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Rules for External Organisations (REO)

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1.	Important information and safety precautions	5	1 June 2023
2.	Sample of the licence for an official authorised to conduct inspections in the field of environmental protection,...	Abolished	6 June 2012
3.	Symbols used	2	1 August 2014
4.	Emergency calls	2	1 August 2014
5.	Notice of violation and imposition of a penalty	3	20 August 2017
6.	Selected safety rules	Abolished	6 June 2012
7.	Mandatory provisions in the agreement with a contractor	4	1 June 2023
8.	Operational guidelines for performing work involving high temperatures	3	1 June 2023
9.	Assessment of ESH performance of the chosen service provider	2	1. 8. 2022
10.	Schedule of contractual penalties	3	1 June 2023
11.	Monthly waste reports from the supplier/contractor	0	20 August 2017
12.	Incident Reporting Form	1	1 June 2023
13.	OHS risk assessment for the contractor's work and related permits	1	1 June 2023
14.	Contractor Selection Checklist	0	1 August 2022
15.	Occupational Health and Safety (OHS) Inspection Record – Checklist	1	1 June 2023
16.	Contractor's Solemn Declaration	1	1 June 2023
17.	Sample of the Contractor's OHS excellence certificate	0	1 August 2022

1. PURPOSE OF THE DIRECTIVE

- 1) In accordance with the internal guidelines of Continental Tires Slovakia, s.r.o. and Continental Matador Truck Tires, s.r.o. (collectively referred to as “Continental”), which are grounded in the application of generally binding legal regulations, established management systems, voluntary commitments, and the Continental Group policy, the rules for supplier organisations (the “REO” – Rules for External Organisations) shall apply when operating on Continental’s premises. These rules cover environmental protection, occupational health and safety, and fire protection.

2. SCOPE OF VALIDITY

- 1) These REO are obligatory for any contractor carrying out any kind of contracted activity on the premises, irrespective of its scope or nature.
- 2) As appropriate, these REO also apply to Continental employees (e.g. conducting inspections, enforcing sanctions, providing training, etc.).

3. RELATED DOCUMENTS

	Organisation Code
Sm 33	Environmental Protection Management
Sm 66	Waste Management
Sm 35	Safety and Protection Guidelines
Sm 39	Fire Identification Card
Sm 36	Guidelines for Handling Workplace Accidents and Near-Misses
Sm 64	Traffic and Operating Regulations of the Continental Púchov Plant

3.1 Abbreviations

ASE / SE	Authorised Safety Engineer / Safety Engineer
AGV	Automatically (autonomously) Guided Vehicle
OHS	Occupational Health and Safety
CTS	Continental Tires Slovakia, s.r.o.
CMTT	Continental Matador Truck Tires, s.r.o.
AWS	All-Week Shutdown
TS	Traffic Signs
ESH	Environmental Protection, Occupational Health and Safety, Fire Protection, Civil Protection
MP	Mobile Phone
MED	Mobile Electronic Device
REO	Name of this Regulation – S53 Rules for External Organisations
FTE	Fire-Technical Equipment
FFES	Fixed Fire-Extinguishing System
ME / MI	Mechanical Equipment / Mechanical Infrastructure
FKL	Forklift
CFB	Company Fire Brigade

3.2 Definitions

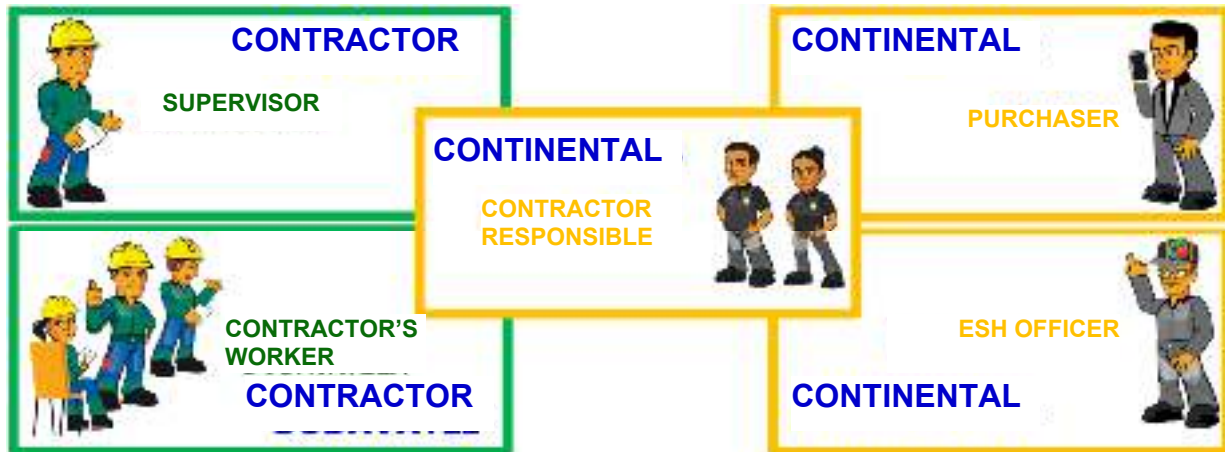
Risk analysis	A documented description of OHS risks associated with a specific activity, along with defined measures to eliminate or minimise them to an acceptable level.
Premises	All premises and buildings owned by the Customer, both within and outside the enclosed perimeter, encompassing the Customer's facilities and properties.
Bicycle	For the purpose of this regulation, a conventional bicycle (including a tricycle), an electric bicycle, a scooter, an electric scooter, a hoverboard, a skateboard, or any other means specifically designed for self-propelled or motorised transportation of one person.
Blacklist	A list of contractors or contractor personnel who are barred from carrying out work for Continental, including access to the premises.
Contractor	A legal entity or a natural person who has a contractual relationship with the Customer to perform a specific activity (such as construction, installation, service, consultancy, etc.) on the Customer's premises.
Special Contractor	A contractor with a contract duration exceeding 12 months, operating on the premises under the supervision or in cooperation with multiple individuals from the Customer.
Pedestrian	Anyone travelling on foot (employee, visitor, etc.), or pushing a bicycle, hand truck, or other non-motorised vehicle intended for material transportation.
Contractor responsible	An employee of the Customer who is accountable for ensuring the accurate execution of the contract under the agreement or order, as well as for accepting it upon completion of the execution. This individual may also be responsible for managing entry permits for contractors.
Material handling equipment	All non-motorised vehicles and equipment designed for transporting raw materials, semi-finished products, waste, unprocessed tire casings, finished products, auxiliary materials, tools, etc. These include various types of metal, plastic, and wooden pallets, crates, textile and steel cord stands, transport trolleys for ropes, spirals, cassettes, cartridges, reels, coils, carts for raw casings, and more.
Motor vehicle	A self-propelled, non-rail vehicle operated by a driver, excluding bicycles.
Purchaser	An employee of the Customer who is responsible for purchasing services and/or goods, handling complaints, and managing official interactions with the Contractor.
Customer	Continental Tires Slovakia, s.r.o. and/or Continental Matador Truck Tires, s.r.o. or any employee authorised and/or empowered by them.
Fire-Technical Equipment	Equipment pertaining to fire protection, including hydrants, fire extinguishers, fire shutters, fixed fire extinguishing systems, their distribution and control elements, etc.
Requirements	Requirements derived from generally binding legal regulations and internal guidelines of the Customer in the field of ESH.
Contractor's worker Contractor's employee	Any individual employed or contracted by the contractor or the subcontractor, working on the respective project (contract) for them or on their behalf.
ESH Officer	Employee of the Customer's ESH Department.
Product	The finished product (car tyre), the intermediate products used in its production (e.g., unvulcanised car tyre, rubber compound, rubberised reinforcing material, etc.), or the materials required for its production (raw materials and auxiliary materials).
Dock	An elevated section of a building, typically located along its outer perimeter, used for the entry, exit, loading, or unloading of goods.
Sanction	Financial or non-financial penalty imposed on the Contractor for violating the rules
Near miss	A hazardous event (incident) in which the life or health of one or multiple persons has been put at risk, but no actual injury has occurred. A near miss is also defined as the observation of a safe condition or situation in which an incident has not yet transpired, but if left unaddressed, there remains a significant risk that an incident may occur.

Construction site	An area designated for carrying out building construction work, storing construction products, housing necessary transport and equipment for construction execution, and accommodating construction site equipment throughout the construction process. A construction site is also a designated area for the installation, repair, or maintenance of ME, power distribution systems, and other related activities.
MI	Mechanical equipment (e.g., packaging machine, vulcanising press, mixing line, pressure vessel, lathe, etc.) or infrastructure of any kind (e.g., water distribution, FTE, filtration equipment, communications, data equipment and networks, sanitary facilities, substation, furniture, lighting, transformer station, etc.)
Subcontractor	Any individual working for or on behalf of the Contractor on the Customer's premises or leased premises of the Customer, without having a direct contractual relationship with the Customer.
Supervisor	The works manager of the Contractor who is responsible for overseeing the Contractor's workers, coordinating with the Customer, and ensuring compliance with the requirements pertaining to the Contractor's activities on the Customer's premises.
Operations Manager	For the purpose of this regulation, an Operations Manager is an employee responsible for supervising the production process, work organisation, or other activities associated with the production of the relevant facility (e.g. Production Director, Plant Manager, Shift Foreman).
Transport service driver ("TS Driver")	A vehicle driver who enters the premises solely for the purpose of importing or removing materials or persons (e.g. a courier, truck driver transporting raw materials or materials, taxi driver, etc.) and whose employer or who themselves do not have a contractual relationship with the Customer.
Vehicle	Any means of transport or freight transport that can be propelled by its own power or external power and is equipped with wheels for movement.
Selected Contractor	A contractor whose activities, due to the nature of the service provided or the work carried out, present an elevated risk to the safety of individuals.
Shared workplace	A workplace where work is conducted concurrently by employees of multiple employers or by self-employed individuals with a licence to conduct business.

4. DESCRIPTION OF ACTIVITY

4.1 Contractor Management System

- 1) Contractor management is a tool used to safeguard the safety of all individuals on the premises, protect the environment, and preserve the Customer's property in relation to the Contractor's activities on the Customer's premises.
- 2) To achieve this, responsibilities are divided between the contractual parties, namely the Contractor and the Customer (Continental). A schematic overview of the stakeholders can be seen in the figure.



4.1.1 Responsibilities in the Contractor Management System

4.1.1.1 Contractor

- 1) The Contractor bears legal responsibility for fulfilling the agreement and adhering to the agreed-upon terms and conditions of the service within the scope of the valid agreement.
- 2) The Contractor shall designate a supervisor, who possesses adequate authority and responsibilities, to oversee its employees and ensure compliance with the contractual terms.
- 3) Before commencing the work, the Contractor shall inform the Contractor responsible of the Supervisor's name and contact details.
- 4) The Contractor has the option to appoint multiple individuals as supervisors, ensuring that all the responsibilities and powers of the supervisor are adequately covered. A list of the appointed supervisors must be provided to the Customer.
- 5) Prior to commencing the works under the Customer's specific conditions, the Contractor is required to submit a risk analysis (Annex 13) and a solemn declaration (Annex 16) to the Customer – see clause 4.5.1, paragraph 3. Both Annexes shall be submitted in Slovak.

4.1.1.2 Special Contractor

- 1) A Special Contractor typically operates autonomously on the premises, as, due to the nature of their contracted service, a specific space or time for the service to be rendered cannot be designated.
- 2) As a general rule, Special Contractors are responsible for the implementation of the duties stipulated herein to the ESH Contractor responsible or ESH Officer. This provision does not preclude the Customer from overseeing compliance with the rules or assuming responsibility for the obligations of the Customer in cases where such responsibility would typically rest with the contractor.
- 3) The Special Contractor is expected to collaborate closely with the Customer within the agreed contractual scope and, when necessary, extend cooperation beyond the scope defined in this regulation.

