



SAFETY INSTRUCTIONS

**for drivers - co-drivers on the premises of the company TŘINECKÉ ŽELEZÁRNY, a. s., in Třinec
and in the area of other companies on the premises of TŽ**

Last name, first name:

Date of birth:

Document No.:

Vehicle registration number:

Employer:

Driver (self-employed):

Car code:

Loading, unloading:

Contract, order:

Personal protective equipment

YES

~~NO~~

Confirmation of loading, unloading
(date, time, signature, stamp of place of loading or unloading)

Date and time of check-in KD, IK of the issuer

Date and time of entry
to the premises of TŽ, a. s.

Date and time of exit
from the premises of TŽ, a. s.



A. Duties of the driver

The driver is obliged on the premises of the company TŘINECKÉ ŽELEZÁŘNY, a. s., ("TŽ") in Třinec and in the area of other commercial companies on the premises of TŽ (including places off the roads):

01. Consistently comply with the rules and fulfil the obligations set out in Law No. 361/2000 Coll., about road traffic, and other related legislation (hereinafter referred to as "Legislation").
02. Consistently follow the instructions of check-in staff and TŽ security staff to ensure safety and protection of health and property.
03. To take care for their safety and health and protection of property and to act in such a way that the risks referred to in part. C. the safety of persons and property was not compromised.
04. On the instruction of the check-in supervisor or TŽ security staff, submit to a check for alcohol or other addictive substances.
05. The driver is obliged to use his/her own personal protective equipment at least in the range of non-slip hard shoes, protective helmet, protective workwear and reflective vest. Otherwise, you will not be allowed to check in.
06. When entering or entering by vehicle and when leaving or exiting, follow the instructions of the TŽ security staff and submit to an inspection including the vehicle at their instruction.
07. When entering or leaving, notify the TŽ security staff of any items being brought in or out.
08. Follow the instructions of warning signs and safety signs.
09. Comply with the restrictions and prohibitions set out in Part B.
10. Stay on the TŽ premises only for the necessary time.
11. Use only the roads designated by the TŽ truck dispatching centre or the road scale operator to reach the loading and unloading point.
12. When moving the vehicle (e.g. reversing, turning), the driver must not endanger the safety of persons and property; if circumstances require it (e.g. insufficient visibility), the driver must ensure the safe movement of the vehicle with the help of a competent and properly instructed person.
13. After arrival at the check-in point, report to the check-in staff and follow their instructions. Entry to halls and outdoor technological and storage areas is not permitted without prior approval of the responsible check-in employee.
14. Monitor loading and unloading from a safe distance outside the cab of the vehicle.
15. Provide assistance for safe loading or unloading as directed by check-in staff.
16. Maintain a safe distance from vehicles carrying hot and flammable materials.
17. Maintain a clear space of 3 000 mm from the railway track axis for the safe performance of work by shifting crews and the uninterrupted passage of rail-way vehicles, follow the instructions of railway transport crew staff issued to ensure safe railway transport.
18. Notify without delay the facts referred to in Part E and follow all precautions resulting from the occurrence of an emergency, to follow the orders and instructions of the intervening forces and the instructions broadcast from the electronic siren and the factory radio.
19. To comply with and observe the applicable instructions of the TŽ and all the obligations laid down by the legislation and the decisions and measures issued by the state administration authorities to prevent the occurrence and spread of COVID-19/SARS-CoV-2 or other similar epidemics.

B. Restrictions and prohibitions

01. The maximum permitted speed in the TŽ area, unless otherwise regulated locally, is 30 km/h.
02. Rail crossings marked with warning crosses are not guarded by traffic staff.
03. Do not stop vehicles in narrow and impassable areas and do not stop vehicles in power line protection zones.
04. Do not drive or enter workplaces other than loading and unloading sites.
05. Loading or unloading shall only be carried out by check-in staff. The driver must not give instructions to the crane operator and must not enter under or near lifted loads.
06. It is forbidden to enter or drive onto the premises of TŽ under the influence of alcoholic beverages or other addictive substances, to bring, import and consume them on the premises of TŽ.
07. It is forbidden for persons under 15 years of age to enter the TŽ premises.
08. It is forbidden to take photographs and film on the TŽ premises.
09. Not to pollute the environment and to comply with the general principles of environmental protection.

