

TES VSETIN a.s.

PROTOCOL

On having become acquainted with risks pending within TES VSETIN a.s. as seen from the viewpoint of safety and health protection at work, fire prevention, work hygiene, and environment.

TES VSETIN a.s., Jiráskova 691, Vsetín

(v dalším textu uváděná jako „TES“)

.....
Outside person, for example a visit, inspector, employee of outside company, self-employed natural person, company proprietor, etc., hereafter the “Liable Party”

In compliance with the wording of the Czech Labour Code we hereby inform you about the implemented preventive system of control of safety and health protection (hereafter “SHP”/BOZP in Czech), fire protection (hereafter “FP”/PO in Czech), environment protection (hereafter “EP”/ŽP in Czech), and on risks you may encounter in a joint workplace as regards the SHP (T071 Risk management)

In TES VSETIN a.s., Jiráskova 691, Vsetín (hereafter “TES”), implemented has been the preventive system to safeguard the care in respect of SHP. To provide the risk prevention TES carries out risk analyses on a regular basis. The risks following from the TES activities are contained in the below analysis, which is provided to employees of outside companies in the form of a written information on the risks on their performance of tasks in the TES workplaces or on their joint performance of tasks in one workplace and, at the same time, it serves as a hand-over and take-over protocol on having been acquainted with and on the hand-over/take-over of TES workplaces in view of the SHP, FP, work hygiene, and EP.

On the provision of works in the TES premises the Liable Party shall undertake to abide with and to observe generally binding, as well as Company's internal regulations, which means to adhere to the rules of SHP, FP, EP, and to the rules stipulated in the internal Directive No 140 Traffic regulations. From the most important rules, limitations, and regulations, the following, but not limited to, is concerned:

- a) The entry to/exit from the TES premises shall be allowed only on awareness of the TES contact person and security guard, or upon approval of a production manager. As the entry/exit only the TES gatehouse shall be used. On the move within the premises marked roads and pavements shall be used and reflective jacket shall be worn (the jacket may be put off in the event where it jeopardizes SHP and FP and its use increases the risk of work injury).
- b) Liable Party's employees must stay only in the place, which has been determined for the execution of their activity. On performing checks, or on the travel outside the determined workplace, you are obliged to inform the TES contact person thereof. Otherwise entry to other workplaces shall be prohibited.
- c) Works with open fire, i.e. activities using electric arc, gas flame, or activities implying potential fire hazard (thermal appliances, grinding, and works where sparks or glowing particles fly away, etc.) may only be performed by an employee who has about a valid “Order to work with open fire”, has been trained in these works and in the case of welding or flame cutting has about a valid certificate to perform such work. At work he/she adheres to all provisions of the “Order to work with open fire”.

- d) All Liable Party's employees must be professionally qualified and feature health capability for the performed work, as prescribed. The Liable Party shall be fully responsible for this fact.
- e) On repairs, modifications, and on other activities Liable Party's employees must observe operation instructions for particular appliances as well as all safety procedures related to their operation, including provision of written information on risks related to such activity.
- f) On repair or maintenance of appliances first of all it is necessary to secure such appliances against starting by another person (safeguard master-switch, provide the appliance with a labelling informing of its repair,...) so that no injury could occur during the work.
- g) On its activities the Liable Party must act so that no inadequate load or damage to environment would occur. Upon leak of dangerous substances or contamination of soil, water, and atmosphere, it is necessary to take immediate measures to remove further propagation of the dangerous substances and to report the accident to the TES contact person in working hours, or to the premises' security guard in other period.
- h) On Liable Party's activities in the TES premises it is disallowed to use dangerous substances, pollutants, and poisons without prior written consent of TES.
- i) Waste management: Maintain order in workplaces, prevent generation of waste, manage the generated waste in accordance with applicable laws (adhere to internal instructions in the field of EP).
- j) Upon the object's evacuation alarm you are obliged to comply with and to proceed according to instructions by your attendance or along marked escape routes. Upon fire occurrence the persons travelling within the TES premises are obliged to contribute to the fire liquidation according to their abilities, using exclusively portable fire extinguishers.
- k) Liable Party's employees must act so that no damage to health and property or groundless enrichment would occur. Furthermore, they must protect their health, by the use of personal protective equipment, adherence to the SHP rules, as well as exclude, by their own conduct, any chance of undesirable situations occurrence (i.e. of injuries, accidents,...).

