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| OHS, FS, EMS AND ENMS INSTRUCTIONS FOR EXCURSIONS AND WORKING VISITS |

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| Company: | **ŠKODA TRANSPORTATION a.s.** |
| Address: | **Emil Škoda 2922/1, Pilsen** |
| Workplace |  |

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| Date of briefing: |  | Participants: | see attendance list |

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| The briefing was conducted by  (name, surname, personal number and signature): |  |

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| ATTENDANCE SHEET FOR OHS, FS, EMS AND EnMS INSTRUCTIONS | | |
| **Name and surname** | **Date of birth** | **Signature** |
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**ABBREVIATIONS USED:**

**OHS** Occupational Health and Safety

**FS** Fire Safety

**EMS** Environmental Management System (EMS)

**EnMS** Energy Management Systems

**OHS, FS, EMS AND ENMS INSTRUCTIONS FOR EXCURSIONS AND WORKING VISITS**

Persons performing tasks for other organisations and persons staying on the premises of ŠKODA TRANSPORTATION a.s. (hereinafter referred to as the Company) are obliged to comply with legal regulations relating to occupational safety and health, fire safety (Labour Code, relevant laws, decrees, government regulations, Fire Safety Act) and environmental protection, as well as the principles of safe behaviour at workplaces and the established work procedures and agreed signs so as not to endanger the environment, the health and life of themselves and other persons.

**GENERAL PRINCIPLES OF OCCUPATIONAL HEALTH AND SAFETY, FIRE SAFETY, ENVIRONMENTAL PROTECTION AND ENERGY MANAGEMENT**

1. Move around the Company’s premises only in the company of designated employees (i.e., department foremen, other senior employees or guides), stay only at designated workplaces, do not leave them arbitrarily, do not enter other areas, do not use or tamper with machinery or energy appliances that you have not been made familiar with nor are authorized to use or tamper with.
2. Behave in such a way as not to cause fire or injury, or report deficiencies and defects that could endanger safety or health to senior staff or guides.
3. Move only on roads and paths that are marked or maintained as free passage, do not climb to heights (unless the necessary training has been carried out), do not enter under transported loads, do not enter in the dangerous vicinity of machinery, in front of or between moving cars, vehicles. Do not approach energized parts under voltage.
4. Only enter the test facility and test track under the supervision of a designated person, and wear the PPE specified for these areas. To enter, you must report to the head of the testing room.
5. Observe the prohibition of walking on tracks, climbing over cars, walking between uncoupled cars, and into the passage profile of electric railcars, as well as into other prohibited areas.
6. Maintain order and cleanliness at workplaces, roads, sanitary and hygiene facilities, do not damage buildings, sanitary facilities and other property. If you are allowed to enter the building/ premises by car, use only designated parking areas and respect the speed limit and traffic rules of the company.
7. Dispose of your waste only in the bins designated for sorted waste (yellow – plastic, blue – paper, black – mixed municipal waste, stand for plastic bag – metal beverage and food packaging, brown – bio-waste).
8. Do not handle (open, smell, drink) chemicals or mixtures (paints, oils, thinners, adhesives, cleaners, etc.) found on work sites.
9. Take extra care and attention when walking, especially when descending stairs, in production and testing areas.
10. Pay attention to recessed tracks, when moving in the track of operating halls, to clamping rails, stretched hoses, to moving and flexible cables and other barriers to movement. Pay attention to movement under structures, scaffolding, assembly platforms, in cable ducts and in other places that pose danger to your head.
11. Observe the traffic and safety signs posted in the building and obey the warning signals and agreed signs. Do not damage or reduce the effectiveness of safety signs, markings and equipment throughout the building/facility.
12. Do not consume alcoholic beverages or other addictive substances at workplaces. Observe the no smoking policy throughout the company premises except in designated smoking areas.
13. Persons under the influence of alcohol or other narcotic drugs are strictly forbidden to enter the premises!
14. Do not obstruct escape, evacuation, main routes, exits and access to fire extinguishing equipment, electrical switchboards and main shut-offs (gas, water, steam, industrial gases, etc.) with any object or material. These spaces must remain permanently unobstructed and accessible.
15. Respect fire regulations and workplace security. Before commencing to weld, ask for the issuance of an order for this activity and provide eight hours of follow-up supervision.
16. Report any accident that occurs while at work or on the premises to the designated employee. Cooperate effectively in clarifying its causes, the writing of the accident report and in case of further investigation.
17. Comply with the company’s Fire Alarm Directive.
18. Familiarize yourself with the Safety Information for Visitors and Movement of Outsiders in the Production Area (available at the entrances to the company premises, not valid for FSP and MOVO).
19. Be economical with energy consumption – ventilate efficiently, turn off lights in areas where there is no need to illuminate, do not leave machinery and equipment running idle, close technical gas and compressed air valves.
20. It is forbidden to cross or linger under or near a raised load.
21. It is forbidden to enter areas delimited by barriers, tables or signs.
22. It is forbidden to stop or park in places that are not designed for that purpose.
23. It is forbidden to bring, keep and use chemical substances and mixtures in beverage and food packaging.
24. Prior to commencing work on the Company’s premises, you must confirm in writing at senior management level the form [T-BP-020 Familiarisation of employees of external companies with the OHS, FS, EMS and EnMS measures at the joint workplace](ea:RD08_t-bp-020_2), which specifies further instructions, warnings, etc. (only in the case of work). The manager of an external organisation must inform the manager of the employee at whose workplace he/she is working in writing of the risks arising from his/her activities and the measures taken to protect against them (only in the case of work).

