



**Basic information
to ensure safety
and protection against fire
for the employees of external organizations
operating in the area of**

**Continental Matador Rubber Ltd
Continental Matador Truck Tires Ltd**

Puchov

ESH
July 2020
Revision 4

Emergency telephone numbers

Intergrated rescue system

112

Company fire service (CFS)

(042 461) 2222

Other important telephone numbers

When calling from the mobile phone, please enter the code **042 461**

When calling from other than national network, please enter the country code of Slovakia **00421**

CFS Ambulance **2222**

Company health centre:

MUDr. Jana Andelová	3552
MUDr. Jana Andelová - sestra	3546
MUDr. Ladislav Omasta	3555
MUDr. Ladislav Omasta - sestra	3562
MUDr. Jana Perúžeková	3536
MUDr. Jana Perúžeková - sestra	3528

Occupational safety

Reporting injuries **2121**

Safety technician

	Flap	Mobile
Ing. Jaroslav Krasňan – head of OHSP, certified safety technician	2927,	0914 317 363
Miroslav Luhový – certified safety technician	3204,	0914 371 364
Jaroslav Vašíček – certified safety technician	3256,	0914 371 365
Ing. Jakub Smolka – certified safety technician	2003,	0914 371 357
Tomáš Pokorný – certified safety technician	2121,	0904 717 062
Ing. Martin Furdek - certified safety technician	3252,	0914 371 361
Ing. Ján Mikoláš – certified safety technician	3015,	0904 717 166

Measures on Occupational Safety and Health Protection

1. **The employee authorised for management of the working group** shall be responsible for the occupational safety and health protection of the workers..
2. It shall be **prohibited to carry any shotgun, stabbing weapons, explosives and alcoholic beverages** to premises of Continental Matador Rubber Ltd and Continental Matador Truck Tires Ltd Puchov (hereinafter referred to as "Continental"). It is strictly **forbidden to use alcoholic beverages, intoxicants and psychotropic agents within company premises and to enter the premises under its influence.**
3. It shall be prohibited to smoke in the whole area of the company with the exception of designated smoking areas. Smoking is permitted only in areas designated with the sign "Smoking" or "Smoking area". **Smoking prohibition applies also for all vehicle cabs which are in the CONTINENTAL premises.**
4. The Employees shall be obliged to respect the instructions of control staff, follow valid directives and safety regulations for the safe movement, manipulation with secondary raw material and waste, and the "traumatology" emergency plan. All employees shall be obliged to respect prohibitions and instructions according to warning safety signs, labels and notices in the company and road signs.
5. Each employee can move **only in areas and workplaces where he/she works.** Admittance to other workplaces and areas without the authorisation shall be forbidden.
6. If the employee performs activities, which require qualification, he/she must **carry** operation permit, authorisation, certificate, etc, in order to prove his/her qualification **with the valid update and for the activity which the employee actually performs.**
7. Every machinery, workplace and job performance is characterized by specific hazard, which cannot be excluded (general work area hazard). The most hazardous operations In CONTINENTAL are Compound Production, OP Pressing, where noise, chemical agents, high temperature, forklift truck movement are presented. The employer shall be obliged to identify hazards and manage them by technical, organisational and educational measures.
8. It is always necessary to use "LOTO" (**Lockout / Tagout**) when repairing, maintaining, cleaning, entering the hazardous area of machinery, where a person may be injured due to its unexpected start-up or release of accumulated energy. It is a system (Lock / Mark) that serves to prevent unwanted start-up of the machine (or its parts).
9. Hazards in CONTINENTAL are:

- Collision (catching, pressing, pushing against, running down) of persons with motor vehicle, forklift truck, construction machine, handling equipment, rail-borne, technological machines.
- Tripping, slipping, bad treading, stepping, falling of persons on road communications, staircases, railway crossing.
- Construction site threats (falling of persons from height, dropping of objects from height, uneven surfaces, depressions, excavations, shafts, movements of construction machines, etc.).
- Storage (stacked pallets flipping, handling the movement of vehicles, use of damaged pallets).
- Electric shock threats (damaged enclosures, damaged insulation, failure state, handling of electrical equipment by untrained persons).

