

## **Internal regulations of DUKOL Ostrava, s.r.o. on ensuring occupational health and safety for foreign legal entities and natural persons (hereinafter referred to as the contractor)**

Obligations of contractors in the field of occupational safety and health, fire protection and environmental protection, who occasionally stay at the workplaces of DUKOL Ostrava, s.r.o. (hereinafter hereinafter referred to as the contracting authority).

Elaborated by: Mgr. Mgr. Aleš Kalup, Ph.D.

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### **A. Main duties in the field of fire safety:**

1. To act in such a way as to prevent the occurrence of fire, especially when using thermal, electrical, appliances, the storage and use of combustible or fire-hazardous substances, the handling of such substances or open flames or other sources of ignition.
2. The principal activity carried on by the sponsor is chemical production (formaldehyde and adhesives). This activity is included according to the assessed level of fire hazard in the **category of increased fire hazard** category, as the formation of flammable or explosive concentrations of material cannot be excluded. At the same time large quantities of solid flammable substances (e.g. urotropin) are stored on the premises of the contracting authority and liquid (e.g. methanol).
3. If it is necessary to carry out **fire hazardous work** e.g. welding, cutting, grinding, thawing, soldering or work on thermal oil systems, such work may only be **carried out after prior completion of the forms**. Permits may only be issued by authorised personnel of the contracting authority who are also responsible for determining the precautions to be taken before, during and after the fire hazardous work.
4. Other duties to be observed in workplaces with increased fire hazards:
  - **Smoking is prohibited** on the premises of the contracting authority (prohibition also applies to drivers in vehicles).
  - Do not use unapproved/own thermal electrical appliances e.g. electric heaters, cookers, open coil heaters. Approved thermal appliances must not be placed near flammable substances and must only be used under supervision.
  - Waste, especially flammable waste (e.g. oil soaked rags) must be removed daily from the work area in the containers provided (avoid the risk of spontaneous combustion).
5. Maintain permanent access to switchboards and electrical distribution equipment, gas shut-offs, water and heating switches. The access route to switchboards/valves must be a minimum of 1000 mm.
6. Carry out orders and comply with prohibitions relating to fire protection in designated areas. In particular comply with the obligations arising from fire regulations, fire alarm directives, fire evacuation plan, safety warning signs and signals.
7. Obtain fire safety equipment and material means of fire protection.
8. Maintain permanent access to fire protection equipment and fire safety fire safety equipment so that it can be used at all times, and maintain such fire safety equipment and in-kind in working order.
9. Create conditions in the areas where the work/activity is carried out for the rapid fighting of fires and for rescue work. In particular, maintain clear access roads for fire equipment, escape routes and free access to emergency exits.

10. To enable the persons in charge of fire protection to carry out checks on the fulfilment of the obligations on fire protection, to carry out the necessary actions to determine the cause of the fire and to carry out, within the prescribed to comply with the measures imposed by them within the prescribed time limits.

11. To report any fire or other fire emergency without delay to the reporting office (adhesives control room, tel. 596 64 **3522**). fire, accident, equipment breakdown, environmental damage).

12. Report to your supervisor any defects or deficiencies that could endanger fire safety. safety and, to the best of his/her ability, participate in their elimination.

13. comply with conditions or instructions relating to the fire safety of products or work.

**It is prohibited to:**

(a) To call the fire station or misuse the emergency line without reason.

b) Carry out work that may lead to an emergency unless authorised and qualified to do so. competence required to perform the work.

(c) Damage, misuse or otherwise interfere with the use of fire extinguishers and other fire extinguishers and fire safety equipment.

(d) Restrict or impede the use of fire equipment access areas.

(e) Conduct burning of substances and burning of vegetation.

(f) Install and use electrical and thermal equipment and appliances that are not approved by the employer.

**Everyone is obliged, in connection with fighting a fire:**

(a) Take the necessary measures to rescue persons at risk.

b) Extinguish the fire if possible or take the necessary measures to prevent its spread. Use fire extinguisher or wall hydrant, close doors, do not open windows wide!

(c) Report or arrange for the reporting of a fire immediately to the fire alarm office. When reporting notify:

- your name,
- the telephone number from which you are calling,
- where and what is on fire!

d) Provide personal assistance to the fire protection unit at the call of the intervention commander.

e) Warn of persons affected and of stored fire hazardous substances.

f) Provide first aid!

g) Move to safety (to a designated evacuation assembly point) from the premises affected or threatened by the emergency. Use escape routes, follow instructions, remain calm and act responsibly!