4.1.1.3 Supervisor

- 1) The Supervisor holds responsibility for executing the on-site service within the scope and regulations defined in the agreement.

- 2) The supervisor shall be specifically responsible for:
 - a) Ensuring the safety of all the Contractor's employees.
 - b) Instructing the Contractor's employees (including subcontractors) on local conditions and training them on this regulation.
 - c) Preparing and submitting a risk analysis of the works conducted on the premises in a timely manner.
 - d) Ensuring the validity of the professional qualification of all Contractor's employees for the required work throughout their presence on the premises.
- 3) A Supervisor is present on the premises for the entire duration of the agreement. If it is objectively not possible for the Supervisor to be present on the premises (due to official off-site duties under the agreement, etc.) and they are unable to arrive within 1 hour upon request, the Supervisor must delegate their representation to a staff member with the full authority of a supervisor.
- 4) The Supervisor shall provide comprehensive support to the Contractor responsible throughout the preparation and execution of the contract.
- 5) If so requested, the Supervisor shall accompany a representative of the Customer during an inspection.

4.1.1.4 Contractor's worker

- 1) The Contractor's worker shall work under the guidance of the Supervisor within the specified scope and designated area.
- 2) The worker must adhere to all regulations established by generally binding legal regulations or outlined herein.

4.1.1.5 Contractor responsible

- 1) The Contractor responsible organises the preparation for the Contractor's entry into the premises and oversees the Contractor throughout the duration of the contractual relationship.
- 2) The Contractor responsible has specific responsibilities, including:
 - a) Defining the scope of work for the Contractor;
 - b) Facilitating communication among the Supervisor, Contractor's workers, Customer's internal workers, and coordinating communication between them;
 - c) Requesting a risk analysis (Annex 13) and a solemn declaration (Annex 16) from the Contractor;
 - d) Adding the Contractor and their works to the shared group "Contractors" in MS Teams as per clause 4.1.4, at least 3 days prior to the commencement of work;
 - e) Notifying of works or events that may significantly impact emergency road access or facility accessibility during emergencies (see clause 4.8.1, paragraph 1, sub-paragraph (j)).
- 3) The Contractor responsible shall be available for telephone contact throughout the duration of the activity he/she is coordinating. If it is objectively not possible for the Contractor responsible to be available (in cases of absence exceeding 1 working day – business trips, incapacity of work, leave, etc.), the Contractor responsible shall be responsible for arranging a suitable, competent substitute to cover their absence. An absence shall not be considered as such if no work related to the coordinated activity is taking place on that specific day on the premises.

4.1.1.6 Purchaser

- 1) The Purchaser is responsible for discussing the terms and conditions of the contract with the Contractor, which may include communication relating to Contractor assessment, if required.
- 2) It is their responsibility to provide the Contractor with necessary information and documents during the selection procedure.
- 3) In the selection procedure, the Purchaser shall consider both the checklist filled in by the Contractor (Annex 14) and the results of the Contractor assessment. In the absence of these, the Purchaser shall adhere to the general requirements outlined in this regulation to guide the selection process.
- 4) Upon request, the Purchaser shall initiate a formal complaint or dispute resolution procedure with the Contractor. Any such procedure must be preceded by documented actions taken by the Customer to address any deficiencies on the part of the Contractor.

4.1.1.7 ESH Officer

- 1) The ESH Officer is tasked with ensuring that the Contractor, the Special Contractor, the Supervisor, and the Contractor responsible adhere to this Directive.
- 2) Alongside the Contractor responsible, they participate in the assessment of the Contractor.
- 3) The ESH Officer conducts training sessions for Contractor responsible(s), Contractor's workers, and Supervisors.
- 4) They evaluate the execution of risk analysis, OHS plans, and work permits.
- 5) They publish and update documents and information for contractors on the website.
- 6) They perform oversight activities to ensure compliance with OHS and FP requirements at the Contractor's workplace.
- 7) They are in charge of coordinating OHS activities at the workplace, in compliance with Act No. 124/2006 Coll. on occupational health and safety and on amendments and supplements to certain acts, as well as Government Regulation No. 396/2006 Coll. on minimum health and safety requirements for construction sites.
- 8) They are authorised to document the findings from the inspections conducted in the construction logbook.

4.1.2 Risk Analysis

- 1) The Contractor is responsible for completing a risk analysis for all works to be performed using the designated form (Annex 13). The Contractor shall submit the completed risk analysis to the ESH Department either in person or via email at: ti_pu_sm_esh.puchov@conti.sk no later than three working days before the commencement of the work. We suggest the analysis be conducted by the Contractor's OHS Engineer.
- 2) The ESH Officer shall verify that the risk analysis includes all potential hazards (e.g., working at height, work involving high temperatures, etc.) and shall either approve the risk analysis or return it for further refinement.
- 3) The risk analysis can be submitted either as a separate document or as a part of the site's Occupational Health & Safety plan.

4.1.3 Selection Procedure

- 1) The Purchasing Unit, in collaboration with the Contractor responsible and the ESH, conducts the selection procedure.
- 2) The Contractor responsible shall provide the technical documents necessary for the preparation of the bid.
- 3) The Contractor is responsible for ensuring all relevant requirements are met.
- 4) The Contractor must consider any operational and technical conditions or limitations during the execution of the service. Any unresolved issues shall be discussed with the Contractor responsible or the ESH Officer.
- 5) At the start of the selection procedure, each prospective Contractor is provided with the full wording of Directive S 53, the Contractor's Handbook—including information about its online availability—and the Checklist (Annex 14).
- 6) The selection procedure must consider the Contractor's capacity to adhere to the required OHSE and FP regulations, along with the results of the Contractor's assessment, if available.
- 7) The approached Contractor shall provide written confirmation that they understand the scope and terms of the agreement which is the subject of the selection procedure, enabling them to adequately consider the technical and financial requirements for providing OHSE and FP in their price quotation.
- 8) The Contractor shall submit a completed checklist pursuant to Annex 14.
- 9) The final contracted price must cover all costs related to meeting all relevant requirements. This specifically includes PPE, protective fencing, scaffolding, containment equipment of individual or collective protection, firefighting equipment, remediation equipment, etc. **Additional price increases due to HSE performance will not be accepted except in specific cases**, such as changes in scope during implementation. **The Contractor will cover any additional costs associated with this.**

4.1.4 Contractor Supervision, Special Contractor, and Data Management

- 1) Supervision entails communication throughout the contract duration, including the necessary period before its commencement and after its completion. This process involves checking compliance with the contractually agreed scope and manner of activities and tasks carried out.
- 2) For the purpose of supervision and an overview of ongoing contracts, a shared group “Contractors” is established in MS Teams (hereafter referred to as the “group”).
- 3) The minimum data required for the Contractor, Special Contractor, and contract includes the following:
 - Business name;
 - Agreement title;
 - Name of the Supervisor and their contact details;
 - The start date and expected end date of the contract (the actual completion date is to be added after completion);
 - Information on the prepared risk analysis and work permits (Annex 13)
 - A scan of the Contractor’s signed solemn declaration (Annex 16)
 - The estimated number of personnel involved (including subcontractors)
- 4) The Contractor responsible is obliged to enter the Contractor’s details into the shared file before the work or service commences.
- 5) The ESH Officer is required to input the Special Contractor’s data into the shared file before the work or service commences.
- 6) The Contractor responsible is responsible for maintaining up-to-date Contractor information in the shared file.
- 7) The ESH Officer is responsible for managing the shared file (database) of Contractors.
- 8) If the Contractor responsible does not have access permissions for the group, they are obliged to request them from the group administrator – the Head of the ESH Department.

4.2 General Requirements

- 1) A Contractor’s worker and a Special Contractor’s worker must adhere to all REO at all times while present on the premises.
- 2) These REO contain stipulations that the Customer particularly emphasises. The obligations of both Parties arising from any other legal provisions shall remain unaffected.
- 3) The Supervisor must be available on site or reachable by phone throughout the contract period, according to the contractually defined availability specification.
- 4) All Contractor’s workers must report their presence to the relevant Operations Manager (Production Manager or Shift Foreman) before each entry to the construction site or plant. They may report their presence for an extended period of time or for the entire contract duration upon agreement with the relevant Operations Manager.
- 5) The Supervisor is responsible for the safety of their employees and shall always be aware of their whereabouts on the premises.
- 6) The Contractor or Special Contractor is obliged to immediately report the following incidents to the Continental Púchov Fire Reporting Room (ext. 2222) by phone and subsequently provide written information on the prescribed form (Annex 12) to the ESH Department:
 - a) a workplace accident that requires medical treatment;
 - b) an environmental accident or a serious industrial accident (e.g., oil, chemical, or hazardous substance spillage, excessive chemical spraying, damage to trees or grassland, etc.);
 - c) accident or fire in buildings, machinery, and technological equipment resulting in production interruption, danger to employees due to pollutant leakage from other sources, if this necessitates a production halt;
 - d) a dangerous event (a near miss) that could have resulted in any of the occurrences referred to in subparagraphs (a) to (c);
 - e) a natural disaster that necessitates evacuation of people, removal of equipment, or a long-term production interruption;

- f) the discovery of an explosive or health-hazardous substance;
 - g) the widespread (above normal) outbreak of an infectious disease among the Contractor's employees;
 - h) a significant impact from external road or rail traffic;
 - i) theft of property, loss of classified documents, or other serious breaches of classified information protection, disruption of the economic mobilisation system.
- 7) The Contractor is obliged to report any damage to property to the Security Service staff (ext. 3333) and the Contractor responsible.
 - 8) The Contractor and the Special Contractor are obliged to handle all Customer's property with the utmost care and ensure it is not damaged due to their negligence or reckless behaviour. They are obliged to maintain cleanliness and order at their workspace or in the leased premises, in a reasonable manner according to the nature of their work. Upon completion of the works, the workspace or leased premises must be returned to its original state at the Contractor's own expense.
 - 9) Any damage caused directly by the Contractor or the Special Contractor's conduct shall be fully compensated.
 - 10) If the health or life of the Contractor or the Special Contractor is not at risk, the Customer may require the Contractor to take action, within their capabilities, to prevent or rectify any property damage. This is required irrespective of the source and circumstances of the potential damage.
 - 11) The Contractor and the Special Contractor are obliged to report any observed damage or behaviour contrary to the law, these REO, or established practices to the Supervisor. Depending on the incident, it can also be reported to the nearest Customer's employee or the security service protecting the company.
 - 12) These REO shall apply to each Contractor and Special Contractor in proportion to the scope and nature of their activities. Any exception to these REO must be explicitly stated in the agreement.
 - 13) If a Contractor or Special Contractor engages a third party to perform their duties, they are fully responsible for imparting the REO to the third party (their subcontractor), who is to adhere to it fully. Any individual from the third party shall be regarded as an employee of the Contractor or the Special Contractor.
 - 14) The imposition of a contractual penalty on the Contractor or the Special Contractor shall not affect the Customer's right to claim compensation for damages, or the Customer's right to withdraw from the agreement.
 - 15) The Contractor and the Special Contractor may only be present on the premises for the purpose of performing the contracted work and only in areas necessary for that purpose.
 - 16) Any binding purchase order or agreement concluded with a Contractor operating on the company's premises must contain the provisions set out in Annex 7.
 - 17) Any consequences arising from the Contractor's failure to comply with OHSE or FP requirements, which the Contractor is obliged to follow, shall be borne by the Contractor in full. For instance, this includes delays caused by eviction from the premises due to serious breaches of requirements or the need for additional compliance.

