



## **„Safety Instructions for Employees of External Companies and for People Present on VT-Válcovna trub premises of whom VT-Válcovna trub is aware”**

These instructions apply to the above-mentioned employees of other employers and people who participate in loading and unloading of trucks on VT-Válcovna trub premises. Managers of these companies are obligated to inform their subordinates about these instructions and comply with them.

### **Stay and Movement of People, Including Transportation, on Employer's Premises**

Entry is permitted only to those who are accompanied by an authorized VT-Válcovna trub employee in order to perform stipulated work, who are registered in visitor's book and are familiar with these instructions.

When moving in VT-Válcovna trub workplaces, external employees shall use head protection – protective helmets.

Walking on the premises is permitted only on sidewalks and on the left side of roads. No entry on railway tracks in the area of siding; when crossing railway tracks is necessary, high caution is required and crossing is permitted only at designated crossings.

The highest permitted speed of vehicles is 20 km/h; right-hand traffic and compliance with current traffic regulations are mandatory, namely when external companies' vehicles are used.

Drivers of external companies' vehicles may not litter or damage road surfaces on VT-Válcovna trub premises, illegal parking and putting vehicles aside are prohibited.

### **Storage, Loading and Unloading on Employer's Premises**

Unloading and loading of external companies' own raw materials, materials, additional preparations and substances may be performed by the external companies in designated areas only; environmental pollution is prohibited, narrowing of passage clearances and profiles is prohibited. The place has to be cleaned up upon completion of the activity.

Waste disposal is prohibited in protected VN zones, in places with underground distribution networks (el. power, steam, water, gas).

In case of loading performed by VT-Válcovna trub employees, external companies' employees (drivers) are obligated to secure the vehicle from movement, leave the driver's cabin and move away to a designated safety area.



The person, who performs the loading, is responsible for proper placement of load on the vehicle. In case VT-Válcovna trub employees – binders – perform the loading, they are responsible for proper placement of load in terms of securing it from spontaneous loosening.

The driver is responsible for proper weight distribution of the load with respect to permitted axle weight and at the same time responsible for fastening the load to vehicle loading area, namely securing the load from loosening during transportation to destination.

### **Entry to Factory Buildings**

Unauthorized personnel is prohibited from entering factory buildings and service plants, including any tampering with equipment and machinery located outside of factory buildings.

External companies' employees and other people staying on employer's premises of whom the employer is aware are permitted to enter factory buildings only in locations where they work and on condition that they wear personal protective equipment.

### **Fire Protection**

External companies' employees and other people staying on employer's premises of whom the employer is aware are obligated to know and comply with employer's fire regulations, namely fire emergency guidelines and rules.

Preventing access to portable fire extinguishers or their damaging or abuse is prohibited.

In case of any fire, a report has to be made at the fire reporting office (employer's gate) even when the fire is extinguished immediately and there is no damage.

### **Work Injuries**

If a work injury happens to an external company's employee or a person staying on employer's premises of whom the employer is aware, the head of the work group or the injured person shall immediately notify employer's authorized representative who is aware of his presence or staff at the gate when leaving. The injured person's employer shall make a record of the injury.

External companies' employees and other people staying on employer's premises of whom the employer is aware are obligated to comply with other relevant safety regulations and instructions of the employer of which they were informed by responsible employer's personnel.

### **Summary:**

- you may get around on VT-Válcovna trub premises only when accompanied by a designated person or responsible manager,



- when walking, use only designated pathways, entrances and exits,
- when driving a vehicle, obey instructions of a designated employee or comply with visiting regulations,
- pay special attention to moving vehicles (service carts and vehicles, motor vehicles, railway cars),
- comply with pedestrian's obligations according to traffic regulations,
- observe warning signs, symbols, pictograms and signals,
- do not enter areas within the crane's reach and under suspended load,
- do not tamper with machinery and equipment,
- do not bring alcoholic beverages and toxic substances,
- do not enter factory buildings, service plants, unless related to the subject of your visit or your business activity.
- if possible, pay attention to your own safety and health as well as safety and health of people who are directly affected by your actions,
- follow the instructions of VT-Válcovna trub employees and comply with principles of safe conduct in the workplace,
- use personal protective equipment provided for the purpose of your visit and protective devices; do not tamper with them or disable them,
- do not drink alcoholic beverages,
- do not smoke on VT-Válcovna trub premises or in workplaces with "no smoking" signs.

In .....

Date .....

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Employer

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External company or person staying on employer's premises of whom the employer is aware