10. When working, **each employee shall be obliged to wear the prescribed personal protective equipment (PPE)**. PPE must be certified. All employees in production or on the site are obliged to wear the prescribed safety shoes and work clothes as a minimum. Furthermore, wearing PPE depends on the risks arising from the job performance (welding, working at heights, the protection of eyesight, hearing, etc.). PPE must be properly fastened without loose parts.
11. Drivers of all vehicles **shall be obliged to comply with the provisions of the Act No. 8 / 2009 Coll. on Road Traffic**, Decree of the Ministry of Interior of the Slovak Republic No. 9 / 2009 Coll. and other related regulations. Unless the crossing roads are marked with traffic sign they are to be regarded as the roads of the same kind.
12. Pedestrians shall be obliged to use **marked paths** for the movement in the area. Drivers of vehicles, forklift trucks, construction machines and similar means of transport are **prohibited to drive on paths**. Vehicles may be **parked only at the designated places**.
13. The maximum permissible speed for all vehicles in the company:
- For passenger car, truck cars **30 km.h⁻¹**
 - For construction machines **30 km.h⁻¹**
 - For high lift trucks for exterior road communications **15 km.h⁻¹**
 - For all vehicles inside (indoor) **6 km.h⁻¹**
14. Prior to entering the railway crossing, everyone shall **make sure whether it is safe to cross** it. It is forbidden to jump or fawn over the wagons when the train is on a level crossing.
15. Everyone shall be obliged to maintain **cleanliness and order** in his working area. All unnecessary items should be stored at the designated place.
16. Everyone shall be obliged to ensure that interior and exterior road communications, transition aisles, entrances, exits, access routes to fire ladders, fire extinguishers, hydrants, power distributions, switches and process equipment are **free and not blocked by any material**. He must also ensure that **none of the abovementioned equipments are being damaged**.
17. Take a care about all construction sites, depressions, excavations, manholes in terrain in working area must be fenced or covered with a protective lid. When dismantling parts of floor areas, for example by selecting gratings, lids, and manholes etc., the resulted hole must always be covered or fenced in order to prevent the persons from falling. It is necessary to replace the removed part of handrail by provisional handrail with colour marking in order to prevent people from falling through space which is not enclosed.
18. When you are working under a raised or suspended load, it must be ensured that another independent manner (supporting, suspension, etc.). If it is necessary to move the load in any way, it must not be located underneath any person.
19. In the case of detection or appearance of defects or issues that were not taken into consideration in the elaborated specified working procedure and endanger the health or the life of workers, everyone shall be obliged to give **immediate instruction to interrupt all work and to inform the relevant responsible person** or the worker performing professional construction supervision accordingly. **Work may continue after correcting the deficiencies or solving the issue.**
20. Everyone shall be obliged, when leaving the workplace (at the end of the working shift, during a break or when leaving the workplace for other reasons) to take measures such as **extinguish the open fire, close the gas and water supply, turn off the electrical appliances** etc. (to avoid potential fire, explosion, escape of gas, room flooding or injury of other persons).

21. After finishing the work, **all ancillary equipment**, which was used during the works, must be **dismantled**.
22. Without informing the provider/operator, it shall be prohibited to **interfere in the electrical equipment, including lightning system, designated technical equipment** (electrical, pressure, lifting and gas equipment) and fire-fighting devices.
23. All employees of external company are required to **respect the instructions of CONTINENTAL control bodies**, including staff of the Occupational Safety and Environmental Protection, Fire Protection and Security staff.
24. All employees of external company are required to comply obligations for work with secondary raw material and waste handling according to the valid instructions in CONTINENTAL. Workers of external company are also required to **ensure the disposal of its own waste** (disposal of paint cans, waste from panlux, glass wool, empty adhesives barrels, etc.).
25. Any job-related injury (recorded, registered, major) of the worker from the organisation must be **immediately notified to the relevant responsible CONTINENTAL worker** performing professional construction supervision or relevant supervisor. The **emergence of dangerous events** (near miss), **arising or threatening of major industrial accidents, ecological or other accident** must be reported, as well.
26. The fundamental moral obligation of each worker is to **provide first aid to the injured**. Every worker must acquire the principles of first aid to that extent that he/she is able to assist the injured colleague at any time and save his/her life. When providing first aid with respect to the safety of both, the injured and the rescuer, the following guidelines are necessary to be followed:
 - stop **or eliminate the source of injury** (the STOP button, safety rope, main switch, etc.), extricate and put the injured to safe place,
 - onsite of the injury (if the conditions provided or at the nearest safe place)- to provide first aid to the injured, to ensure that the transport to this place does not delay first aid operations (airway cleaning, artificial breathing, bleeding stop),
 - **call emergency medical assistance number 112/155**, or in case of less severe injuries (if there is no direct threat to life) emergency medical assistance ambulance at CFS telephone number 2222,
 - the operators shall be obliged to maintain the machinery or place at which the injury arose in its original condition so that objective investigation of the job-related injury causes can be carried out.

In principle it shall be obliged to take measures against the possibility of subsequent threats to the injured or other persons on equipment or material.

Measures in the area of fire protection (FP)

1. To behave in the workplace in that way so that **no fire is caused**, in particular when using heat, electric, gas and other appliances and apparatuses, when storing and using the flammable or hazardous substances and when handling with open fire.
2. If possible, **extinguish** the observed fire **by all available means** - otherwise **immediately announce the fire alarm and follow the fire alarm directives**.
3. **To adhere to the smoking policy and to the handling of open fire, to smoke only in designated areas**.
4. Make yourself familiar with the fire alarm directives, fire plan, fire evacuation plan and "traumatology" emergency plan of the workplace.