4.2.1 Prohibited Actions

- 1) Endangering the safety of individuals, the environment, or the Customer's property is prohibited!
- 2) Contractors are prohibited to enter areas other than those designated for their work or service!
- 3) Remaining on the premises outside agreed working hours or beyond the necessary time for performing the agreed work is prohibited.
- 4) Making audio recordings, video recordings, or taking photographs without the Customer's explicit written consent is prohibited.
- 5) Carrying out work without a submitted and approved OHS risk analysis is prohibited.
- 6) Any action to conceal or misrepresent the identity of an individual, group of people, or a company (whether a legal entity or natural person) is prohibited.
- 7) Any action to destroy, conceal, or alter evidence required for an incident investigation is prohibited.
- 8) Entering the premises under the influence of alcohol, narcotic or psychotropic substances, consuming them on the premises, bringing them onto the premises, or storing them on the premises is prohibited.

- 9) Providing any form of information to a third party about the specifics of the production processes and logistics that the Contractor's employees interact with is prohibited.

4.3 Registration of Contractor's Workers

- 1) Every employee of the Contractor or the Special Contractor must have duly approved access as mandated by internal procedure S 35 Safety and Protection Guidelines.
- 2) The entry request shall be submitted well in advance, at least 3 days prior to the first entry.
- 3) The issuance of an Identification Card (IC) is conditional on proven training of the Contractor's worker.
- 4) Visitor registration is possible only in justified cases, such as emergency situations or extraordinary circumstances when it is not possible to participate in the training organised by the ESH Department. In such cases, the Contractor's worker is required to acknowledge via signature that they have reviewed the training material available on the Customer's website and all entrance gates to the premises.

4.4 Production Process

- 1) The Contractor and the Special Contractor are responsible for ensuring that the product or MI is not damaged or contaminated during their work. Special attention is needed when working near unprotected raw materials and semi-finished products like chemicals, rubber compounds, extruded profiles, unvulcanised tyres, etc., which can lead to contamination from falling plaster, shavings from working with metal, wood, or plastic, access to rubber compounds, etc.
- 2) If required, the Contractor is obliged to notify the Contractor responsible in a timely manner of the potential impact of its activities on the production process and, in collaboration with the Contractor responsible and the Plant Manager, implement measures to protect the product or the MI effectively (e.g., covers to prevent contamination).
- 3) The Plant Manager is entitled to halt the Contractor's work at any time if the measures mentioned in the previous paragraph are not followed or if there is an imminent safety risk to employees or possibility of damage to product or property. Work can only resume once remedial actions have been taken.
- 4) The Operations Manager is responsible for the continuous monitoring of compliance with the agreed-upon measures.
- 5) The Contractor must immediately report any damage to the product or MI to the Operations Manager and/or the Contractor responsible.

4.4.1 Prohibited Actions

- 1) Manipulating MI in any manner without the express consent of the Customer is prohibited.
- 2) Providing any form of information to a third party about the specifics of the production processes and logistics that the Contractor's employees interact with is prohibited.
- 3) Damaging, polluting, or otherwise degrading the product or MI is prohibited.
- 4) Damaging or altering the marking or identification of the product or MI is prohibited.

4.5 Occupational Health and Safety

4.5.1 General Requirements

- 1) The Contractor and the Special Contractor must comply with all regulations and technological procedures of the works and services, and basic safety procedures in the execution of the agreed works and services.
- 2) A first aid kit must be available to the Contractor and the Special Contractor in case first aid needs to be administered.
- 3) **Before executing the works**, in line with the Customer's specific terms and conditions, the Contractor must submit to the Customer the following:
 - a) An OHS risk analysis for the work listed in Annex 13, detailing how to ensure OHS, PPE, work permits, etc. (if the Contractor does not carry out any of the works listed in Annex 13, the analysis is not required).

b) The Contractor's Solemn Declaration (Annex 16)

Both documents shall be delivered to the ESH Department in person or sent to the following e-mail address: **ti_pu_sm_esh.puchov@conti.sk**.

- 4) Upon request from the ESH Department, the Contractor and the Special Contractor may be required to provide:
 - a) Valid proof of the professional or medical competence of its employees for all activities conducted on the premises;
 - b) Attendance sheet from familiarisation with legal regulations and other regulations for ensuring safety and health protection at work, principles of safe work, principles of health protection at work, principles of safe conduct at the workplace and safe work procedures, in accordance with Section 7 of Act No. 124/2006, as amended;
 - c) Proof of inspections, professional tests, and checks of all tools, equipment, or devices used to carry out work, etc. (e.g. electric tools, electric extension cords, forklift trucks, high lift platforms, pressure vessels, welding sets, fall protection equipment for work at height, cranes, etc.).
- 5) The Contractor and the Special Contractor are required to use all work equipment, including but not limited to tools, machines, scaffolding, forklift trucks, cranes, hydraulic platforms, hoists, ladders, and personal fall protection equipment, in compliance with the stipulated requirements. Personal fall protection equipment for use on the premises, specifically safety harnesses and their accessories, must be manufactured according to the applicable standards!
- 6) The Contractors and the Special Contractors who will be working on the Customer's premises for more than 30 days shall ensure that their employees and subcontractors are in compliance with OHS regulations through OHS inspections performed at least once a month. Occupational Health and Safety (OHS) Inspection Record – Checklist (Annex 15), or any other relevant inspection record, may be used for these inspections. Upon the Customer's request, the Contractor is required to provide a record of the performed inspection.
- 7) The Contractor and the Special Contractor are obliged to adjust their work procedures according to the current conditions of the Customer's site and access routes to ensure compliance with OHS regulations. The Contractor, Special Contractor, and drivers of their subcontractors' vehicles must abide by the traffic rules.
- 8) During excavation work, the Contractor and the Special Contractor are required to secure the area appropriately, which includes providing adequate fencing around the excavation site and lighting during nighttime. The employees of the Contractor and the drivers of both the Contractor's and subcontractors' vehicles must follow instructions provided by the Customer's designated employees. If any damage occurs to the Customer's property, it must be reported immediately by the Contractor's or subcontractors' employees to the responsible officer of the Customer. Any pollution caused to the roads or adjacent areas must be cleared promptly and at the expense of the party responsible for causing it.
- 9) The Contractor and the Special Contractor undertake to train their employees so as to remain at the designated work sites during their working hours and to refrain from staying on the premises outside of these hours. Access to the site must be through the designated access roads for the Contractor's employees.
- 10) In case of doubt or a preventive inspection, the Customer may require the Contractor and Special Contractor to submit to a breath test to detect alcohol, narcotics, or psychotropic substances. A positive test result or an unjustified refusal can be penalised with a fine of up to €1,000 pursuant to Annex 10.
- 11) In instances where employees of multiple employers and individual freelancers are working in a shared space in a way that could potentially endanger their safety or health, a written agreement for cooperation is essential. This shall include the prevention, planning, and implementation of occupational health and safety measures, coordination of activities, and sharing of relevant information. The agreement shall determine which party is responsible for establishing the conditions for ensuring safety and health protection in the shared workspace and the extent of their responsibilities.
- 12) The Contractor or the Special Contractor are required to ensure that an OHS Plan is developed before setting up the site.
- 13) Based on the nature of the work carried out, the Contractor and the Special Contractor are obliged to maintain a construction or installation log, or other appropriate record, where all relevant details concerning the

subject matter of the agreement are documented.

- 14) If the nature of the work so requires, the Contractor or the Special Contractor shall provide the necessary PPE for their employees on the premises and oversee its proper use. Additionally, it is their responsibility to ensure that all their employees engaged in specialised work requiring professional and medical competence carry valid proof of such skills and can present this proof upon request.
- 15) The Contractor and the Special Contractor must inform their employees about potential hazards at the Customer's workplaces, including risks related to accidents, fires, noise, hazardous chemical substances, etc. Moreover, they must take steps to ensure their activities do not result in excessive environmental pollution due to unprofessional procedures, employee negligence, use of inadequate equipment, or prohibited hazardous substances.
- 16) The Contractor and the Special Contractor may not endanger the safety and health of their own employees or those of the Customer through their activities, and they are obliged to take reasonable steps to minimise harmful physical and chemical factors.

4.5.2 Threats on the Premises

- 1) The following have been identified as the most significant threats on the premises:
 - Entrapment by moving parts of machinery and technological equipment (the majority of technological equipment operates in automatic mode, meaning that the activation of a dangerous movement is not predictable to an untrained individual);
 - Risks of being caught, pinned, struck, or knocked down by motor vehicles, forklift trucks, construction machinery, material handling vehicles, rail vehicles, or bicycles;
 - Trips, slips, missteps, stepping on objects, and falls on roads, staircases, and railway crossings;
 - Electric shocks and burns from hot surfaces of MI;
 - Exposure to or inhalation of chemicals affecting eyes or skin;
 - Falls from height, falling objects, uneven surfaces, depressions, excavations, shafts, or movement of construction machinery;
 - Injuries from falling materials stored in racks or stacks and injuries caused by collapse of racking systems.

4.5.3 Permit to Work Involving Special Hazards.

- 1) A work permit must be approved by the ESH Officer. The Contractor or the Special Contractor may not commence the agreed-upon activity without this approval.
- 2) For all types of work, a risk analysis must be prepared and submitted to the Contractor responsible or the ESH Officer.
- 3) The work permit, submitted by the Contractor or the Special Contractor, must accompany the OHS risk analysis and be provided on the common standard form attached as Annex 13.
- 4) The work permit applies to the following types of work that involve special hazards:
 - Work at heights, on roofs, and on scaffolding;
 - Work where employees are at risk of being buried;
 - Work in controlled zones where ionising radiation sources are present;
 - Work in confined spaces, shafts, underground areas;
 - Hot work (including welding, grinding, hot gluing, etc.);
 - Work involving particularly hazardous chemicals (acids, alkalis, poisons);
 - Construction of scaffolding;
 - Work involving flammable or explosive substances;
 - Work on energised equipment (electricity, pressure), work near high voltage;
 - Work under suspended loads;
 - Underwater work or work involving a risk of drowning;
 - Assembly or disassembly of heavy structural elements.

- 5) If the Contractor or the Special Contractor fail to comply with the relevant requirements, they will be required to rectify the situation.

4.5.4 Training and Information Sharing

- 1) Training for Contractors or Special Contractors is conducted in two tiers: supervisor training and training for other employees.
- 2) Supervisor training may be conducted exclusively in person and shall last a minimum of 60 minutes. This training may be provided by an ESH Officer and is available in either Slovak or English. If training in another language is needed, the Contractor shall arrange and cover the cost of translation or interpretation.
- 3) Training for other employees of the Contractor or the Special Contractor can be conducted in one of 3 ways:
 - a) Training organised by the ESH Department, which is conducted in Slovak and takes place on Mondays, Wednesdays, and Fridays.
 - b) Training conducted by the Contractor's or Special Contractor's own competent personnel (such as OHS Engineer, Foreman, Supervisor, etc.), who are familiar with S53.
 - c) In a visitor mode employees are introduced to the training material outlined in Annex 1 – Basic safety and fire protection information for employees of external organisations operating on the premises of Continental Tires Slovakia, s.r.o. and Continental Matador Truck Tires, s.r.o.
- 4) The training materials are available in Slovak or English. If training in another language is needed, the Contractor shall arrange and cover the cost of translation or interpretation.
- 5) Standard training sessions organised by the ESH Department last for 60 minutes, commencing at 8:00 a.m. on Mondays, Wednesdays, and Fridays, excluding all-week shut-downs or public holidays. Training at different times may be arranged for larger groups, subject to the approval of the ESH Department Head or OHS Department Head. The above time range shall also apply to the training referred to in paragraph 3 (b).
- 6) Each training session requires a written record, signed by every trainee.
- 7) The objective of the training is to adequately and clearly provide essential information about:
 - a) Risks and hazards that may arise during work at Continental, and the results of risk assessments.
 - b) Preventative and protective measures implemented by Continental to ensure occupational health and safety relating to the Contractors and safety of the work they carry out at individual workplaces;
 - c) Measures and procedures in case of damage to health, including first aid, firefighting, rescue, and evacuation processes.
- 8) The content of the training is dictated by Annex 1 – Basic safety and fire protection information for employees of external organisations operating on the premises of Continental Tires Slovakia, s.r.o. and Continental Matador Truck Tires, s.r.o.
- 9) Training for Contractor's employees is valid for 12 months. These terms and conditions are effective from 1 January 2023.
- 10) Training of Contractor responsible(s) is provided by the ESH Department.

