	SA-S-005-CZ-1VLD010011-02-01 Rules for visitors and suppliers			
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1 General principles of occupational safety

- If it is necessary to carry out work with the participation of employees of another employer, the participating employers are obliged to designate in writing a work supervisor who will manage and coordinate the health and safety of all employees participating in the implementation of the work.
- The contractor's employees are properly trained by their employer in the field of health and safety and occupational health and safety and are professionally qualified to carry out activities related to the performed activity.
- There is an office of the provider of occupational health care (Podané ruce - MUDr. Marek Bezděk) on the premises, in the event of an accident it can also treat the contractor's employees in an emergency. Contact number for the surgery: **547 152 744, internal cl. 2744 (nurse)**

1.1 Obligation of the contractor's employees

- they will comply with all basic OHS and fire protection requirements that result from the activity being performed
- they will comply with the rules valid in the customer's premises, see this document
- they will continuously maintain order at the workplace in such a way as to exclude the fire protectionssibility of injuries to themselves and the contractor's employees
- in their activities, they will proceed in such a way as to limit the normal operation of the customer as little as fire protectionssible
- they will not enter the customer's workplace that is not related to their activities
- will observe the smoking ban in the workplace
- they will use the client's social facilities if necessary
- follow the instructions of ABB s.r.o. executives Brno
- follow the instructions of the area security
- observe organizational discipline, i.e. wear proper work clothes, be properly and visibly identifiable by the company name. If the supplier does not have corfire protectionrate work clothes with the company logo, these supplier employees must wear reflective vests.
- there is a risk of a collision with a motor vehicle on the customer's premises when passing through the premises to the workplace - trucks, cars, forklifts (must observe the maximum permitted speed in the premises of 20 km/h) **ATTENTION: Forklift trucks have priority over pedestrians at crosswalks inside the premises!**
- fire protectionssible interruption of engineering networks, especially electricity energy, water and gas. Before starting the work, it is necessary to call in property management and maintenance workers, who will ensure the laying out of engineering networks or the disconnection of energy

1.2 Workers are particularly obliged

- comply with regulations to ensure safety and health protection at work, regulations to ensure fire safety and the environment, as well as principles of safe behavior at the workplace and established work procedures and agreed signs so as not to endanger the health and life of themselves and their colleagues

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- always start work mentally and physically prepared
- use assigned PPE
- on the way to the workplace and back, use only designated routes and must be careful when walking
- participate in training and education conducted by the organization in order to increase safety and health protection at work
- maintain order at workplaces and roads, carry out general cleaning and waste removal by the end of the shift at the latest.
- do not operate motor trucks, freight elevators, cranes, platforms, electric hoists, reserved technical equipment, etc. without the appropriate authorization.
- follow the traffic signs and safety tables that are located in the building and obey the warning signals and agreed signs
- in case of ambiguities at work, ask for an explanation or help in a timely manner
- use protective devices and aids, do not remove them during operation
- before leaving the workplace at the end of the shift, switch off energy appliances /electrical, gas, etc./, the operation of which is not necessary for technological reasons
- to help according to their abilities if there is a threat to the health or injury of co-workers or when averting imminent damage to the plant
- have every injury treated properly and refile protection it to a superior immediately, but no later than the end of the shift. Every accident must be recorded in the accident book
- notify the supervisor or the supervisory body of safety and health protection at work about deficiencies and defects that could endanger safety or health at work, fire safety and, according to their abilities, participate in their elimination. The workers themselves will remove minor defects that are sufficient for their work without delay.
- In the event of detection of an ecological accident, accident, fire and other extraordinary circumstances, inform the operator of the company's personal gatehouse and at the same time refer it contact ABB person (see the customer's contacts listed in the contract) and take measures to minimize the consequences
- keep sanitary and sanitary facilities clean
- not to drink alcoholic beverages and not to use other addictive substances at workplaces and during working hours and outside these workplaces
- obey the instructions of a senior ABB employee, OHS manager or technician, security employee, whether he is under the influence of alcohol or other addictive substances
- the use of any headphones is prohibited in production, testing workplaces and in warehouses that are not evaluated with an increased noise level (above 80 dB). This also applies to the roads in the plant area outside the buildings. Headphones with a built-in radio or music may not be used in workplaces with an increased noise level (above 80 dB).

