

# Basic rules

For Persons Staying on the Premises & Entering the Premises  
of NOVÁ HUŤ s.r.o.



## H&S Rules, Rules for Healthy Return Home

For the sake of your personal safety, we hereby draw your attention to the fact that the premises of NOVÁ HUŤ s.r.o. (thereinafter referred to as the Premises) ranked – from the viewpoint of safety and health protection – among particularly hazardous Premises.

Each person entering the Premises shall be liable for adherence to internal safety regulations concerning entering / driving-in the Premises and persons' movement on the Premises that they have been made acquainted with.

### Hazards of

- |                             |  |
|-----------------------------|--|
| ▪ falling-down and slipping | PPE: suitable safety boots   |
| ▪ falling from the heights  | PPE: harness with securing device, step ladder, foot rest  |
| ▪ objects falling           | PPE: safety helmet/hat with a chinstrap  |
| ▪ striking / hitting        | PPE: safety helmet/hat with a chinstrap  |
| ▪ noisiness                 | PPE: ear protection  |
| ▪ eyes affection            | PPE: safety goggles (protecting against solids, spatter of liquids or hot metal)   |
| ▪ abrasion, contamination   | PPE: working clothes/overall, suitable work gloves and work shoes protecting the limbs   |
| ▪ pressing                  | PPE: working clothes with reflex strips or a warning vest, risk cause by cranes and lifted/hoisted loads, by mechanisms – excavators, bulldozers, high-lift trucks, road and rail vehicles |
| ▪ winding-up and drawing-in | PPE: properly tight working clothes/overall, risks caused by revolving mechanisms or belt conveyors  |
| ▪ other hazards             | electrical accident, burns, scald, acid burn, radiation exposure, serious accidents, intoxication, suffocation   |



### Ten Safety Basic Rules

- 1 I use marked roads and access paths only (primarily I do not enter rail-yard)
- 2 I do not enter any hazardous and restricted places
- 3 I do not stay under suspended loads
- 4 I do not handle control units of machinery and technology
- 5 I do not touch any electrical cables and hoses
- 6 I do not remove any damage protective devices (covers)
- 7 I adhere to safety symbols and safety colours
- 8 I wear Personal Protective Equipment (PPE)
- 9 I do not step on stocked material and objects stored in the workplaces (instable positions)
- 10 I adhere to no smoking on the whole Company premises and in vehicles. No smoking does also relate to smoking of electronic cigarettes.

**Health and safety are our priorities. Your health is your priority.**



First Aid: 155  
Fire brigade: 150  
Police: 158

Company dispatching: 595 687 333  
Entry Permit Issue Office: 595 685 919  
Security Supervisory Service: 595 686 216

### **Basic Duties of entering/driving-in person**

- To enter/drive-in into the Premises and to stay in them only with valid entry permit, i.e. chip card (hereinafter referred to as "CC") for person and electronic authorization or CC for vehicle. The CC is not transferrable. It is valid with identity card only for the person, for which it was issued. Electronic authorization or CC for vehicle is valid only to the applicant and the vehicle, for which it was issued.
- To enter/drive-in into the Premises and to leave them through watch-houses only within their working hours. To tap vehicle's CC first, if issued, and then personal CC to the CC reader every time when passing through the watch-house. CC shall be submitted to gate-keepers in any place on the Premises.
- The drivers only are entitled to drive through the watch-house. Fellow-travellers shall walk through turn-stiles.
- CC shall be protected from its losing and damaging. As soon as CC validity expires or shall no reason exist for such CC issue, CC shall be put into CC Absorber or it shall be given to the Entry Permit Issue Office. CC non-functionality, changes, loss, reveals and theft shall be immediately report to the Entry Permit Issue Office. Shall CC be lost or damaged, qualified fee must be paid.
- While entering/driving-in into the Premises, to list the assets that shall be carried-away/taken-away from the Premises and such list shall confirmed by the gate-keeper. To allow gate-keepers to check luggage including vehicle.
- By request of gate-keepers, each person shall be subject to test for drugs and alcohol.
- To listen to and to respect instructions and decisions made by gate-keepers and to fairly conduct oneself in face of them.
- To consistently observe provisions of Act No. 361/2000 Sb., the Road Traffic Act. Before getting-out of the vehicle it is necessary to engage the brakes in order to prevent the vehicle from moving. Park the vehicle on the designated areas only.
- When riding a bicycle, it is necessary to use a crash helmet with a chinstrap and a reflex vest.
- Adhere to the obligations of the forwarder in accordance with the ADR documentation.
- Each road accident on the Premises shall be reported to the Company Dispatching.
- Without undue delay, nevertheless, prior to leaving the Premises, report any damaged assets on the Premises and/or own damaged assets to a gate-keeper.

### **It is forbidden**

- To enter/drive-in into the Premises intoxicated/impaired and/or to eat/drink alcohol or drugs in any place on the Premises.
- To enter/drive-in into the Premises with animals, guns, alcohol or drugs.
- On the premises, to move on roller-skates, skate-boards etc.
- To take pictures or to film on the Premises without special authorization/permit.
- To take away/transfer any assets from the Premises without relevant authorizing documents.
- To enter/drive-in into the production shops and bays without consent given by an authorized person of this area or without relevant PPE specified for a given workplace.
- To carry out activities in the Premises, which are not directly linked to the fulfilment of work tasks, to stay in the Premises longer than necessary or to stay in such the places, which are not approved and designed for fulfilment of work tasks.

### **Driver's Duties During Loading / Unloading**

- To respect and to adhere to the instructions given by the competent Officer. Not to drive-in to the production shops and bays and to leave them without consent granted by such competent Officer.
- Not to move under suspended load. Minimum distance between a person and a load shall be equal to the distance between a load and the floor which a person is standing on.
- Not to stay in the vehicle cabin and on load floor during loading, not to handle the crane hangers. Use the provided ladders and access platforms when ascending, descending and tarpaulining the vehicle load floor.
- Prior to reverse driving commencement, to use horn and during reverse driving, warning turn-signal lights have to be switched ON. To secure the vehicle with wheel chocks before loading.
- In production shops and bays, engine must be switched OFF except for necessary driving-in and driving-out.
- From loading area and from canvas, not to remove residual material, snow, trash etc.
- On the weighing bridges to respect priority of weighing of the technological vehicles marked by NOVÁ HUŤ s.r.o. logo.
- To properly secure the devices designed for load fixing and protection (canvases, doors, side boards, chains, ropes, etc.) before loading so that they cannot be inadvertently released or displaced during loading. After termination of the loading process to secure (close) device used for clamping and protection of the load (e.g. canvases, doors, ropes, lanyards and others).
- Within 15 minutes after driving-in to the Premises, vehicle must be weighted for the first time (tarring).
- The loaded vehicle must be weighted within 2 hours since the issue of the latest loading bill.
- After the last weighing of the loaded vehicle must leave the Premises within 15 minutes.

**Control of the above-given Basic Rules is carried out on the Premises. Violation of these Rules can result in imposing contractual fine, and/or prohibition of subsequent entry/driving-in into the Premises.**