4.5.5 LOTO

- 1) The Lockout-Tagout (LOTO) system is employed across the plant premises. Contractors and Special Contractors who need to enter ME hazardous areas must adhere to the LOTO instructions, which are available near the respective ME.
- 2) Both Contractors and Special Contractors are responsible for the training of their employees in LOTO procedures and for supplying necessary personal and other LOTO equipment required for performing the agreed works.
- 3) The personal locks of external employees are to be purple (magenta). These locks shall be marked with the employee's name and the name of their company.
- 4) Also, tags shall include the employee's name and the name of their company.
- 5) Contractors who have a permanent or long-term workspace on the premises (for more than 6 months) are

required to equip their employees with their own LOTO locks and tags.

- 6) Specifics of the LOTO system are outlined in Continental's internal regulation S 63 LOTO Prevention of Accidental Device and Equipment Start-up, which may be provided to the Contractor upon request.

4.5.6 Prohibited Actions

- 1) Commencing work without the appropriate work permit, if required by this regulation.
- 2) Damaging or polluting roads, drain covers, traffic signs, adjacent open spaces, or causing obstruction to traffic for other road users.
- 3) Using areas for storage of materials that have not been previously agreed upon with the Customer.
- 4) Entering certain premises, staying in certain premises, or performing activities that could pose an imminent threat to the life or health of personnel.
- 5) Tampering with MI-related control and safety elements, safety signage, communication and signalling equipment, etc.

4.6 Environmental Protection

4.6.1 General Guidelines

- 1) Both the Contractor and the Special Contractor are obliged to ensure that their activities do not result in excessive environmental pollution due to unprofessional or environmentally damaging practices, worker negligence, or the use of inadequate equipment, and the like.
- 2) The Contractor and the Special Contractor are obliged to only operate equipment on the premises that is in excellent technical condition and does not pose an environmental threat (fuel leakage, excessive exhaust gas production, or excessive noise, etc.).
- 3) The Contractor and the Special Contractor undertake to use environmentally friendly materials and technologies on the premises (safe for water, soil, air, flora, fauna, and humans), as well as those that are hygienic, biodegradable, or recyclable.
- 4) The Contractor and the Special Contractor are obliged to maintain valid environmental approvals, decisions, and permits throughout the duration of the agreement with Continental. The Contractor is accountable for any waste produced on the premises until it is handed over to the authorised waste management company.
- 5) Any pollution or environmental degradation caused by the Contractor or the Special Contractor must be restored to its original condition at their own expense.

4.6.2 Waste Management

- 1) The Contractor is responsible for all waste produced as a result of activities carried out by the Contractor and the Special Contractor, unless otherwise agreed in the agreement. This responsibility extends from the moment of waste generation to its handover to an authorised company. Waste related to the Contractor's business operations (for example, worn-out tools and implements, discarded personal protective equipment, etc.) is the responsibility of the Contractor.
- 2) Waste resulting from service, maintenance, and cleaning tasks carried out for the Customer is the responsibility of the Customer. As stipulated in Section 77 of Act No. 79/2015 Coll. on waste (hereinafter the "Waste Act"), construction and demolition waste is the responsibility of the entity for which the work is being performed in the final stage (the Customer).
- 3) Construction and demolition waste is the responsibility of the Customer, who is also its originator.
- 4) Upon the generation of waste, the Contractor must inform the Customer about how the waste will be managed. The Contractor is also responsible for ensuring that, while performing work for the Customer, waste is handled in accordance with the requirements of the Waste Act and any other agreements included in the agreement.
- 5) The Contractor and the Special Contractor shall hand over the Customer's waste, preferably to the Client's contractual partner responsible for waste collection and management (hereinafter the "Customer's contractual partner") who is in charge of waste management for the Customer at the company waste collection yard.

If the Contractor's waste has been rejected by the Customer's contractual partner, the Contractor may hand it over to another authorised entity, and must promptly notify the ESH unit thereof.

- 6) The Customer's waste may only be handed over to an entity authorised to handle it. The Contractor may also be such authorised entity, provided that they have a valid decision authorising them to carry out such activity.
- 7) If the Contractor or the Special Contractor further handle the waste themselves, they must present the necessary permits for this activity.
- 8) The Contractor and the Special Contractor are obliged to provide documents (weighing slips) to the Customer, showing the quantities of waste generated and the place of their delivery or placement. These documents shall be submitted for each month in which waste is generated, no later than the 8th day of the following month (the required form is included in Annex 11).
- 9) For any additional waste management options, the Contractor must consult the CTS Environmental Protection Department or the CMTT Waste Management Officer.
- 10) The Contractor and the Special Contractor are required to attach to the invoice for the service one of the following documents:
 - a) Confirmation of the receipt of the waste by the Customer's contractual partner at the waste collection yard;
 - b) A copy of the electronic pass as proof that the waste has passed through the gatehouse;
 - c) A solemn declaration that no waste was generated in connection with the activity carried out.
- 11) The Contractor and the Special Contractor are obliged to manage waste in accordance with the Waste Act and shall be able to demonstrate compliance with waste management requirements at any time upon request. The Contractor is responsible for maintaining records of all waste generated, including proof of the disposal methods. These records must be submitted for review upon Customer's request.
- 12) Hazardous waste must be stored properly and clearly labelled in accordance with legal regulations to prevent leakage of harmful substances into the soil and groundwater. Sites where hazardous waste is stored must be secured to prevent unauthorised persons from gaining access. The obligation to label waste also applies to other waste.

4.6.3 Air Protection

- 1) Contractors and Special Contractors are required to minimise air pollution arising from their activities. Containers that house volatile substances must be kept closed.
- 2) Dusty materials must be stored and handled in such a manner as to avoid excessive dust dispersion in the workplace and surrounding environment.
- 3) All sources of air pollution (if categorised pursuant to applicable regulations) must be operated in accordance with the requirements, including maintaining the appropriate records.
- 4) Installation of new air conditioning or refrigeration units, or the removal-refilling of refrigerant in them, must be reported immediately to the Environmental Protection (EP) Department.
- 5) Internal combustion engines of motor vehicles or other devices must be turned off when not in use.
- 6) Any excessive release of pollutants into the air shall be reported immediately to the ESH unit.

4.6.4 Water Protection and Efficiency

- 1) The Contractor and the Special Contractor are obliged to manage water resources efficiently and in a manner that avoids causing excessive pollution.
- 2) All types of water – rainwater, industrial, and sewage water – are discharged through a common sewer pipe to the waste-water treatment plant.
- 3) Any interference with the sewer, potable, and domestic water distribution systems must be reported to the Environmental Protection (EP) Department and the Water and Energy Department.
- 4) Substances listed in Annex 1 of the Water Act "List of Pollutants" must not be discharged into the sewer system.

4.6.5 Prohibited Actions

- 1) Damaging foliage and trees. Any interference with them must be approved in writing by a member of the EP Department.
- 2) Bringing any waste onto the site.
- 3) Disposing of own waste in places or containers reserved for Continental or another contractor.
- 4) Burning waste, including other types of waste such as paper and wood, throughout the premises, including in closed heating facilities like boilers, stoves, etc.
- 5) Carrying out arbitrary interventions in filtration, air-conditioning, extraction, and separation equipment.
- 6) Pouring industrially polluted water into drains! The Customer will reserve a place for the Contractor to discharge such polluted water. If such a place is not reserved, the Contractor is obliged to dispose of the polluted water in a manner agreed upon with the Customer, such as using their own mobile equipment. This does not apply to wastewater from the cleaning of administrative premises.
- 7) Parking motor vehicles over, adjacent to, or in close proximity to sewers and storm drains, or in locations where leaking fuel or lubricants could enter surface or ground water. Standing at the above locations is only permitted for the time necessary for loading, unloading, or performing necessary activities.
- 8) Washing motor vehicles, machinery and technological equipment or parts thereof, or other equipment and materials in places other than those designated for this purpose.
- 9) Storing single-shell containers containing pollutants or equipment contaminated with oils or other pollutants away from paved areas, unprotected from precipitation, and without catch basins.

4.7 Transportation

4.7.1 General Responsibilities and Powers

- 1) The Traffic and Operating Regulations – S 64 (TOR), which is accessible online and available for consultation or photocopying at all entrances to the premises, apply on the premises. The TOR are mandatory for all individuals on site. The omission of certain obligations, commands, and prohibitions of the TOR in this regulation does not relieve anyone from their responsibility to adhere to them.
- 2) The Contractor is accountable for ensuring all of its employees abide by the universally applicable road rules, as well as the traffic regulations set by the Customer on the premises (hereinafter the “Traffic Rules”). Only vehicles possessing a valid roadworthiness certificate and the required equipment are permitted to operate on the premises.
- 3) The maximum speed limit on external roads is 30 km/h, unless a traffic sign indicates otherwise.
- 4) For forklift trucks, the maximum allowable speed on external roads is 15 km/h.
- 5) Within the confines of the production halls, all vehicles must adhere to a maximum speed of 6 km/h, unless local regulation or traffic signage dictates otherwise.
- 6) **The Contractor is obliged to exercise extreme caution when operating vehicles on all on-site roads, especially during periods of high employee traffic during shift changes (5:45 a.m. to 6:45 a.m., 1:45 p.m. to 2:45 p.m., 9:45 p.m. to 10:45 p.m.).**

4.7.2 Prohibited Actions

- 1) Motor vehicles are prohibited from driving on outdoor paths intended for pedestrian use! This prohibition does not apply to maintenance and cleaning vehicles, whose operation along pedestrian-marked routes is necessary for task execution.
- 2) Motor vehicles are not permitted to travel on roads that are not properly paved and clearly marked for motor vehicle use, except during essential construction, maintenance, or upkeeping activities.
- 3) Engaging in activities that diminish environmental perception or driving focus while driving (e.g., eating, using audio players, mobile phones, visual aids, PDA document readers, etc.) is prohibited.

- 4) Loads must not be positioned in a manner that obstructs the driver's line of sight, and the use of non-approved covers or tarpaulins is not allowed.
- 5) Any alteration or modification of traffic signs is prohibited.
- 6) Vehicles must not be parked on grassy areas, pedestrian paths, emergency escape routes, pedestrian crossings, or near fire safety equipment, electrical substations, and other locations where unhindered people's movement or quick and easy access to critical equipment or resources is vital. This rule also applies to charging any type of electric vehicles in the aforementioned locations.
- 7) Parking electric vehicles (including full-electric and hybrid models) under power lines (energy bridges) is prohibited.

