


# **GENERAL PREVENTION MANUAL**

**FOR CONTRACTORS**




**ENVIEN  
GROUP**



	<b>Internal Guideline</b>	IKD: II.IS-DP-BOZP-33
	<b>General Prevention Manual for Contractors</b>	Edition: 2
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2. Sworn Affidavit and Authorisation
3. System of Issuing Permit for Work
4. Map of Production Plants
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## 1 THE OBJECTIVE OF THE DOCUMENT

The aim of this Guideline is to define the rules and principles of prevention in the area of occupational health and safety (hereinafter “OHS”) and fire protection (hereinafter “FP”) in the Envien Group companies: ENVIRAL, a.s., MEROCO, a.s., Polnoservis, a.s., RT LOGISTIC, a.s., ENAGRO, a.s., BPS Hubice, s. r. o., Centrum výskumu a vývoja, s. r. o., A2 EXIM, spol. s r.o. with a registered office at Trnavská cesta, Leopoldov (hereinafter “Companies of the EG”).

The document is an integral part of the Internal Guideline *II.IS-DP-BOZP-25 System of Issuing Permits to Work*.

Contractors of the works (a legal entity and their employees/subcontractors/a self-employed person (SEP)) must follow the rules defined in these Guidelines when executing the works in the workplaces of the Companies of EG. This shall be without prejudice to the other responsibilities arising from the applicable laws for the performance of their activities.

The document may be found on the following websites:

- [www.enviral.sk/sk/dokumenty-bozp](http://www.enviral.sk/sk/dokumenty-bozp)
- [www.meroco.sk/sk/dokumenty-bozp](http://www.meroco.sk/sk/dokumenty-bozp)
- [www.polnoservis.sk/sk/dokumenty-bozp](http://www.polnoservis.sk/sk/dokumenty-bozp)
- [www.rtlogistic.sk/sk/dokumenty-bozp](http://www.rtlogistic.sk/sk/dokumenty-bozp)
- [www.enagro.sk/sk/dokumenty-bozp](http://www.enagro.sk/sk/dokumenty-bozp)



## 2 ENTERING THE WORKPLACE, MOVING AROUND THE WORKPLACE AND THE PREMISES


- To perform work activities, the workplace may be entered only by a person who was demonstrably made familiar with this Guide (*Annex 1*) and with a valid permanent entry card (for repeatedly carried out works) or a so-called temporary card (for one-off works). Only the OHS Department shall allow an exception for granting entry due to service/emergency intervention.

Receiving the issued:

- permanent cards is only possible at the reception of ENVIRAL a.s.
- o temporary cards is possible at the reception of ENVIRAL a.s., Slovenské liehovary a likérky s.r.o., or ENVIRAL SILO.

Note: This requirement shall not apply to the persons entering the premises and workplaces of the Companies of EG to e.g. visit, meet someone, etc. (i.e. without any direct performance of work activities such as maintenance, servicing, cleaning, sampling, inspecting...). These persons shall be subject to the visitor mode of entering the premises and shall always move around the workplaces accompanied by a responsible staff member of the Company of EG.



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- Work may be only performed under the approved **P1 II.IS-DP-BOZP-25 Permit for Work/Permit to Work in a Confined Space (hereinafter “Permits for Work”)**. Under *Annex 3*, persons must have this Permit WITH THEM when performing the activities.
- Before the works, notify a relevant control room. After the completion of the works, notify the control room again of your departure from the workplace.
- In case of specific requirements, contact a responsible person of EG and follow their instructions. Should it be a deviation from the approved Permit for Work, the existing Permit must be updated and approved before the commencement of the work.
- Enter the operational/production sites pursuant to the instruction of the contact person of the Companies of EG in prescribed personal protective work equipment (PPE). Basic PPE are:
  - safety ankle boots of S3 safety class;
  - helmet;
  - protective goggles or a protective shield;
  - working clothes with long trousers and long sleeves.

Other PPE requirements depend on hazards related to specific works and spaces in which the works shall be performed, including the obligatory use of MiniSCAPE disposable escape device in areas with an increased danger of leakage of hazardous gases (carbon monoxide, carbon dioxide...).


**The working clothes or the helmet must be visibly labelled with the name of the Contractor. This name must be identical with the name in *the Permit for Work*.**

- Moving outside designated zones and areas is prohibited. Safety marking must be observed.
- It is recommended to park vehicles by reversing.
- It is recommended not to talk on the phone or read while walking, but observe and notice the surroundings.
- When walking on the stairs, hold on to the railing.
- If it is necessary to place a mobile unit/temporary electrical equipment (such as a container-type modular cabin, container, other specific equipment, a construction electrical switchboard) in the premises of the Companies of EG, it is necessary to issue and approve an application for a permit to place such a facility in cooperation with a responsible person of the Company of EG (*Annex 5*). The approved application must be placed in a visible place on the mobile unit throughout its presence in the premises.
- **The persons who entered the area and workplaces of the Companies of EG to visit are strictly forbidden to directly perform work activities such as maintenance, servicing, cleaning, sampling, inspecting, etc.**

### 3 LEGISLATION

- Applicable legal regulations and other regulations to ensure OHS and FP, including safety markings and verbal instructions of EG employees, must be followed. In the Contractor's relationship with EG, the Contractor is in particular obliged to:
  - prepare
    - the technological procedure of works;
    - safe working procedure for each work activity of each step of the technological procedure;
    - hazard and danger analysis for each performed work activity of the technological procedure;
    - protective measures or required PPE to decrease the risk related to the performed activity to an acceptable level,
  - prove upon request
    - the professional competence of staff in the Companies of EG LPD;
    - authorization of the Company;
    - performed inspection of the safety status of the used work equipment (inspections of power tools, extension cords, pressure/periodic testing of cylinders of industrial gases, checks of gas welding hoses, ladders...) and PPE for working at heights (inspection of harness, ropes, carabiners...);
    - Safety Data Sheets (hereinafter as “SDS”) in the Slovak language for all chemical substances and mixtures brought to the premises of the Companies of the Group.
- Perform activities so that other persons present in the workplace are not in danger. For this purpose, inform in advance the responsible person of EG of intended works.
- Require and check the fulfilment of OHS and FP by a responsible employee of the Contractor. For this purpose, authorise in writing the person representing the Contractor in the workplace.



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**It is strictly forbidden to perform activities by persons who do not have professional qualifications and medical fitness for the activities, as well as activities which were not subject to the agreed terms and conditions.**

### 3.1 Technological Procedure of Works (Section 4 (2) of Decree No. 147/2013 Coll. as amended)

- The technological procedure must include
  - a) links and concurrence of the work activities;
  - b) safe working procedure for each work activity;
  - c) using machinery, equipment, tools and other work equipment;
  - d) kinds and types of auxiliary building structures, especially scaffoldings, supporting structures and platforms;
  - e) the method of vertical and horizontal transport of people and materials, including the designation of roads and storage areas;
  - f) technical and organisational measures for ensuring occupational health and safety in a specific workplace on the site and in the compromised area around this workplace
    1. when there is no work being performed;
    2. during construction work under special circumstances, mainly during operations and construction works being performed simultaneously by several Contractors;
    3. if there is a danger of natural forces, mainly floods, erosion of soil;
    4. during gradual commissioning or putting a building or its structures into operation.
- Should the character of the work make it impossible to define some of the above-mentioned points of the technological procedure, it shall be stated in the technological procedure of works.

### 3.2 Safe working procedure (Section 4 (2) (b) of Decree No. 147/2013 Coll. as amended)

- The safe working procedure provides a detailed description of the work tasks which shall be fulfilled to fulfil the technological step (What? How? With what?); it highlights the involved risks and describes the requirements for ensuring OHS.
- Illustrative example:

**A technological step:** Disassembling the cladding of the piping system insulation

**Procedure:** 1. Cutting sheet metal – cladding of the insulation

- Check the safety of the shears for cutting sheet metal. Cut gradually from point XY towards XY. Continually deposit the produced waste (cut pieces of sheet metal) in a place reserved for waste; keep the workplace tidy.
- Danger – measures:
  - o sharp edges of sheet metal and shears – use protective gloves against cuts;
  - o agitated mineral fibre particles – use sealed goggles and a respirator, min. P2;
  - o irritability of mineral fibres – use leather or coated protective gloves for assembling.

2. Removing mineral insulation from piping

- Gradually remove the mineral insulation from the piping by hand. Immediately after the removal, put the insulation into a designated bag or container.
- Danger – measures:
  - o agitated mineral fibre particles – use sealed goggles and a respirator, min. P2; do not throw the removed parts of insulation, but stack them to minimize agitation; store the removed insulation in bags or closable containers, which shall be covered/closed.
  - o irritability of mineral fibres – use leather or coated protective gloves for assembling.


3. ....

- The safe working procedure shall be preferably created using mainly photographs with inserted notes or warning and command signs. This makes the procedure brief, illustrative and easy to understand.

### 3.3 Meeting Requirements Section 3 of Decree No. 396/2006 Coll. as amended

- Before entering the workplace, it is necessary to verify who ensures the fulfilment of OHS requirements under Section 3 of Decree No. 396/2006 Coll. as amended in line with an order or a contract.
- If the fulfilment of OHS requirements under Section 3 of Decree No. 396/2006 Coll. as amended is not defined in the order or the contract, a contact person must be contacted before coming to the workplace.



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- Should the fulfilment of the OHS requirements under Section 3 of Decree No. 396/2006 Coll. as amended be ensured by another Contractor on the site or in the workplace, this Contractor must be contacted before the start of the work to perform actions necessary for the fulfilment of the obligations under those requirements.

#### 4 ACCIDENT, INCIDENT, NEAR MISS, EMERGENCY, FIRE

- If necessary, every person must give first aid using the means for this purpose while trying to, if possible, put out a fire using suitable available fire-fighting equipment located in the plant of the Company of the EG.

##### ➤ In the event of any

- accident (including a small injury),
- near miss (a dangerous incident),
- emergency,
- fire,
- defects found regarding OHS and FP,
- defects found in the area of technical equipment and technology devices

it is necessary to immediately report this fact (by an injured person, employee, a direct or an indirect witness):

✚ to the respective control room of the Companies of EG LPD in line with the Permit for Work:

- CONTROL ROOM ENVIRAL +421 33 7352 410
- CONTROL ROOM ENVIRAL SILO +421 33 7352 491
- CONTROL ROOM POL'NOSERVIS +421 33 7352 420
- CONTROL ROOM MEROCO +421 33 7352 430



✚ to the responsible person for the Company of EG.