II.

Furthermore, the Liable Party shall undertake:

- a) Neither to drink alcoholic drinks throughout the whole stay in the TES premises, nor to enter the TES premises impaired or otherwise intoxicated;
- b) To smoke only in areas designated thereto;
- c) To maintain the rules in view of hygienic regulations (particularly the ban to enter the TES premises by persons with infectious diseases, infected injuries, or featuring the risk of a source of microbial infection, for example infectious disease in the employee's family);
- d) To use technical and other equipment only upon explicit consent (such consent can be granted only by a head of such workplace);
- e) That, in the time of the work, all the used equipment and machines will comply with respective legal and other regulations;
- f) To adhere to safety regulations, instructions in accordance with safety tables, or to other information, as the case may be, related to SHP, FP, EP;
- g) That on performance of works it is compulsory for the employees to use, where risks cannot be removed or sufficiently reduced otherwise, relevant personal protective equipment (works in heights, etc.);
- h) Not to take out the TES property and not to take in such articles that do not pertain to the TES premises, except for such articles that the Liable Party shall need for the provision of contracted fulfilment;
- i) Not to leave any devices, equipment, instruments, or chemicals, as the case may be, unattended;
- j) To report the commencement and completion of contracted (ordered) works to the contact person;
- k) Immediately to report, to the contact person, any injury incurred in the TES premises or occurrence of any defect on TES appliances;
- l) To maintain confidentiality in respect of information concerning TES, particularly information of financial, technical, economic, and legal nature, which is not known in the near quarters, even after the expiry of the contract (purchase order);
- m) To observe instructions and orders by the premises' security guard, heads of departments, and of the contact person responsible for the co-ordination of the work, or by the SHP/FP officer as the case may be;
- n) To instruct all its employees, agents, or other suppliers about the obligations in accordance herewith.

III.

On works in the test facility (Electrical assembly plant I and III):

- a) a) only a person with appropriate electrical qualification - a valid certificate of training according to Act No. 250/2021 Coll., given by the implementing regulation, i.e. a minimum knowledgeable person

according to §5 of NV No. 194/2022 Coll., or a person instructed according to §4 of NV No. 194/2022 Coll. in the presence of a minimum knowledgeable person Entry/exit to/from the test facility must be reported to a foreman or to a plant head.

- b) Repairs, maintenance may only be commenced after having been approved by the plant head, foreman, or head of the works.
- c) High care is to be applied to going over cables; no material may be laid on cables, and all warning signs/signals must be observed.

Visitors during the FAT in the testing room:

- a) Visitors must be trained §4 NV č. 194/2022 Sb., before entering the testing room
- b) Visitors must follow the instructions of the accompanying project manager
- c) Visitors must not go through the testing room without an authorized TES employee (acc. §5 NV č. 194/2022 Sb.)
- d) Visitors must not interfere in testing or make any measurements by himself
- e) Visitors must not touch products or any equipment without the permission of the authorized TES employee (acc. § 5 NV č. 194/2022 Sb.)
- f) Visitors must keep the safe distance from the testing area
- g) Visitors can consult the measured values during the testing, after the approval of the project manager or an authorized TES employee
- h) Visitors must not enter the testing room when the red signalization is active

On the TES side the contact persons in respect of works safeguards, adherence to applicable regulations in the field of SHP, FP, EP, are:

Managers of purchase, managers of production units, production equipment maintenance, SHP and FP officer.

Risk analysis:

The rented premises and those intended for production are located in the below TES halls.

Welding shop:

Is the hall for welding of various locksmith products or structures. It is divided to the workplace, separated by screens, of the welders with welding machines and to the locksmith workplace. In other sectors are located machines for drilling, forming, splitting, cutting, and grinding of worked materials. In individual sectors places are detached for storage of and handling with materials. The hall's floor is flat, made of concrete or paved by wooden blocks. Lighting is by means of daylight, through windows, and by lighting discharge lamps placed in the hall's ceiling. Ventilation is natural, through gate, windows, or artificial in the welding workplaces. Materials are handled by means of cranes, for which particular TES directives have been processed. Fork lifts are also used in this workshop.

