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Name

Work Health and Safety, Environmental, and Fire Protection Rules for External Companies

Purpose

These conditions for contractors are also an agreement under Section 101, paragraph 3 of the Labour Code, while coordinating work is entrusted to a representative of ŠKO-ENERGO, s.r.o. authorised to act in technical matters in connection with the subject of work/activity (the employee that orders the external company and delegates the work/activity) unless stated otherwise in the contract/order.

Area of validity

These organisational rules are binding for all activities and all areas of the Company and for all external companies in the Company's workplaces.

Work Health and Safety, Environmental and Fire Protection Rules for External Companies

ORGANISATIONAL RULE OP 303/008 | Valid from: 1 June 2022



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1 Definitions, terms and abbreviations

1.1 Basic terms

“Person qualified for the prevention of risks (safety officer)” is a qualified person authorised to ensure the performance of professional activities in work health and safety for a company.

“Company” is ŠKO-ENERGO, s.r.o.

“External company” or **“contractor”** means each natural or legal person carrying out an activity (for example an agreed service, work, supply of goods/products, control or inspection activity, etc.) for the Company under contract/agreement.

“Authorised company representative” is a Company employee authorised to act in technical matters in connection with the subject of work/activity, who orders the external company and delegates the work/activity, unless stated otherwise in the contract/order.

“Senior employees” are Company employees who, at individual management levels, are authorised to set and impose on subordinate employees work tasks, to organise, manage and supervise their work and to give them binding instructions for this purpose. They ensure compliance with legal and other regulations regarding work health and safety and fire protection for all persons that are present in the workplaces that they manage with their knowledge.

“Written Work Permit” is written proof of compliance with legislative obligations resulting from paragraph 3, section 101 of Act No. 262/2006 Coll. and from other legal obligations. To be filled in on RISSON SW, from which at least two original copies are always subsequently printed. After they have been signed the issuer and the recipient each receive one original copy.

“Exceptional event” is an event associated with work during which an accident, injury, death or property damage or other harm occurred or could have occurred. A “near miss”, i.e. an event which had enormous potential but during which an injury, accident, death or property damage did not occur, shall also be deemed an exceptional event.

1.2 Basic abbreviations

WHAS

Work health and safety

FP

Fire protection

EP

Environmental protection

PPE

Personal protective equipment

LC

Labour Code

2 Documentation

- Act No. 262/2006 Coll., as amended
- OP 301 Work Health and Safety Principles

3 Procedure

The Work Health and Safety, Environmental and Fire Protection Rules for contractors are also an agreement under Section 101, paragraph 3 of the Labour Code, while coordinating work is entrusted to a representative of ŠKO-ENERGO, s.r.o. authorised to act in technical matters in connection with the subject of work/activity (the employee that orders the external company and delegates the work/activity) unless stated otherwise in the contract/order.

The rules are handed over to the contractor in writing or electronically, the record of handover is Annex No. 1 to this document. The handover protocol must be signed before starting work.

To protect the health and life of contractors' employees and to ensure a coordinated procedure during the implementation of supply activities on our premises each contractor carrying out this work shall fully inform all persons that enter the Company premises on its behalf of these instructions, before they enter the premises. Detailed conditions are set out in this document.

Familiarisation with these conditions and verification of the knowledge of the contractor's employees or other workers must be done in writing and ready for inspection on request at any time.

Where the term "Company premises" is used below in the text, this shall mean all areas (storage, production, administration, including open space inside and outside the premises) if they are owned by the Company or in which the Company is the tenant.

Where the term "contractor's workers" or "contractor" is used below in the text, this shall mean both the actual employees and also natural and legal persons hired by the contractor as subcontractors who are subject to the same rules and the contractor must transfer them to them.

3.1 Introduction

1. In accordance with the requirements of our management system we have the obligation and also the interest to inform contractors of the risks that could endanger natural persons who enter the Company's premises on behalf of a contractor.
2. The requirement to mutually coordinate work health and safety is also enshrined in legislation and regulations.
3. To ensure the above we issue the following binding conditions for suppliers agreed for work/activities for the Company to be carried out on the Company's premises and so-called "Work Permit" where the risks are precisely defined.
4. All affected employees must be acquainted with the rules and risks (employee of the external company and ŠKO-ENERGO)

3.2 Selected most serious hazards on the Company's premises

The most serious hazards on the Company's premises are:

1. being hitting or caught by the moving part of a machine outside the marked communication route near conveyors or transport equipment,
2. slipping on a wet floor or on a floor contaminated with coal dust, grease or other substances,
3. tripping on structures installed in the floor or just above the floor outside the marked communication route, tripping over the edge of elevated platforms,
4. risk of fire caused by flammable liquids in workplaces on the premises, in maintenance workshops or some warehouses and some other workplaces,
5. risk of fire caused by combustible gases if they escape from pipes or pressure cylinders,
6. risk of explosion caused by coal dust or other combustion products generated during combustion,
7. risk of explosion caused by dust from biomass (biomass unloading hall),
8. risk of fire caused by solids (coal),
9. risk of fire caused by toxic substances with highly toxic combustion products,
10. collision with a motor truck or other vehicle,
11. risk of accident caused by electric current when tampering with control panels and other electrical equipment or when in the protected, fenced zones of HV and EHV switching stations,
12. danger of above-limit noise and associated limited possibilities of spoken communication in some operations,
13. risk of contact with chemical substances and/or mixtures which contain at least one dangerous property,
14. contact with the hot surface of a piece of production equipment or with a hot substance,
15. fall from a fixed ladder when getting on it,
16. fall from or through a roof, including some installations,
17. tripping and falling when moving on walkways, steps, crossings,
18. a ladder slipping and subsequent fall on smooth floors (almost all operational areas, corridors and rooms),
19. hazards associated with being in confined areas (cable channels, wells),
20. risk of injury on outdoor roads caused by seasonal climatic conditions,
21. risk of contact with substances with a high temperature or pressure (high-pressure water or steam).

3.3 Basic instructions for contractors

If **only a contractor's employees are carrying out tasks** in the workplace without the participation of ŠKO-ENERGO, s.r.o. employees, the contractor shall be required to:

1. Identify the hazards and assess the risks for all the activities carried out by its employees; to do this it shall be required to proceed fully in accordance with the legislation and submit the results of the process to the Company on request.
2. For all jobs provide work categorisation within the meaning of Section 37 of Act No. 258/2000 Coll. and submit the results of the process to the Company on request.
3. Equip employees with personal protective equipment based on the results of the hazard identification and risk assessment.
4. Provide occupational medical services and examinations in accordance with legislative requirements.
5. Always ensure that work is performed by qualified employees if such qualification is required by generally valid legislation.

If a contractor's employees enter ŠKO-ENERGO, s.r.o. premises, which are leased from ŠKODA AUTO a.s., they are required to comply with the document entitled "[Binding conditions and instructions for business partners providing services on ŠKODA AUTO premises with regard to work health and safety](#)", which are

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available on ŠKO-ENERGO, s.r.o.'s website ([MP.1.233 Rules and conditions of cooperation with business partners providing service in the ŠA premises](#))

3.4 Basic obligations and prohibitions for contractors

3.4.1 The contractor's employees shall be required to:

1. respect the instructions given by the Company's Authorised Representative and the relevant Senior Staff,
2. begin work each day only **after contact** with the Company's Authorised Representative and/or a Senior Employee who shall **verify or extend the written Work Permit** if it is work for which such **written permit** needs to be issued,
3. use only external or internal communication routes or paths specified by an authorised Company representative to reach their work site,
4. undergo a test or medical examination to ascertain the presence of alcohol or other addictive substance in the body at the request of the Company's Authorised Representative or a Senior Employee or other authorised body (for example the Police),
5. consumption of food and beverages is not allowed, except in designated places that are adapted for this purpose,
6. submit on request proof (attendance list) demonstrating that they are familiar with these Work Health and Safety, Environmental and Fire Protection Rules for External Companies,
7. prove on request that they have been trained in work health and safety and fire protection in accordance with the legal requirements applicable in the Czech Republic,
8. carry out any work on the Company's premises only using workers who on the day of the work meet the requirements for medical and professional competence or the qualifications specified in legislation and/or technical standards or by the manufacturer of the equipment on which the work is to be done,
9. submit at any time on request proof of qualification requirements or medical fitness,
10. have properly trained employees conduct fire patrol surveillance assistance over activities with increased fire risk,
11. provide its employees/subcontractors with the conditions and resources if necessary to provide first aid and in this respect, it is also necessary to train them according to the requirements of applicable legislation,
12. in the event of a fire proceed according to the applicable Fire Alarm Guidelines,
13. report every fire, including an extinguished fire, to the nearest Company employee,
14. use equipment, apparatus, tools or appliances with a valid check, according to the requirements of applicable legislation,
15. for each separate group of its employees on the Company's premises appoint a representative for any negotiations with the Authorised Representative or the relevant Senior Staff; this representative must be able to communicate in Czech or Slovak, or in German or English,
16. mark communication routes from all directions with cones, warning tape, etc., unless stated otherwise in the written Work Permit, if the contractor's activity affects the floorplan of the marked communication route, including walkways,

