

Rules for external companies working in area of Nematik or Starcam

Organization was introduced in (date)

Introduced and understood (signatures):

Introduction

In accordance with requirements of the ČSN EN 45001 specification, ČSN EN ISO 14001, ČSN EN ISO 50001 applied and committed to by the company, we aim ourselves towards safety improvement of all the staff, improvement of the environment and energy performance, not only our own employee staff, present at site. To ensure the above mentioned we have issued these Safety instructions for visitors and external company staff (contractors). The requirement on mutual co-ordination of personnel safety is described furthermore also in legally binding documentation valid in the Czech Republic (Labour Code -- LC).

Basis provisions - §101 LC

- 1) Any employer is obliged to ensure safety, health protection of employees at work when considering all potential risks that may endanger their health, and lives at work (further as risks).
- 2) Employer managers, incl. all level management, are responsible for execution and implementation of safety and health protection tasks according to the scope of their job

functions. These tasks are classified as inseparable part of their job duties and descriptions and are equal to any other tasks they execute.

- 3) In the case when employees of two and more external companies (contractors) execute their work at the same workplace, the **employers are obliged to inform each other in written** about potential risks as well as measures for protection from their incidence, which are relevant to work operation and workplace, and co-operate on safety and health protection assurance for all employees on workplace. Based on written agreement of participated employers coordinates pursuance of measures for employee's safety and health protection and procedures for their assuring by this agreement entrusted employer.
- 4) Each of employers mentioned in article 3 is due to
 - a) ensure organizing, coordination and pursuance of his activities and work of his employees in such a way that employees of other employer will be protected too,
 - b) enough and without delay inform union or employees representative for health and safety, and if there are not, he has to inform his employees about risks and measures which he got from other employers.
- 5) The employer's obligation on health and safety protection assurance covers **all individuals**, who are present at site while the employer is aware of their presence.

The most serious hazards

- potential risks relevant to the **internal transport system** (fork lifts, vans, lorries, trucks, and passenger cars);
- potential risk relevant to manipulations with **container mainly with melted alumina** in the hall, with the use of fork lifts (spill over, catch by the forklift, melted alumina splashing out);
- potential risk of **natural gas explosion** when released to the atmosphere;
- potential risk relevant to hot surface of aluminium melting furnace;
- potential risk of **dangerous chemicals** asphyxiation (resin and amine store, casting line);
- potential risk of **slip and fall** when walking on **the residual sand** in the surrounding of the cores feed section of the casting line;
- potential risks relevant to **noise** and limited communication abilities (finalizing section, casting line, melting furnace);

- potential risk of **electrical burn injury** in case of wrong manipulation with electrical equipment or equipment which runs on electricity or in case of electricity supply interruption (cutting, drilling the el. cables etc.).

Basic rules for contractors

Contractor firm employees are obliged to:

- respect instructions issued by company management members, by company employee, who was appointed as responsible person (or authorized representative), company personnel responsible for safety and environment
- every day the work can be started upon **contacting** the authorized representative and/ or the site manager, or upon issuing the **Work Permit in written**, which is issued by the authorized personnel for such work;
- respect instructions issued by plant managers or shift masters (foremen) operating in relevant area
- not bringing any alcohol or other toxic means into the fenced area;
- not enter the fenced area when influenced by alcohol or other toxic materials
- in case of alcohol or other toxic materials consumption suspicion undergo breath analysis which can be ordered to them by an authorized representative of company, or optionally undergo a medical examination;
- to undergo a random check of vehicles, car boots and bags;
- any work to be executed within the fenced area of company can be done only by staff who is competent for the work, incl. professional qualification and training and physical fitness, on the day when the work is done;
- contractor staff must be trained on requirements of Part no. V of the Labour Code (§§ 101 - 108);
- the contractor firm is obliged to submit a documentation which is a proved evidence of qualification and health condition adherence any time when requested;
- contractor staff is obliged to keep the cards confirming they are able to perform the work always with them;
- contractor firm ensures an assistance of fire-watch teams in case of hot work (work with higher potential risk of fire) using own and properly trained staff;
- it is prohibited to make any obstructions in escape routes and emergency exits, access to distribution systems, electricity network, control panels, closing /blocking equipment and valves, portable or wheeled fire extinguishers, by storing any material;

- to get aware of the Fire-alarm procedures prior starting any work at site;
- in case of fire follow Fire-alarm procedures;
- to respect the ban on use of any electrical appliances that are not necessary for completion of the agreed/ordered work;
- to fulfil the duty to inform the authorized representative of company in written and sufficiently in advance about all the activities to be launched by the contractor at the site that may have a negative influence on safety of personnel and work environment at site as well as on safety of technical equipment and fire prevention;
- contractor firm is obliged to nominate an authorized person for each independent group of staff working at site who will run any discussions and negotiations with company authorized representative;
- the maximum speed limit in the fenced area of company is 20 km/h, in place of truck scale and inside buildings is 5 km/h;
- while walking in the fenced area and halls of company pay maximum attention to the internal transport activities (lorries and forklifts) and to the technology equipment operation (casting line, melting and maintaining furnace);
- contractor car/vehicle entry into the fenced area is allowed only for material loading/unloading purposes;
- entry of contractor firm management cars in order to execute checks, supervisions etc. is prohibited, an exception from this rule can be given only by company management member, safety and fire prevention responsible staff or authorized representative;
- contractor cars can park only on places designed for this purpose;

All activities performed only on Work Permit,

- hot work;
- work generating heat when done in explosive zones /fire zones;
- crane and lifting equipment work;
- work which necessitates to secure part of production lines, or technology equipment against start up, does not include total periodical shut-down work;
- work necessitating for entry into confined space (sand silos)
- electrical equipment work
- work at height or depth of the free
- excavation works
- installation or removal of heavy building construction parts
- work with source of ionizing radiation

The work permit is issued by an authorized representative or by HSFP authorized person, when they are not present and the work cannot be delayed the permit may be issued by the production plant manager.