When reporting, the following data must be provided:

- the name of the legal entity/SEP,
- one's name, surname, position and phone number,
- *in case of an accident:* **type of an accident** (pain after the fall, bleeding...), **the condition of the injured** (conscious, unconscious, breathing, not breathing), **site of the accident** (name of the building, location in the building...);
- *in case of an incident, near miss, emergency, a found defect:* **type of an incident/near miss/emergency/defect** (e.g. a fallen load, spillage or leakage of a chemical substance or mixture, etc.), **the condition of the workplace, site of the incident** (name of the building, location in the building...);
- *in case of fire:* **the site of the fire** (name of the building, location in the building...), **the nature of the fire** (what is on fire, what degree of fire...).



**Never be the one to finish the phone call. Stay on the line in case the operator has additional questions.**

- **then** it is necessary to follow fire alarm guidelines, fire evacuation plan prepared for the building and the trauma plan for giving first aid.



➤ In case of exposure of the eyes or body to the chemical substance and mixture, do not hesitate to use installed eye and full-body showers.



In case of cardiac arrest, an automated external defibrillator is available in SO 100 building Reception and storage of rapeseed of Poľnoservis, a.s. Do not hesitate to use it!




➤ In case the siren sounds, listen to its tone and evacuate to the assembly area. To evacuate, use the marked escape routes and exits (Annex 4).

TONE	LENGTH	MEANING
fluctuating	2 minutes	danger
constant	2 minutes	end of danger
constant	6 minutes	water danger





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## 5 SMOKING, ALCOHOL, WEAPONS

- It is forbidden to enter the workplace under the influence of alcohol, narcotics and psychotropic substances.
- It is forbidden to bring alcohol, narcotics and psychotropic substances to the workplace.
- Each person entering the workplaces of the Companies of EG must, upon request of a responsible person, undergo a check to ensure that they are not under the influence of alcohol, narcotics or psychotropic substances. Each person must undergo a check also upon signalling of a system of random checks of alcoholic beverages located at the reception at the entrance to the premises of ENVIRAL a.s. (ENV reception) and Slovenské liehovary a likérky s.r.o. (SLL reception). Refusal to undergo the check shall result in a procedure as if the result was positive.
- It is strictly forbidden to smoke in all buildings and premises, except in designated areas; this applies to the use of electronic cigarettes, too.
- It is forbidden to bring weapons, firearms, explosives, and dangerous substances (very toxic and toxic chemical substances and mixtures, these are subject to approval under Article 8.6) to the workplace.

## 6 FIRE PROTECTION

### 6.1 General Instructions


- All commands and prohibitions concerning fire protection must be observed.
- Know the location of the means of fire-fighting, know how to use them and use them only for their intended purposes.
- After each completion of a work ("end of a shift") follow the instruction of a responsible person unless agreed otherwise. All combustible material must be removed from the workplace and electrical equipment (including extension cords) must be unplugged from the power supply.
- Do not block safe zones, exits, boarding areas and access to them, neither locking systems of power distribution facilities, gas distribution, water-supply devices, fire-fighting equipment, fire alarm initiating devices, fire water supplies and sources of water for firefighting.
- It is strictly forbidden to raise the fire alarm or call the fire brigade for no reason.
- In the case of activities, in places and at a time with an increased risk of fire, **it must be before starting work issued Permit for hot work**, which is an integral part of the Responsible Work Permit a person of the EG Company.
- For activities with an increased fire risk, the fire assistance patrol has to be established at the workplace. The persons assigned to this patrol shall not perform any other work activities and they must attend fire assistance patrol training led by a professionally qualified person.
- At workplaces with an increased fire risk, works must be performed in compliance with the Fire Code of the Workplace which is placed visibly and is accessible.
- In case of fire, follow Fire Alarm Guidelines which are placed visibly and are accessible in each building.
- In case of evacuation, escape while following marked escape routes and after exiting the building, gather at a designated assembly area near the building where the evacuated people shall be checked or first aid shall be given. **DO NOT USE OTHER EVACUATION ROUTES OTHER THAN MARKED ESCAPE ROUTES AND EXITS!**



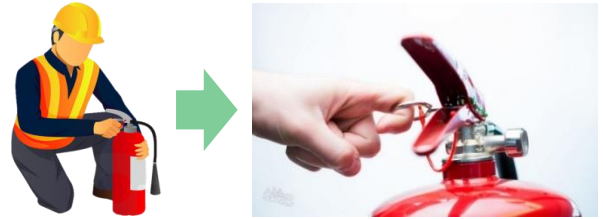
### 6.2 Using a Fire Extinguisher

1. After having spotted a fire, remove the extinguisher from the holder and bring it to the site of fire where it shall be put on a flat ground.

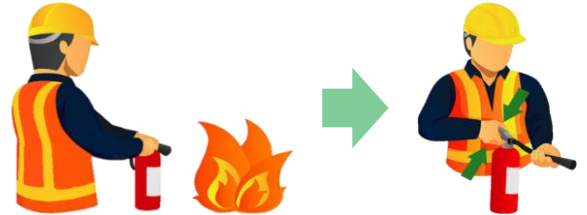


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2. Use one hand to hold the fire extinguisher to ensure it is stable and the other hand to pull out the lock pin (fuse) from the handle.



3. Point the hose to the site of extinguishing and squeeze the lever of the fire extinguisher.



**WARNING!** In the case of CO2 extinguishers, make sure you hold the handle of the hose! Otherwise, there is a risk of frost burn.



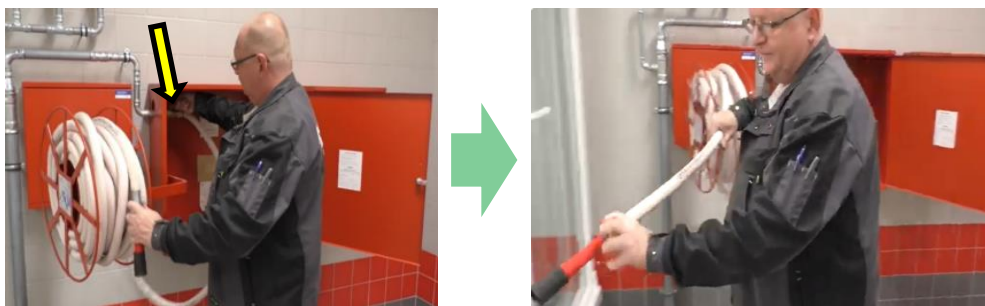
4. Release the extinguishing agent reasonably, as the fire extinguisher will get empty in about 30 seconds of extinguishing.

### 6.3 Using a Hose Device

1. Check whether the hose nozzle is closed.



2. Hose reels for dimensionally stable hose: open the water shut-off valve and by pulling the hose nozzle, unroll the hose to the required length.



Placing a flat hose: completely unroll the hose on the ground, then fasten the hose nozzle on one end and if the other end has not been connected to the water shut-off valve, connect it to the water supply. Open the water inlet valve and fill the hose with water.











3. Point the hose nozzle to the site of the fire and set the desired stream shape by turning the head of the hose nozzle.



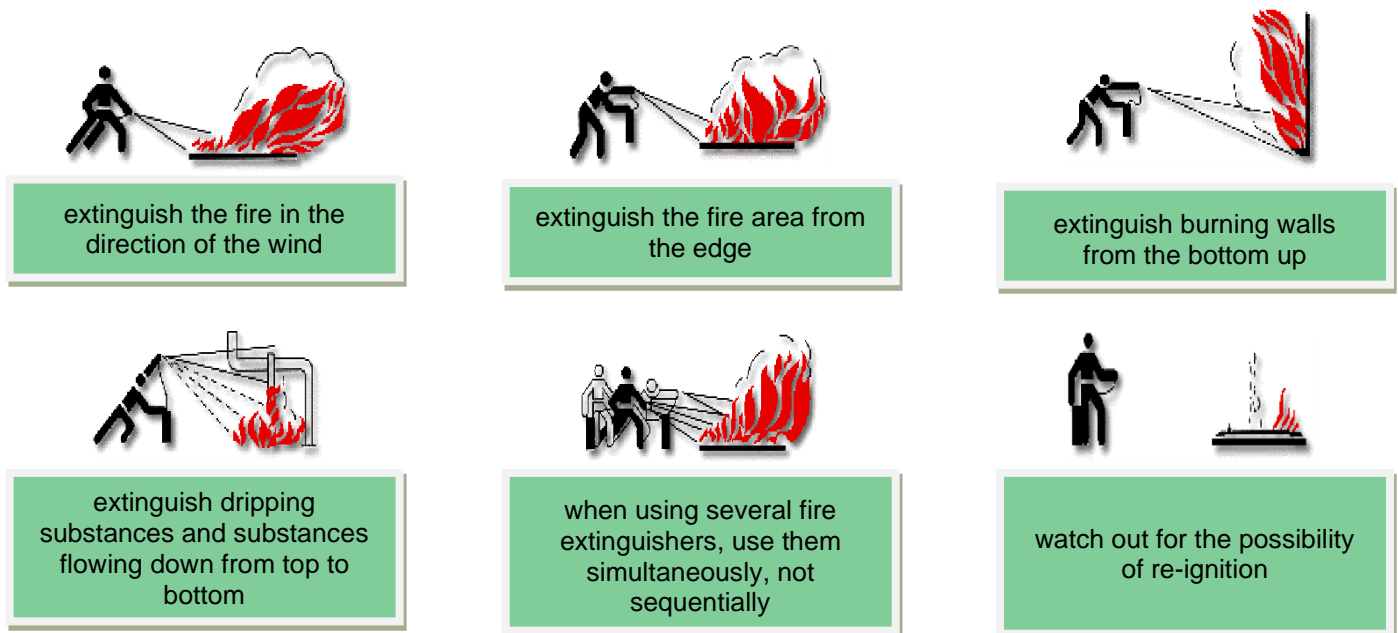
**WARNING!** When using a hose device, the extinguishing agent is water or a solution of water and foaming agent. Therefore, before using it, you must make sure that the premises are disconnected from the power supply. If you are not sure, do not use the hose device!