**Information on telephone numbers and locations of fire and other emergency call points,**

**first aid and evacuation at the contracting authority:**

**Reporting point:** Adhesives Headquarters, 24-hour operation.

**Evacuation points (assembly points):** in front of the formaldehyde plant, in front of the glue plant

**Telephone (emergency line):**

3522 (from the in-house telephone),

+420 596 643 522 (from mobile phone)

**B. Main duties and principles in the field of occupational health and safety:**

1. the Contractor shall only carry out work at the Employer's premises by persons trained in the regulations to ensure the safety of work and technical equipment, practically trained and to the extent necessary to perform their work and have their knowledge verified at least once a year.
2. The contractor must not allow the work to be carried out by persons who do not meet the conditions of professional and medical competence. They shall be obliged to inform the contractor of their training, instruction, examinations, professional and medical competence keep records. They must produce them to the client on request.
3. Before the start of the individual works, the contractor must establish a work procedure for the execution of the work and the necessary measures to ensure occupational safety and health to avoid to ensure that the life and health of persons are not endangered. The contractor must submit the work procedure for approval in advance to the contracting authority.
4. The contractor shall equip workers entering the contracting authority's workplace with suitable and safe tools, equipment necessary for the safe performance of the work and suitable and suitable personal protective equipment and protective equipment appropriate to the risk of danger in the work being carried out, as well as from documentation and work procedures.  
The contracting authority requires:
  - use safety footwear,
  - workwear with reflective elements or a reflective vest and with the name of the contractor,
  - a safety helmet to protect persons underneath them when working or to protect against falling loads (e.g. when working at a crane with a load).
5. If an emergency/risk occurs during the course of work i.e. working in a hazardous environment, work in a hazardous area, work while equipment is in operation, work in difficult weather conditions, the contractor is obliged to stop the work and, in cooperation with an authorised employee of the contracting authority, determine the necessary measures to ensure health and safety at work. The contractor shall immediately inform all persons concerned at the workplace of the measures. measures.
6. The contractor shall list the names of all persons in the construction/installation logbook before their entering the contractor's workplace, and the list must be kept up to date until the work is completed and the contractor has left work site.
7. The Contractor shall commence work and activities only after he and the Contractor's authorised person have carried out an entry in the construction/installation logbook, which is evidence of proper handover and acceptance of the work site.
8. The contractor is prohibited from entering workplaces that are not related to the work being carried out and from using the contracting authority's means of transport without the knowledge of an authorised employee of the contracting authority

**In particular, everyone is obliged (§ 106 of the Labour Code, provided by the employer):**

1. to take care, to the best of his/her ability, for his/her own safety, health and the safety and health of persons, and the health and safety of persons directly affected by his/her actions or omissions at work.
2. to receive training in occupational safety and health and to undergo verification of their knowledge, to undergo medical examinations.
3. Comply with legal and other regulations, established work procedures and instructions at work to ensure health and safety at work, follow the principles of safe conduct in the workplace and information.
4. To observe work discipline, not to use unsafe work practices or methods, not to act without authority against orders, prohibitions and instructions, and not to loiter in a hazardous area, not to overdo own abilities, not to take risks.
5. Not to consume alcoholic beverages or abuse other addictive substances in the workplace or during working hours and outside the workplace, and not to enter the workplace under their influence.
6. Observe a no smoking policy in all workplaces. Submit to the instruction of the designated employee by the Contracting Officer or his/her designee to be tested for the presence of alcohol or other addictive substances.
7. Not to use machinery, apparatus, tools, hazardous substances, means of transport and other means without prescribed authorization and credentials.
8. Not to disable protective devices on machinery, equipment, apparatus, tools and buildings, not arbitrarily modify or rebuild them and use these protective devices appropriately.
9. Not to repair, clean or otherwise interfere with machinery and equipment while it is in operation or while machinery or equipment without stopping and securing them safely, and not to operate machinery or equipment without without proper qualifications.
10. Do not knowingly use defective, damaged or unsuitable tools, instruments or work equipment.
11. Not to operate machinery or equipment in contravention of the manufacturer's technical documentation, work and the manufacturer's technical documentation, operating procedures and safety instructions for operating the machine, not to leave the machine or not to leave the machine or means of transport running unattended.
12. Report to your supervisor any deficiencies or defects in the workplace that may endanger safety or health at work and to participate in their rectification to the best of his/her ability.
13. observe the permissible limits for lifting and carrying loads: minors and women limit loads to 15kg, men - load limit up to 40kg.
14. to enter and leave the workplace only on the designated roads, use the crossing points for the shortest paths and road verges, keep safe distances around machinery and equipment, or areas where vehicles are moving or loads are being handled. Unauthorised persons are prohibited from entering or moving outside the designated area, especially in dispatch and storage areas, near tracks or between wagons. In front of or behind standing wagons and vehicles at a distance of less than 5 metres.