17. observe the speed limits that are set for individual premises as follows:

Premises	External communication – max. speed (km/hour)	Internal communication (inside halls) - max. speed (km/hour)
Mladá Boleslav	40	5
Mladá Boleslav -Česana	20	5
Vrchlabí	40	5
Kvasiny	30	5
Bradlec areal	20	5

18. take extra care when walking on the Company's premises, especially with regard to vehicles, the operating of equipment and weather conditions,

19. park only in spaces reserved for this purpose.

3.4.2 The contractor's employees are prohibited from:

1. entering the Company's manufacturing, operational or storage buildings or premises unaccompanied by a Company employee or without a valid written Work Permit,
2. entering roofs, substations, cable channels, or areas under ground level unaccompanied by a Company employee or without a valid written Work Permit,
3. bringing on to the Company's premises alcoholic beverages or other intoxicating or addictive substances in any form,
4. entering the Company's premises under the influence of alcohol or other addictive substance;
5. **smoking in the entire ŠKO-ENERGO and ŠKODA AUTO premises including electronic cigarettes,**
6. entering workplaces or places that it is not necessary to enter to carry out the agreed work,
7. shortening a journey to the place where the agreed work is to be carried out by passing through areas where the agreed work is not carried out or through handling areas around machinery, equipment and through storage areas,
8. blocking escape routes and emergency exits, access roads, fire protection entrance areas, electrical power distribution equipment, control panels, valves and fittings, mobile or portable fire extinguishers or other equipment in the event of an emergency or accident, with materials or in another way; exceptions must be listed in the written Work Permit,
9. using electrical appliances that are not absolutely necessary to carry out the agreed task.

3.5 Written Work Permit

3.5.1 A written Work Permit is always issued:

- *For work where there are employees of several employers at one workplace*
- *For any non-standard activity where it is necessary to pass on risks in the workplace*

3.5.2 A written Work Permit is issued primarily for activities such as:

- work at heights or over an open depth,
- work with open fire,
- work requiring entry into confined places (cesspools, sewers, areas below ground level, cable channels),
- excavation work,
- work where biological agents can be expected to occur,
- work above water or in its immediate vicinity,
- work related to the installation and removal of heavy structural building components,
- work with an ionising radiation source.

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1. A Written "Work Permit" is generated in the Riscon database, to which Authorised Workers have access.
2. A Written "Work Permit" is always issued by the Company's Authorised Employee and/or a Senior Employee of the Company with the support of the responsible person in prevention of risks.
3. The issuing of a written Work Permit must always be attended by a representative of the contractor knowledgeable of the activity so that the specific hazards that the contractor is introducing through its activity can also be taken into account.
4. A written Work Permit must **always** be issued and signed before work is started in two copies. The recipient and the party handing over the workplace shall each receive one copy.
5. Where long-term contracts (service, maintenance, overhaul or operation of equipment or technology), a long-term permit is issued – for duration of the contractual relationship with the proviso that it will be annually revise or at each significant change of activity – the permit will be extended or a new one will be issued)
6. In the case of a long-term contract, the "Work Order" from SAP can then be used to transfer the workplace – link for a work permit.
7. For high-voltage electrical work, the permit is supplemented by order B
8. Where construction work is performed and ŠKO-ENERGO employees do not move, the form handover of the construction site OP 303D Record of handover and takeover of the workplace/construction site can be used, which is based on the Building Act – Annex No. 2 to this document

3.5.3 A written permit is not issued:

- If it is a solution to an emergency, extraordinary situation, ie. partially or completely unmanageable, time and spatially limited event, arising in connection with the use of the building or equipment and leading to the immediate or consequential threat or damage to human life and health, the environment or property damage.
- In the case of maintenance or an activity where this activity is performed by another ŠKO-ENERGO department
- For electrical works where ŠKO-ENERGO is not the customer, or the work is ordered by another ŠKO-ENERGO internal customer.