#### 6.4 Fire classes and appropriate types of extinguishers to extinguish them

	<b>A</b> 	<b>B</b> 	<b>C</b> 	<b>D</b> 	<b>F</b> 	
	Combustible materials	Flammable liquids	Flammable gases	Flammable metals	Vegetable oils & animal fats	Electrical equipment
<b>Water</b>	Suitable	Unsuitable	Unsuitable	Forbidden	Forbidden	Forbidden
<b>Foam</b>	Suitable	Suitable	Suitable	Forbidden	Forbidden	Forbidden
<b>Powder</b>	Suitable	Suitable	Suitable	Forbidden	Unsuitable	Suitable
<b>CO<sub>2</sub></b>	Forbidden	Suitable	Suitable	Forbidden	Forbidden	Suitable
<b>Halon</b>	Suitable	Suitable	Suitable	Forbidden	Unsuitable	Suitable

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## 6.5 Principles of an Extinguishing Method



## 7 HOSTING EMPLOYER


- Before works, an Employer from another EU member state must notify the National Labour Inspectorate of their intention to post their employees to provide services in the territory of the Slovak Republic.
- Detailed information may be found at <https://www.ip.gov.sk/oznamenie-hostujuceho-zamestnavateľa/>.
- The host employer must:
  - keep the employment contract or another document proving the employment relationship with the posted employee;
  - keep and maintain records of the working time of the posted employee as required under Section 99 of the Labour Code;
  - keep evidence of the wages paid to the posted employee for the work carried out during posting. These documents must be available at the place of work during the entire posting.
- Upon a request of the Labour Inspectorate, the host employer must:
  - submit the above-mentioned documents;
  - deliver the above-mentioned documents even when the posting period is over;
  - submit a Slovak translation of the documents or their parts in the due period determined by the Labour Inspectorate.

## 8 SPECIFIC RULES AND PRINCIPLES OF PREVENTION

### 8.1 Transport

- A driver must have an appropriate driving licence and follow all traffic regulations, including specific requirements applicable when moving in the premises of the Companies of EG which are communicated by traffic signs and written or verbal instructions of the employees of EG.
- A vehicle must not be overloaded.
- The hazard lights of the vehicle must be on for the entire time the vehicle is on the public road.
- If necessary under given circumstances, mainly **including insufficient visual range**, the driver must ensure safe reversing with the help of a competent and duly instructed person.
- It is forbidden to use mobile phones when driving a vehicle! Using a "hands-free" system is an exception.
- Parking is only allowed in designated parking spaces or in zones temporarily approved for parking.
- Use safety belts and observe the speed limit of 20 km/h.



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- Watch out for zones without rear mirror coverage, especially if there is increased traffic or pedestrian movement in the vicinity.

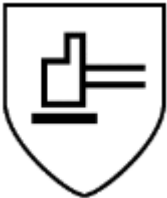


### 8.2 Concurrence of Works

- A written agreement between Contractors or with an Employer, i. e. who shall be responsible for the observance of OHS and FP at a common workplace, must be prepared before the commencement of work.
- It is necessary to actively communicate about the work in the zone.
- In case of workplace handover to the Contractor, they shall be responsible for the status of OHS and FP at the workplace and they must ensure the fulfilment of all generally binding legal requirements related to it.
- Each employee or worker is obliged to check the presence of unknown persons in their workplace. Should these unknown persons be in danger caused by the work being performed there, the employee or a worker must verbally inform them about the danger and make sure they leave the area.
- Concurrent works above each other are prohibited. Respect safety marking. The Contractor must make sure and check that their actions do not put other persons in danger.
- Mark or fence off the workplace if its boundaries are not defined in any way.


### 8.3 Work, Service, Activity

- Each work, service or any activity are subject to specific requirements, procedures and permits of the Companies of EG and they must be permitted by a responsible person of the Companies of EG!
- When handling objects with sharp edges and other sharp parts, use cut-resistant gloves.

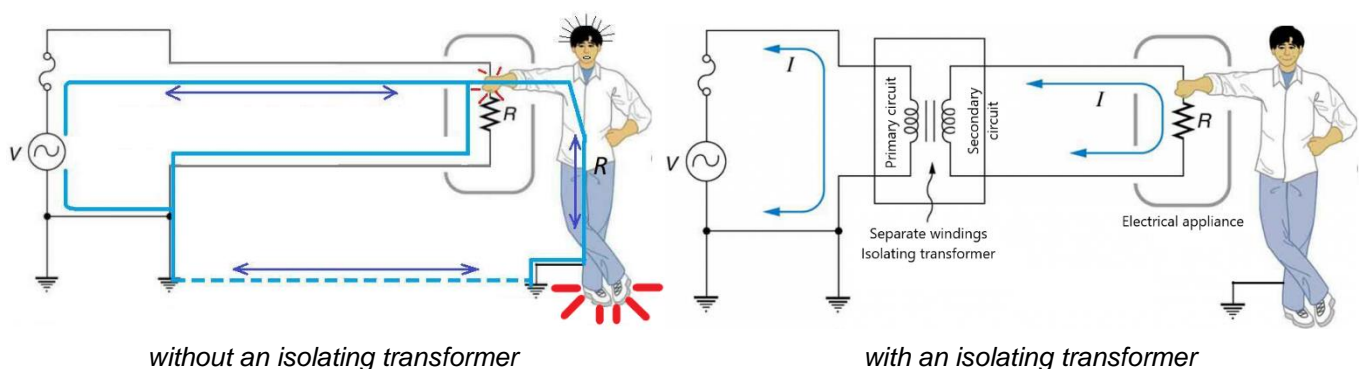
 A.B.C.D.E.F	A) Abrasion resistance (1-4)	1 - the lowest, 4 - the highest, X - no protection
	<b>B) Cutting resistance (1-5)</b>	1 - the lowest, 5 - the highest, X - no protection
	C) Tear resistance (1-4)	1 - the lowest, 4 - the highest, X - no protection
	D) Puncture resistance (1-4)	1 - the lowest, 4 - the highest, X - no protection
	<b>E) Cutting resistance TDM TEST ISO 13997 (A-F)</b>	A new stricter criterion; it is applied, for instance, if reinforcing fibres in a fabric blunt a knife during a resistance test. A - the lowest, F - the highest, X - no protection
	F) Impact resistance (P)	P - protection included, without P - no protection

- In case of unexpected interventions outside a safe zone or on energised electrical installations, inform a responsible person of the Company of EG before the intervention. Proceed with the intervention after the contact person has approved *the Permit for Work* and it has been updated.
- Before performing any work on high and low-voltage distribution lines, it must be checked that there is no voltage and current.



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- Collective safety (railing, etc.) is more important than organisational management and using personal protective work equipment.
- Means of the collective safety (railing, cover...) can only be removed upon the permission of the responsible person of the Company of EG and after having performed alternative preventive measures.
- The means of collective safety must be put back as soon as possible.
- Electrical work equipment connected to the mains must be protected by a circuit breaker.
- When working with an increased risk of electric shock due to the conductivity of the environment, **use an isolating transformer.**



#### 8.4 Service on Machines

- When working with equipment which produces heat when operated, this equipment must be let cool down before it can be operated.
- During service and service work, prevent the equipment from self-starting or being started by another person.
- When working in an area with a possibility of an increased concentration of hazardous gases, vapours or dust, ventilate the area and enter only after the safe atmosphere has been verified.
- When working with pressure equipment, the pressure pipeline must be secured by closing relevant valves. Or, if necessary, secure safe depressurisation of systems; remove protective elements only if commanded by a responsible person of the Company of EG. Put the protective elements back as soon as possible.

#### 8.5 Work on Electrical Equipment


- Work on electrical equipment can only be performed by persons with valid professional qualification.
- All work under voltage is prohibited.
- Work may be commenced only on equipment which has been blocked/secured against starting.



**WARNING! Even though you have been informed that the equipment has been secured, always physically check the absence of voltage (e.g. by checking the disconnection of the power supply or by measuring the voltage). Do not rely solely on a written record of securing!**

- Works are subject to specific rules applicable to the Companies of EG. Therefore, always get thoroughly familiar with an issued Permit for Works. Should the Permit fail to reflect all activities which you want to perform, contact a responsible person of the Company of EG which shall edit the Permit.
- Equipment may be disabled in the electrical switchboard only by an authorised person of the Company of EG or a person whom they appoint in writing. The person shall then prevent the el. switchboard from being started by another person.
- When securing an electrical switchboard, this cabinet must be secured and marked by safety marking.
- Work on the HV distribution system is allowed only based on an issued "B" order.
- Terminate all electrical cables in switchboards or junction boxes.



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- When working near electric power, it is forbidden to wear rings, bracelets, necklaces, watches and other conductive items. Also, it is forbidden to wear jewellery or metal objects in pockets.
- Use tools, equipment and apparatus designed for work on el. equipment, i. e. isolated ones.
- It is forbidden to use clothes and personal protective equipment made of conductive material or materials that create static electricity or contain metal inserts or reinforcements.

### 8.6 Work with chemical substances and mixtures (CHSaM)


- It is forbidden to bring and use toxic and very toxic CHSaM without the prior written consent of the OHS Department.
- **Updated Safety Data Sheets (SDS)** for CHSaM must be **available** at every workplace where they are used.
- Only trained persons may work with CHSaM and when handling (including PPE contained in Section 8) and storing them, the trained persons must follow the SDS.
- All CHSaM must be marked and stored in original packaging. Storage in non-original packaging is subject to the consent of a responsible employee of the Company of EG and only under compliance with legal requirements and requirements of the SDS. Moreover, such containers must be marked in a visible place with the name of the stored CHSaM and with hazard pictograms under the SDS.
- **It is strictly forbidden to store CHSaM in food packaging!**
- The label (name, expiration date, hazard signs) on the packaging must be legible.
- Do not pour CHSaM down the drain (a sink, etc.).
- Each container with CHSaM must have a retention bath with a volume of 10% of the volume of the stored CHSaM.
- It is forbidden to eat, drink or smoke when handling CHSaM..