1.3 Workers are prohibited

- enter workplaces, premises and facilities where they have not been assigned for work or where they have not been given permission by their superiors to do so,
- use and handle machinery and energy appliances with which they have not been familiarized and authorized to handle and use/repair them may only designated qualified personnel,
- walking around workplaces and roads for no reason

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- step under suspended or transfire protectionrted loads
- enter in front of or between moving cars and means of transfire protectionrt
- ride bicycles in the race facility
- damage or reduce the effectiveness of safety signs, markings and equipment in the building
- smoke outside designated smoking areas
- use electricity appliances without proper revision and control
- starting work under the influence of alcohol or other addictive substances and consuming them /including low-grade beer/ during the shift.
- It is forbidden to consume any food in production, testing workplaces and warehouses. Rest rooms and kitchens are intended for eating meals

2 Transport in the areal

2.1 Traffic routes

- It is necessary to comply with the law on all roads. 361/2000 Sb.,
- internal roads (i.e. roads inside the halls): when exiting onto an external road, the driver exiting the internal road must always give way to the driver driving on the outside road (even if the exit is not marked with a relevant road sign)
- The maximum permitted speed on race roads is 20 km/h for all types of motor vehicles. Battery fire protectionwered transfire protectionrt trucks have a maximum permitted speed of 15 km/h. The maximum speed inside the buildings is 5 km/h. **ATTENTION: Forklift trucks have priority over pedestrians at crosswalks inside the premises!**

2.2 Use of communications

- Because racing roads are used by both pedestrians and vehicles of all kinds, extra care must be taken on the roads. Motor vehicles must drive on the right and pedestrians must drive on the left.
- Storage of material and semi-finished products on roadways is prohibited. If absolutely necessary, the relevant managers will request the construction technician's permission. The contractor will use its own construction cell located next to Eurest behind the loading ramp for its facilities

2.3 Parking

- Only personal vehicles of ABB employees and external companies, which serve these employees and for private use, may park on the premises. Permanent parking spaces are designated for them.
- Service vehicles of ABB s.r.o. and other external companies operating on the company's premises are parked in designated areas.
- Passenger vehicles of other ABB s.r.o. employees can park on the concrete parking area behind the cargo gate.
- Parking of vehicles on roadways is strictly prohibited with regard to the passage of vehicles with special authorization /ambulance and fire vehicles, etc./.
- A lorry arriving at the race outside working hours with a load that can no longer be unloaded, parks at the race guard's command, or near it.

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2.4 Speed and manner of driving:

- A maximum driving speed of 20 km/h is allowed in the area. This maximum speed must be marked on the race gate. The maximum height of vehicles entering the area is 4.00 m.
- The driver of the vehicle must adapt the speed to the condition and nature of the road and must take into account the transfire protectionrted material.
- In reduced visibility, the vehicle must be sufficiently and properly lit.
- The provisions on the maximum speed when driving inside the plant do not apply to vehicles of fire protection and rescue services when they are in action and use warning lights and signals. In this case, other road users are obliged to give way to vehicles by stopping at the edge of the road.

3 Fire protection in areal Vídeňská 117

3.1 Obligations of employees in terms of FIRE PROTECTION

- comply with fire safety regulations and instructions, familiarize yourself with the workplace fire regulations, fire evacuation plan and fire alarm guidelines
- immediately refire protectionrt defects that could cause fire to your supervisor
- participate in fire protection training and education
- If fire protectionssible, immediately extinguish the fire and, if this is not fire protectionssible, declare a fire alarm according to the required alarm guidelines
- familiarize yourself with the deployment and use of fire extinguishers at your workplace
- behave in the workplace in such a way that the cause of the fire is not established - maintain order and cleanliness in the workplace. All waste must be placed in designated containers and taken to designated locations daily
- immediately refire protectionrt every case of malfunction to the electrical installation to the relevant employee. Defects may only be removed by a specialist. El. motors and switchboards must be regularly cleaned of dust and dirt.
- maintain a minimum distance of 10 cm from central heating bodies and pipes for all flammable substances
- use only those cookers and electric heaters, which are permitted by the plant management
- only with the permission of the FIRE PROTECTION technician remove, move and use fire extinguishers and hydrant box equipment, unless it is in the interest of fire safety
- maintain free access to fire extinguishers, main electrical switches. current, liquid and gas seals
- maintain clear escape routes
- weld at workplaces in the ABB area only on the basis of a written welding permit to work
- observe a strict ban on smoking and access to open flames in those workplaces where it is prohibited by regulations
- do not carry out without proper qualification and identification of work that could lead to a fire
- to provide, according to their strength and fire protectionssibilities, assistance at the request of the intervention commander in the liquidation of a fire or other extraordinary events
- perform other tasks in the FIRE PROTECTION section that are ordered by superiors or FIRE PROTECTION technicians

3.2 Fire announcement

Anyone who notices a fire is obliged to try to put out the fire by all available means.

If the fire cannot be extinguished, immediately refire it to **the personal gatehouse entrance**

Tel. 547 152 441 (cl. 2441)

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- and states:
1. **who is calling**
 2. **object and extent of the fire**
 3. **data on the type and quantity of burning materials**
 4. **injured persons**

The fire alarm will be announced using EPS sirens, or by calling **"FIRE"**

3.2.1 Obligations of persons after the announcement of a fire alarm

Employees and other persons

All employees and persons staying in the threatened areas, maintain calm and balance, quickly leave the building and gather **in the assembly area next to the canteen in front of the administration building north (A)** so as not to complicate the execution of the intervention.

After the arrival of the Fire brigade

Everyone will fully obey the orders of the intervention commander, who will decide who and how they will participate in further work. Others are obliged to stay out of the threatened areas and not hinder firefighting operations.