4.8 Fire Protection (FP)

4.8.1 Fire Prevention

- 1) The Contractor is obliged to:
 - a) Conduct work and other activities in such a manner as to prevent fires, adhere to the FP regulations, and familiarise oneself with the Fire Identification Card (Directive 39), fire and fire alarm directives, fire evacuation plan, and other internal company regulations regarding FP;
 - b) Extinguish any fire spotted using available extinguishing methods; if not possible, immediately trigger the fire alarm and seek assistance;
 - c) Understand how to sound a fire alarm on the premises;
 - d) Immediately report any fire incidents at the workplace to the Fire Reporting Room – ext. 2222 (from a mobile phone, dial: +421 42 461 2222);
 - e) Participate in firefighting activities at the request of the incident commander, to the best of their abilities, and follow their instructions;
 - f) Attend the training to the extent required, including fire protection training;
 - g) Know the location of, and be competent in handling of FP equipment in the workplace;
 - h) Ensure that the workplace is fire-safe at the end of the working day.
 - i) Promptly inform their manager or the fire safety officer of any detected deficiencies pertaining to FP;
 - j) Notify, at least 48 hours before any planned roadblock impacting emergency equipment accessibility (firefighting, medical), the work Contractor responsible, the CFB dispatcher, and the FP Contractor responsible. Where an electronic application is available, this notification can be made electronically in the prescribed manner;
 - k) Store flammable liquids in compliance with Decree No. 96/2004 and in non-combustible catch basins capable of containing 100% of the stored liquids. Catch basins for IBCs storing flammable liquids shall have solid walls reaching the top edge of the container, in addition to providing 100% containment.
- 2) The Contractor shall be fully liable for any damage resulting from failure to adhere to the FP obligations.
- 3) Each Contractor on the premises must have their own or contracted fire protection technician. If the Contractor has established areas with increased fire risks on the premises, they are obliged to organise a fire patrol at the workplace and mark the areas with appropriate warning signs.
- 4) The Contractor must maintain and provide all documentation required by the generally binding legal regulations for fire protection at the request of the Customer or an employee of the CFB (Company Fire Brigade).

4.8.2 Fire

- 1) In the event of a fire, it is everyone's obligation to take all reasonable steps to put out the fire (including extinguishing it themselves, calling the fire brigade, etc.), as long as such actions do not jeopardise their own safety or the safety of others. If a visual or acoustic alarm indicates a fire in the area, individuals must immediately cease work and evacuate the area.
- 2) Every Contractor's worker must be familiar with the internal emergency numbers listed in Annex 4.

4.8.3 Work Involving Increased Fire Risk

- 1) Work that presents an increased fire risk (hereafter referred to as “WIHT” – Work Involving High Temperatures – work involving welding and cutting with electric arc or flame, grinding, gluing flammable floor and roof coverings, necessary work involving open flame or high temperatures, etc.) can only be undertaken after meeting the conditions outlined in the Operational Regulations for performing WIHT (Annex 8).
- 2) While carrying out such work, the Contractor is obliged, at their own expense, to arrange for a Fire Assistance Patrol that complies with the requirements of Decree No. 121/2002 Coll. on fire prevention. They shall also ensure that the workplace is supervised for at least one hour following the completion of the work. Upon expiry of this period, the Contractor must report the completion of the work to the authorised person.
- 3) For WIHT, the following principles shall apply:
 - a. The WIHT form is valid for a single job and a single day only;
 - b. The site must be inspected by CFB staff and an authorised person before the work begins, during the work, and after the work is completed;
 - c. Each WIHT permit must be signed by all persons and archived for a period of 1 year;
 - d. The fire protection technician, the authorised person, or the ESH Officer may prohibit the work at any time if the proposed rules are clearly violated;
 - e. The fire protection technician will only approve the WIHT once all proposed measures have been completed.
- 4) The Contractor, at their own expense, must ensure safety and protection when working with open flames, and compliance with all the requirements outlined in the permit for Work Involving High Temperatures.

4.8.4 Prohibited Actions

- 1) Smoking is prohibited across the entire premises, except in designated smoking areas reserved by the Customer and properly marked with a 'SMOKING PERMITTED' sign. This smoking ban also extends to vehicle cabins.
- 2) Establishing smoking areas without prior approval from the FP Contractor responsible and Fire Protection Technician is prohibited.
- 3) Using open flames, except for approved work as defined in clause 4.8.3. is prohibited.
- 4) Setting up campfires and burning any materials anywhere on the premises is prohibited!
- 5) Bringing and storing flammable substances/liquids onto the premises that are unrelated to the agreed scope of work is prohibited.
- 6) Flammable substances necessary for the performance of the agreed work scope must be stored in accordance with fire regulations, and only in the necessary quantity and for the necessary time period (max. a 3 day supply). All combustibles must be removed from the site immediately upon completion of work.
- 7) Blocking escape routes, emergency routes, emergency exits, access to fire extinguishers, wall-mounted and external fire hydrants, electrical fire alarm control panels, valve stations of fixed fire extinguishing systems, control elements of heat and combustion products removal equipment, etc. is prohibited.
- 8) Tampering with electrical equipment by unauthorised persons is prohibited.
- 9) Using atypical, unapproved by the employer, or damaged electrical appliances is prohibited.
- 10) Storing combustible material on or near heating elements is prohibited.
- 11) Placing combustible material within 2.5 metres of electrical cabinets or substations is prohibited.
- 12) Conducting work that could lead to a fire, especially by persons unqualified to perform such work, is prohibited.
- 13) Damaging fire equipment or using it for purposes other than those for which it was intended is prohibited.
- 14) Using flammable liquids for cleaning purposes except in designated areas is prohibited.
- 15) Storing combustible material against the perimeter walls of buildings and under power lines (energy bridges) is prohibited.

4.9 Use of Mobile Phones and Mobile Electronic Devices

- 1) Everyone is required to use mobile phones and mobile electronic devices in a manner that does not jeopardise their own safety or that of others, the quality of production, planned work, or cause any other damage.
- 2) During business meetings, the use of mobile phones and mobile electronic devices shall be limited to necessary cases only and in a manner that does not disrupt other meeting participants.
- 3) Prohibited Actions:
 - a) **The use of mobile phones and mobile electronic devices while operating a vehicle, bicycle, driving a hand truck, transporting semi-finished products, etc. is prohibited.** This does not apply to hands-free devices that are integrated into the vehicle.
 - b) **The use of mobile phones and mobile electronic devices while operating machinery, using hand tools or performing other work-related activities is prohibited.**
 - c) **The use of mobile phones and mobile electronic devices while walking in production areas is prohibited.** When using mobile devices, you must pause in a safe location and only resume walking after you have finished using the device. If there are designated areas for making phone calls in the production area, it is prohibited to make phone calls outside these areas.
 - d) **The use of mobile phones and mobile electronic devices in an environment classified as explosive** (Ex designation) is prohibited, except for equipment specifically approved for use in such environment.
 - e) **Taking photographs and making audio or video recordings**, unless approved by the Plant Director (refer to clause 4.1.1), is prohibited.
 - f) **Creating private wireless access points (hotspots)** or any other types of private data networks throughout the premises is prohibited.
 - g) **Charging mobile phones at the sockets of technological equipment is prohibited.**
 - h) **Using earphones or hands-free systems on both ears simultaneously is prohibited** (one ear must always remain "free").
- 4) The prohibitions specified in paragraph 3, sub-paragraphs a) to c) shall not apply to emergency situations where the use of mobile phones and mobile electronic devices is necessary to prevent or mitigate imminent harm to individuals, accidents, property damage, environmental harm, or other events with serious negative consequences. However, it is essential to prioritise safety in these situations.

4.10 Assessment of Selected Contractors and Special Contractors with regard to ESH

- 1) The purpose of the assessment of Contractors and specialised service providers is to improve Occupational Health and Safety (OHS) performance. This is achieved by monitoring and assessing their performance regarding OHS compliance, and implementing measures for improvement. The assessments are conducted every 12 months.
- 2) The OHS Department and the Contractor responsible are responsible for selecting the Contractors or Special Contractors to be assessed. Selection is based on various criteria, including risk severity, contract scope (duration, number of involved employees), previous experiences, and other OHS-related factors. These criteria form part of Annex 9. Contractors scoring above 13 (according to table 3) must be assessed.
- 3) The Selected Contractor or Special Contractor are assessed based on the criteria outlined in Annex 9, 'Assessment of ESH performance of the selected service provider'.
- 4) This assessment is conducted by the OHS Department in collaboration with the Contractor responsible.
- 5) Upon completion, the form is sent to the assessed Contractor or Special Contractor, the Contractor responsible, and the Purchasing Division. The Contractor or the Special Contractor is then asked to develop an improvement plan and is informed of future actions. If a contractor receives an 'A' rating, the Contractor responsible, at the ESH Head of Department's suggestion, shall send a letter of appreciation to the Contractor for their exceptional approach to OHS (see Annex 17).
- 6) A Contractor not included in the group of selected Contractors may be assessed based on the set criteria if a justified request for evaluation is made by an involved party (e.g. the Contractor responsible, head of the relevant operation).
- 7) The evaluation results are binding for all involved parties as outlined in this regulation.

- 8) If a Contractor or a Special Contractor is blacklisted, this represents termination of the contractual relationship and prohibition of their participation in future selection procedures.
- 9) A Contractor can be removed from the blacklist no sooner than 6 months after inclusion, and only after a positive assessment of the Contractor's written request for a reconsideration of their blacklisting status. This request must provide evidence of remediation and a written commitment by the Contractor to improve their ESH performance.

4.11 Extraordinary Events

- 1) An extraordinary event is defined as a natural disaster, accident, catastrophe, second degree public health threat, significant influx of foreigners into the Slovak Republic, or a terrorist attack. Specifically:
 - a) A natural disaster is characterised by an undesirable release of accumulated energy or mass due to the adverse effect of natural forces. Such events may involve hazardous substances or destructive factors that negatively impact life, health, or property;
 - b) An accident refers to an incident that disrupts the stable operating condition, resulting in the release of hazardous substances or other destructive factors affecting life, health, or property;
 - c) A catastrophe is an extraordinary event characterised by the build-up and subsequent accumulation of destructive factors as a result of a natural disaster or accident.
- 5) In the case of an emergency on the premises that might pose a risk to health, life, the environment, or property, both employees and the public will be alerted via a siren.
- 6) This alarm is signalled by a 2-minute fluctuating tone indicating a general threat. Additional notifications may come through company or city/municipal radio broadcasts, which will include necessary instructions and information for the population.
- 7) Following the siren, specific details about the emergency and the recommended response will be provided. Should the radio or siren fail, employees will be informed via megaphone.
- 8) Emergencies may necessitate partial or full evacuation of employees and other individuals present on premises. Evacuation is governed by special regulations.
- 9) In a declared state of emergency, the Contractor must comply with the instructions given by the Customer's officer responsible for managing emergency activities, and must accept any limitations or requirements to utilise their resources, personnel, and equipment to mitigate the emergency. The leader of each workgroup is required to maintain an awareness of their team's status and location.

4.11.1 Ecological Incident

- 1) The Contractors and Special Contractors are obliged, within their abilities, to prevent or address any ecological incident and its associated environmental damage, irrespective of whether they caused the incident. This obligation shall not apply if doing so would jeopardise their health or life.

4.11.2 Serious Industrial Incident

- 1) A serious industrial incident is an event involving significant release of a hazardous substance, fire, or explosion due to uncontrolled factors during operation. Such an incident poses a severe, imminent, or consequential threat to human health, the environment, or property, particularly in the presence of one or more hazardous substances.
- 2) In the event of such incident, all workers must adhere to instructions and protocols for that specific situation, such as emergency and evacuation plans, and fire alarm guidelines.
- 3) Any individual who causes or observes such incident must report it to the CFB using the telephone number 2222 or +421 42 461 2222 and follow the instructions given by the intervention commander.
- 4) The notification of any emergency that necessitates reporting will be sent to the company's Managing Director and relevant state and municipal authorities, based on the nature of the emergency.