### 8.7 Working with hand tools

- Use undamaged tools and only in compliance with their user manual.
- Before work, make sure that the hand tools comply with safety requirements.
- Hand tools must have proper handles, sticks, etc. These must be machined and must not come loose spontaneously.
- Striking surfaces of hammers, cutters, punches, wedges, etc. must not be cracked; these tools must be made of stainless steel.
- Spanners may only be used when in perfect condition; when loosening screws, a spanner must not be extended with levers; hammer blows on the spanner are not allowed.
- Nuts and bolts must only ever be loosened and tightened towards yourself.
- Any saw blade or disc with missing teeth must not be used for cutting material.
- When working at height, it is forbidden to hang work tools on items of clothing unless adapted for that purpose or unless the worker uses a suitable outfit (a work belt with attachment points, etc.).



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## 8.8 Working with Hand-Held Power Tools

- Thoroughly inspect the workplace in terms of OHS and FP.
- Work with reviewed tools (keep the proof of revision at the workplace or for review); always check the safety of the tools before using them.
- Used tools may only be used in compliance with the user manual.
- It is forbidden to work with damaged tools!
- Repairs may be carried out only by professionally qualified persons within the scope of the manufacturer's instructions or the standard.
- Store and lead el. power connection cables in places excluding their damage or damage to the insulation. Should they be placed across the road, use a suitable distinctive coloured (e.g. hatched) protector.
- Tools must not be stowed or carried while the tools are moving.
- Starting and stopping controls must be easy and quick to operate. They must not allow the tool to start accidentally or the control to get stuck.
- Upon leaving the workplace, unplug all electrical equipment from the electrical power supply.
- Parts of a tool used for gripping and holding must be shaped in a way that prevents an employee from excessive hand fatigue and damping vibrations with power tools that emit vibrations.
- It is forbidden to cut or grind in clothes with short sleeves!
- An angle grinder has to have an auxiliary handle (if available) and a wheel safe guard installed.
- It is strictly forbidden to use grinding wheels of different dimensions than those which the angle grinder was designed for!
- Wheels for the angle grinder may only be used for the work the wheel is designed for - cutting wheels for cutting, grinding wheels for grinding.



**WARNING!** In addition to the size of the wheel, it is necessary to check whether the wheel is designed for the intended purpose and check the speed of the angle grinder. If a wheel is used incorrectly or its parameters are not compatible, there is a risk the wheel will lose its integrity and fragments will fly off.



- Power tools must be secured by a circuit breaker and used in an environment corresponding to the degree of coverage (IP) and manual of the producer.

## 8.9 Work on Utility Distribution (Water, Air, Gas...)

- These works may only be performed upon the consent of a responsible person of the Company of EG.
- Works are subject to specific rules applicable to the Companies of EG. These are specified in the document of *Permit for Works*.
- When working on pressure pipelines, they must be secured by closing relevant valves and the valves must be prevented from being opened by another person. If possible, secure a safe depressurisation of the whole system.



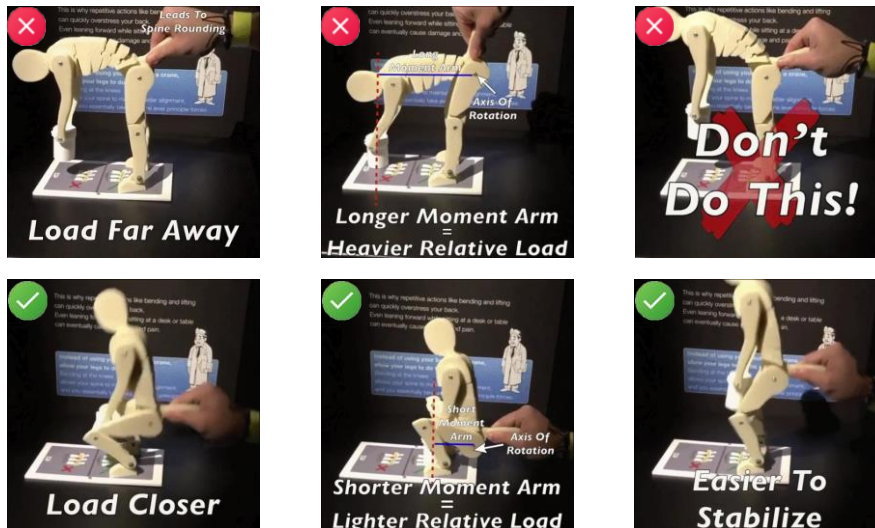
**WARNING!** Never rely on the 100% tightness of a valve! Each part of the system has its lifespan and reliability and anything can fail. Always be cautious and try to predict any failure!





### 8.10 Working with Loads

- Before work, everyone must evaluate the procedure, method of handling, selection of suitable work equipment, as well as the condition and properties of the working and handling area.
- Whenever possible, use auxiliary means of handling which have to be preferred to manual handling.
- When working with loads, observe ergonomic principles and principles of handling loads.




Age	Conditions	Maximum load weight	
		Men	Women
18 - 29	Suitable	50 kg	15 kg
	Unsuitable	40 kg	10 kg
30 - 39	Suitable	45 kg	15 kg
	Unsuitable	40 kg	10 kg
40 - 49	Suitable	40 kg	15 kg
	Unsuitable	35 kg	10 kg
50 - 60	Suitable	35 kg	10 kg
	Unsuitable	30 kg	5 kg

- Employees must be familiarised with the principles of occupational safety when handling loads.
- It is necessary to keep the workplace clean (floors must not be slippery) and tidy (roads must be passable).
- A person may only carry loads which the person can control anytime under those circumstances and which do not put them or other persons in danger.
- Before the start of loading and unloading work, a method of signalling between the person sending signals and the person operating the handling equipment must be agreed.
- Material and objects must be stored in a suitable place so that they do not collapse, fall over and may be safely removed; they will be secured by devices that prevent them from sliding down.
- If a load has sharp edges and parts, it is obligatory to use cut resistant gloves (their identification according to the standard can be found in Section 8.3).

### 8.11 Premises with Potential Occurrence of Hazardous Gasses (Carbon Monoxide, Carbon Dioxide, Methane, Hexane...)

- Specific premises of operation where there might be hazardous gasses (such as a boiler room, shafts, fermentation facilities, etc.) may only be entered with the consent of a responsible person of the Company of EG.

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- Should at least one technical equipment with a potential gas leakage be operated during work in these premises, make sure that the atmosphere is continually checked for the presence of the hazardous gas – in addition to any stationary detectors, also by portable stationary detectors placed near the workplace or by personal detectors.
- If a dangerous atmosphere is identified, immediately leave the premises/building and when in a safe place, immediately inform a responsible person of the Company of EG.



**WARNING! Always know the basic characteristics of the gasses and vapours which are produced during the working activities or may occur at the workplace due to the nature of the operations! For instance, carbon monoxide is lighter than air, carbon dioxide (CO<sub>2</sub>) is heavier than air and it cumulates in shafts and holes; methane (CH<sub>4</sub>) is lighter than air and is flammable; hexane (C<sub>6</sub>H<sub>14</sub>) is heavier than air, it cumulates in shafts and holes and it is flammable.**

#### ➤ The main symptoms of intoxication

- **by carbon monoxide (CO)** are headache, nausea, dizziness, shortness of breath, collapse, unconsciousness;
- **by carbon dioxide (CO<sub>2</sub>)** are drowsiness, light intoxication, impaired hearing, accelerated heart rate, higher blood pressure, dizziness, confusion, headache, shortness of breath, blurred vision, muscle tremors, sweating, and unconsciousness.

### Signs of Carbon Monoxide Poisoning



#### 8.12 Working Alone


- Working alone **is prohibited**.
- During work, continual supervision over the person performing the work must be secured, e.g. by working in pairs, by an accompanying internal employee of the Company based on the agreement with a responsible person of the Company of EG. The agreement on the accompanying internal employee during the performance of work must be defined in the issued *Permit for Works*.



#### 8.13 Welding

- All welding and other hot works may only be performed with a valid *Hot Work Permit*, which is a part of the *Permit for Works* issued by the Company of the EG while defining the terms and conditions for the safe performance of the activities.
- Both welding and flame cutting must be carried out in compliance with internal instructions in terms of the issued *Permit for Works*, *Hot Work Permit* and related standards (e.g. STN 05 0601, STN 05 0610, STN 05 0630).
- Welding machines must not be plugged in without any supervision. The welding kit must be depressurised during the break.
- Make sure that near the workplace, there are enough readily usable means to initial fire-fighting, i.e. suitable fire extinguishers or also a fire-resistant tarpaulin of the Contractor which meet the requirements in the issued *Hot Work Permit*.
- Before the performance of hot works, remove all flammable or combustible substances within a radius of 10 m.
- Flammable substances that cannot be removed (including flooring and walls) must be covered or protected by fire-resistant tarpaulins.



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- After the completion of welding works and flame cutting (if the material affected by heat is in the premises), ensure demonstrable inspection (an entry in the table in the *Hot Work Permit*) of the working space for a necessary period during which there is a risk of fire.
- When welding at heights, the welder must have a stable and safe position. His welding hoses or wires must be attached to a fixed object and the space under the welder must be secured against fire from falling sparks and hot parts of the material, as well as against the entry of persons into the dangerous area.
- The routing of welding hoses or wires must be without deflections, prevented from getting damaged at the point of attachment and damaged by the spattering of red-hot particles or other damage.
- When welding or cutting, the welder must not have the hoses draped over the shoulder or wrapped around himself.
- When arc welding, welders must deposit the residues of electrodes in non-flammable boxes.
- When arc welding, an improvised power supply must not be used. In an area with an increased risk of electric shock (damp environment, conductive flooring, structures, enclosed spaces), an isolating transformer must be used in case of a malfunction or damage to the electrical conductors and covers (Section 8.3).
- It is forbidden to arc weld in unprotected workplaces in rain, heavy fog, snow or strong wind.
- It is forbidden to weld in enclosed spaces without sufficient air exchange or installed forced ventilation.
- Welding fumes, gases and aerosols must be led outside the breathing zone of the welder or other persons nearby. If organisation measures are needed, contact the responsible person of the Company of EG.
- Cylinders with gases for flame welding must be secured against tipping over and must be marked. After the completion of work, the Contractor's cylinders must not stay in the premises of the Company of EG.
- Before electric resistance welding, make sure that screws, connectors and electrode holders for welding guns, etc. are properly tightened and clean.
- Before electric resistance welding, check whether the welding object is connected, so that currents do not pass through other objects when welding to prevent fire, burns or injuries (electric shock) caused by electrical power.
- No more than 2 cylinders may be placed at the workplace; valves on the cylinders and their accessories must not be lubricated.
- Empty cylinders must be marked with a white chalk, reading "Empty".
- The contact person of the Company of EG must be notified of the start and end of welding.
- It is forbidden to use a welding kit without flashback ARRESTORS!
- All doors must be closed, openings and penetrations in the floor and walls must be covered.
- Floors, barrels, tanks or other containers and pipes must be cleaned when working with fire and explosion hazards.