3.6 Minimum personal protective equipment

The following rules apply for the movement and presence of contractors' persons unless stated otherwise in the Work Permit. Each person entering the premises must wear:

1. long working trousers,
2. safety footwear, minimum category S1, SP1, where there is a risk of puncture
3. protective helmet with valid useable life in operation E1A or during activities where it is required under legislation,
4. protection equipment in case of a fall when working at heights outside safe walkways, scaffolding or areas equipped with collective fall protection.

It is not permitted to enter the Company's premises in sandals, slippers, pumps. This ban does not apply when in administrative buildings. Nevertheless, it is recommended for sandals with a solid heel type and for pumps heels up to a height of max. 7 cm.

Increasing or, on the contrary, reducing the extent of the use of personal protective equipment and the rules specified above in points 1. - 4. is only possible in writing, in a written Work Permit.

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3.7 Transferring obligations to other subcontractors

1. If in order to carry out the agreed work a contractor hires subcontractors, it shall be required to transfer all the information contained in these Work Health and Safety, Environmental and Fire Protection Rules for External Companies to all subcontractors, including demonstrably training the persons concerned according to these Rules.
2. The Contractor shall transfer these obligations in writing.
3. On request, the primary contractor shall be required to submit the relevant documents to the Company.
4. Liability for damage with regard to the Company always rests on the primary contractor; the settlement of liability between a contractor and its subcontractors is a matter for the primary contractor.

3.8 Basic equipment

1. The contractor is required to use its own basic equipment to carry out the agreed contract:
 - a. tools, implements, apparatus,
 - b. portable ladders, double ladders, handling trucks, working platforms,
 - c. working aids (gauges, jigs, etc.),
 - d. technical gases if they are need to carry out the agreed contract,
 - e. equipment for security marking (demarcation) of the place of work.

The above basic equipment must meet the conditions for the environment in which it will be used.

2. External companies are required to have their own machinery, technical equipment, apparatus and tools. If in order to carry out the agreed work it will be necessary to use machinery, technical equipment, apparatus, tools that the external company does not currently have available and may use equipment owned by the Company before arranging them (for example a trolley, crane, electric hand tools, ladder etc.). This circumstance must be arranged and approved in advance by the Company's Authorised Representative in coordination with a professionally qualified person for work health and safety, including designating an operator, signals and liability for any damage. A record of the loan must be made on form PPE 100A "Protocol on the loan of machinery, technical equipment, apparatus, tools".

3.9 Forms of safety communication

If required due to the nature of the work the contractor shall strictly abide by and itself implement safety markings and other forms of safety communication:

1. safety signs, information tapes (red-white, yellow-black),
2. hazard symbols on containers of hazardous chemical substances and mixtures,
3. lighting signalling,
4. siren and other sound signals.

3.10 Exceptional events (injuries, accidents, near-misses)

1. **If an Exceptional Event occurs to the contractor's workers or its subcontractor, the contractor shall immediately report this to the Company's Authorised Representative, a technician for work health and safety, a Senior Employee or employee of the Company, or report it by phone to the ŠKOENERGO s.r.o. dispatch centre (see phone numbers in section 3.14).**
2. If the situation requires medical intervention or the fire brigade, the numbers in the Fire Alarm Guidelines must be called immediately.
3. In order to clarify the causes of the event sufficiently, **the site of the event must remain intact**, provided this does not affect surrounding operations, pending a decision by the Company's

- employees who are responsible; if this is not possible, the situation must be documented after the event (sketches, photos, etc.).
4. In order to clarify the causes of the event the identity and presence of witnesses must be secured and the event must be reported to the work manager; if possible, witnesses shall remain on site available to the investigator.
 5. Accident examination – OS 343 Work accidents