4.12 Control Measures

4.12.1 Control Activities

- 1) Compliance with these REO may be overseen by authorised personnel of the Customer (Managing Director, Division and Technical Director or thereby authorised employee of the Customer, Contractor responsible, ESH Officer, Security Manager, CFB Officer, and Security Service worker). These individuals have the authority to access all areas on the premises and conduct inspections on all workers who are not employees of the Customer.
- 2) A security service worker has the responsibility to prohibit the entry of any equipment onto the premises that could pose an evident risk to the health and safety of employees or the environment. This especially pertains to situations that are life- or health-threatening, such as uncovered rotating parts, missing rear-view mirrors, malfunctioning head/rear/warning lights, etc. The same principle applies in the context of environmental safety, specifically in the event of lubricant or fuel spillages. In case of uncertainty, the security service worker will consult with the ESH unit regarding the situation at hand.
- 3) The inspecting officer is authorised to enter the locked premises of the Contractor or the Special Contractor only in the presence of their representative. For inspection purposes, the latter must allow the Customer's representative immediate access.
- 4) If a worker, who is not authorised to conduct inspections, discovers a violation of these REO, they shall contact the ESH Officer or the security service worker (ext. 3333). If there is a substantial risk that evidence of the REO violation may be lost by the time they arrive, the worker must document the situation and preserve the evidence for further proceedings.
- 5) An employee of the Contractor or the Special Contractor, including individuals working for or on behalf of the Contractor, may be required to submit to an alcohol or drug test upon request. Any refusal to comply with such a request without valid medical reasons may result in the immediate removal of the employee from the premises and the imposition of additional penalties under the REO, even without the documentation requirement outlined in clause 4.12.3.

4.12.2 Identification

- 1) Each employee of the Contractor or the Special Contractor must present identification and declare their association with the contracting organisation upon request by the inspecting officer.
- 2) Employees of the Contractor or the Special Contractor shall have visible identification indicating their affiliation with the contracting organisation (e.g., company insignia on clothing, tags, etc.).
- 3) Any employee of the Contractor or the Special Contractor who is not visibly identified may be immediately removed from the premises.
- 4) The Contractor or the Special Contractor must label areas that are leased, in use for an extended period, or operated on, with the name of the contracting company and the phone number of the workplace manager (construction units, sites, etc.), or another employee designated for communication with the Customer. These labels must be removed by the Contractor once the work is completed.
- 5) Each vehicle belonging to the Contractor or the Special Contractor must be visibly marked (e.g. inside the vehicle behind the windscreen) with the company name and the phone number of the driver or the person in charge. For this purpose, prominently displaying these details on the vehicle card in accordance with S 35 is acceptable. This shall not apply to motorised trucks (e.g. forklift trucks, hand-guided tractors, etc.).

4.12.3 Demonstrating Violations of these REO

- 1) To impose the penalties outlined in this section, the violation must be documented in one or more of the following ways: through photographs, video, radar recording, by two witnesses, etc. The burden of documenting the REO violation lies with the sanctioning party. Evidence of the REO violation must be included in the Notice of Violation.

4.13 Imposition of Sanctions

- 1) The sanctions can be imposed by any employee of the Customer mentioned in clause 4.10.1, paragraph 1.
- 2) The sanction shall be documented on the prescribed two-sided form (Annex 5) and sent to the Contractor, in physical or electronic form, within 5 working days after identifying the REO violation.

- 3) The Contractor or the Special Contractor must be informed about the REO violation and the type of sanction imposed either in person, via telephone, or electronic mail within 3 business days after the violation has been detected. If a worker or a piece of machinery is to be removed from the premises, the Contractor must be informed immediately.
- 4) Types of sanctions include:
 - a) Issuing a Notice of Violation.
 - b) Removal of an employee or machinery from the premises.
 - c) Temporary prohibition of the entry of a company, employee, or machinery into the premises.
 - d) Permanent prohibition of the entry of a company, employee, or machinery into the premises.
 - e) Immediate halt of work until the deficiencies are rectified.
 - f) Imposition of a contractual penalty.These sanctions may be applied in combination.
- 5) The Contractor or the Special Contractor that has been subjected to a contractual penalty exceeding €1,000 may appeal against the penalty to the relevant Managing Director within 5 working days (in CTS to the PLT plant manager, in CMTT to the CVT plant manager). Such an appeal has a suspensive effect and shall be submitted on page 2 of the notification form (Annex 5).
- 6) An appeal can also be lodged in the case of a permanent ban under paragraph 4 (d). However, an appeal under this paragraph does not have a suspensive effect.
- 7) Upon request, the security service, in collaboration with the Customer's employee overseeing the Contractor, will arrange for the worker or piece of machinery to leave the premises. It is the responsibility of the Contractor's worker to comply with the order to leave the company premises or to remove the piece of machinery from the premises.
- 8) The Managing Director of the company will notify the employee who imposed the sanction within 5 days of receiving the appeal, whether to uphold, reject, or amend the imposed sanction. This employee will then immediately inform the Contractor or the Special Contractor who lodged the appeal and the person who imposed the sanction of the decision.
- 9) If, within 15 working days after sending the notice of the contractual sanction imposition, the employee who imposed the sanction does not receive any response, or receives a confirmatory or modifying opinion from the Managing Director, the sanction can be enforced.
- 10) If the Managing Director revokes the sanction, the employee who imposed the sanction will cease any further action in the matter.
- 11) The contractual penalty will then be invoiced. The staff member who imposed the penalty will complete a billing order form and forward it to the Billing Department, which will issue an invoice to the Contractor or the Special Contractor for the amount of the imposed or modified contractual penalty. By mutual agreement, the contractual penalty may be executed in another form, provided this does not conflict with other regulations (e.g., deduction from the service invoice).
- 12) Failure of the Contractor or the Special Contractor to fulfil the terms of the contract due to the imposition of a penalty shall not serve as grounds for extending the service delivery date or other deviations from the terms of the contract.

5. RESPONSIBILITIES

- 1) Responsibility for adhering to the stipulations of this directive lies with each individual to the extent outlined herein and in their role description.
- 2) The Managing Directors of the Customer are accountable for overseeing the adherence to this internal directive. They are also responsible for interpreting the individual provisions of this directive and for resolving any disputes.
- 3) Responsibility Matrix.

	Continental				Contractor		
	COR	ESH	PUR	OPM	CON	SUP	COW
Communication and delivery of internal requirements	R	R	C				
Selection Procedure	C	C	R		C		
Preparation of offers in accordance with the requirements	C	C			R		
Placement of orders for services	C	C	R				
Billing	C				R	C	
Contractor training	C	R				C	C
Contractor responsible training	C	R					
Definition of the scope of work	R				C	C	
Risk analysis	C	C			R	C	
Work approval	R	C		C	C	C	
Submission of relevant authorisations			C		R	C	
Assessment of selected contractors	C	R					
Ensuring safety in the performance of work	C	C		C		R	C
Checking compliance with requirements	R	R		C		C	C
Imposition of sanctions	R	R	C				
Product protection measures	C			R	C	C	C
Management of the "Contractors" group in MS Teams	C	R	C				
Updating of Contractor's details	R	C	C				
Written recognition of contractors	R	C					
Compliance with this regulation within the scope of their responsibility	R	R	R	R	R	R	R

COR Contractor responsible
 ESH ESH Officer
 PUR Purchaser
 OPM Operations Manager

CON Contractor
 COW Contractor's worker
 SUP Supervisor
 R – Responsible C – Cooperates



**Essential Information
for Ensuring Safety
and Fire Protection
for Employees of External Organisations Operating
on the Premises of**

**Continental Tires Slovakia, s.r.o.
Continental Matador Truck Tires, s.r.o.**

Púchov

**ESH
April 2023**

Important telephone numbers:

Ambulance	155
Integrated rescue system	112
Company Fire Brigade	(042 461) 2222

When calling from a mobile phone, it is necessary to insert the following in front of the number: **042 461**

When calling from a network other than the national network, the international code of Slovakia is **00421**

Ambulance of the Company Fire Brigade **2222**

Safety at work

Reporting Injuries, Submitting Risk Analyses, Work Permits

Extension:

2121

E-mail:

ti_pu_sm_esh.puchov@conti.sk

Safety at Work Engineers:

	Extension	Mobile
Ing. Jaroslav Krasňan – head of the OHS Department, ASE (CTS&CMTT)	2927	0914 371 363
Jaroslav Vašíček – ASE (CTS)	3256	0914 371 365
Ing. Jakub Smolka – ASE (CTS)	2003	0914 371 357
Ing. Adam Gorelka – ASE (CTS)	2121	0904 371 364
Ing. Marcel Turza – ASE (CTS)	4244	0914 371 069
Ing. Martin Furdek – SE (CMTT)	3252	0914 371 361
Ing. Ján Mikoláš – ASE (CMTT)	3015	0904 717 166
Tomáš Pokorný – ASE (CMTT/Contractors)		0904 717 062

Working environment specialist:

Mgr. Ivana Gurínová	3209	0914 371 297
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Actions Regarding Occupational Health and Safety

1. The Supervisor is responsible for ensuring the health and safety of the Contractor's employees at work.
2. It is prohibited to bring firearms, stabbing weapons, explosives, and alcoholic beverages onto the premises of Continental Tire Slovakia, s.r.o. and Continental Matador Truck Tires, s.r.o. Púchov (hereinafter referred to as "CONTINENTAL"). There is a strict prohibition on bringing, possessing, and consuming alcoholic beverages, narcotics, and psychotropic substances onto the premises, as well as entering the premises under their influence.
3. Smoking is strictly prohibited in all areas of the company, except in specifically designated smoking zones. Smoking is permitted only in areas marked with a "Smoking Allowed" or "Smoking Area" sign. **The prohibition on smoking also extends to the cabins of all vehicles located within CONTINENTAL's premises.**
4. Contractor's workers are obliged to comply with the relevant legal and internal regulations, orders, prohibitions, and guidelines.
5. Contractor's workers are only permitted to move within the premises and at workplaces where they are assigned to work, and only during the designated times for such work. Access to other workplaces and areas without authorisation is strictly prohibited.
6. If a Contractor's worker performs tasks requiring professional qualification, they must carry an operator's licence, authorisation, certificate, etc., that is both valid and up-to-date, specifically for the task they are performing.
7. Every piece of machinery, workplace, work activity, and area carries inherent risks that cannot be fully eliminated (general occupational risk). The most high-risk operations within CONTINENTAL are the Compounding Plant and the Pressing Plant, where factors such as noise, chemicals, high temperatures, and forklift movement are present. The Customer identifies these risks and manages them through technical, organisational, and educational measures.
8. The most significant threats on the premises of CONTINENTAL:
 - Entrapment by moving parts of machinery and technological equipment (the majority of technological equipment operates in automatic mode, meaning that the activation of a dangerous movement is not predictable to an untrained individual);
 - Risks of being caught, pinned, struck, or knocked down by motor vehicles, forklift trucks, construction machinery, material handling vehicles, rail vehicles, or bicycles;
 - Trips, slips, missteps, stepping on objects, and falls on roads, staircases, and railway crossings;
 - Electric shock;
 - Exposure to or inhalation of chemicals affecting eyes or skin;
 - Falls from height, falling objects, uneven surfaces, depressions, excavations, shafts, or movement of construction machinery;
 - Injuries from falling materials stored in racks or stacks and injuries caused by collapse of racking systems.
 - Burns from touching the hot surface of the machines.