15. Respect safety signs and signals that provide information or instructions about the risk of possible danger to life and limb.

16. observe the principles of safe operation of electrical equipment, i.e. do not interfere with or repair electrical equipment, do not damage or use damaged electrical equipment and moving leads, not to approach or reach onto exposed parts of electrical equipment, not to operate electrical equipment in contravention of the instructions. If a fault occurs in the electrical equipment, immediately switch off the equipment immediately and report the fault to the contracting authority.

17. It is a duty to act in such a way as to avoid the occurrence of an emergency, in particular operational accident, danger to life and health - injury and damage to the environment.

18. To immediately notify his/her supervisor of a work-related accident if his/her health condition permits, and the work accident of another person which he/she has witnessed and cooperate in the investigation of its causes. If this is not necessary (e.g., treatment of the injured person), not to interfere with the scene of the work injury before documenting (e.g. taking photographs).

**Telephone (emergency line):**

3522 (from an internal company telephone),

+420 596 643 522 (from a mobile phone)

**C. Main risks of possible sources and causes of hazardous agents and processes on the premises of the contracting authority and measures to limit their effects:**

**1. Operation of road vehicles, transport trucks and transport work machines**

- **Risk:** Vehicle collisions with other means of transport, collisions with obstacles, collisions with train trains at level crossings, trapping of persons, vehicles running off the road, falling material falling on to a vehicle/load falling on persons.

- **Measures.** km-hr-1, on level crossings up to 15 km-hr-1. Respect the traffic signs, give way to the train set. Do not stand or park on tracks and level crossings. When driving a forklift forward with a load whose dimensions restrict the view. use reverse driving or guidance by another instructed person. Observe the load capacity of the forklift and the safe storage of handling units.

**2. Falling from height/depth - from scaffolding, roof, gangway, ramp, stairs, walkway, from ladder, into an unprotected hole/pit and sump, from the loading compartment of a vehicle**

- **Risk:** The greatest risk of serious/fatal injury from a fall. Dangerous fall of a person from a ladder, rack or handling units.

- **Precautions:** take care when moving on roads, on surfaces that are used, when working on machinery, equipment or structures. Preferably use collective protection equipment and personal protective equipment to prevent falls. protection, which are personal protective equipment against falls (more detailed conditions in working with fall hazards from height or depth are given in the Appendix below). Do not enter the roof where there is a risk of breaking or loosening the covering under a person, falling through an opening in the floor of the ceiling and into the shaft, falling through. Do not climb over railings, working platforms, fencing and scaffolding. Do not walk on loose roof edges within 1.5 m of the roof edge. Do not climb or step on racks or skylights. Use ladders safely in particular: use ladders from an approved manufacturer, work on ladders for short periods of time, do not use dangerous tools and implements e.g. Do not use portable chainsaws, hand-held pneumatic tools. Do not carry (carry) ladders loads weighing more than 15 kg. For portable ladders used for ascent (descent), they must be prevented from slipping, i.e. their sides must be secured where they rest on the upper end or at the heel at the lower end. Ladders must be of a type appropriate to the nature of the floor surface fitted with anti-slip fixings, e.g. rubber, steel spikes or at the upper end banded to the solid structure at the top. The slope of a single ladder must not be less than 2,5:1, the upper end of the ladder must extend at least 1,1 m beyond the exit platform.

When working on a ladder where the feet stand at a height of more than 5 m, the person must be secured against falling with personal protective equipment. Always place a ladder or steps in such a way as to ensure their stability at all times during use, i.e. on a stable, solid sufficiently large, non-movable base so that the rungs are horizontal.