**Do not rely on draining or spilling of the medium. Media residues in pores and microscopic surface defects may be released and form an explosive mixture of flammable vapours with air. Continually check the atmosphere in the site of hot works; flush and cool it down, as the heat-affected areas contribute to faster evaporation of the residual medium.**


**When cutting, prefer "brushless" dovetail saws to angle grinders and flame cutting.**



*Cutting of an "empty" barrel*

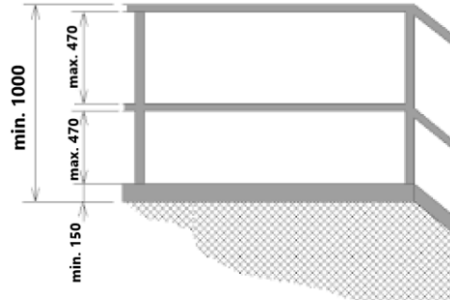
- During works with a fire and explosion risk, stable firefighting equipment must not be turned off or shut down, unless the shutdown was approved by the responsible person of the Company of the EG.



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### 8.14 Works in heigh

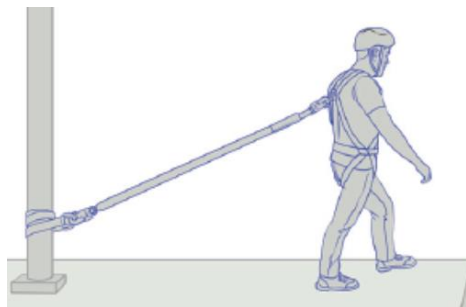
- When working at a height > 1,5 m and above free depth, persons must protect themselves from falling
  - by collective safety (a double-bar rail of the height of 1 m with a minimum of 15 cm floor stop),




- by personal protective equipment against falls, or

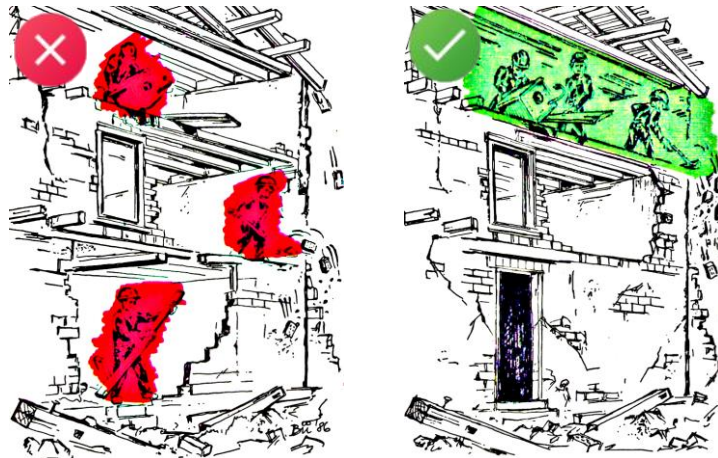


- by personal protective equipment to restrict movement or working range.

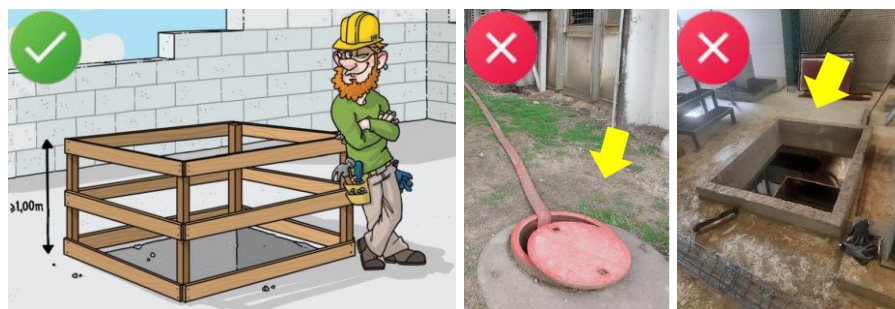


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➤ Concurrent works above each other are prohibited!



- The works may be carried out only by persons with professional qualifications for the works using climbing equipment or speleological technology/valid familiarisation with the works at height and medical fitness.
- It is forbidden to perform works at heights alone. The work must be performed in pairs as a minimum.
- Works at heights may only be carried out if weather conditions do not endanger the safety and health of employees.
- When working at heights, use a helmet with a strap and when working at workplaces without a collective safety, use means of personal security.
- Before every work, the person using a personal fall arrest system must check all the elements forming the system. Should any defect be found, the damaged element must be immediately excluded from use!
- Before using the personal security, the persons must be familiarised with reasons for its use and limitations of its use.
- When moving to another place of attachment (anchorage), the person must remain secured (by another rope).
- Personal protective equipment against falls must be demonstrably checked once every 12 months by an authorised organisation.
- Only ladders and platforms in perfect condition may be used, following manufacturer's instructions.
- The area above which the work is being performed must be safely secured (by barriers and warning signs).
- The area where there is a risk of falling or being injured by a falling object must be enclosed by fencing combined with warning signs. They must be clearly visible and firmly fixed, so that it cannot be moved.
- In case of tall structures (towers, chimneys, poles, etc.), the protection zone shall be marked around the entire perimeter.
- Use barriers, railings or covers to physically secure all holes, transitions and openings.



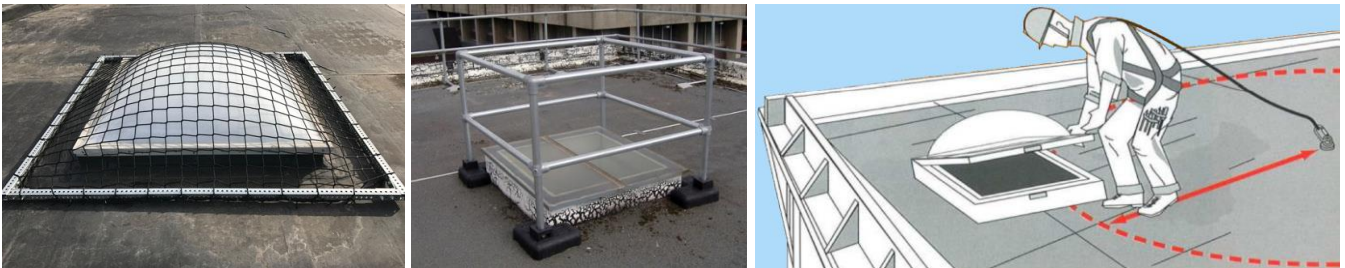
➤ The maximum permissible gap between the scaffolding and the adjacent wall is 0,25 m.

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- The work at height and above free depth must be interrupted in case of
  - storm;
  - heavy rain;
  - snowing;
  - formation of frost;
  - wind of speed from 8 m.s<sup>-1</sup> (no. 5 in the Beaufort scale),
    - if the works are performed on hanging structures;
    - on ladders, if feet are more than 5 m above the ground and when using an item of personal protective equipment against falls,
  - wind of speed from 10.8 m.s<sup>-1</sup> (no. 6 and higher in the Beaufort scale);
  - visibility of less than 30 m;
  - environment temperature lower than -10°C or higher than +43°C.

#### 8.14.1 Work on a Roof

- It is forbidden to perform work on a roof which is not solid and stable.
- Safety against falling from a roof, not only around the perimeter but also into skylights, technological and other openings, must be secured using a protective or fall arrest structure or a personal fall protection.



- Anti-slip protection must be secured by using ladders fixed at the sites of work and in relevant roads or using a protective or fall arrest structure or a personal fall protection.
- Protection against cave-ins must be secured on all roof sheathing where the plan distance between battens or other load-bearing elements of the roof structure is greater than 0,25 m and there is no guarantee that the elements of the roof are demonstrably protected against breakage under the load of persons.
- In case of danger of falling objects from the roof, the hazardous area under the site of work on the roof must be clearly marked and fenced.
- When working on the roof, a safety helmet with a strap must be used in addition to personal protection.


#### 8.14.2 Use of Ladders

- Any ladder must be checked before use; damaged ladders must be excluded from use.



**Fixed ladders must not be used. The ladder must be in the condition in which it was placed on the market by the manufacturer.**

- Enter the ladder with clean soles.
- When working on the ladder, maintain three points of contact with the ladder (2 legs and 1 arm or 2 arms and 1 leg).

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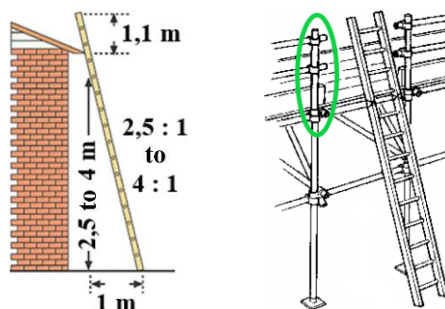
- When ascending or descending a ladder, the user must always face the ladder.
- It is forbidden for more than one person to work on the same ladder at the same time.



- When working on energised electrical installations, metal or metal-reinforced ladders must not be used.
- Long-term work (more than 15 minutes) at height may only be performed with a platform ladder. Standing on a simple ladder, activities like visual inspection, handling the controls of equipment and installation, a short operation with simple hand tools (such as a screwdriver, pliers, etc.) may be performed.




- A ladder used at a workplace must be placed on a firm, clean and stable surface and stood up in the way preventing it from sliding or moving, lateral deflection or expansion.
- The ladder must be extending above the point of ascent to the working platform **at least by 1,1 m**. This does not apply if at the point of ascent, there is a fixed handrail which can be held onto when ascending the ladder.

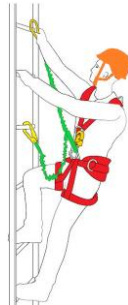


- Ladders must be demonstrably checked once in 12 months.



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- The workplace must be fenced in a way that excludes danger to persons moving around the workplace, as well as the danger of hitting the ladder being worked on.
- Double ladders or their single parts must not be used instead of simple ladders.
- When working on a ladder with feet > 5 m above the ground, use personal protective equipment against falls.