-
9. Contractor's workers are required to wear the prescribed personal protective equipment (PPE) during work. All PPE must be certified. The minimum requirement within production areas or construction sites includes safety footwear and work clothing. The use of other PPE depends on the risks associated with the specific work activity (welders, work at height, eye and hearing protection, etc.). PPE shall be appropriately fitted and shall not have any loose parts.
10. All drivers must adhere to the legally binding road traffic and vehicle operation regulations. Unless road junctions are explicitly marked with a road sign, they shall be treated as intersections of roads of the same type. The driver is required to wear a high-visibility jacket and sturdy work boots at all times while supervising the vehicle.
11. Pedestrians must use marked paths for movement within the premises. It is prohibited for drivers of cars, forklift trucks, construction machinery, etc. to drive on pavements. Vehicles are only allowed to park in designated parking areas.
12. The maximum permissible speed of vehicles on the company premises shall be as follows:
- Cars and trucks: **30 km/h**
 - Construction machinery **30 km/h**
 - Forklift trucks and motorised trucks on external roads **15 km/h**
 - All vehicles indoors (in halls) **6 km/h**
13. Before crossing any railway lines, everyone is obliged to ensure they can do so safely. Crawling under or jumping over stationary train wagons at a level crossing is strictly prohibited.
14. Employees are required to maintain cleanliness and order within their workspace. All unnecessary items shall be put in designated places.
15. It is necessary to keep internal and external roads, passageways, entrances, exits, access routes to fire ladders, fire extinguishers, hydrants, electrical switchboards, switches and technological equipment free from obstruction and material. Be careful not to damage this equipment when performing work.
16. Make sure that all construction sites, pits, excavations or trenches within the workplace area must be fenced off or covered with protective equipment. When removing floor components, e.g. manhole covers or gratings, the resulting openings shall be covered or fenced off to prevent people from falling in. Any guard rails removed during repairs must be replaced with a temporary, colour-coded guard rail to prevent falls over unfenced areas. Upon completion of work, everything must be restored to its original safe condition.
17. If any deficiencies or problems that could endanger the health or life of workers are discovered while performing work, which were not considered in the prepared work procedure, work must be immediately suspended. The relevant responsible manager or professional construction supervisor must be notified. Work can resume only once the deficiencies have been rectified or the problem has been resolved.
18. Precautionary measures like extinguishing open fires, shutting off gas and water supplies, and switching off electrical appliances shall always be taken when leaving the workplace (at the end of a work shift, during a work break, or any other time when leaving the workplace) to prevent a possible fire, explosion, gas leak, flooding or third party injury.
19. Upon completion of work, all auxiliary equipment that was used during the work process shall be properly dismantled.
20. Refrain from tampering with any electrical equipment, including the lightning conductor system, as

well as any reserved technical equipment (electrical, pressure, lifting, and gas equipment) and firefighting equipment.

21. Employees of the organisation are required to follow the instructions given by CONTINENTAL's supervisory bodies, which include the OHSE and FP staff and security service personnel.
22. Employees of the organisation must adhere to the responsibilities regarding the handling of secondary raw materials and waste in accordance with the current guidelines established by CONTINENTAL. They are obliged to properly dispose of their own waste, which includes paint cans, panlux waste, glass wool, glue barrels, and other harmful substances.
23. Any work-related accident involving an employee of the organisation, whether registered, recorded, or deemed serious, must be promptly reported to the relevant CONTINENTAL employee responsible for professional construction supervision or to the site manager. The occurrence of a hazardous incident and the threat of a (major) industrial accident must also be reported.
24. Providing first aid to the injured is a fundamental moral responsibility of every worker. Every worker must have a sufficient understanding of first aid principles, enabling them to assist an injured co-worker and potentially save their life at any given time. When administering first aid, it is crucial to follow the following instructions, taking into consideration the safety of both the affected individual and the rescuer:
 - Stop or remove the source of the injury, such as pressing the STOP button, using a safety cable, or turning off the main switch. Then remove the injured from the danger zone.
 - Administer first aid at the accident scene, if the conditions so allow, or at the nearest safe location. It is essential to prioritise immediate first aid procedures, such as clearing the airway, performing artificial respiration, and controlling bleeding, without causing unnecessary delays during the relocation process.
 - In the event of severe injuries, immediately contact emergency services at 112/155 to request an ambulance, and ensure to inform the Company Fire Brigade that the ambulance has been called. For less serious injuries, contact the Company Fire Brigade by dialling extension 2222.
 - The operator must leave the machinery or the site of the accident in its original condition to allow for an unbiased investigation into the causes of the accident. Fundamentally, it is crucial to fulfil the duty of taking precautions to prevent any potential subsequent danger to the injured person or other individuals present near the equipment or material.

Fire Protection Measures

1. It is important to conduct oneself in the workplace in a manner that minimises the risk of fire, especially when utilising heat, electrical equipment, gas appliances, or any other devices. Additionally, exercise caution when storing and using flammable or fire-hazardous substances, as well as when handling open flame.
2. If possible, attempt to extinguish any observed fire using available firefighting equipment. However, if it is not possible to extinguish the fire, promptly activate the fire alarm and follow the fire alarm guidelines provided.
3. Strictly adhere to the prohibition of smoking and rules of handling open flames. Smoking is only permitted in designated areas.
4. Ensure that you familiarise yourself with the fire alarm directives, fire regulations, fire evacuation plan, and workplace traumatology plan.
5. Comply with workplace orders, prohibitions, and instructions to ensure fire safety in the workplace.
6. Familiarise yourself with locations, installations, or specific areas that have an increased risk of fire or explosion, as well as the measures in place to prevent the occurrence and spread of fire.
7. Be aware of the location of the nearest fire extinguishers and other fire protection equipment within the workplace.
8. Take measures to prevent damage to firefighting equipment and building warning signs.
9. Ensure that emergency exits, escape routes, intervention routes, gathering areas and access to them remain clear at all times. Additionally, maintain unobstructed access to electrical, water and gas shut-offs, fire extinguishers, fire water mains, triggers, and the distribution of fixed and semi-fixed fire extinguishing equipment, as well as to electrical fire alarm detectors and gas detection systems.
10. At the end of working hours, ensure that the workplace is in a state of optimal fire safety. This includes closing fire shutters, shutting off inlets for flammable substances, and turning off the electricity, among others.
11. Do not store flammable materials near heaters and other appliances.
12. In workplaces where there is elevated fire hazard, it is essential to strictly adhere to the instructions outlined in the workplace fire regulations.
13. When storing and handling flammable liquids and technical gases, adhere to the principles of proper storage and handling.
14. Maintain strict adherence to technological procedures and work discipline.
15. Adhere to the principles of fire safety when engaging in activities that involve an elevated risk of fire.
16. Report any deficiencies that may compromise fire safety to your supervisor, and actively participate in rectifying them to the best of your ability.
17. Participate in regular fire protection training or fire patrol training sessions as required.
18. Comply with all other obligations specified by fire protection regulations.

Contractor's employees are prohibited from:

1. Leaving the workplace without supervisor's permission.
2. Smoking outside designated areas.
3. Using organic solvents (flammable liquids) for degreasing equipment, floors, etc.
4. Unauthorised use or damage to fire extinguishers, fire extinguishing devices, and signalling devices.
5. Damaging fire protection documentation, including workplace fire regulations, fire alarm directives, fire evacuation plans, warning signs, and inscriptions.
6. Washing clothing and work aids with combustible materials.
7. Drying work clothes and fabrics on heating elements and technological equipment (hot pipes, etc.).
8. Storing flammable materials near heaters and other appliances.
9. Storing flammable substances/liquids outside designated areas.
10. Entering canals, shafts, tanks, and other below-ground areas, as well as floating roofs of tanks, without written permission and adherence to relevant safety precautions.
11. Conducting any work involving fire without valid a written permission for work involving high temperatures.
12. Working in environments with explosion or fire hazards without using non-sparking tools and ensuring proper design and protection of electrical appliances.
13. Bringing and storing flammable substances/liquids unrelated to the agreed scope of work onto the premises and in excessive quantities.
14. Placing combustible materials within 2.5 meters of electrical cabinets or substations.

Other Special Requirements

1. The Contractor agrees to only hire employees for the execution of the work who have undergone training in CONTINENTAL's general and specific principles of fire protection and occupational safety.
2. The Contractor is required to make a formal request to the Operations Manager of the plant where the work will take place, asking them to arrange training in the general and specific principles of fire protection and occupational safety necessary for accessing the work site before commencing work. The Contractor's employees are not authorised to enter the facility without having completed the required training.
3. No employee of the Contractor will be permitted to remain or work on the premises without having undergone the necessary initial training.
4. Contractors with employees who perform tasks at the same workplace must share information about potential hazards, preventive measures, and protocols for first aid, rescue operations, and employee evacuation. Each employer has a duty to relay this information to their staff and staff representatives.
5. A Contractor can only start work on assembly, repair, construction, inspection, and professional tasks for other parties once the workplace is adequately secured and equipped.
6. Based on the risks associated with the given workplace, the Contractor shall supply their workers with necessary Personal Protective Equipment (PPE) and ensure its use. All Contractor employees must display the Contractor's name on their external work garments.
7. The Contractor is responsible for complying with fire safety obligations in rented workplaces, at their own expense. In carrying out their duties, the Contractor will abide by Act of the National Assembly of the Slovak Republic No. 314/2001 Coll. on the protection against fire and Decree of the Ministry of Interior of the Slovak Republic No. 121/2002 Coll. on fire prevention, as well as other binding standards and regulations regarding fire safety (both prevention and response).
8. The Contractor shall report all instances of accidents, fires, or other emergencies to the established Fire Reporting Room of the Company Fire Brigade (ext. (042 461) **2222**).
9. Employees of the Contractor must adhere to safety, fire, and hygiene regulations, and maintain cleanliness and order in the workplaces, leased internal and external premises, and roads.
10. The Contractor guarantees that all their employees will have verifiable qualification, medical capacity and training for the tasks they will perform on the Customer's premises (specifically for specialised roles, such as welding, etc.)
11. Workers who use electrical appliances and portable power tools must be demonstrably trained in accordance with Section 20 of Decree of the Ministry of Labour, Social Affairs and Family No. 508/2009 Coll.
12. For the Contractor to perform the following activities on the Customer's premises, written permission in accordance with the CONTINENTAL's internal regulations is necessary:
 - Welding and works involving an open flame
 - Grinding
 - Bonding floor coverings and tiles using flammable materials
 - Repairing and maintaining equipment that contains flammable liquids, entering equipment and working below ground level (hazardous substances pose the most significant risk in sealed containers, etc.)
13. During work involving high temperatures (such as welding), the Contractor must have a fire extinguisher available, including their own fire extinguisher, a bucket of water, and a fire-resistant

blanket measuring at least 2×2 metres at the work site.

ATTENDANCE SHEET

for orientation sessions involving individuals entering the company's premises, focusing on occupational health and safety, and fire protection training.

Training Content and Extent

In accordance with Directive 39 and Directive 53 – “Rules for External Organisations” and the document titled “Basic safety and fire protection information for employees of external organisations operating on the premises of CTS s.r.o. and CMTT s.r.o.”

Basic Information on Personal Data Processing

Continental Tires Slovakia, s.r.o., with its registered office at T. Vansovej 1054, 020 01 Púchov, Company ID No.: 36709557, registered with the Business Register of the Trenčín District Court, section: Sro, insert No. 17315/R, or **Continental Matador Truck Tires s.r.o.** with its registered office at T. Vansovej 1054/45, 020 01 Púchov, Company ID No.: 36 305 448, registered with the Business Register of the Trenčín District Court, section: Sro, insert No. 11215/R (hereafter referred to as “**we**”, “**our company**”, or the “**controller**”) will process your personal data as a controller. This is for the purpose of fulfilling their legal obligations (legal basis of personal data processing), specifically to document and archive proof that you have been informed about OHS rules and that you have attended fire protection training. The legal basis for processing your personal data is the fulfilment of obligations arising from Act No. 124/2006 Coll. on Occupational Health and Safety.

For this purpose, we process your personal data: name and surname, date of birth, your employer's name, your signature, and the training date. The personal data we process was either provided to us by your employer before the training or you provided it during the training. Providing the requested personal data is necessary for your participation in the training and for conducting work on our premises.

Personal data retention period: We will only process your personal data for as long as necessary, specifically for a period of 5 years as mandated by applicable legal regulations. Following this period, your personal data will be shredded or erased.

Personal data transfer: Your personal data may be disclosed to public authorities upon their request, if required by law.