5. Comply with the orders, prohibitions and instructions in the workplace to ensure fire safety.
6. Be familiar with places, equipments or their parts with increased fire or explosion hazard and with the measures to prevent the emergence and spread of fire.
7. **Be familiar with the location of the closest fire extinguishers and other designated assets of fire protection in the workplace.**
8. **Prevent do not damage** fire technical equipment or the warning signs of the objects.
9. Always **keep the emergency exits, escape and emergency routes, entry areas and the access to them, as well as the access to electricity, water and gas closures, fire extinguishers, fire mains, starters and distributions of fixed and semi-fixed fire-fighting system, fire alarms and gas detectors free of obstructions.**
10. Ensure that the workplace is in **perfect conditions after working hours from the point of fire safety** (closed fire closures, flammable substances supplies, turned off electric power, etc.).
11. **Do not put combustible materials in the vicinity of heat and other appliances.**
12. **Follow the instructions listed in the particular fire plan** in the workplace with an increased fire risk.
13. During storage and handling of flammable liquids and gas **adhere to the principles of the Decree of the Ministry of Interior of the Slovak Republic No. 96 / 2004 Coll. and of the Decree of the Ministry of Interior of the Slovak Republic No. 124 / 2000 Coll.,**
14. **Adhere to the technological processes and working discipline,**
15. Adhere to the principles of fire safety in the activities associated with an increased risk of a fire,
16. **Notify the deficiencies** that could threaten the fire safety **to your superior** and participate in their elimination according to your abilities,
17. Participate in regular trainings on the protection against fire or fire patrol professional trainings,
18. Fulfil other obligations arising from the regulations on the protection against fire.

Prohibited actions to employees of external company:

1. **leave** the workplace without the permission of the superiors;
2. **smoke outside designated areas;**
3. **use organic solvents** (*flammable liquids*) *when degreasing the equipment, floors, etc.;*
4. arbitrarily use or damage fire extinguishers, fire fighting equipment, signalling equipment;
5. **damage the documentation on protection against fire**, in particular, the fire plan, fire alarm directives, fire evacuation plan, warning signs, labels and notices;
6. **wash clothing and other personal equipment in flammable matters;**
7. dry work clothes and textiles on heating bodies and technological equipment (hot pipes, etc.);
8. **put combustible materials near thermal or other appliances.**
9. **store the inflammable matters outside designated areas;**
10. enter the manholes, shafts, tanks and other spaces below terrain level and the floating roof tanks without the written permission for the work and the fulfilment of the relevant safety measures;

11. perform any work with fire without a valid written permit for hot work;

12. work in an environment with explosion or fire danger without non-sparking tools and corresponding construction and covers of electrical appliances.

Other specific requirements

1. The Contractor undertakes to employ only the employees who have **received training** or have been otherwise **provable instructed about Continental's general and specific principles on fire protection and occupational safety**
2. **The Contractor shall be obliged to the relevant head of operation**, in which the work will be performed, to **ask for the participation in the training on the general and specific principles on fire protection and occupational safety** which is requested in order to enter the workplace. **Without completion of this training contractor's staff is not entitled to enter company premises.**
3. **No person from external organisation is allowed to stay or work in operation areas of CONTINENTAL without the training.**
4. Contractors whose employees perform tasks in one workplace are obliged to inform each other, in particular, about possible hazards, precautionary measures and arrangements for first aid, rescue operations and evacuation of the employees. Each employer shall be obliged to provide his employees and their representatives with this information.
5. The Contractor carrying out maintenance, repair, construction, inspection and expert work for other individuals **may begin work only when the workplace is properly secured and equipped.**
6. The Contractor is required on the basis of the hazards of the particular workplace, with which he was familiar, to **provide their personnel with the necessary PPE and ensure their use.** All contractors' employees are required to have a **contractor's name on their outer work clothes.**
7. The Contractors shall **ensure the fulfilment of the obligations in the area of protection against fire in leased areas at their own expense.** Carrying out of their operations shall comply with Act No. 314/2001 Coll. on the Protection against fire and the Decree of the Ministry of Interior of the Slovak Republic No. 121/2002 Coll. on Fire prevention, as well as other obligatory standards and regulations on Protection against fire (prevention and repression).
8. The Contractor shall use common fire registration office established at company fire service tel. number **2222**, cell phone number **042 461 2222**, for reporting fire or other incidents.
9. **Contractor's staff are required to maintain security, fire and sanitary regulations, as well as the cleanliness and tidiness in the workplace, exterior and interior leased premises and transport communications.**
10. The Contractor undertakes that all its employees will be **demonstrably professionally trained, medically fit and trained for the work they will perform in CONTINENTAL workplace** (especially for the performance of specific professions, e.g. welders).
11. Employees who are using electrical appliances, portable electric tools **have to be demonstrably instructed** accordance with section § 20 of Act No.508/2009 Z.z..
12. Written authorisation for work in terms of internal CONTINENTAL regulations is necessary for performing the following contractor's activities in the premises of CONTINENTAL:
 - welding and other work with an open fire;
 - grinding;
 - flooring and tile adhesion using flammable materials;
 - repair and maintenance of process equipment containing flammable liquids, entrance to facility and below terrain level.

13. When performing hot works (welding) the Contractors must have a fire extinguisher on the set and their own fire extinguisher and a bucket with water, non-combustible blanket of min. size 2 x 2 m on-site of the activity.

In Puchov, 24.05. 2020