The following risks occur here: Falls of objects, fall from height, hits, pushes to, impacts, stitches, incised wounds and scratches, fly away of metal particles, winding on rotating parts, falls of persons/stumbling, burns due to heat, electric shocks, non-ionic radiation, breathing of dust, smoke, and of vapours.

Persons are exposed to excess noise level (class 3; personal protective equipment to be used) and to dust and welding smoke (class 3). Other risks are specified separately, in a TES directive.

Machine plant:

It is a big hall, in which all types of metal working machinery are placed. In individual sectors are sets of machines for machining, or for forming of worked materials, partial assembly, and arrangement of products. The floor is flat, made of concrete, or paved by wooden blocks. Lighting is by means of daylight, through windows, or by lighting discharge lamps in the ceiling. Ventilation is natural, through gate and windows, or artificial in the welding workplace. Furthermore, auxiliary fans are placed in the hall's ceiling. Materials are handled by means of cranes, for which particular TES directives have been processed. Fork lifts are also used in this workshop.

The following risks occur here: Falls of objects, fall from height, hits, pushes to, impacts, stitches, incised wounds and scratches, fly away of metal particles, winding on rotating parts, falls of persons/stumbling, burns due to heat, electric shocks, breathing of dust, smoke, and of vapours. Limit values of risk factors are not exceeded here. Other risks are specified separately, in a TES directive.

Pressing shop, tool shop:

The pressing shop object consists of two adjacent buildings. There is the production of stator and rotor sheets made by punching (pressing). Metal sheets are supplied rolled and are worked to smaller parts. These are then processed by semiautomatic slot-making machines and eccentric press machines. Sheets are worked; i.e. the risk of injuries due to sharp edges (incised wounds, stitches).

Furthermore, excessive noise of pressing machines ranks among class 3 (personal protective equipment against noise to be used). The grinding and tool shops are separated from the pressing shop. Here grinding is performed, as well as completion and production of pressing tools. The workplace is fitted with lifting equipment. Fork lifts are also used in this shop.

The following risks occur here: Incised wounds by sharp edges and stitches. Falls of objects, fall from height, hits, pushes to, impacts, fly away of metal particles, winding on rotating parts, falls of persons/stumbling, burns due to heat, electric shocks, etc. Work in clothes with short sleeves is prohibited here (working clothes or pull-on sleeves are to be used).

Noise level values are exceeded only in the press shop. Otherwise the limit values are not exceeded. Other risks are specified separately, in a TES directive.

Assembly halls:

This is a large hall intended for the preparation of winding, the winding itself and assembly works, paint shop as well as works related to the completion and checking of machines and machinery. Fork lift devices are also used in this shop.

Impending risks: Falls of objects, fall from height, hits, pushes to, impacts, stitches, incised wounds and scratches, fly away of metal particles, winding on rotating parts, falls of persons/stumbling, burns due to heat, electric shocks, breathing of dust, smoke, and of vapours.

Noise level values are exceeded only in the cutting shop. Otherwise the limit values are not exceeded. Other risks are specified separately, in a TES directive.

Personal protective equipment (PPE)

Protective goggles

The protective goggles must meet requirements of the EN 166 standard and must bear the CE certificate. The obligation to wear the protective goggles is given by the nature of the performed work. The goggles must be used in compliance with utilization instructions and must be fitted so that they would fulfil their function to protect sight. The details can be found in directive no. T161 – provision of protective equipment, detergents and protective beverages.

Helmet

It is obligatory to use the helmet by all employees who work with a crane. This applies both for the crane control (crane operator) and for the fastening of loads (slinger). It is prohibited, for the persons who do not work with the crane, to walk or stay under hung loads and in their vicinity to the distance corresponding to the longest dimension of the handled load (length, height, width). Where such required distance cannot be observed, even such persons are obliged to wear the protective helmet.

Other provisions

Classification of risk-impending workplaces, as determined by the Statute No 258/2000 Coll., as last amended, have been processed for all workplaces and can be consulted in the HR department, or in the office of the SHP/FP officer.

A more detail risk assessment has been processed in the “TES risk catalogue” and this directive may be required any time, so as to be informed and to assess risk in a workplace or at a work activity.

On their initial arrival to the workplace it is compulsory for the employees to be acquainted with main escape routes, with the electric master-switch, with the machinery in the workplace, and with master-switches of individual machinery appliances, with the location of portable fire extinguishers and wall

.....