

 KYB Manufacturing Czech s.r.o.	Rules of safety and health at work and fire protection in KMCZ	Number:	P08.016
		Revision:	13
		Date:	01.8.2021
	Subsidiary process		Page:

Before entering and upon leaving the KMCZ premises you are obliged to inform the gatehouse staff. While entering you shall give the name of the company and the number and names of employees who will visit the KMCZ premises with you.

By your signature you acknowledge that you know the bellow stated safety rules and risks and all employees¹⁾ of your company, or subcontractors, will be provably instructed in these rules and your will strictly adhere to them.

We are advised that our company KMCZ falls under the wording of the Act no. 224/2015 Coll. Act on prevention of major accidents.

!! ATTENTION - NO TRESPASSING TO AREAS UNDER CONSTRUCTION AND TECHNOLOGY ASSEMBLY !!

RULES OF SAFETY AND HEALTH AT WORK

- 1) During performance of your work you must adhere to all safety measures in order to ensure safety of your as well as KMCZ's employees and prevent an injury - pursuant to all currently valid laws, regulations and directives. Among other things, make sure that the material, construction, or scaffolding at the work site is not deformed, damaged or corroded.
- 2) In order to avoid mutual hazards and prevent an injury you will be assigned a contact person and his/her deputy. When you perform work which coincides in time and in place with work of our firm or other external firms you are obliged to agree mutually these works through the contact person in order to eliminate any hazard. Our contact person is entitled to give your employees directions for ensuring safety and health at work, towards your firm and your employees for giving directions for ensuring safety and health at work.
- 3) You are obliged to adhere to safety at work and use personal and protective aids which our firm provides for the activity that you perform.
- 4) In the premises of KMCZ is prohibited consumption of alcohol or other addictive drugs, entry to KMCZ under their influence and also their distribution in KMCZ
- 5) In the premises of KMCZ, there are chemicals and equipment that may pose a risk to pregnant and a breastfeeding person.
- 6) KMCZ's facilities may include devices that affect the proper functioning of devices or treat heart rhythm disorders (pacemakers).
- 7) You must not perform work for which you are not trained.
- 8) You are obliged to apply yourself fully and attentively only to work to which you were appointed.
- 9) During your work you are always obliged to consider safety of your actions and not to overestimate your abilities.
- 10) You may not enter workplaces and remain in areas which do not relate to your activity.
- 11) You must adhere to and respect all warning and cautionary notices and signs including adhering to the ban on smoking in the areas where smoking is forbidden. You must respect warning signals and conventional signs, STOP CALL WAIT and POKETENASHI.
- 12) You must be careful during movement on communications, use only designated routes, entries and exits intended for employees only.
- 13) You must keep the workplace and the communications clean and tidy.
- 14) You must not use any machine or equipment which is evidently broken down.
- 15) You must not interfere in KMCZ's machinery or technological equipment unless it is subject to your work. In case of damage to any KMCZ's machinery the company which supplies and performs the work is fully responsible including the risk of compensation for stoppage of KMCZ's production.
- 16) You should not remove or damage covers, barriers, signs, plates and other safety or protective equipment.
- 17) You may not impair labour conditions in the KMCZ premises by your behavior (e.g. do not increase the noise level if not required by character of your work, etc.)
- 18) You are obliged to respect maximal allowed speed for movement of vehicles in the whole company's area - 20 km/hour and inside of buildings 5 km/hour. While riding inside of a building an assistant driver or a designated person must walk in front of the vehicle.
- 19) Using personal electric appliances except for those which are necessary for performance of the work is forbidden. While using approved appliances you should adhere to the operating instructions.
- 20) While working up on high notification and reconciliation must be made no later than 1 working day prior to commencement, of work you must use only equipment intended for this purpose e. g. ladders, scaffoldings, extension platforms. In order to avoid fall from on high use - after reading the operating instructions - safety harness system during your work. If any external firm borrows the firm's elevated platform they must have the professional competence to operation of this equipment.
- 21) While performing welding, cutting, soldering and de-frosting works you must adhere to relevant directives and the fire protection regulation for these activities. You are obliged to obtain necessary approvals for these works.
- 22) Electric appliances may be repaired and adjusted only by authorized persons with professional qualification. Any changes to the electric connection except for the contractually agreed work must be documented and handed over to the order party. De-connecting or adjusting safety circuits or equipment (sensors) on machinery and equipment is forbidden.
- 23) Work on designated technical equipment may be performed only by persons with prescribed professional qualification. The procedure of work must be documented in technical documentation on repairs or technical requests. Any adjustments and changes must be documented and handed over to the contracting party. You are obliged to use protective aids relevant for the given type of equipment during your work. A record of the performed activity must be made to the control book, operation logs of the designated equipment. It is obligatory to have all the authorizations to carry out the activities (it is sufficient electronically).
- 24) The crane may be manipulated only by a professionally capable person, i.e. a crane operator, a binder with a valid certificate for the given equipment. For the workplaces with cranes apply the SBP rules. Here are stated activities which are allowed with a crane as well as forbidden manipulation.
- 25) Works on gas distribution and gas equipment may be done only by authorized persons with professional qualification.
- 26) Works on equipment in the chroming shop may be done by employees who are provably trained for handling highly toxic substances (hexavalent chrome), instructed about the safety rules of handling and the specified procedures for the chroming shop. The employees must be also fitted with relevant personal protective aids (a mask, an apron, gloves) of an appropriate class according to written safety rules.
- 27) Works on equipment in the paint shop may be done by employees who are provably trained for handling cancerogenic chemical substances (nickelous nitrate), instructed about the safety rules of handling and the specified procedures for the paint shop. The employees must be also fitted with relevant personal protective aids (a mask, an apron, gloves) of an appropriate class according to written safety rules.
- 28) KMCZ company is entitled to restrict access of external employees in case they are not equipped with suitable protective aids and not follow these rules. If this obligation follows from conditions of the contract, all costs incurred by failure of this obligation can be charged to the subject of contract. The violation is recorded by form **P08.016C**.
- 29) All building sites and workplaces (assembly points) must be properly marked and duly secured
- 30) Before commencing your work you must report all dangerous substances with which you will work in KMCZ
- 31) You must dispose of all waste and residue material resulting from your work at your own costs. You may not use the KMCZ's means of assembly unless contractually agreed otherwise.