C. Selected risks in the TŽ area

01. Spontaneous sliding, overturning of the load from the loading area of the road vehicle.
02. Load dropping from crane magnets or suspension means.
03. A driver falling from the loading area of a road vehicle when ascending or descending, when preparing to load, when securing cargo and when sailing.
04. Injury by the material being transported, its edges, ends or binding.
05. Collision between the driver and handling equipment (cranes, forklift trucks), a moving road vehicle or its loose or fixed parts and persons at the workplace.
06. Slips (especially in winter), sprains and falls.
07. Unevenness in the roadway of the loading or unloading area.

The main risks arising from Law No.224/2015 Coll., on the prevention of major accidents in the TŽ are metallurgical gases, raw coke oven benzene, coal tar, washing oil and risks arising from technological processes. Other risks include increased temperature at workplaces, the danger of metallurgical or other gases, splashing of molten substances (iron, steel, slag), movement of transport and technological equipment including their components (metallurgical aggregates, material processing machines, drives, operating machines, forming machines and other equipment), dust, noise, vibrations, chemical and physical pollutants and energy media (electricity, industrial gases, steam, pressure equipment).

D. Notification of hazards, accidents and other emergencies

01. Notification of a threat to life or health - TŽ main dispatching at tel. no. 558 532 200.
02. Notification of an accident or other emergency (fire, accident, gas poisoning, traffic accident, explosion, leakage of chemical substances and mixtures, natural disasters, etc.) - JHZSP dispatching (TŽ firefighters) from the TŽ landline at tel. no. 150, from mobile to tel. 558 533 333.

E. TŽ's rights in the event of a driver's infringement

01. The driver acknowledges that the TŽ premises are monitored by a camera system including vehicle speed measurement.
02. The Driver agrees that in the event of his/her violation of the Laws and/or these Safety Instructions
 - a) the driver is obliged to leave the premises of TŽ immediately on the instruction of TŽ.
 - b) TŽ is entitled to notify the contracting carrier and the driver's employer in writing.
 - c) in the case of a second violation, the TŽ is entitled to prohibit the driver from entering the TŽ premises for up to 1 year.
 - d) in the case of a third violation, TŽ is entitled to prohibit the driver from entering the TŽ premises for up to 3 years.

F. Information on the processing of personal data of visitors to the TŽ premises and monitoring of the TŽ premises by means of camera systems

01. TŽ processes the following personal data about visitors to the TŽ premises: identification, administrative and contact details of the visitor, the visitor's employer, the workplace visited and the purpose of the visit.
02. The purpose of processing personal data on visitors to the TŽ premises is the legitimate interest of TŽ to record and regulate entrances to the TŽ premises in order to ensure the safety and protection of persons, property and the environment; no consent of the visitor is required for this processing of personal data.
03. In order to ensure the safety and protection of persons, property and the environment, the premises on the TŽ premises are monitored by means of camera systems.
04. Further information on the processing of personal data of visitors to the TŽ premises can be obtained by e-mail at osobni.udaje@trz.cz. Information on the operation of the camera system in the TŽ premises can be obtained at the e-mail address kameryTŽ@trz.cz

The safety instructions are also binding on any co-driver. When these Safety Instructions refer to the driver's responsibilities, this also means the passenger's responsibilities.



Statement: By his signature, the driver confirms his above obligations, which he has fully understood, and his consent to the rights of the TŽ in case of their violation, and acknowledges the information about the processing of personal data.

Signature of the driver - co-driver:

Signature of TŽ representative: