

Introductory briefing on OHS and EP for employees of external companies

The ŽĎAS brand has been familiar on Czech and foreign markets for over fifty years. Their production programme is focused on heavy engineering, including supplying investment units, metallurgy, for which they supply machinery, especially for rolling mills and forges and metal waste processing. For the engineering sector, these are supplies of pressing equipment, forming machines and tools, and semi-finished products - castings and freely forged forgings

When performing work at ŽĎAS, a.s. every employee (agency, external company, etc.) must be instructed on work safety when starting, i.e. regarding duties and risks that arise from the viewpoint of the risk of occupational injuries and illnesses.

This risk in ŽĎAS, a.s. is relatively significant due to the nature of the production programme (piece production, work with liquid steel, hot objects, handling large loads). In addition, there are various energy facilities (heating plant, power plant, etc.) Among the riskiest operations are the Metallurgy - H9 operation and the Energy division, where unemployed people are prohibited from entering.

In the same way, every external employee working for ŽĎAS, a.s. ordered activity, familiarised with the EP basic principles in ŽĎAS a.s. and is obliged to comply with them (unless contractually stipulated otherwise).

1. ŽĎAS, a.s. Traffic Operating Regulations (OS 92 06)

1.1 ŽĎAS, a.s. Use of Communications

- At ŽĎAS, a.s., this applies to all motorised and non-motorised transport means as well as other users of special roads. in the full scope of the road traffic rules in accordance Act No. 361/2000 Coll. and Government Regulation No. 168/2002 Coll., as amended
- Purposeful communications of ŽĎAS, a.s. are of the same order without marking the right-of-way, crossed by siding tracks. Therefore, at intersections, the driver gives priority to all vehicles coming from the right as well as rail vehicles.
- Pedestrians must use pavements and marked railway siding crossings. If pavements have not been built and workers are forced to use purpose-built roads, they always move along the left edge in the walking direction.
- Cycling is prohibited in halls, buildings and pavements reserved for pedestrians
- Purpose-built roads are used for transportation and transporting material within ŽĎAS, a.s. the information placed on the board at the freight gates is used for the information of drivers of foreign companies. No material, machinery or other equipment may be stored on purpose-built roads

1.2 Duties of motor vehicle drivers

- All road vehicles must give way to moving locomotives and sidings on company siding tracks. Stopping road vehicles on the tracks and closer than 3 m from the axis of the tracks is prohibited. It is also prohibited to park road vehicles at the entrances and exits to the halls, collection point area and places where the vehicle interferes in terms of work safety and technical equipment or is threatened by work carried out in its vicinity, by the nature of the terrain or by the guidance of a high or very high voltage.

- 30 km/h is the maximum permitted speed on ŽĎAS, a.s. roads, inside halls and buildings 5 km/h, unless these speeds are marked otherwise on local signs
- Drivers of all types of transport must pay extra attention and caution when driving through various ditches, canals, railway crossings, intersections and confusing places and make sure that there is no danger to rail traffic when overtaking.
- Drivers and users are introduced to liftgate operation when entering the halls where a liftgate is installed. Instructions are on the notice board next to the gate.
- In the premises of ŽĎAS, a.s. vehicles belonging to foreign organisations are only allowed to park in designated places.

2. Accident Record registration, reporting and sending

2.1. Procedure in the event of an occupational accident or injury

- In the event of an occupational accident, comply with and proceed according to Act. work § 105 and Government Regulation No. 201/2010 Coll. In ŽĎAS, a.s. this issue is addressed by an organisational directive OS 9203.
- An authorised senior employee of an external company (contractor) reports the injury's occurrence to ŽĎAS, a.s. (client) authorised employee who will then report the accident by phone to the OHS officer and the "Dispatch" department, including the exact location, time of the accident, witnesses and will ensure an investigation of the accident's causes and circumstances. Without serious reasons, they do not change the situation and location at the scene of the accident.

3. Traumatological plan - First aid provisions for occupational accidents and other sudden health issues - the procedure is specified in organisational directive OS 9202.