¹⁾ All employees entering KMCZ premises

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		Revision:	13
		Date:	01.8.2021
	Subsidiary process	Page:	2/2

- 32) Handing over the work will be done in writing, the hand-over protocol (the firm, the signature of the handing-over person and the taking-over person).
- 33) You are obliged to report immediately to the designated KMCZ's representative a work injury (yours if your state of health allows you to do so) or an injury of other person which you witnessed and cooperate in the investigation of causes.
- 34) Inside of the factory building is located high voltage 35 kV cable, the route is marked. Working in the protection zone is possible only in compliance with all occupational health and safety rules.
- 35) You can deposit your personal belongings only in places which are dedicated for this purpose and designated by the company's responsible person. In case of a longer-lasting activity you may be provided a lockable room.
- 36) **You may enter the KMCZ's production areas and technical facilities only if you wear: badge with name, work solid shoes at least S1 (EN ISO 20345), goggles at least type 1F (EN 166), trousers with long leg, reflective vest or working clothes with company logo.** Wearing short trousers, skirts, heel shoes or open shoes and moving in the premises without a badge is not permissible.
- 37) You are obliged to **keep to the ban on photographing and filming** persons without their approval.

RULES OF FIRE PROTECTION

- 1) You are obliged to adhere to the directives and instructions for fire protection in the company's premises. The fire call center is in the company's gatehouse, tel. number +420 466 812 **290** or +420 734 693 292.
- 2) You are obliged to behave so that you are not the cause of fire, endangering life and health of persons, animals and property; while fighting down a fire, natural disaster or other extraordinary event. You are obliged to provide an adequate personal aid unless you thereby expose yourself or your close persons to serious risk or danger.
- 3) Smoking is forbidden in whole KMCZ's premises! Smoking is allowed only in designated places.
- 4) In case of fire you are obliged to assist according to your abilities in fighting down the fire only with portable extinguishers which are located within the company's premises. If you are unable to extinguish the fire yourself you must immediately raise the fire alarm pursuant to the fire alarm directives.
- 5) You are obliged to report to the designated KMCZ's representative defects which could endanger fire safety and according to your abilities assist in their remedy.
- 6) You are obliged to store flammable liquids and gasses only in suitable packages and in dedicated places.
- 7) Stored material must not block entry to energy distribution equipment and fire extinguishers and block escape route/exit.
- 8) You are obliged to adhere to the rules of safe operation of heat, electric, gas and other appliances.
- 9) During evacuation of premises you are obliged to submit to it and proceed according to instructions of your escort or follow the marked escape ways.

IN THE KMCZ'S PREMISES YOU CAN MEET WITH THE FOLLOWING RISKS

Movement on external and internal communications:	slipping, falling, collision with a person, a trolley, running down by a trolley,
Movement on stairs:	slipping, falling
Work on equipment/line:	crashing, shutting, fall of a load, electric shock
Work on painting equipment:	crashing, shutting, fall of a load, electric shock action of chemical substances - alkali burn, action of chemical substances –1 st category of carcinogens burn
Work on chroming equipment:	crashing, shutting, fall of a load, electric shock action of chemical substances - highly toxic substance (Cr6+)
Work on neutralization station equipment and others:	crashing, shutting, fall of a load, electric shock action of chemical substances - alkali burn

Other requirements:

I confirm with my signature that I was acquainted with the above text in its entirety and understood everything. Furthermore, I was acquainted with chemicals located in the KYB and document P10.042 Risk assessment KMCZ. This rule also applies to the contractor, subcontractor, new employees of the contractor.

I declare that workers **are - not are** trained for work at heights and workers know the principles of safe movement on the roof and protection, familiar with the operating rules of the roof (P10.054) and have the appropriate safety equipment. When working at a height of more than 1,5 meters, it is mandatory to use a protective helmet with a chin strap. Workplace **handover YES - NOT.**

I agree with the processing of personal data for entry into the KMCZ that is in compliance with GDPR.

Training for the KMCZ make date/hour: Signature:

I understand the training and I undertake to comply with the above instructions:

Date/hour: Company:

Name, surname	Signature	Name, surname	Signature
1.	2.
		3.

Check before starting work: Day / Hour OK / NOK Name: Signature

Checking the progress of work: Day / Hour OK / NOK Name: Signature

Checking completion of work: Day / Hour OK / NOK Name: Signature