

Instructions and requirements for external companies

Contractor (Company):		Customer:	
Subject of activity:			
Contact person for the Contractor in BSH:		Responsible employee of the Customer:	
Name and Surname:		Name and Surname:	
Phone:		Phone:	
Email:		Email:	
Purpose/Description of activity: The instructions and requirements for external companies are binding for every Contractor who performs any type of ordered and agreed activity for the Customer both on and off the premises regardless of its scope and character, or deliver any goods. The Contractor is obliged to comply with all environmental, occupational health and safety and fire protection provisions arising from the generally binding legal regulations of the Slovak Republic as well as the specific requirements of the Customer throughout the entire period of operation with the Customer.			

Contents of the instructions and requirements for external companies

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1. GENERAL PROVISIONS AND REQUIREMENTS

- a). The Contractor is obliged to report its presence to the responsible employee of the Customer before each entry into the premises / plant of the Customer. The Contractor's responsible employee shall be responsible for their employees and shall be informed of the whereabouts of their employees
- b). Contractor's employees may only be in such places on the premises of the Customer related to the performance of their work. **They are strictly forbidden to enter other areas.**
- c). The Contractor is responsible for the safety of its own employees and is fully liable for injuries and other consequences to the health of its employees, unless these are caused by the acts or omissions of the Customer.
- d). The responsible employee for the Customer shall ensure that all employees of the Contractor are issued with a **temporary access permit** or an **external company employee card**, depending on the nature and scope of the work to be carried out . After the end of the activity for the Customer or after the expiry of validity, the Contractor must hand over the cards to the Customer. The cards must be carried by the Contractor's employees at all times.

e). Customer's regulations on the entry of vehicles, carrying of tools, equipment, materials, etc. must be observed by the Contractor. Contractor's employees, vehicles and articles are checked on arrival and departure from the premises of the Customer.

f). The Contractor is obliged to treat the Customer's property with care and to ensure that it is not damaged by its reckless actions and negligence. The Contractor is obliged to maintain order and cleanliness at its workplace. Upon completion of work, the workplace shall be restored to its original condition.

g). In the event that the Contractor engages a **third party (subcontractor)** to secure the performance of its activities, it shall be fully responsible for the transfer of these instructions and requirements to such third party (i.e., its subcontractor) to the full extent. Any third party employee shall be regarded as an employee of the Contractor.

h). Work **to be carried out outside normal working hours, on Saturdays, Sundays and public holidays** must be approved by the responsible employee of the Customer and must be notified in advance by the Contractor.

i). Customer's internal company information of a technical nature or information of a market relevance, which the Contractor becomes aware of in the course of its activities, is covered by **the obligation of absolute confidentiality**.

2. OCCUPATIONAL HEALTH AND SAFETY

You are required to comply with the safety rules during the entire duration of the agreed performance of works and services for the customer in the entire company premises.

Entry to the production and storage areas is only allowed with protective work shoes and a reflective vest.

Reflective vests is not necessary to use if other PPE do not allow it (e.g. during welding work), or if the use of a reflective vest increases the risk during the performance of work (e.g. when working on live electrical installations or when working on electrical installations near parts under voltage, when working at a height when using means of personal protection against falling, when working where there is a risk of entrapment, a.i)

a). It is strictly prohibited on the premises of the Customer's company to:

- enter under the influence of **alcoholic beverages** and **other intoxicating** and **psychotropic** substances
- bring and consume alcoholic beverages and **other intoxicating** and **psychotropic** substances in the premises and buildings of the company
- at the request of the customer's representative, security technician, the Contractor's employees and its subcontractors are obliged to undergo a test for alcohol consumption, tests for the presence of other narcotic and psychotropic substances, respectively to request a blood test for the presence of the alcohol and of the said substances in the contractor's employees in case of suspected violation of the ban.

The cost of providing the blood test is borne by the contractor.

b). The contractor is obliged to ensure the proper and appropriate use of personal protective work equipment by its employees according to the nature and type of work performed on the basis of valid legal regulations and other regulations during the performance of works and services for the customer. The stated obligations also apply to subcontractors and natural persons who are not entrepreneurs. In the event that it is not possible to use collective protection against falling when working at height, the contractor's employees must use means of personal protection against falling (MPSVaR Decree No. 147/2013).

c). **The contractor is responsible** for the qualifications, medical capability of its employees, training with the regulations on safety and health protection at work, on fire protection and for other professional competence necessary for the performance of activities in the customer's premises and workplaces.

If the contractor's employees perform activities for which professional competence is required, they must carry a document, operator's license, certificate or authorization, which documents it with a valid update for the activity they are performing.

d). **Smoking is forbidden** in the entire premises of the Customer except in designated and marked areas. Any work with open flames may only be carried out with the consent and knowledge of the Customer's person in charge and the fire protection technician.

e). Use of video or sound recording devices is only permitted with the consent of the managing director of the Customer company.

f). **Safety signs and warning signs**, such as prohibitory and danger signs, warning signs, rescue and first aid signs, must be strictly observed.

g). The Contractor must not endanger the safety and health of its employees and the Customer's employees with its activities and is obliged to take appropriate measures to limit undesirable factors.

h). The Contractor shall ensure that its employees use personal protective equipment properly and appropriately according to the nature and type of work performed on the basis of the applicable legal provisions and other regulations.

i). The Contractor is obliged **to immediately report** any **extraordinary event** such as **work accident, fire, environmental accident, hazardous event**, etc. to the Customer - the responsible employee of the customer and at the same time to the employees of the department for safety and health at work, in order to ensure an objective investigation.

j). **Juveniles, apprentices or other persons requiring special protection** must be under the special supervision of a responsible employee of the Customer on the premises.

They must not be present in dangerous places and must not be authorised to carry out dangerous work.

WORKING EQUIPMENT

a). The Contractor is obliged to use only work equipment (tools, implements, machines, ladders, tie-downs, scaffolding, construction machines, personal harnesses, etc.) that are in perfect technical condition and are regularly inspected in accordance with the special regulations (including the prescribed professional inspections, tests and checks). These inspections must be demonstrably

documented and presented for inspection at the Customer's request. Documentation of the most recent inspection must be on site at the place of their use.

b). The Contractor is mandatory to secure work equipment and materials at the workplace at all times so that they cannot be used or stolen by another person.

c). The Contractor is responsible for using only **electrical hand tools and electrical appliances** that have been properly inspected and comply with the relevant regulations (STN 33 1600, STN 33 1610). These inspections must be documented and presented for review at the request of the Customer. Documentation of the most recent inspection must be on site at the place of their use.

d). The contractor is responsible for the necessary adequate equipment, for the proper condition and safe functioning of all work equipment that he determines for the performance of the work. If the work equipment is provided by the customer, these must be visually inspected by the contractor before use. Detected deficiencies are immediately reported to the customer

e). Non-sparking tools must be used in environments and workplaces where there is a risk of explosion (e.g. gas station, charging stations).

RISK ASSESSMENT

a). The Contractor is obliged to submit to the Customer, prior to the execution of work under the specific conditions of the Customer: a general risk analysis, valid proof of familiarisation and professional competence of the employees regarding all activities carried out at the Customer's premises.

b). If the employees of several employers (contractors) or natural persons authorized to do business perform tasks at the customer's common workplace in such a way that their safety or health may be endangered, the employers (contractors) and these persons must cooperate in the prevention, preparation and implementation of measures to ensure safety and health protection at work, coordination of activities and mutual information agreed in writing. The agreement will determine which of them is obliged to create the conditions for ensuring the safety and health protection of employees at the joint workplace and to what extent.

Template :

Danger description:	Protective measures:

If you need more space, use another sheet, respectively you can use your own form of risk analysis

c). Contractors (or subcontractors), whose employees perform tasks at a common workplace, are obliged to inform each other in writing, especially about the risks of possible threats, preventive measures and measures for providing first aid, for fighting fires, for carrying out rescue work and for the evacuation of employees. Each contractor is obliged to provide this information to its employees, subcontractors and employee representatives for safety before the start of work.

COMMUNICATION AND TRANSPORT

- a). When moving around the premises and inside the plant, pedestrians must use only the designated roads; it is forbidden to stay behind machinery or other technical equipment unless you are there to perform your work duties.
- b). Traffic rules apply throughout the premises. The maximum permissible speed is 20 km/h unless otherwise specified by a traffic sign.
- c). The Contractor is responsible for compliance with the general applicable road traffic rules and traffic regulations in the Customer's premises. Only vehicles with a valid certificate and in a roadworthy condition may be operated.
- d). The Contractor shall be obliged to operate vehicles with particular caution on all roads on the Customer's premises, especially at times of increased movement of employees during shift changes.
- e). The contractor is obliged to secure the motor vehicle against arbitrary movement / by braking, securing - with wedges /
- f). The contractor is forbidden to leave the vehicle and leave the keys in the steering wheel unattended, it is forbidden to turn sharply, start up, stop suddenly.

CONSTRUCTION AND RELATED WORKS

- a). The Contractor shall comply with all regulations, technological/working procedures and safety procedures when performing the agreed work and services and submit them to the Customer.
- b). According to the nature of the activity, the contractor is obliged to keep a construction or assembly diary or another record in which all important facts related to the subject of the contract or order will be recorded.
- c). The Contractor must adapt the progress of their work to the current conditions of the workplace and the access routes of the Customer, including escape routes, so that the execution of the work complies with the regulations on occupational health and safety.
- d). For excavations, the Contractor undertakes to properly fence the excavations and to ensure that the excavation is adequately marked at night. Pits, shafts, holes in the floor, etc. must be secured and marked at all times so that persons cannot be injured.
- e). Storage of construction materials, materials, etc., as well as the establishment of temporary structures, the erection of container units must be agreed with the responsible employee of the Customer. Objects put away or stored must be secured against tipping over if necessary.
- f). The Contractor is required to provide a power distribution switchboard for the constructions (with a 30mA current protector).
When connecting to existing wiring, the Contractor shall connect a mobile Personal Protective Circuit Breaker (PRCD-S) to the Company's internal electrical outlet.
- g). When working on roofs , assembly parts, building materials, scaffolding, etc. shall be carried, stored or positioned in such a way as to avoid damage to roof equipment and lightning protection. Access to skylights, smoke extraction devices and other superstructures is prohibited. Risk of falling!
- h). Suitable ladders, work platforms or scaffolding must be used when working at height.
The work area must be secured against unauthorised entry and falling objects.

- i). Drilling and fixing work on columns, beams, supports, ceilings, etc. must be approved by the responsible employee of the Customer who is responsible for their management.
- j). Crane equipment, transporting trolleys and similar equipment may only be operated by personnel who are qualified to operate such equipment. The Contractor may use the equipment belonging to the Customer only in exceptional cases and their use must be approved by the Customer's responsible representative. The Contractor must return the equipment in the same condition as it was handed over to it.

LOTO

- a). It is the Contractor's responsibility to use the LOTO system /LOCKOUT-TAGOUT/ for work requiring shut-down of all forms of power such as mechanical, electrical, hydraulic, etc. The Contractor shall be responsible for the training of its employees and for equipping them with personal and other LOTO equipment. Labels must include the name of the employee and the company. For details regarding the LOTO system, the Contractor shall contact the responsible person of the Customer.