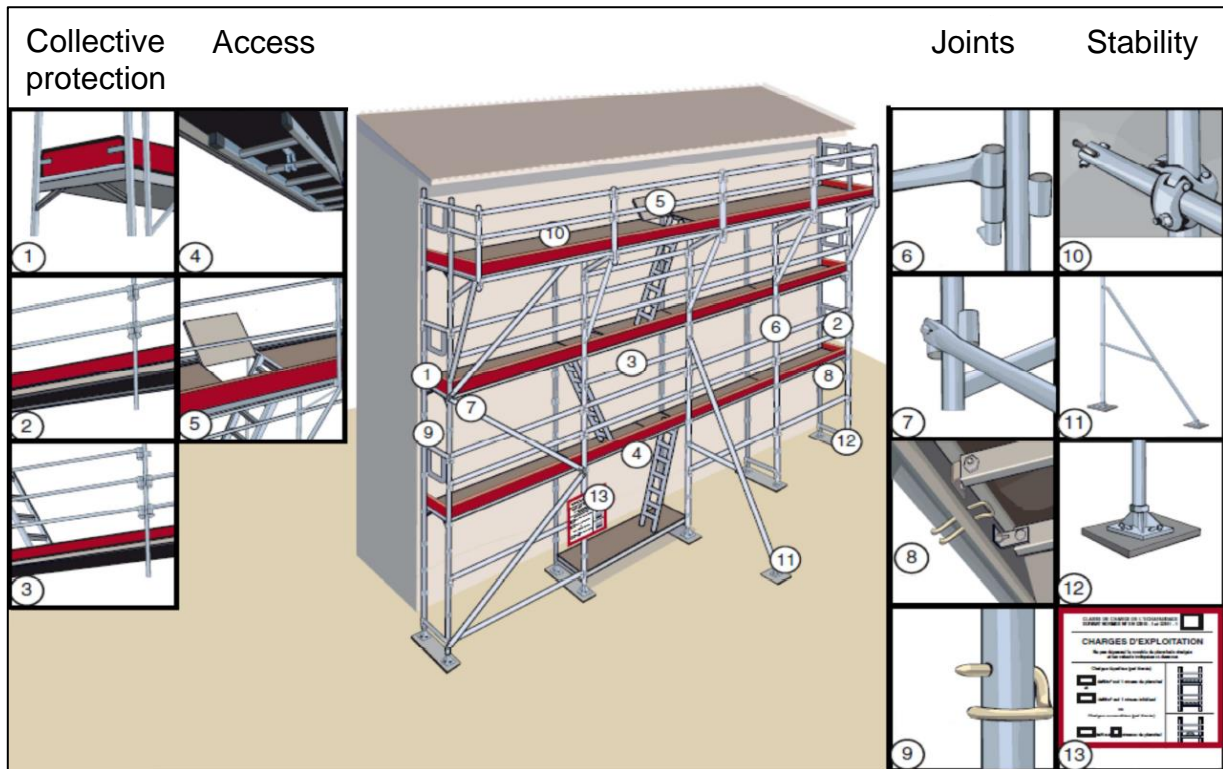
### 8.14.3 Work on a Scaffolding

- The works may only be performed by persons with medical fitness.
- The scaffolding must be made of such materials, with such size and built so that it is sufficiently stable and able to safely bear expected loads and stress.
- It is necessary to secure spatial stiffness (typically by diagonal bracing in three mutually perpendicular planes) and stability of the scaffolding, in particular by reinforcing, anchoring and bracing the scaffolding.
- All structures for works at heights may be handed over into operation only after they were fully completed and equipped. Handing over into operation must have a written form applicable to the Company of the EG as follows: *P7 II.IS-DP- BOZP-36 Handover and Takeover of Scaffolding or Its Part for Use.*



- Pay attention to the settlement and reinforcement of the ground under the scaffolding. Make sure that the scaffolding is standing on level and sufficiently load-bearing ground.
- Scaffolding must be assembled by at least 2 persons. The entire area of the scaffolding platform must be covered with flooring.
- Before using the scaffolding, carry out visual inspection and check the written handover for use. It is forbidden to use damaged scaffolding!
- Scaffolding must be checked by a professionally qualified person
  - before taking it over for use;
  - at regular intervals specified in the internal record *P7 II.IS-DP-BOZP-36 Handover and Takeover of Scaffolding or Its Part for Use*;
  - after reconstruction;
  - when work is temporarily interrupted;
  - in the event of extreme weather conditions;
  - after the seismic tremor;
  - after any other event which could affect their strength and stability.





*The main elements of scaffolding inspection*


- The height of the railing which is the distance of the upper surface of the handrail from the floor must be at least 1 m; the height of the floor stop must be at least 0,15 m and the clearance between the handrail bars or between the bar and the floor stop shall not be more than 0,47 m.
- The wheels of mobile scaffolds must be rubberised, but not inflatable and they must be secured by fixing or wedging to prevent them from moving.
- The scaffolding must not be moved while there is some material or a person on the platform.
- The structure of the scaffolding must not be crooked or otherwise deformed.
- It is strictly forbidden to climb up the scaffolding structure and lean out!
- The workplace must be secured against the movement of unauthorised persons.
- Keep the workplace and its surroundings tidy and clean.

### 8.15 Working in Explosive Atmospheres

- Smoking is forbidden. It is also forbidden to use simple tools made of sparking material and electrical work equipment which does not meet the requirements of ATEX. Respect warning signs.
- Use clothes and shoes made of materials which do not cause electrostatic discharges, as these may initiate an explosive atmosphere.
- It is forbidden to use mobile phones.
- Before work, shut off the media supply and then continually ventilate the area in a natural or forced way.
- **Before the performance of work and during the performance, monitor the safety of the atmosphere at the workplace.**



The atmosphere is considered dangerous in terms of protection against explosion when the lower limit of explosivity (LLE) is as low as 25%. When this limit is reached, end the work immediately and leave the building. When in an unrestricted area, immediately report this situation by telephone

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or in person in the respective control room. The work may be resumed after the concentration is stabilised under 25% of LLE.

- Hot works in an area where there is a risk of an explosive atmosphere is prohibited by default. The performance of works in this zone is subject to the fulfilment of specific measures by the Companies of EG and measures defined in *Permits for Works and Hot Work Permits* by the Contractor.



**Potential initiating sources:**

- hot surfaces,
- flames, hot gasses,
- hot particles,
- mechanically generated sparks,
- electrical equipment,
- dispersive electric currents, cathodic protection against corrosion,
- lightning stroke,
- high-frequency electromagnetic waves from  $10^4$  Hz to  $3 \times 10^{12}$  Hz,
- electromagnetic waves from  $3 \times 10^{11}$  Hz to  $3 \times 10^{15}$  Hz,
- ionising radiation,
- ultrasound,
- adiabatic compression and impact waves,
- exothermic reactions, including self-ignition of dust.

### 8.16 Working with Lifting Equipment, Handling Equipment and Binding Equipment

- Any work with lifting equipment, handling equipment and binding equipment may only be carried out by persons with professional qualifications and medical fitness.
- Controls must have legible indications of their functions.




**It is forbidden to be closer to mobile or lifting work equipment than the distance of their maximum working range extended by 2 m.**

#### 8.16.1 Mobile Motorised Work Equipment (motor vehicles, mobile work platforms, manipulators...)

- Operators must demonstrably check them before every use (a written record of the performed check in the operating log) and keep them in good technical condition.
- The method of work must be in line with instructions from the manual and instructions in the workplace.
- It is forbidden to drive with a lifted or extended arm of mobile work equipment.
- When driving, the instructions in Section 8.1 Transport and safety signing must be followed.
- Starting and stopping the vehicle must be smooth; turning must be safe (with regard to the type and condition of the work equipment, pavement and load).
- When driving, the driver must have an unobstructed view of the driveway.
- Observe the load-bearing capacity while taking into account the position of the load and unloading of the arm; know their current workload.
- When driving mobile work equipment under reduced visibility, the equipment must be equipped with lighting and reflectors. In case the structure of this work equipment is not equipped with lighting, special measures must be taken before it starts moving to ensure their visibility by an accompanying vehicle, lighting in the zone, etc.
- The operator must switch off the engine, activate the parking brake and secure it against any unauthorised use each time they leave the mobile work equipment. Working parts must be in the parking position defined in the instructions for use. If this position is not defined in the instructions, they must be lowered to the ground.
- It is strictly forbidden to transport or lift persons on the working parts of the mobile work equipment!
- It is forbidden to transport overhanging loads on the working parts of the mobile work equipment.
- Motorised mobile work platforms may only be used when two persons are present. When they are operated, the instructions in Section 8.14 must be observed as well.



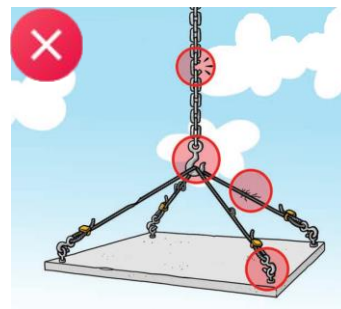
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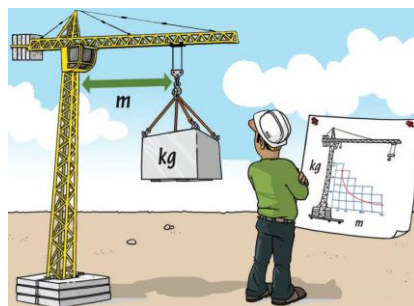
When working with a motorised mobile work platform, the persons in the basket must always use safety harness with safety rope anchored to a point specified in the instructions for use of the platform, a helmet with a strap and safety shoes.

### 8.16.2 Working with Lifting Equipment


- All employees working as signallers during operation must be appointed and trained.
- Only lifting equipment with valid revisions and accessories and binding equipment with valid inspections may be used.
- Before each use of a crane and a chain block, carry out the check and record it, or create a record of a takeover of the lifting equipment in the lifting equipment logbook.