3.1 Procedure for preparing and providing first aid

Layman and pre-medical first aid is provided by senior employees in individual workshops, departments, workplaces, including external workplaces. For this purpose, a first aid kit must always be available at every workplace.

3.2. Medical assistance in case of accidents

Medical first aid is provided at the polyclinic in Žďár nad Sázavou. Transport of the injured person is by ambulance from the ŽĎAS, a.s. fire department. This vehicle is available 24 hours a day. Medical assistance through the Medical Rescue Service is used should the ŽĎAS, a.s. fire brigade ambulance is unavailable.

Important telephone numbers:

ŽĎAS, a.s Fire Brigade.....	2222,2155
Fire rescue service.....	2222,2155
Dispatch.....	2241,1845
Health and Safety Department	3995,2135
Fire brigade - national telephone number.....	150
Police.....	158
Medical emergency service.....	155
Emergency call.....	112

4. Procedure for ensuring OHS between the client and the contractor

4.1 Familiarity with the OHS risk register of the transferred workplace / workplace where the work will be carried out by the contractor

Acquaintance with the register of risks regarding OHS in the sense of § 101 paragraph 4 of the Act No. 262/2006 Coll., of the Labour Code, as amended, is carried out in accordance with Article 5.3 OS 92 01.

(see annexe OS 9201_08)

5. Additional instructions for OHS and EP:

5.1 Contractor's employees familiarity with:

- a) access roads and driveways
- b) escape routes and places and sources of possible danger
- c) water and gas shut-offs and electrical power switches
- d) occupational risks and assigned PPE obligation
- e) obligation to comply with safety markings, warning signals and instructions of responsible employees
- f) fire alarm guidelines
- g) banning workplace entry to those under the influence of alcohol and addictive substances
- h) with the obligation to immediately notify the client's responsible employees with regard to every accident and fire

5.2 Informing the contractor's employees of the ban:

- a) arbitrary departure from the transferred workplace
- b) entering other parts of ŽĎAS, a.s. facilities.
- c) use of machines, devices and equipment without ŽĎAS, a.s. knowledge
- d) performing welding work without ŽĎAS, a.s. permission

5.3 Ensuring order and cleanliness in the workplace

The contractor will ensure order and cleanliness at the taken over workplace. They will continuously sort and remove waste generated during their activities in accordance with Act No. 106/2005 Coll. on waste, Proclamation No. 541/2020 Coll. on the details of waste management as amended and internal organisational directive OS 91 04 Waste management (unless contractually stipulated otherwise).

Give notice regarding:

- unified waste sorting system throughout ŽĎAS, a.s.: colour-coded containers – red: combustible waste (rags, rubber, plastics, paper - contaminated with harmful substances, especially RL); yellow: plastics – clean, uncontaminated; green: collection glass; blue: waste paper (non-greasy, not polluted by harmful substances); brown: municipal waste
- the importance of sorting waste during construction work; sort waste by type into concrete, brick or a combination of both; separate waste of cables and other electrical devices incl. other demolition and assembly waste!
- in the case of special wastes notify a ŽĎAS employee (who is in regular contact with external employees) and consult the ŽĎAS ecologist on waste sorting and disposal

5.4. Compliance with OHS and EP regulations

The contractor declares that their employees will comply with all relevant generally applicable legal regulations regarding OHS, FP and EP and standards related to these works during their activities and will equip their employees with the necessary PPE for the given works.

With my signature, I confirm that I have completed training in accordance with the above-mentioned introduction briefing on OHS and EP with the knowledge of OHS regulations in the specified date and scope. I simultaneously confirm that I will follow and respect the mentioned regulations.

List of trained employees

Name and surname:	Date of Birth:	Signature:	Training date:

Entrance briefing carried out on:

In.....

The introductory briefing was completed:

On behalf of ŽDAS, a.s. (client)

On behalf of the Contractor:

.....

.....

Notice!

If the contractor's employees are replaced or supplemented as part of assembly or construction work, the contractor's authorised employee is obliged to conduct an OHS and PPE briefing for employees with an entry in the list of trained employees, including the training date. The list will be forwarded to the OHS department.

Date:

Contractor's authorised person's signature: