaces, NC centres).

**Working with glass cloth:** (risk of eczema, irritation of mucous membranes - coil shop, TRM winding room).

**Risk of electric shock:** (switchboards, crane tracks, cable ducts, electrical equipment of machines and technical equipment, TRM test rooms, test rooms building 49- high voltage test room up to 1000 V, trolleybus output control building 33).

**Warehouse:** (no access to the rack stacker area - central TRM warehouse, field 5 stacker, no movement between racks in building 33).

**Getting caught in the doors:** (electrically operated sliding doors, double leaf doors).

**Loads – fall/impact/squeezing/injuries sustained on sharp edges:** (handling and transport of loads, warehouses and storage areas, loose loads, no access under loose hanging loads).

**Collision with a vehicle:** (rail and road vehicles, including electric rail cars in buildings 77 and 49, motorised trolleys).

**Radiation:** (welding workplace, field 6).

4. It is not permitted to take a shortcut to the workplace through a local production area or warehouse, for which HSE training has not been provided to the affected external employees.

### Fire Prevention Organisation at the Local Workplace

(training is carried out by the responsible senior staff member of the relevant worksite)

**Employees of the external organisation are obliged to ensure fire prevention as follows:** *Time allotment 10 minutes*

- Act in such a way that their actions are not the cause of a fire,
- Obey orders and prohibitions concerning fire prevention in designated areas,
- Familiarise themselves with the fire alarm guidelines and follow them in the event of a fire,
- Familiarise themselves with escape routes and exits, the fire evacuation plan and the situation plan with marked assembly areas,
- the placement of portable fire extinguishers and wall hydrants,
- Extinguish the fire or take the necessary measures to prevent its spread without endangering themselves or others,

- Upon order to evacuate, leave the building as instructed by the fire prevention patrol or the relevant senior company employee by the nearest exit to the assembly area,
- Provide personal or material assistance at the request of the Fire and Rescue Service intervention commander.

#### **Employees of an External Organisation May Not:** *Time allotment 5 minutes*

- Damage, remove or destroy fire safety instructions, guidelines and signs,
- Handle open flames and flammables,
- Damage, abuse or otherwise prevent the use of fire prevention equipment.

#### **Principles for the Use of Fire Extinguishers:** *Time allotment 10 minutes*

- Portable fire extinguishers are only suitable for small-scale, incipient fires. The operating time of the device is about 1 minute. The water fire extinguisher must not be used on live electrical equipment. Maximum caution is necessary when using the CO2 fire extinguisher - the possibility of skin frostbite,
- choose a place about 1 m away from the burning item/object where you would stand while extinguishing the fire (make sure that you will be able to leave the area after the action),
- remove the fuse and start extinguishing.

### Environmental Protection Organisations

ŠKODA ELECTRIC a.s. has an EMS (Environmental Management System) in place. The aim of this system is to take a proactive approach to improving the environment. Therefore, we require our suppliers to comply with the following principles and prefer to use environmentally friendly chemicals and products.

#### Basic Environmental Protection Rules of Conduct on the Premises of ŠKODA ELECTRIC a.s.

##### **a) Waste – Basic Obligations**

- The contractor is obliged to dispose of waste arising from the delivery – execution of the work by his own means, at its expense and on its responsibility, unless otherwise agreed **in writing**. Packaging of delivered materials, including pallets, is also subject to this mode,
- By agreement, it is possible to put in the collection containers of ŠKODA ELECTRIC a.s. store mixed municipal waste (hereinafter referred to as "SKO"), or waste sorted according to individual types, namely:
  - paper (only clean paper) → **blue containers**, waste code 15 01 01 *Paper and cardboard packaging*,
  - plastics (only clean plastics) → **yellow containers**, waste code 15 01 02 *Plastic packaging*,
  - municipal waste → **black bins**, waste code 20 03 01 *Mixed municipal waste*,
  - metal waste → **gray bins**, waste code 20 01 40 *Metal waste*.

- Collection containers are marked with a waste code and a verbal description. In case of any doubts regarding waste disposal, please contact the person indicated in the order or the persons listed below.

##### **b) Water Protection – Basic Obligations**

- Maintain order in the workplace.
- Barrels, IBC boxes, jerry cans, buckets and other larger containers of oils, emulsions and other hazardous substances must always be placed in containment tubs of the same capacity as the largest stored container.
- Do not pour any chemical residues into sinks, basins or drains.
- Address minor spills of hazardous chemical substances and mixtures (=HCSM) immediately with available emergency supplies - wipes, Vapex or other liquid sorbets.

##### **c) Chemical substances and mixtures – Basic Obligations**

- Follow the instructions set out in the CSM safety data sheet for storage, handling and working.
- Submit for approval, prior to the commencement of work, the current safety data sheets in the Czech language for all CSM to be used.
- Use HCSM in appropriate and regulatory labelled containers, even when transferring into smaller non-original containers.
- Ban on the use of beverage and food packaging as alternative packaging for CSM.

- Dispose of HCSM packaging and waste contaminated by HCSM by their means, at their expense and responsibility.

**d) Extraordinary Event – HCSM Leak**

- In the event of a leak of lubricants, consumables, chemicals, paints or other liquids, inform a ŠKODA ELECTRIC representative immediately and prevent the leakage of these substances outside the secured area, e.g. into the sewer or under steel hatches.

For these purposes, "ACCIDENT SETS" equipped with rescue devices are available at workplaces.

## OHS, FIRE PREVENTION, AND PROTECTION OF THE ENVIRONMENT TRAINING ATTENDANCE LIST FOR EXTERNAL PROVIDERS' EMPLOYEES

External provider  
(company name and  
address):

Name and contact details  
of the external provider's  
responsible/managing  
employee:

Date of briefing:

Participants:

see the attendance list

Employees of the external company confirm by their signature that they have been informed by an authorised employee of ŠKODA ELECTRIC a.s. about OHS, Fire Prevention, and Protection of the Environment at ŠKODA ELECTRIC a.s. workplaces, that they have understood the training and that they undertake to comply with the provisions of the company's generally valid internal regulations to ensure occupational safety and health at ŠKODA ELECTRIC a.s. workplaces and thereby help to protect their lives or health and that of the company's employees.

### ATTENDANCE LIST OF THE OHS, FIRE PREVENTION AND PROTECTION OF THE ENVIRONMENT BRIEFING

Name and surname	Workplace	Signature
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Briefing carried out by  
(name and signature  
legibly):

Produced by:

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