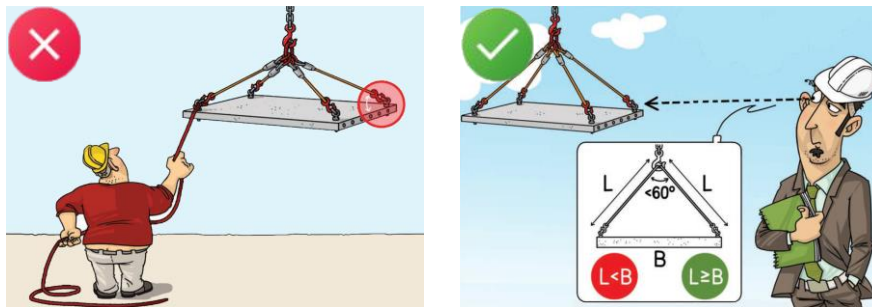


- It is forbidden to load cranes or chain blocks beyond their nominal maximum rated capacity. The rated capacity must be clearly marked.

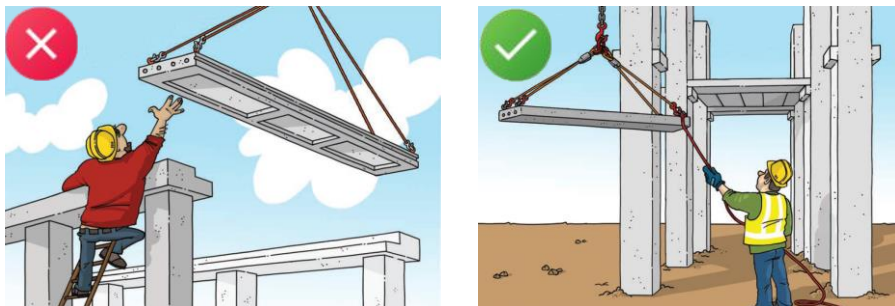


- Operators must not pay attention to any other activity which could distract them.
- Operators of lifting equipment must not move loads above heads of persons, cabins of vehicles, machines, technological infrastructure or technology. The route of the load being handled must be defined and agreed in advance.
- No one may walk or work under hanging loads. To prevent access into a danger zone, security barriers must be installed; the barriers must be marked with a safety marking reading UNAUTHORIZED ACCESS PROHIBITED and a warning sign reading ATTENTION, DANGER OF FALLING LOADS.
- When a chain block is moving, operators must prevent the load or a hook from swinging.
- No person may be transported on the hook or the load.
- All hooks used for lifting up loads must have safety latches.
- Make sure that the load is hanging properly.

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- When operating a crane from above, the crane operator must make sure that the crane cannot be operated with a remote control from the ground.
- Hanging loads must not be left without supervision. A load being handled must be lowered to the ground during the break.
- It is forbidden to direct a hanging load directly by hand when moving it.




- Controls must be secured so that unauthorised persons cannot activate them.

### 8.17 Excavation Work

- Before starting earthworks, it is necessary to get familiarised with working procedures, routes and depths of underground lines and utilities.
- Protect people from falling into the excavation by covering it or fencing the edge of the excavation with solid barriers.
- Excavations interfering with public roads must have warning road signs; at night and under reduced visibility, they must be marked with a warning light at the beginning and end of the excavation.
- When working at night, necessary lights must be installed.
- At least a double-bar rail with the height of 1 m is considered an acceptable solid barrier.
- The excavation must have a safe descent (ascent) and a minimum clear width of 0,8 m.
- Safe and sufficiently wide passageways must be secured over deep excavations.
- When leaving the workplace, ensure and supervise covering of the excavation, fencing it with railing or securing its surrounding with solid barriers.
- Excavated material must not be placed less than 1 m from the edge of the excavation. The edge of the excavation must not be loaded within 1 m from the edge of the excavation.
- The method of stabilisation of the walls of excavations must be defined in the design documents of the construction, in particular including the type of casing, parametric data of the casing and the method of its implementation.
- Do not store material near the workplace, excluding the material to be used immediately.
- The excavation works on remote sites from a depth of 1,3 m must not be performed by one person alone. Another person must be near the work site, however, in a safe area.
- It is forbidden to stay in the dangerous range of a machine, transporting material (within the distance representing the greatest range of the machine extended by 2 m).



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- If a machine operator does not have a sufficient view of all places of the dangerous area, they must not continue working.
- When finding dangerous objects, ammunition and explosives, the work must stop.
- Vertical walls of manually dug excavations must be secured against swamping from a depth of more than 1,3 m in the built-up area and 1,5 m in the non-built-up area.
- Securing passageways
  - with a 1 m high double-sided double-bar rail;
  - public areas – 1 m high double-bar rail and a trench stop at least 0,15 m high;
  - excavations deeper than 0,5 m – minimum width of the passageways – 0,75 m;
  - public areas - minimum width of the passageways – 1,5 m;
  - do not enter unsecured excavations
- Each excavation must be sufficiently ventilated to allow a sufficient concentration of oxygen and avoid the occurrence of a dangerous atmosphere.
- The excavation must be demonstrably checked (a written record of the check of the excavation):
  - at least once a day (or as agreed) during the performance of the work and at the start of each work shift;
  - after each event which could cause instability of the excavation or casing;
  - after each fall of earth, rock or other material;
  - in case of long-term discontinuation of the work, at least once in seven days;
  - after each significant change of weather (frost, thawing, heavy rain).

### 8.18 Working in the Rail Yard

- Persons must have medical fitness and professional qualification for work in the rail yard.
- Work in the rail yard may only be performed on the basis of a Permit for Work; the requirements in the Permit must be followed.
- In case of a closure on the railway track, an order for exclusion approved by the shift supervisor must be available.
- Storage of material shall be approved by the work supervisor; the material may be stored near the track, but at least 3 m from the track axis; material must be secured against any sliding towards the track. This applies to storage of bulk material as well.
- When working in the rail yard, secure the area or mark it appropriately.
- Wear warning working clothes and a protective helmet.


### 8.19 Storage

- When working, follow storage procedures and use the prescribed PPE in the storage areas.
- Respect all safety markings.
- Respect the prescribed load capacity of the racks and the principles of storage.
- It is forbidden to climb the racks.
- The method of storing the stored material must not put employees to risk by falling, tripping over, etc.

### 8.20 Performance of Work in Confined or Enclosed Spaces

- Work in confined or enclosed spaces shall be considered as all activities which require a person to enter technology devices, piping, tanks and shafts which are not intended for normal work. All the activities may only be carried out on the basis of a *Permit for Work*.
- The gas concentration must be continually checked; in case of electrical equipment, the use of an isolating transformer must be secured.
- Activities in an enclosed space may only be carried out in the presence of a person in charge of supervision who is not in charge of other work. This person shall secure safety around this space and continually check the activity in the space. Should an emergency incident emerge, the person shall take initial steps to save other persons.



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- The enclosed space entry must be prevented from the entrance of unauthorised persons (e.g. using surveillance, fixed barrier) and secured with a safety marking which prevents the entrance of unauthorised persons.
- Determine the method of communication between the persons before each work.
- Ventilate the space before the work.
- It is forbidden to enter an enclosed space showing signs of danger (this does not apply to the works in terms of an approved Permit for Works), e.g. the space is flooded, there are dead animals in it or there are hazardous gases...
- When the work is finished, leave the workplace safe for the surroundings.
- When welding in enclosed spaces, ensure fresh air supply, exhaust of welding fumes and gases and ensure measurement of the amount of oxygen.
- The tanks with flammable liquids and gasses must be blown/blasted by steam or inertial gas and rinsed with water until the tank overflows. Then the safety of the atmosphere must be measured.
- A tank which used to hold acidic or alkaline products must be first neutralized and then flushed with water.
- Before work, boilers or other heating elements that need to be entered must be let to cool down.
- Use a personal detector to detect dangerous atmospheres.
- Ensure natural or forced ventilation at all times when persons are present in the enclosed space.

### 8.21 Working on a Cogeneration Unit (CHP)

- When working in the CHP enclosure, use ear protection.
- Before you start blocking CHP, check the surroundings and the CHP enclosure.
- Shutting down and blocking CHP must be reported to the relevant control room of the Company of EG.
- Make sure that CHP is shut down safely, depending on the scope of work on the CHP.
- Hang a safety marking reading “Do not turn on! Ongoing work on the equipment” on the control panel.
- When the work is finished, report starting the CHP again to the operator of the CHP! Before starting the CHP, check the unit.
- Leave and check the entire CHP. Take a look inside the CHP enclosure and make sure there are no people inside.
- It is forbidden to enter the engine enclosure of the cogeneration unit.


### 8.22 Checking and Maintaining Starter Batteries

- Shut down the equipment correctly and block it against starting.
- When handling the battery, always wear clothes with long sleeves. Make sure the room is ventilated sufficiently. Do not store any tools on the battery.
- Use a protective shield and protective acid-resistant gloves.
- Smoking, open fire and sparking is forbidden here. When the battery is charged, hydrogen is released from the electrolyte at the electrodes. When hydrogen is mixed with air, it forms an explosive mixture; there is a risk of ignition of the flammable gas mixture from initiating sources! Store lead–acid batteries in a dry and non-dusty environment. Do not store the lead–acid batteries together with alkaline cells and accumulators.
- It is forbidden to eat, drink and smoke during the work.

### 8.23 Chemical Cleaning of an Exchanger

- Exchangers may be cleaned only when there are no persons carrying out repair or maintenance work at the workplace! These works are subject to specific requirements of the Company of EG. Some of the requirements include:
  - When cleaning, the device being cleaned must be disconnected from other technology, not just by closing locking fittings, but also by plugging them – fitting a blind between flanges.
  - Mark the cleaning area, e.g. by using a white-red tape and a safety marking reading “Attention! Chemical cleaning” so that persons in charge of other activities are clearly informed about the chemical cleaning in the premises.
  - When cleaning, hang a safety marking reading e.g. “Do not operate the boiler (heat exchanger)! Ongoing cleaning” on the equipment being cleaned. Mark all closed fittings with a safety marking reading e.g. “Do not operate – ongoing chemical cleaning”.




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- Store the CHSaM used for cleaning in a retention tray with a volume of at least 10% of the CHSaM on it. Place a safety data sheet next to it.
- During cleaning, ventilate the area as much as possible by opening windows and doors. Vent the produced gases through pipes out of the area of operation. At the same time, prevent third parties from accessing the area around the pipes from the outside.