- **Appendix:** Conditions for working with fall hazards from height or depth

The contractor for construction and erection work shall ensure the safety of operation and the use of technical equipment in the preparation and execution of construction, installation and the requirements set out in the Regulation 362/2005 Coll., as amended. When working in workplaces where employees are exposed to the risk of falling from a height or falling to a free depth, i.e. workplaces and access roads if they are at a height of 1,5 m above the surrounding level, or where the free depth below them exceeds 1.5 m, at any height above water or above substances which, in the event of a fall, could endanger life or health, e.g. by burning, the employer shall be obliged to take technical and organisational measures to prevent a fall from a height or to a free depth, sinking or slipping or to catch them safely (hereinafter referred to as 'fall protection') and shall ensure that their implementation. The employer shall provide fall protection preferably by means of collective protection, in particular undamaged/complete technical structures, e.g. protective railings and fencing, hatches, scaffolding, fencing or nets and temporary construction temporary structures such as scaffolding or working platforms. Personal protective equipment, which is personal protective equipment against falls, i.e. work positioning systems and fall arrest systems, e.g. fall arrest rope, fall arrest harnesses, etc., are used where the nature of the work precludes the use of the use of collective protection equipment or where the use of collective protection equipment is not appropriate in view of the nature, anticipated extent and duration of the work and the number of persons concerned is not practical; or sufficient with regard to the safety of the person.

The employer shall ensure:

- that openings in the floor exceeding 0,25 m are covered immediately after they occur hatches of adequate load-bearing capacity secured against displacement. The cover must not extend beyond the level of the surrounding floor.

- that the free edges of openings are secured by a technical means of fall protection, e.g.

A guardrail or fencing,

- that all surfaces which do not guarantee that they are safe when loaded by persons, including tools, tools and materials are safe against breakage, there shall be provision for collapse,

- unstable objects are not allowed to be used to raise the work area or to exit; and objects intended for other purposes (buckets, barrels, chairs, tables, etc.).

### **3. Dropping objects, materials on a person**

- **Risk:** Machine fall, material/object fall from height - object/structure/stand on person, fall Material falling on a person, falling material in an excavation.

- **Precautions:** or machine in operation, near material being handled by a crane, trolley or loader. Store material at a safe distance from the free edges of roofs, scaffolding, platforms, shafts and secure it against dropping. Do not overload racks with stored material.

### **4. Catching, knocking over, running over, striking a person by moving machinery (including loads, cargo on it)**

- **Risk:** Danger of being struck, run over, pinned, drawn in by moving machinery and falls. on the road.

- **Precautions:** pedestrians must use sidewalks or walk as close to the left edge of the roadway as possible. Before entering the roadway, they must make sure that they can do so without danger and with due regard for in view of any passing vehicles (cars, trains, forklifts, loaders).

There is constant vehicular traffic on the roads - do not walk on the tracks not to walk on the track, not to stay between the machine and its parts, not to stay outside the the cabins of transport trolleys to avoid a person falling off the trolley.

It is not allowed to enter the plant premises without any reason into the operational buildings and product warehouses. and raw materials. In these areas, persons must wear protective clothing with reflective elements or reflective vests.

#### **5. Dropping of the load carried by the machine on a person**

- **Risk:** Material falling on a person from lifting equipment.
- **Precautions:** do not stay near or under suspended loads, do not direct the loaded not to move the load by the load section. Do not move on or near the loaded load when when stacking (loading) material. Wear a safety helmet when operating the crane with the load.

#### **6. Striking, winding, cutting, squeezing a person with a machine part, pulling into dangerous places on the machine.**

- **Risk:** Hitting/grabbing a person moving machine/equipment parts. Pulling/crushing between moving parts of the equipment.
- **Measures:** Inspection, adjustment, repair and cleaning of the equipment must only be carried out when,when the equipment is at rest and after the device has been secured against unwanted start-up. Dohazardous areas of the equipment (in particular manipulators, conveying equipment and containers) underdo not enter or interfere with the operating conditions. Move around the immediate area with the necessarywith due care, being aware of the possibility of persons being drawn in/seized and falling.When working on unprotected equipment while it is in operation, a knowledgeable person must be in the vicinity of the stop switch and supervise the person working to ensure their safety.It is strictly forbidden to enter the hazardous area of the machine and vehicle. Do not interfere withthe shear points of the machine and the inspection openings while the machine is running. It is strictly forbidden to enter, cross transport equipment outside the designated areas. Staying near uncovered parts of the silos and under outlets of conveying equipment and silos.