3.11 Import and use of hazardous chemical substances and mixtures

1. The contractor is prohibited from bringing on to the Company's premises chemical substances and chemical mixtures which have even a single one of the following hazardous properties: explosive, extremely flammable exceeding 15 litres, highly toxic, toxic or corrosive exceeding 50 litres.
2. Exceptions to this ban, if it is necessary to use such substances to carry out the agreed work, must be described in the Work Permit unless they are fluids for vehicles or other machinery and equipment required to carry out the agreed task.
3. The contractor must have data safety sheets available for all hazardous chemical substances and mixtures that it introduces or brings into the workplace and that are covered by the applicable law on chemical substances and chemical mixtures. Hazardous chemical substances and chemical mixtures introduced or brought into the workplace by the contractor that have not been used up during the working day must be removed by the contractor from the Company's premises at the end of the working day or stored in a designated place until they have been completely used up. The place for storing these substances must be stated in writing in the "Work permit", must meet the requirements for the storage of hazardous chemical substances and chemical products, and their amount must not increase the fire load on the relevant premises above the specified limit.
4. The contractor is required to ensure that hazardous chemical substances and chemical mixtures which together may react dangerously are not stored in the same place.
5. Empty, uncleaned packaging of hazardous chemical substances and chemical mixtures may not be stored on the Company's premises. The contractor is required to remove this packaging on the day it is emptied, unless stated otherwise in the agreement.
6. All containers or receptacles of hazardous chemical substances brought on to the Company's premises by the contractor must have technical characteristics corresponding to the stored chemical substances and they must be labelled in accordance with applicable legislation on the packaging and labelling of hazardous chemical substances. Containers must be stored in such a way that their labels and symbols are easily accessible and legible without the need to touch the relevant container.
7. During use it is not permitted to store hazardous chemical substances or mixtures in anything other than their original containers, receptacles or packaging.
8. It is not permitted to clean the packaging of chemical substances and mixtures in the Company's premises, or to rinse them or pour their contents into the drains.
9. In the event of the accidental leakage of chemical substances or mixtures the contractor shall be required to immediately inform the ŠKO-ENERGO, s.r.o. dispatch centre (see phone numbers in section 3.14).

3.12 Waste management

1. A contractor that generates waste through its activities on the Company's premises shall be the originator and also the owner of all waste generated during its activities within the meaning of the Waste Act and applicable decrees. It shall dispose of the waste that it has generated at its own cost in accordance with applicable legislation.
2. Unless agreed otherwise in the contract, if there is a large quantity of waste the contractor shall be required to store it in its own properly labelled receptacles or containers; hazardous waste shall also be labelled with a hazardous waste identification sheet.
3. As part of its contract the contractor shall be required to prove its authorisation to dispose of all the waste it generates or the authorisation of the service organisation that it has hired to fulfil this obligation.
4. The contractor's workers shall be equipped with the appropriate personal protective equipment for handling the relevant type of waste.

3.13 Water protection

1. The contractor's employees are required to maintain their operating equipment and vehicles in such a way that does not contaminate roads on the premises; in the case of a spillage the only adequate way of taking care of it is to use a suitable absorbing agent in a drip tray.
In the event of the accidental leakage of operating fluids the contractor shall be required to immediately inform the ŠKO-ENERGO, s.r.o. dispatch centre (see phone numbers in section 3.14).
2. Waste water generated by an external company's activities on the Company's premises may be discharged into the plant sewerage only with the consent of the wastewater technologist. The date, place, volume of waste water and its environmental impact must be reported. If the waste water needs to be analysed this analysis shall be arranged by the external company at its own cost, unless stated otherwise in the agreement.

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3.14 Important phone numbers

Mladá Boleslav plant

Škoda Auto medical dispatch centre	326 8 12000*
Emergency medical aid	0 – 155
Škoda Auto fire brigade	326 8 13000*
Czech fire brigade	0 – 150
Plant security	326 8 12316*
Police	0 – 158
ŠKO-ENERGO energy dispatch centre	326 8 19325*
ŠKODA energy dispatch centre	326 8 17550*

Vrchlabí plant

Works organisation dispatch centre	499 4 65444*
Emergency medical aid	0 – 155
VZV fire brigade	499 4 65444*
Czech fire brigade	0 – 150
Police	0 – 158
Energy dispatch centre	499 4 65697*
Doctor	499 4 65779*

Kvasiny plant

Works organisation dispatch centre	494 5 52222*
Emergency medical aid	0 – 155
VZV fire brigade	494 5 52222*
Czech fire brigade	0 – 150
Police	0 – 158
Energy dispatch centre	494 5 53060*

Don't forget:

You can call 0-155 (0-150, 0-158) from any company phone, even if it is not authorised for 0, you can also call 155 from a payphone without a card or money.

- * You can call this number from a mobile phone only with a valid prefix for the given region, eg. in Mladá Boleslav 326 8 13000. The five-digit final number can be called from the company's landline

3.15 Other information

This document may be freely distributed within the contractor's organisation and the structure of its subcontractors subject to the exclusion of any changes which are reserved only for ŠKO-ENERGO, s.r.o.

4 Annexes

- 4.1 OP 303A Work Health and Safety, Environmental and Fire Protection Rules – handover protocol
- 4.2 OP 303D Record of handover and takeover of the workplace/construction site
- 4.3 PP.MB 600A Protocol on the loan of machinery, technical equipment, apparatus, tools