#### 8.24 Working with Construction Machinery

- The machinery may only be operated independently by a person who has the appropriate professional competence (a document).
- When working, the operators must fully concentrate on operating the machine, so that the safety of people, the machine or structures is not compromised.
- Before the work, operators must get familiarised with the records and operating variances which were found out during the previous work shift and in line with the producer's manual, they must inspect the machine and accessories.
- In case a defect or damage is detected, the machine must not be put into operation and the defect must be reported to the responsible person. Should the defect be detected during operation, the machine must be immediately stopped and safely secured against starting. Detected defects must be recorded in the operating log.
- Instructions for the use and maintenance of the machine or the operator's manual and operating log must be placed in a designated place so that they are available to the operators at all times.
- No persons may be moved or transported by the machine or in its work equipment.
- If there is signalling equipment on the machine, each starting of the machine must be indicated by an audio warning or a warning light.
- When the operation is interrupted or finished, machines must be secured so that they do not pose a danger or become an object of unauthorised use.
- The machine crew must not carry out maintenance, cleaning and repairs if the machine and its work equipment is not protected from self-motion and self-starting and if contact with moving parts of the machine is not prevented.
- It is forbidden to put the machine into operation and use it if persons other than operators are on the machine or in its dangerous proximity (< 2 m from the maximum range of the machine) or if any protective equipment is dismantled or damaged.
- When operating the machine, waste must not be removed from dangerous places and persons must not touch moving parts of the machine by their bodies, objects and tools held in hands.
- If there is not sufficient lighting in the working area under reduced visibility, it is forbidden to work with the machine.
- It is forbidden to work with the machine in a position which is not visible from the point of operation, neither in the protection zone of electric lines.
- Before the start of the work, the terrain must be thoroughly examined.
- The routes of underground cable and pipeline lines must be marked and if necessary, overhead and underground electric lines must be shut down.
- Entire working section must be marked with a safety marking prohibiting entry of unauthorised persons.
- Should the work be performed manually and by a machine at different height levels, supervision must be arranged. (This shall be understood as permanent presence of a worker who, during the joint work, supervises the compliance with the prohibited entrance into the dangerous range of the machine, under unsecured steep walls of an excavation and compliance with safety regulations.) Before the performance of the work, a technological procedure must be prepared, defining mainly safety requirements in terms of several simultaneous activities being performed by persons at the workplace, while these persons could pose a mutual threat to each other.
- If the machine crew do not have a sufficient view of all places within the dangerous range of a machine, they must stop the work.
- The dangerous range of the machine (< 2 m from the maximum range of the machine) must not be entered during the work.
- Before each work starts, an accurate safe working procedure must be defined.
- When digging or loading, the machine operator must continually observe the working mined wall.
- Should a danger of rock loosening be found out, the machine must be moved to a safe place.



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- When work equipment is operated, it is forbidden to cut off a greater thickness of rock or mine a rock of a higher grade than determined by the design of the machine.
- Rock must not be shovelled manually into the work equipment.
- When the machine is working in a construction pit, it is forbidden to walk between the excavation wall and the machine or stand at the edge or at the foot of the excavation, regardless of whether the machine is being operated or not. No repairs or maintenance of the machine may be carried out there.
- In line with the load bearing capacity of the ground, the machine may move or work at such a distance from the edge of the slopes and excavation as to prevent its collapse.
- In case of unsheathed excavations, it is possible if the chassis is at least 2 m from the edge of the wall and if the angle of the wall to the vertical plane is 1 : 1,5.
- The machine must not move near a shear wedge of unsheathed excavations.
- The angles of slopes shall not exceed 42°.
- When the machine travels, the terrain in the transfer route must be levelled.
- A loader with bucket shall be in the direction of travel of the machine with the bucket lifted up 1 m above the terrain.
- When the machine travels up a slope and along a contour line, it is necessary to comply with permissible values of the angle of the slope for longitudinal or lateral stability of the machine and defined positions of the work equipment according to the manufacturer's data.
- The work equipment not in use must be in a transport position and mechanically secured.
- If the machine is moving, no one may be in its dangerous proximity (< 2 m from the maximum range of the machine), in front of the machine in the direction of travel or between the towing vehicle and the towed machine.
- The machine may move or work under the wall (slope) at a distance preventing the danger of it being backfilled.
- Rotating the machine superstructure is only allowed with lifted work equipment.
- The work equipment must not be dug into the ground.
- Soil may be loaded onto vehicles only via the rear or side wall of the vehicle.
- The soil must be shovelled into the carriage body from a maximum height of 1 m.
- A vehicle must be loaded with progressive loading. The load must be distributed evenly over the surface of the carriage body to avoid excessive loads on an axle of the vehicle.
- The work equipment must not move above persons or above the driver's cabin of a vehicle or a construction machine.
- It is strictly prohibited to control a machine in a way causing unwanted swinging of the work equipment or causing the work equipment to hit the machine chassis.
- The work equipment of a machine must not be used for levelling the terrain by turning the shovel or for ripping the track.
- Any part of the machine must not come critically close to conductors when near overhead electric lines.

## 8.25 Construction Work

- Comply with the applicable legislation on safety requirements on the construction site; prepare working procedures/technological procedures and an analysis of risks and hazards in terms of the work activities; work must be provided by trained and professionally qualified persons; follow the prepared OHS Plan (if it was defined for the works pursuant to legal requirements).
- Do not enter areas under hanging loads and near machines and mechanisms being operated at a distance of less than 2 m from their maximum range.
- Keep the site and the workplace tidy and clean. Provide conditions for working with materials and tools, technical maintenance and check the work equipment before work.
- Portable generators and inverters for the provision of power for electrical equipment must have a circuit breaker mounted in the socket.
- Keep records about the construction activity.
- Ensure the protection of property on the construction site.





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## 8.26 High Pressure Water Cleaning

- Operators of the system of high-pressure water blasting must be trained to use the equipment they will use.
- All equipment used for high pressure water blasting and ultra high-pressure water blasting must be certified.
- All parts of the equipment must be always checked before work.
- A safe area must be created around the water blasting using physical barriers.
- A supervising person must be present at all activities with pressures of 400 bar or more.
- All systems must have a safety device at the outlet of the high-pressure pump.
- Each manually operated (foot-held) technology must include a safety control requiring continuous action on the control.
- A shut-off device (emergency stop) must be within reach of the operating employee.
- Each blasting equipment must be provided with an earthing connection. Should the blasting equipment be used for cleaning tanks containing flammable liquids which are not earthed, a connection for potential equalisation must be used.
- All connections must have means of protection from a hose swinging around fitted on them, except for pipe cleaning.
- The working extension (gun) must have a minimum length of 1,200 mm.
- If technically possible, do not carry out the work with manually operated high-pressure equipment in an enclosed space.


***The failure to comply with the safety and fire requirements and regulations under the applicable legislation shall be deemed violation of defined regulations and conditions for the safe performance of work activities!!!***

## 9 SANCTIONS

- In case of breaching the regulations of OHS and FP, as well as the obligations stipulated in this Manual by the Contractor's employees and/or the employees of their Subcontractor, the Contractor agrees to pay the Company a contractual penalty for each and every case of breaching the obligation defined in the following list of penalties:

No.:	The subject of inspection, finding	Sanction amount	Measures/consequence	Immediate
1.	Detection of alcohol consumption upon the entry into the premises or when performing an activity (zero alcohol tolerance applies)	€1 000	Immediate interruption of the entry/activity immediate correction	YES
2.	Breaching the regulations of OHS and FP, breaching any obligations defined in this "General Prevention Manual for Contractors"	From €100 to 500	Correction; sanction imposed upon repeated deficiency (management of the Companies of EG LPD Group decide on the sanction amount)	NO
3.	A failure to report an accident (accidents resulting in death or a personal injury regardless of prognosis, registered occupational injuries or documented occupational injuries) or an event (fire, emergency, near miss, etc.) to the Company or a failure to inform the Company about a situation which may be a threat to the health of a person(s) or result in an emergency incident	€1 000	Immediate interruption of the entry/activity immediate correction	YES



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<b>4.</b>	Occurrence of an emergency incident or an accident, should they be caused by the Contractor	€3 000	Immediate interruption of the entry/activity immediate correction	YES
<b>5.</b>	Loss of a card allowing the entrance to the premises of EG LPD/issuing a duplicate	€25		YES

- When determining a sanction, the responsible person of the Company of EG shall consider:
  - A) the seriousness of the breach;
  - B) whether it is a repeated breach or not.
- In addition to the payment of contractual penalties under the above-mentioned provisions, the responsible person of the Company of EG has the right to at the same time:
  1. Evict the Contractor's employee who repeatedly breached the obligations under this General Prevention Manual for Contractors from the premises of the Companies of EG and ban him from the premises of the Companies of EG for at least 12 months. At the discretion of the responsible person of the Company of EG, should the obligations under these OHS and FP Rules be repeatedly breached by several employees of one Contractor (this does not have to be at the same time), the Company may decide to ban this specific Contractor or a Subcontractor from the premises and if the concluded contract with the Contractor allows it, the Company may withdraw from the contract.
  2. Immediately stop the Contractor's work and activities that violate the OHS/FP Rules.
- The Company of EG shall apply any contractual penalties under this Manual in the form of a penalty invoice or a written call to pay the contractual penalty. The claim for the payment of a contractual penalty shall arise upon the delivery to the Contractor of the penalty invoice or a written call to pay the contractual penalty. These claims shall be payable within the period specified in the penalty invoice on the written call to pay the contractual penalty. Exercising the right to the payment of the contractual penalty shall not relieve the Contractor of the obligation to provide the performance under the concluded contract.
- With regard to the circumstances of an individual case, the Companies of EG may decide at their discretion that they shall not claim the full amount of the contractual penalty. Exercising its right for a part of the contractual penalty shall not cause the right of the Company of EG to later claim the remaining unclaimed part of the contractual penalty to cease. The Contractor does not have a legal right to a reduction of the contractual penalty.
- Any refusal to accept to comply with safety rules:
  - Should the Contractor refuse to accept to comply with the safety rules defined in this Manual, including its Annexes, by refusing to undertake in writing in the contract to comply with these internal guidelines, the Company of EG has the right not to conclude this contract with the Contractor. The manager of OHS Department or a representative appointed by them shall have the right to approve any exceptions.
  - The Companies of EG claim the right to change the rules on sanctions, e.g. during shutdown work and the Contractor shall be informed about it in advance.