3.2.2 Help in fighting a fire

In connection with fighting a fire, everyone is obliged to take the necessary measures to save endangered persons, to extinguish the fire, if fire protectionssible, or to take the necessary measures to prevent its spread. Everyone is obliged to provide personal assistance to the fire protection unit at the request of the incident commander.

Emergency phone numbers:

Fire Brigade	150	Power station	840 111 222
Medical Emergency	155	WATER PLANT	543 212 537
Police	158	GAS PLANT	1239
International Helpline	112		

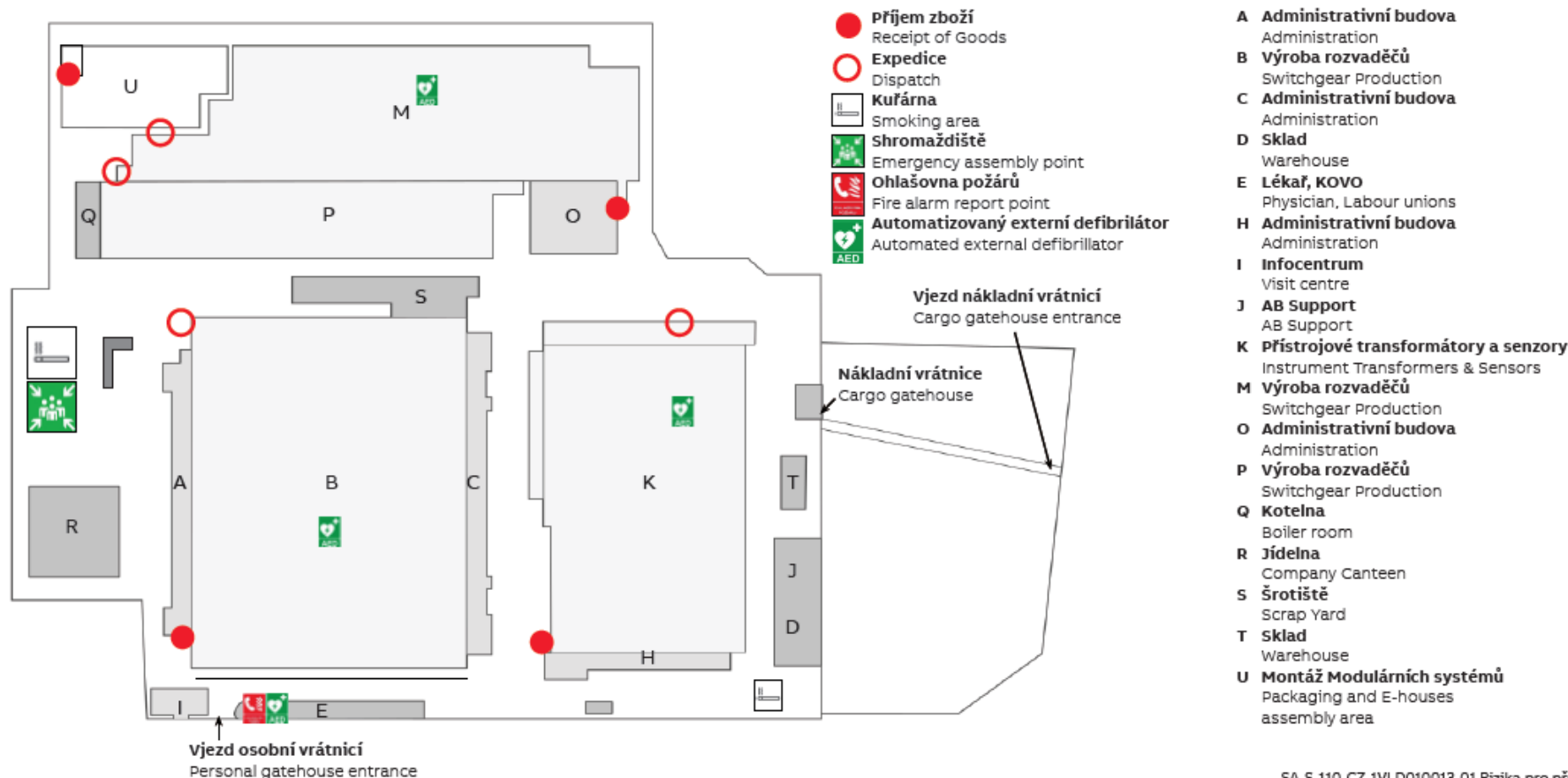
Environment

The list of harmful substances used, fire protectionssible emergency situations and threats, elimination of the consequences of accidents, is given in the company's emergency plan. An emergency kit to eliminate the consequences of an accident in the event of a leak of dangerous chemical substances is in the individual sheds and also at the cargo gatehouse.

Plán areálu

Site plan

Důležitá telefonní čísla	Emergency numbers:
Lékařská pohotovost	Medical emergency 155
Hasičský záchranný sbor	Firefighters 150
Policie	Police 158
Lokální ohlašovna požárů	Fire alarm report point +420 547 152 441



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