3. FIRE PROTECTION AND EMERGENCY PREPARADNESS

- a). For all work with open flames (e.g. welding, cutting, separating and soldering work), written approval (permit) is required. In this case, the Contractor shall contact the responsible person of the Customer.
- b). Fire doors are prohibited to be blocked with wedges, stops or other fixtures.
- c). **Hydrants, driveways, gates, escape and rescue routes, as well as access roads for fire protection** or other critical points must be kept clear!
- d). **Combustible waste, flammable liquids, oily rags, etc.** may only be disposed of and stored in special containers designated for this purpose.
- e). If you make an emergency call, give full information and stay on the phone until the operator is done asking questions. Then ensure that rescuers, emergency vehicles or firefighters are properly directed. Please contact the person responsible for such an incident immediately.
- f). In the event of a fire or disaster alert, you will be **evacuated to the staff assembly area** - i.e., the main car park. Follow the instructions of the responsible employee of the Customer.

4. ENVIRONMENTAL PROTECTIONS

- a). Hazardous and flammable substances may only be used and stored with the permission of the responsible employee or in cooperation with the **environmental protection department**.
- b). Prior to commencing work, the Contractor shall notify the Customer of the hazardous chemicals to be used in its activities, which will be stored and used on the Customer's premises and agree on the conditions of their use and storage. The Contractor is obliged to submit the **safety data sheets (SDS)** for the listed chemicals upon request. Safety Data Sheets must be in place at the point of use.
- c). In principle, the Contractor shall be responsible for the proper disposal of all waste on construction sites or generated during any activities (packaging, empty containers, paint cans, etc.). Provisions with a different wording must be concluded in writing.

- d). Substances that pose a water hazard shall not be disposed of through drains, sinks or floor drains. For this purpose, the Customer shall reserve a place for the Contractor where such polluted water will be discharged or stored.
- e). In the event of an unintentional leak of hazardous substances, the responsible employee and the environmental protection department must be notified immediately.
- f). In the event of any leaks in the pipework (water, compressed air, etc.), the site manager and/or the responsible employee must be notified immediately.
- g). According to the Energy Management System, you are obliged to use energy efficiently
- a). Please respect the waste sorting system in place and follow the sorting of waste according to the markings on the collection bins.
- h). The Contractor is obliged to take care that its activities do not pollute the environment by using unprofessional and environmentally harmful procedures, by negligence of workers, use of inadequate equipment, etc.
- i). The Contractor is obliged to operate only such equipment on the company premises that is in a safe technical condition and that does not endanger the environment, e.g., by leakage of fuel, excessive production of exhaust gases, etc.
- j). The Contractor is obliged to have valid approvals, decisions and permits required for the environment throughout the duration of the contract/order with the Customer. The Contractor is responsible for its waste on the premises of the Customer until the waste is handed over to the authorised company.
- k). The Contractor shall restore any pollution or environmental degradation to its original state.
- l). It is strictly forbidden to deposit waste in places or containers reserved for the Customer without its consent!
- m). Motor vehicles or other devices with an internal combustion engine that are not carrying out any activity must have their internal combustion engine switched off.
- n). It is prohibited to park motor vehicles over, near, or in areas where fuel or lubricants could leak into surface or ground water.

5. AGREEMENT

As a Contractor, you are responsible for ensuring that all safety regulations as well as environmental and fire protection legislation are complied with in the execution of the work entrusted to you. You and your supervisory staff, including their representatives, are responsible for ensuring that all staff deployed to carry out the work are briefed on its potential hazards and the environmental damage resulting from their activities. If you subcontract certain work, you undertake to agree and monitor compliance with these regulations with them. You shall indemnify and hold us harmless against any third-party claims that may be asserted against us in connection with any damage or failure in the course of work that should have been carried out by your subcontractors and for which we are not responsible. You are obliged to conclude and, on request, provide us with sufficient statutory liability insurance policy to cover damage or breakdowns. The external company shall be fully liable for damages incurred as a result of non-compliance with the regulations and rules or as a result of non-

compliance with our regulations for external companies. The function of coordinator does not relieve the Contractor or their delegate of responsibility for the occupational safety of its employees and for the protection of the environment and fire protection.

I have received the instruction, I understand it and I agree with all the points.

I _____

Date: _____

Contractor: _____
(signature)

Customer: _____
(Responsible person)
(signature)