#### **7. Electric shock, electric arc burns**

- **Risk:** Danger of electrocution of persons from live parts unprotected Protected parts of electrical equipment and appliances.
- **Precautions:** persons without electrical qualifications must not work on exposed live or touch live parts of electrical equipment. Observe a safe distance (protective zone) from electrical equipment when working on such equipment. Establish a safe distance from power lines (especially overhead HV equipment) when when operating a mobile crane, hydraulic boom, etc.

#### **8. Falling persons from the machine (including footbridges that are part of the machine)**

- **Risk:** Injury from a person falling from the platform.
- **Precautions:** do not stand outside the cab of the vehicle, do not ride on the running board, not to jump while driving or from the load compartment of the vehicle, not to stand on the load while handling and When balancing.

#### **9. Explosion of machinery, equipment, bursting under pressure**

- **Risk:** Burn a person in an accident.
- **Precautions:** do not open lids on equipment where there is a risk of burning or explosion. Do not open container lids. fuel container lids with non-spark-proof tools, do not transfer flammable liquids when vapour formation and spark initiation.

#### **10. Inhalation of toxic gases, vapours, combustion products and explosions.**

- **Risk:** In an accident, suffocation of persons due to lack of oxygen in a confined space or inhalation of toxic vapours and combustion products. The explosion also poses a risk to persons from the intervention ofby a flying object.
- **Precautions:**Do not work alone in the confined space of a tank, sump, tank, drum.

## **11. Cases caused by external fault (by other persons)**

- **Risk:** Damage to health by mutual assault, sudden disturbance from work (shouting, calling, etc.), distraction at work (inappropriate joking, quarrelling, betting, music, etc.), ignorance, sudden nausea, drunkenness, use of unsafe working practices, violation of traffic and safety regulations.
- **Precautions:** do not introduce causes for these conditions.

## **D. Environmental Protection:**

### **(a) Water quality protection**

According to the Water Act No 254/2001 Coll., as amended, anyone handling hazardous or hazardous substances (e.g. oil, chemicals) is obliged to take appropriate measures to these hazardous substances do not enter the soil, surface water, groundwater or sewers; and endanger their environment.

Obligations in the event of an accident:

- Whoever causes an abnormally serious deterioration in or threat to the quality of water (hereinafter referred to as the causer) the person causing the accident) shall be obliged to take immediate measures to eliminate the causes and consequences of the accident.
- Whoever causes or discovers the accident must immediately report it to the contracting authority's reporting office (headquarters Adhesives) - tel. +420 596 64 3522.
- The Contracting Authority shall ensure that the reported accident is immediately reported to the relevant authorities and authorities.
- The originator of the accident shall be obliged, at the request of the intervention commander, to carry out the removal measures the causes and consequences of the accident.
- Provide the necessary data on the accident.

### **(b) Waste management**

Everyone has a duty to prevent the generation of waste in the course of their activities or within the scope of their competence, to limit the quantity and hazardous properties of waste. Waste which cannot be prevented must be recovered or disposed of in a manner which does not endanger human health and the environment and which is in accordance with the Waste Act No 541/2020 Coll., as amended, and related regulations.

Obligations of waste producers:

- Everyone is obliged to manage and dispose of waste only in the manner provided for by law Waste Act and related legislation.
- Ensure that waste is recovered in preference to disposal in accordance with the Waste Act. If the producer cannot recover or dispose of the waste himself in accordance with the law, he shall transfer ownership of the waste only to a person authorised to take possession of it.
- Manage the waste according to its actual characteristics.
- Collect waste sorted or separated by type and category.
- To protect the waste from unwanted deterioration, theft or leakage.
- Dilution or mixing of wastes with each other or with other wastes is prohibited.
- Keep the workplace consistently tidy and clean daily after work, once a week general. Waste must be sorted into designated containers.
- Restore damaged or dirty roads, areas, etc. to their original condition.

## **E Final Provisions:**

In the event of breach of duty or failure to comply with the above regulations and rules, the Contracting Authority may immediately expel the relevant persons of the Contractor from the site of the work, stop the work until the defective condition is rectified. Corrective measures shall be carried out at the contractor's expense. The contracting authority shall be entitled for breaches of



for breach of these obligations, the contractor shall impose a contractual penalty of up to CZK 100 000.