**REPORTING EMERGENCIES – PILSEN**

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| Reception – reception of the administration building 1.3.1.2 | 378 186 666 |
| Reception – VH 1.3.1 | 378 186 396 |
| Doorman – MOVO plant | 377 210 410 |
| Asset management | 731 643 748 |
| Asset management – MOVO plant | 724 920 003 |
| Human Resources | 378 186 256 |
| EHS (OHS, FS and EMS) | 603 855 094 |

**REPORTING EMERGENCIES – PRAGUE**

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| Doorman – Repair Plant | 222 673 122 |
| Doorman – Depo Hostivař | 222 673 121 |
| Doorman – Depo Zličín | 222 674 390 |
| Asset management | 702 225 944 |
| Human Resources | 734 876 526 |
| EHS (OHS, FS and EMS) | 608 752 781 |

**EMERGENCY TELEPHONE NUMBERS**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| MC900433928[2] | **Fire and Rescue Service**  **150** | MC900434880[2] | **Emergency Medical Service**  **155** | MC900433926[2] | **Police Force of the Czech Republic**  **158** |  | **Emergency Call Centre**  **112** |

Persons performing tasks for other organisations and persons remaining on the Company’s premises acknowledge that they may be exposed to the risks listed below at the Company’s production sites and are obliged to follow the instructions of the contact employee or managers of the individual sites and to use the necessary PPE for health protection.

| **RISK** | **SOURCE** | **MEASURE** |
| --- | --- | --- |
| **TRIPPING, FALLING OF A PERSON** | All spaces  Halls with assembly pits | Move only behind the protective handling zone; observe the use of protective work boots and protection against falling or slipping; move only on designated ways; use suitable ladders, platforms, footbridges |
| **DUST AND WELDING AEROSOLS** | Fitter and welder workplaces | Observe the use of a protective respirator; ventilate regularly and use suction |
| **NOISE** | Fitter and welder workplaces  Workplace of the Paint Shop chamber blasting machine  Machining and forming workplace | Observe the use of hearing protection |
| **CHEMICAL POLLUTANTS** | Paint shop, painting workplace  Paint warehouse, hazardous waste collection point  Gluing workplace, assembly workplace  Machining workplace | Observe the use of a protective respirator; ventilate regularly and use suction |
| **SNAGGING, WINDING** | Workplaces with machine tools, lathes, bench grinders, drills, etc. | Do not linger near rotating parts of the equipment; No loose clothing, scarves, bandages, gloves, chains, bracelets; keep long hair hidden and in a ponytail |
| **GETTING HIT BY FRAGMENTS OF MATERIAL** | Fitter and welder workplaces for metalworking machines, bench grinders, drills, etc. | Observe the use of protective goggles or face shield;  Adjust protective covers when working |
| **GETTING SNAGGED BY DOORS** | Electrically operated sliding doors, roller shutter doors | Inputs sufficiently illuminated; functional anti-gripping sensors |
| **LOADS – FALL/IMPACT/BUMPING INTO/INJURY FROM SHARP EDGES** | All spaces  Handling and transporting loads  Warehouses and storage areas, loosely stored loads | No lingering under the load or in the zone of undesirable movement; observe the use of protective helmets, gloves;  Use stops when stowing loads;  Do not place objects near the free edge;  Avoid working on top of each other; observe safe material handling principles |
| **COLLISION WITH VEHICLES, HANDLING EQUIPMENT** | Rolling stock and road vehicles including electric railcars, motorised trolleys | Exercise extra caution when moving about the premises; walk freely and do not run; no use of personal music players; take care when coming around corners |
| **GLARE, BURNS** | Burning machine workplace and welding workplace, paint shop | Observe the use of safety goggles, inform the welder about working in his vicinity; use protective curtains |
| **ELECTRIC SHOCK** | Switchboards, test room, EZ test station, crane tracks, cable ducts, electrical equipment of machines and technical equipment | No tampering with equipment, use of damaged tools, running cables along ways; observe the protection zones for equipment; do not switch on equipment being worked on or the relevant main switches |
| **CONTACT WITH RAILWAY SHUNTING** | Railway shunting | Observe the prohibition of access to the siding during operation – observe safe distances, follow the operator’s instructions |
| **OPERATION OF OVERHEAD, SLEWING CRANES** | Halls and outdoor areas where cranes are present | Do not enter the handling area, follow the crane operator’s instructions |
| **CORROSION, POISONING** | Container – hazardous waste collection point, paint and flammable liquid storage  Charging points for material handling equipment | Observe hazard symbols, H and P phrases; observe the use of protective gloves, protective shield, respirator |

The undersigned persons confirm with their signature that they have been acquainted with the above facts, have understood the obligations and that they will comply with the given obligations. They also acknowledge that a camera system with recording is in operation within the company’s buildings / areas. The administrator of the camera recording is ŠKODA TRANSPORTATION a.s., ID No. 62623753, Emila Škody 2922/1, Pilsen, 301 00 for the purpose of occupational safety and health and personal property. More information is available at: [www.skodagroup.com.](http://www.skodagroup.com)