



Safety brochure



**REMEMBER!!!
YOU ARE RESPONSIBLE FOR LIFE AND
HEALTH OF YOU AND YOUR
COLLEAGUES!**

Driving in and Staying on the Company Premises

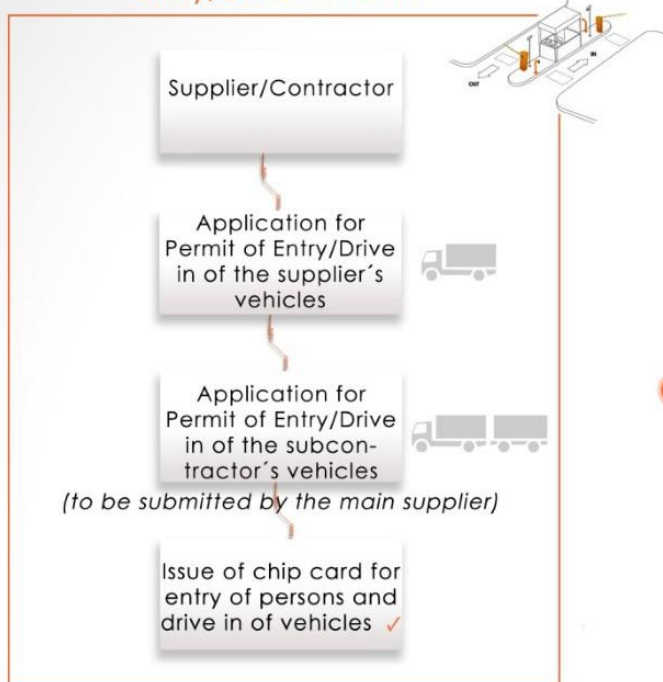


On the Premises of Liberty Ostrava a.s. (further referred to only as Premises) at the areas marked by sign (see picture to the right) solely backwards parking is permitted, e.g. entry to the parking lot only by reverse gear and when leaving this place the vehicle/car must run forward.



Entry/Drive-in Permit

Secured by the Entry Permit Issue Office



When walking employees must:

- Use preset routes, pavements, zebra crossings, underpasses, bridges etc.;
- On roads without pavements walk on the left side;
- Before entering the road check whether they will not be endangered by passing vehicles.



Parking

- Drivers must park their vehicles on the Premises only at places determined for that purpose and necessary for the carried out activity.

Permit of Entry/Drive in to the Premises will be withdrawn in the following cases:

- Upon H&S regulations', fire protection or environmental protection regulations' violation.
- Detection of alcohol or other narcotic drug abuse upon entry, stay or exit from the Premises.
- Refusal, obstruction or frustrating breath test or other narcotic drug test.
- Detection of theft of property or property theft attempt.
- Serious violation of other stipulations of the Basic rules which apply to the entry and stay of persons on the Premises.

• When cycling it is obligatory to wear hat with chinstrap and high-visibility vest.

• It is forbidden to use single track vehicle on the Premises from December 1 to March 1. If winter conditions persist beyond the stated period, the prohibition can be extended.

• For the purpose of traffic safety securing on the Premises stipulations of Act no. 361/2000 Coll. on Road safety as amended later apply.

• Regular controls of the vehicles' speed limit are carried out on the Premises annually.

• Speed limit on the Premises is 50 km/hour and the speed at some places is limited by traffic sign.

• STOP traffic signs, with the exception of supervised and multiple railway crossings are installed in front of every railway crossing on the Premises.

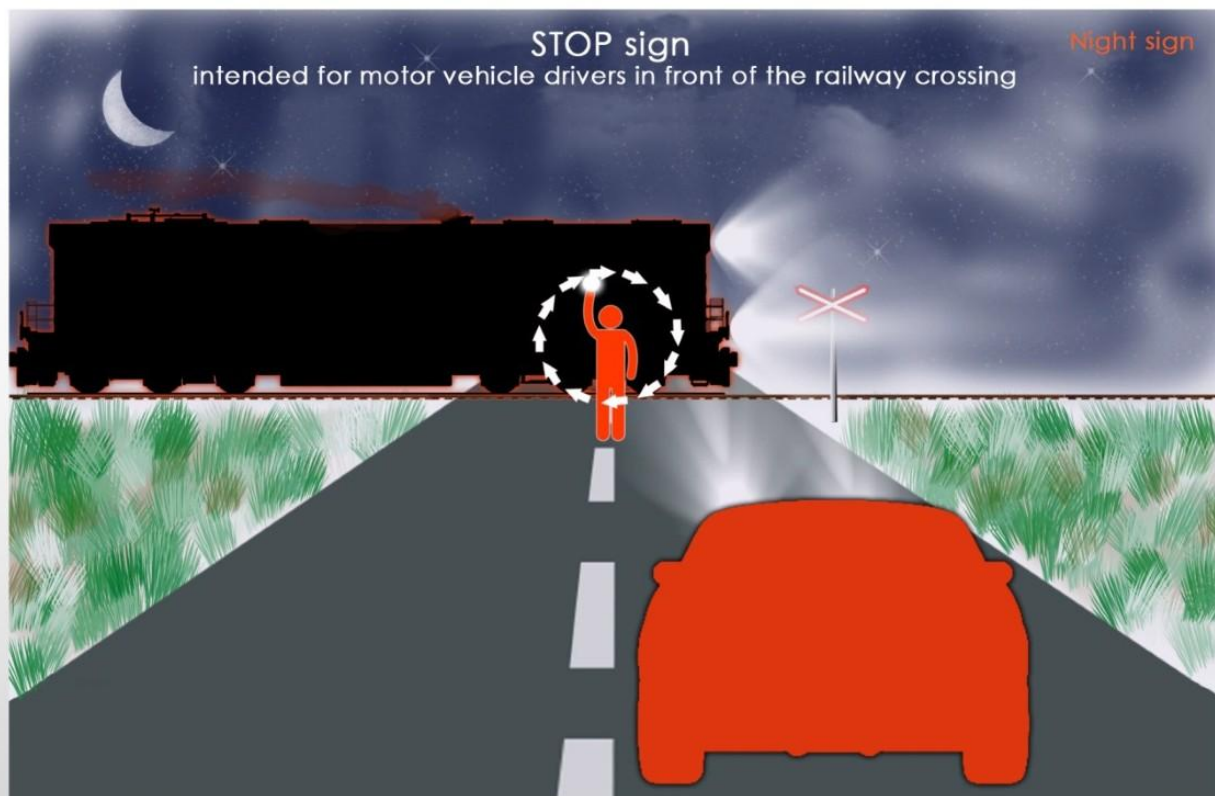
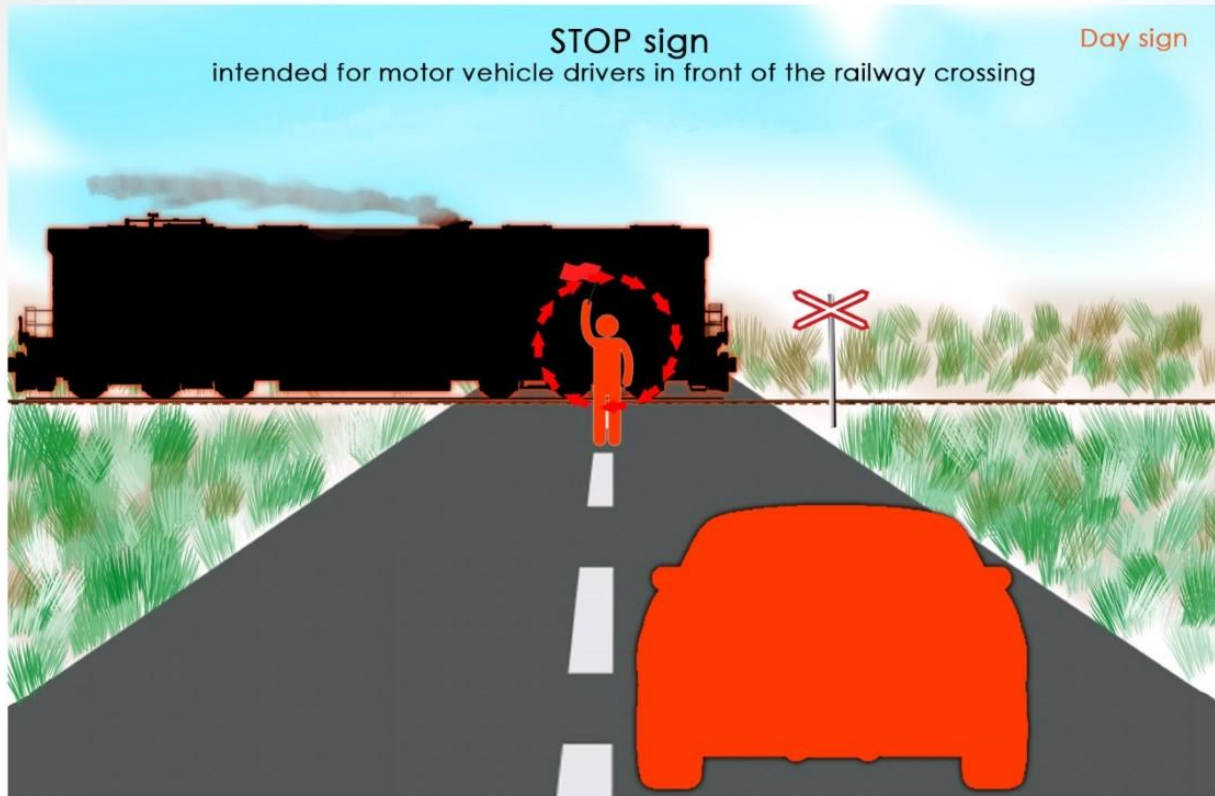
Most frequent traffic signs installed on the Premises:



Railway Transport



Employee of railway transport makes a STOP sign to road users by making circles with red flag (i.e. day sign); makes circles with handheld white or red light torch (i.e. night sign) always in both directions of the road. This sign prohibits ride or entry of road users to the railway crossing.



Basic Signs



After having entered the Premises all employees and external contractors must observe all safety signs and communications.



Warning signs



Command signs



Prohibitive signs



Fire signs



Informative signs

Meaning of safety signs:

- Red – stop, interrupt work, leave the area
- Yellow – verify, get ready, be careful
- Blue – wear PPE or use specific procedure
- Green – marking of doors, routes, exits

• Employees must not unjustifiably stay in areas which are marked by warning stripes (black-yellow), such as areas along loading platforms, gate sections etc.

• Hand signals must be agreed upon between employees in advance. These must be precise, clear, differentiated and unmistakable with other signals. If the person receiving the signal has doubts that the order could be carried out safely, he/she must interrupt the carried out task and ask for a new signal.

• Employees may not drink alcohol and abuse other narcotic drugs at the workplaces and during working hours also outside of these workplaces and may not come to work under their influence.

• When walking along the staircase always hold the handrail. When walking along the staircase avoid, if possible, holding objects in both hands.

Further inter-company signs:



Obligation to hold on to the handrail



Smoking ban



Alcohol prohibited

PPE

There is a strict prohibition applied to all employees and external contractors to enter construction sites, operations or buildings without relevant Personal Protective Equipment (further referred to as PPE). Signs informing about the necessary PPE are installed in front of the relevant entries.



Supplier/contractor must secure for his employees relevant PPE, breathing apparatus, protective equipment for collective or personal securing upon work at heights and above free depth, based on the recognized risks. Supplier/contractor must also ensure their use and carry out controls as laid down in the user manual.



Remark: Employees must use chinstrap wherever protective hat must be worn and must have their first name and surname visibly shown on the right side of the hat. Employees on the job training are exempt from this rule.



Employees working at heights must use protective hat with chinstrap.

Employees carrying out binding works must wear protective hat visibly marked with binding hook.



Working at Heights



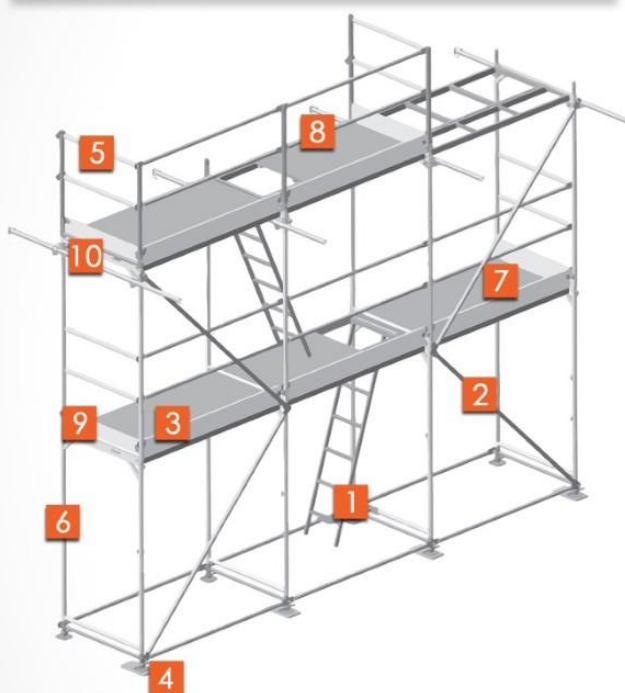
Protection of employees against fall must be carried out by collective or personal securing independently on height at all workplaces and roads above water or other substances associated with health endangerment risk and at all other workplaces and roads above the height of 1.5 meters.



Safety harness and lifeline required

Erection and Using of Scaffoldings

- Every scaffolding must have a technical documentation.
- Only health fit and competent (holder of scaffolding card) person can erect scaffolding.
- Supplier/contractor hands over a completed scaffolding to the ordering party by means of "Protocol on handing over and taking over of scaffolding into use" (the ordering party shall provide the form to be filled in).
- Handrail must consist of at least an upper bar in the height of minimum 1.1 meter from the floor and the stops at the floor to the height of at least 0.15 meter. Middle bar must be installed if the height of the scaffolding is above 2 meters.



- 1 Access route
- 2 Diagonal bar
- 3 Skirting stop
- 4 Adjustable foot
- 5 Upper bar of the scaffolding
- 6 Post
- 7 Scaffolding planks
- 8 Middle handrail bar
- 9 Front skirting stop
- 10 Crossbar



Every scaffolding must be properly marked by relevant plate!

- Supplier/contractor guarantees to the ordering party safe execution of the scaffolding as per technical documentation and valid regulations, performance of specialized controls every 2 weeks and daily visual check of the scaffolding.



6550 mm

Average rope length
2000 mm

Installation of
fall dampers
1750 mm

Average height
of a person
1800 mm

Safe area from
earth
1000 mm

- All employees working at heights and above free depth must be holders of H&S valid training for work at heights and above free depth, incl. using of PPE.
- Two-point "Y" securing when using PPE for work at heights must be used on the Premises.

Working from Ladder



- Only one person can climb (get down) and work from ladder.
- Inclination of the ladder must not be below 2.5:1.
- Due to overfalling risk it is forbidden to deviate the body center of gravity from the ladder's axis when bending to sides in order to reach a distant place.
- Employee standing on ladder must hold the ladder by at least one hand.
- It is forbidden to carry out works while using dangerous tools or electrical tools such as for instance hand-held chainsaws.
- When executing work from ladder (except for execution of short-term and simple works) employee must be secured against fall by means of PPE if he/she is standing with his/her feet in the height above 1.8 meters.
- Visual control must be carried out before every work start.
- Ladder must be placed on stable and flat surface and its braces must be secured against movement.
- Always climb and descend a ladder facing forward and using three point contact.

Risks



Contractor/supplier of work must create conditions for securing of H&S as a part of his documentation, while technological procedure or work procedure makes its integral part.



- Before work start of employees of the contracting companies the ordering party shall organize H&S training as per the ZBB 24 curriculum.

- The ordering party must before work start organize fire preventive and prevention of serious breakdowns' training for managers of the contractor. These managers must afterwards train their employees.

- Contractor must permanently keep the handed over workplace and engineering networks in good order and clean and must remove waste and dirt arisen from the carried out works.

- Contractor must before the work start hand over to the ordering party a written statement on the risks arising from his work activities and endangering life and health of the employees of the ordering party.

- Contractor must cooperate upon preparation of the risk analysis with his eventual subcontractors.



Remark: Contractor shall enable the ordering party to carry out safety audits and supervision carried out by Red Scorpions (safety supervision) if the ordering party shall consider this necessary to verify the facts leading to securing of H&S at the workplace, and/or at the own place of business of the contractor.

Risk Analysis LMRA and Construction Book



Securing of Device

- LOCKOUT-TAGOUT, in shortened form used LOTO.
- At the workplaces which are in the area of disconnected and secured device employees must be equipped with personal locks. External employees use black personal locks.
- By using LOTO procedure and warning plate we can prevent accidental switching on of the device and we shall be protected against electrical, hydraulic, mechanical or other energy.
- Authorized person shall make record in the Book of securing of devices before every work activity carried out on a secured assembly unit or device.

- Contractor must carry out the so-called Last Minute Risk Analysis (i.e. LMRA) every day before the work start.

- Contractor shall keep Construction or Assembly Book where all facts decisive for securing of H&S, including violation of safety regulations, occupational accidents, near misses, dangerous situations and dangerous behaviors as reported by employees are recorded.

First Aid and Health Fitness



Every victim, if he/she is able to, or other employee who witnessed any injury or who gets to know about it, must without unnecessary delay report it to direct supervisor or other manager.

- Smoking prohibition, including smoking substitutes (for instance electronic cigarettes), applies on the entire Premises.

Life Rescue Chain



Contractor shall report every near miss, dangerous situation or dangerous behavior without unnecessary delay to the superior of Liberty Ostrava.

Near Miss

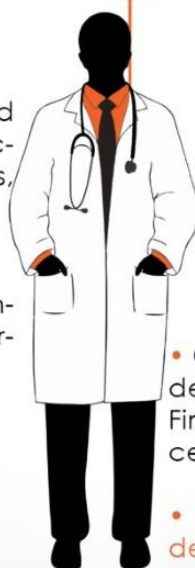
Is an incident which occurred but (luckily) has not resulted in injury of a person/people. If incident would repeat, there might be a risk that a person/people could get injured.

Dangerous Situation

Is every situation assessed such as it could earlier or sooner result in occupational accident risk of one or more employees, and/or could lead to material damages.

Dangerous Behavior

Is every behavior which results in endangerment of the person itself or of other persons.



- There are reference points (see picture) located outside on the Premises.

- Reference points serve as easier specification of the area for rescue units in case of accident.



- All contractors and/or subcontractors must be familiar with the reference points of their workplace.

- Contractor must keep valid documents on professional and health fitness of the employees.

- Contractor is responsible for the fact that all his employees, as well as employees of subcontractors, are competent and health fit for the necessary work activities.

Important telephone numbers

- Ambulance: 155
- Fire brigade: 150, 727 561 500
- Security Guards: 59 568 6216
- Company dispatcher's room: 59 568 7333



- Contractor keeps records on occupational accidents, including first aids, in the Book of Accidents. First aid is an injury during work which does not necessitate medical treatment.

- Contractor must report all occupational accidents to the company dispatcher's room of the ordering party without unnecessary delay.

Zones and Areas



Entry of contractor's employees, and/or subcontractor's employees to the areas marked by the sign No entry for unauthorized persons is strictly forbidden!



**NEPOVOLANÝM
VSTUP ZAKÁZÁN**

No admittance
for unauthorized
personnel

Zone with electrical equipment



**KYSLÍK+MASTNOTA
= VÝBUCH**

Oxygen + grease
= explosion



**POZOR
ELEKTRICKÉ
ZAŘÍZENÍ**

Caution,
electrical
hazard



**NEHAS VODOU ANI
PĚNOVÝMI HASÍČÍMI
PŘÍSTROJI**

Do not extinguish
with water or foam

- Works carried out on electrical equipment can be executed solely by persons holding relevant certificate.



All equipment being in contact with oxygen must be perfectly degreased. Upon detection of oxygen duct leakage this event must be immediately reported to the oxygen duct operator.

Binding means

- Only person holding relevant permit (of binding operator) can bind loads.
- Binding means must be properly marked.
- Before each and every use of the binding means it is necessary to carry out visual control of the binding means.
- Only suitable binding means of corresponding capacity can be used for binding of loads.
- It is forbidden to place binding means to other places than those reserved ones.
- It is forbidden to bind loads, while putting binding means across sharp edges of the load.



- Temporary welding workplaces are equipped with suitable fire extinguishers and other fire extinguishing means depending on specific legal regulations. Apart from these extinguishing means the workplace must be also equipped with at least two handheld fire extinguishers with suitable filling agent, while one hand held extinguisher must be of powder type and the weight of the filling agent must be at least 5 kg.

- Welder can carry out welding activities based on a welding card only.



- When repairing lifting equipment there must be an Assembly book available and working procedure must be supported by relevant document.

- Written technological procedure must be prepared for such work.

- Employees possessing certificate with relevant extent of authorization, i.e. serviceman of lifting equipment, must be present during carrying out of the works.

- When working from protective basket of the platform employee must be secured by PPE protecting against fall from height all the time.

Work in the areas with gas occurrence risk

No entry without
breathing apparatus
and gas detector

**ZÁKAZ VSTUPU
BEZ DÝCHAČÍHO PŘÍSTROJE
A DETEKTORU PLYNU !**

**ZÁKAZ VSTUPU
BEZ DETEKTORU PLYNU !**

No entry
without
gas
detector

Gas danger area

**PROSTOR S NEBEZPEČÍM
VÝSKYTU PLYNU !**

**PROSTOR S NEBEZPEČÍM
VÝSKYTU PLYNU !**
(.....)

Gas
danger
area

- Areas, where in case of extraordinary situations or upon technological processes increased concentration of harmful gases in the air can occur, are marked by safety signs, while the text is color highlighted depending on the risk of gas occurrence – red/yellow zones.

- Employer/contractor shall secure relevant gas detectors, including provable information provided to all its employees, and/or subcontractors with instructions manual of the gas detectors, for all its employees entering the areas with gas occurrence risk.

Fire Protection and Dangerous Substances



Every person must behave so as not to cause fire or endanger life and health of persons or property damage. When fire-fighting and solving other extraordinary situations every person must provide adequate personal and material support based on the appeal of the Commander in Chief of the intervention.

- Every person must respect safety signs in all buildings and premises, especially must observe the prohibition of handling open fire.

- Every person must respect the smoking ban on the entire premises.

- Every person must, in case of fire detection proceed as per the Fire alarm regulations and must immediately report fire to the Fire alarm office (tel. no. 150 or 727 561 500).

- Marking of the nearest reference point can be found on the company telephones' sticker and at specified buildings.

- Access routes and boarding platforms must be always free for arrival and placement of fire techniques.

Požární poplachové směrnice	
Havarijní a první pomoc (Rescue)	
	Hasičský záchranný sbor (Fire) 1) kdo volá - jméno a příjmení, číslo telefonu 2) nejbližší orientační bod, adresa 3) co se stalo - požár, výbuch, ohrožení osob... Záchrana osob, nemůžeš-li uhasit volej 150, vyhlás poplach voláním hoří, spolupracuj s velitelem zásahu HZS, informuj nadřízeného a dispečink
	150
	Záchranná lékařská služba (Emergency) 1) kdo volá - jméno a příjmení 2) nejbližší orientační bod 3) co se stalo Poskytni první pomoc, zavolej 155, požádej o pomoc, informuj nadřízeného a dispečink
	155
	Závodní dispečink Podnikový dispečink 7333 volej v případě poruchy plynu, elektro, vody, vzduch, páry, topení, klimatizace...
	Orientační bod:
Zachovej klid, dbej pokynů záchranářů!	
Vyloučit působení zdroje úrazu vypnout energii upevnit (materiál, části, díly)	Vyprostit zraněného Poskytnout první pomoc
Nejbližší lékárníčka je: Zdravotníkem je:	

Upon welding operations, which necessitate specific fire safety measures, a written Work with increased danger order must be issued. Authorized employee, at whose workplace welding activities will be carried out, issues this order. When executing works without written order, permanent presence of minimum two persons, including welder, is necessary.

Use of Fire Extinguishers

- Initial fire extinguishing intervention is carried out by hand held fire extinguishers or internal water hydrants.

Fire Extinguishers

- **Foam fire extinguisher**
 - Suitable for solid combustibles substances, bulk substances, petrol, diesel, mineral oils and grease.
 - May not be used for electrical equipment.
- **Water fire extinguisher**
 - Suitable for solid combustible substances, such as paper, wood, bulk substances and alcohol.
 - May not be used for electrical equipment, oils, grease, substances reacting with water, such as acids.
- **Powder fire extinguisher**
 - Suitable for electrical equipment, combustible gases, petrol, diesel, oils, solid materials and archives.
 - Not suitable for combustible metals, wood, coal and textile.
- **Snow fire extinguisher**
 - Suitable for electrical equipment, combustible gases and liquids, delicate mechanics and electronics, for instance PCs.
 - May not be used for combustible dusts and bulk materials.



Dangerous Substances



Dangerous substances, which can cause serious breakdown having consequences even beyond the borders of the industrial premises and which may thus endanger human lives and health, are especially the following:

- Metallurgical gases, colorless gas mixtures containing carbon monoxide as toxic substance and water or methane as combustible substance.

- Coal gases, extremely combustible colorless gases without odour. Used as fuel for energy generation in industry.

How to Behave upon in Connection with Breakdown:

- Do not get close to the place of breakdown and remain calm.
- Hide in a building as soon as possible. Prefer room in higher floors. Do not stay in cellars.
- Close windows, doors, switch off air conditioning, air ventilation and "seal" the areas through which dangerous substances can enter your hiding place, space below doors and windows, air ventilation mouth, ventilator shaft etc. Do not stand close to windows.
- After having reported breakdown, do not uselessly make phone calls.
- Get ready means of improvised protection of breathing air passages, i.e. by wet cloth, handkerchief, napkin, and if the need maybe put them on nose and mouth.
- Follow instructions of the rescue services personnel.

GOLDEN RULES

and rules applying to use of mobile phones and walkie-talkies



I come to work in good condition and health.



I use fall protection and prevention always and everywhere where the standards require it.



During interventions on equipment I follow the procedure on its lockout and isolation.



When entering and during the entire period when I carry out work in confined space I comply with the rules valid for entry to the confined space.



Always when handling suspended load I respect all the rules, which are linked to this activity and I never stand below suspended load or close to it.



I observe all rules, standards and signals of health protection and safety upon work and I wear required PPE.



I do not switch off safety devices.



I respect the rules, which apply to entry and work in areas with gas occurrence risk.



I respect priority at the railway and without relevant safety measures I avoid places in the proximity of railway cars.



I respect all transport regulations.

- 1 Never walk and make phone calls at the same time. Never walk and write SMS at the same time.



- 2 Do not use mobiles when driving or during driving. If legislature enables it, you can use hands-free set in the vehicles/cars.



- 3 Never use mobiles during driving or operating of handling vehicles.



- 4 Never use mobile if you are in a place of health endangerment risk.



- 5 Do not use mobile when walking on the staircase, both down and up.



Never write SMS during driving.

- 7 Before using mobile phone make risk assessment: are you in at-risk area?



- 8 Do not use

mobile phone iPad mp3 player



when operating device