The work permit must be issued and signed on form, which is generated by RISSON software. The work permit has to be issued every time before start of work.

No written work permit shall be issued in the case that the workplace or building place was handover to external company. Provable handover of the workplace is done by writing to diary of building or by special form.

Minimum requirements on personal protective equipment (PPE)

- safety glasses
- safety overall
- safety shoes - cat. S1 or higher
- hearing protection (earplugs or earpieces)
- reflective vest
- ears protector

Duties and obligations carry over onto subcontractors

- when contractor hires any subcontractor for the work all the safety duties and obligations must be transferred also on the subcontractor in written;
- the primary contractor is obliged to prove a written evidence of the above on request;
- the primary contractor is always liable for any damage occurred to the company, the liability for damage based on contractor/subcontractor relationship is subject to individual conditions negotiated by the two parties.

Basic tools and equipment

- contractor is obliged to use the following basic tools and equipment when executing work at company site:
 - equipment, tools, and instruments,

- fire-extinguishers when doing hot work,
 - ladders, double ladders, wheel- barrows,
 - other accessories (meters, devices etc.),technical gas when needed according to the agreed contract
 - safety marking tools (workplace limitation/rope-fencing etc.)
- the above mentioned basic tools and equipment must correspond with conditions and environment to be used in;
 - Machinery, equipment, tools and transport vehicles of supplier must be kept clean and in good condition.
 - when company resources are needed for execution of the agreed work (e.g. cranes, forklifts etc.) this requirement must be discussed and approved by company authorized representative

Safety announcement forms

Based on characteristic of the pre-agreed work the contractor is obliged to ensure proper adherence and implementation of safety announcement and marking rules for safety communication:

- safety signs
 - warning
 - prohibition
 - instruction
 - safety equipment (barriers, shields, ropes etc.)
- proper marking of containers according to the type of hazardous chemicals contained in;
- light signals on equipment and machines (buffers);
- sirens and other sound signals.

Rules for movement and stay

- contractor staff is not allowed to enter any workplace where it is not necessary to enter it in order to execute the agreed work;
- contractor staff is obliged to use only the marked roads and routes, both inside and outside of the hall, or a route as specified by the authorized representative or by the HSFP person in order to access the workplace;

- contractor staff is not allowed to use any shortcuts when coming to/leaving from the agreed workplace through operation site or manipulation areas round the machines and /or through the storage facilities - round the storage pallets, where they are not allowed to.
- Products, materials and services of supplier must be ensured and protected against pollution of the environment (water, air pollution, dusting, spillage etc.)

Hazardous chemicals import and storing

- the contractor firm is prohibited to import any hazardous chemicals classified as chemicals with one or more hazardous characteristics, to the site (Act no. 350/2011 coll.)
- any exceptions from the above mentioned ban must be agreed upon in a written contract, when such chemicals are necessary for the pre-agreed job
- in case of importing any hazardous chemicals at site by the contractor the authorized person of contractor must have safety data sheets of all such chemicals available with him/her at the site as well, there is an exception from this rule which covers chemicals imported or carried into the site in quantities smaller than 5 litres (kg) and gas needed for welding;
- the chemicals that have been imported to the site by the contractor and have not been consumed during the same work day must be removed from the site, or stored at a place designed for such purpose, upon completion of the work by the contractor on the same day . Any place designed for storing of such chemicals must be recorded in operation documents and must adhere to the requirements on chemicals storing and handling , its quantity must never exceed the above mentioned limits;
- contractor is obliged to ensure safe storage of such chemicals, there must never be stored chemicals, which may react together, at one place, meaning chemical reaction which may endanger human health and lives or company assets;
- It is prohibited to store any empty and not clean packaging , and wrapping from the chemicals that had been used here before within the fenced area of company, contractor is obliged to remove the used wrapping etc. from the fenced site on the same day when drained empty;
- any containers, or barrels containing hazardous chemicals and imported in the fenced area of company by the contractor must adhere to technical requirements and conditions relevant to the type of chemical contained in it. Marking of such containers must be done according to the legally binding documentation valid in the Czech republic;
- during use of chemicals it is prohibited to store the chemicals in other than the original type of containers, drums, barrels and wrapping.
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Waste handling and disposal

- contractor firm which generated any waste, due to its activity within the fenced site, is classified as waste initiator and therefore must ensure disposal of such waste on own cost;
- if not agreed otherwise in written the contractor is obliged to use own waste containers and other properly marked vessels to store the waste at site;
- when agreeing upon the work scope the contractor is obliged to submit an authorization for hazardous waste handling or a contract concluded with third party in order to ensure this duty;
- contractor staff must be equipped with relevant PPE's adequate to relevant type of waste handling
- Contractor staff will follow system for sorting of waste in the company.

Contacts

In case of any unclear issues or situation relevant to contractors company staff safety assurance due to an activity performed by contractor at site, and this document does not provide all the relevant information please contact the following persons:

HSE department

HSE manager +420 724 166 255

Safety technician +420 737 233 827 / +420 735 716 008

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