Your rights related to personal data protection: You have the right to request information from us, access your personal data, and have the right to rectify, erase, restrict processing, and port data (pursuant to Articles 15–20 of the GDPR). You also have the right to lodge a complaint with the Office for Personal Data Protection of the Slovak Republic if you believe your rights have been violated (under Article 77 of the GDPR). As a data subject, you also have the right to object to the processing of your personal data (under the circumstances and conditions of Article 21 of the GDPR).

You can exercise the aforementioned rights by submitting a request in person, by sending a letter to our registered office, or by sending an e-mail to gdpr.pu@conti.sk.

The training was conducted by	Area	Name and surname	Signature
	FP:		
	OHS:		
Date:			

By signing this form, I confirm that I fully comprehend the topics covered in the occupational health and safety and fire protection training. I am also aware of the potential consequences of non-compliance with the obligations arising from the generally binding legal regulations in the areas discussed.

Please write the first and last name legibly!

SN	Name and surname	Date of birth	Name of the organisation	Signature	Note
1.					
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35.					

The most common symbols used on the premises of Continental



Do Not Extinguish with Water!



Forklift Trucks Prohibited!



Turn Off Mobile Phones!



No Entry!



No Admittance!



No Smoking!



No Storage of Pallets or Other Materials!



No Open Flames!



Phone



Escape routes



First aid



Emergency exit



Emergency
Assembly Point



Stretchers



CAUTION!
Explosive
Environment



CAUTION!
Forklift Truck
Traffic



CAUTION!
Risk of
Entrapment



CAUTION!
Flammable
Materials!



CAUTION!
Hot Surface



CAUTION!
Poisonous
Substances



CAUTION!
Risk of Falling



CAUTION!
Stairs



CAUTION!
Confined Space



CAUTION!
Load Movement



CAUTION!
Technical Gas
Present



CAUTION!
Corrosive
Substances



Use the
Pavement!



Proceed With
Caution!



Wear Protective
Gloves!



Fasten Your
Seatbelt!



Secure Technical Gas Cylinder!



Use Safety Rope!



Use Personal Protective Equipment!



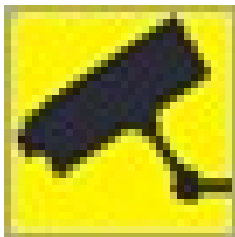
Wash Hands After Work!



Fire Extinguisher



Manual Call Point



Under CCTV Surveillance

Emergency and Other Useful Contacts

Note: If dialling from a mobile phone, prefix the extension number with the area code **042/461**. For example, to call the Company Fire Brigade from a mobile phone, dial 042/461 2222.

Internal calls

2222	Fire Reporting Room – Company Fire Brigade (To report fires, work accidents, environmental accidents, etc.)
2223	Reporting start and end of work involving high temperatures (WIHT)
3333	Shift Commander of the Securitas Security Service
3152	FP Coordinator
2901	Head of the OHS Department
2999	Head of the ESH Department
2474	Office of the Secretary of the CMR Managing Director
2854	Office of the Secretary of the CMTT Managing Director
2975	Continental Green Line

External calls

112	Emergency call line (Integrated Rescue System)
150	Fire Brigade
155	Ambulance
158	Police
0911 574107	Medical transport Púchov



Record number:

Notice of violation and imposition of a penalty

Print this form double sided without the header and footer!

This notice is to inform you that due to a breach of the rules for external organisations, and in accordance with the article “Special provisions concerning environment, occupational health and safety, fire protection, company protection and emergency situations” — a part of the valid agreement No. _____ between Continental and your organisation —

..... the following sanctions have been imposed on you:

- Issuance of a Violation Notice
- Expulsion from the premises of Continental Púchov *
- Temporary ban from the premises of Continental Púchov until (date) *
- Permanent ban from the premises of Continental Púchov *
- Immediate halt of work until the identified deficiencies are rectified
- Imposition of a contractual penalty in the amount of €.....

**This applies to the company, its employees, its contractors, its contractor's employees, its equipment, or a combination thereof.*

Description of the circumstances resulting in the sanction and the reasons for its imposition

Attached evidence

The contractual sanction was imposed by: Signature

Internal

.....
Date of violation of these
REO

.....
Date of notice

Advice on remedies

1. An appeal against this sanction may be lodged within five working days of its delivery, in accordance with clause 4.11, paragraphs 5 and 6 of the REO, with the relevant Managing Director of Continental Púchov.
2. An appeal has a suspensive effect only in the case of a financial penalty exceeding €1,000.
3. The decision of the company's Managing Director is final and immediately enforceable.
4. In the event that a contractual penalty is imposed, you will be issued an invoice in the amount of the contractual penalty, excluding VAT.

Appeal against the imposition of a penalty

Appeal text

First name and surname of authorised representative for the contractor

Date of appeal

Signature

Decision on the appeal

Sanction imposed

- I hereby affirm the original decision
- I hereby revoke the original decision
- I hereby amend the original decision as follows

Text of the decision

Date of decision

Signature of the Managing Director
of the Company

Internal

Mandatory provisions,

which must be included in every contract with a contractor operating on Continental's premises

Art. XY

Special provisions concerning environment, occupational health and safety, fire protection, company protection and emergency situations

- 1.) In the execution of this agreement, the Contractor (the party supplying goods or services on the premises of Continental, which may be referred to by other terms in the header hereof, such as Supplier or Provider) commits to complying with the "Rules for External Organisations – Directive 53" (hereinafter referred to as the "REO") and the "Safety and Protection Guidelines (version for external organisations) – Annex 15 to the Directive 35" (hereinafter referred to as the "SPG"), both forming integral parts hereof. The Contractor confirms that it has been provided with or has access to the REO and the SPG in electronic format, and has familiarised itself with their contents before signing this agreement. The Contractor may request that the Customer provides the REO and the SPG again at any time during the term hereof.
- 2.) The Contractor undertakes to ensure that all its employees and any third parties performing tasks hereunder are familiarised with the REO and the SPG before entering the Customer's premises. Upon the Customer's request, the Contractor shall promptly provide a written record confirming fulfilment of this obligation.
- 3.) The Parties have agreed that a third breach of any obligation the Contractor has under the REO or the SPG will be considered a significant breach of the agreement. In such a case, the Customer shall be entitled to withdraw from the agreement. The withdrawal takes effect on the date the notice of withdrawal is delivered to the Contractor. A repeated breach refers to cumulative breaches across any sections of the REO or SPG, not to any specific article thereof.
- 4.) The Contractor shall be liable to the Customer for any damage resulting from a REO or SPG breach. The Contractor undertakes to fully compensate for the damage within 30 days of receiving the damage assessment. Payment of the contractual penalty shall not exempt the Contractor from the obligation to fully compensate for any damage caused.
- 5.) The Parties have agreed that if the Contractor, its employees, or a third party performing tasks under this contract (e.g. a subcontractor of the Contractor) breaches obligations under the REO or the SPG, the Customer may impose a contractual penalty as per Annex 10 of the REO for each individual obligation breach. If the Customer deems a REO or SPG breach to be particularly severe, the Customer shall be entitled to remove the individual who breached the REO or SPG, or the Contractor's equipment, from its premises.
- 6.) The Contractor may appeal against the imposition of a contractual penalty exceeding €1,000 to the company's relevant Managing Director within five working days of receiving the notice. An appeal against a contractual penalty or a permanent expulsion of an individual or a piece of equipment will have a suspensive effect. The maximum individual contractual penalty that may be imposed amounts to €1,660.
- 7.) The Customer is required to credibly prove any violation referred to in paragraphs 3 to 5, using means such as photographs, video recordings, witnesses, etc.
- 8.) Both the Customer and the Contractor must notify each other of risks stemming from activities that could directly endanger the personnel and property of the other party. This information, along with further collaboration between the Customer and the Contractor on shared worksites, must be confirmed in writing and shall be carried out before the Contractor starts work on the Customer's premises.

- 9.) The Contractor bears full responsibility for the Occupational Health and Safety (OHS) status of all individuals on the construction site or affected plant that they have taken over, unless otherwise stipulated in the agreement.
- 10.) In instances where employees of multiple employers and individual freelancers are working in a shared space in a way that could potentially endanger their safety or health, a written agreement for cooperation is essential. This shall include the prevention, planning, and implementation of occupational health and safety measures, coordination of activities, and sharing of relevant information. The agreement shall determine which party is responsible for establishing the conditions for ensuring safety and health protection in the shared workspace and the extent of their responsibilities.
- 11.) The Contractor or Special Contractor is obliged to immediately report the following incidents to the Continental Púchov Fire Reporting Room (ext. 2222) by phone and subsequently provide written information on the prescribed form (Annex 12) to the ESH Department:
- a) a workplace accident that requires medical treatment;
 - b) an environmental accident or a serious industrial accident (e.g., oil, chemical, or hazardous substance spillage, excessive chemical spraying, damage to trees or grassland, etc.);
 - c) accident or fire in buildings, machinery, and technological equipment resulting in production interruption, danger to employees due to pollutant leakage from other sources, if this necessitates a production halt;
 - d) a dangerous event (a near miss) that could have resulted in any of the occurrences referred to in sub-paragraphs (a) to (c);
 - e) a natural disaster that necessitates evacuation of people, removal of equipment, or a long-term production interruption;
 - f) the discovery of an explosive or health-hazardous substance;
 - g) the widespread (above normal) outbreak of an infectious disease among the Contractor's employees;
 - h) a significant impact from external road or rail traffic;
 - i) theft of property, loss of classified documents, or other serious breaches of classified information protection, disruption of the economic mobilisation system.

Operational Guidelines for Performing Work Involving High Temperatures (hereinafter “WIHT”)

These guidelines are issued to ensure adherence to the Decree of the Ministry of the Interior of the Slovak Republic No. 121/2002 Coll. on fire prevention, as amended, and the requirements of FM Global insurance company. The guidelines outline the responsibilities of employees of Continental Tires Slovakia, s.r.o. (hereinafter “CTS”), Continental Matador Truck Tires s.r.o. (hereinafter “CMTT”), and their contractors during the execution of WIHT.

These guidelines shall apply to all outdoor and indoor areas of both companies' premises, and they extend to any newly constructed or renovated buildings.

WIHT can only be performed without a permit in workshops equipped with designated welding areas fitted with extraction and anti-glare screens, and in the designated area in front of the power maintenance locksmith shop.

Within the scope of these regulations, WIHT refers to the following activities:

welding and cutting with an electric arc or flame, grinding, adhering combustible floor and roof coverings, and the necessary use of open flame in places where a fire could potentially start.

For WIHT, the following principles shall apply:

- a) The WIHT form is valid for a single job and a single day only;
- b) The site must be inspected by CFB staff and an authorised person before the work begins, during the work and after the work is completed;
- c) Each WIHT permit must be signed by all persons responsible and archived for a period of 1 year;
 - d) The Fire Protection Technician, the authorised person, or the ESH Officer can prohibit the work at any time if the proposed rules are clearly violated;
 - e) The Fire Protection Technician will only approve the WIHT once all proposed measures have been completed.

Explanation of Key Terms:

- **WIHT** – Work Involving High Temperatures
- **Employees performing WIHT** – CTS and CMTT employees, along with employees of their contractors, who perform WIHT
- **Department Head** – Leader of an internal company department
- **Authorised Person** – [Coordinator](#), department head, production foreman, maintenance head, maintenance foreman, or construction supervisor
- **Customer** – the individual who ordered the WIHT (For **CTS**: MTE – RVZ, PLT production foremen, DM/power engineering maintenance, maintenance foremen, DP maintenance, support services – asset management; for **CMTT**: MTE division)
- **Fire Assistance Patrol** – Individuals inspecting outdoor and indoor areas where WIHT is being carried out
- **Individual who conducted technical training and checked the adequacy of suggested fire precautions** – the FP Technician (“FPT”)

Fire safety conditions for WIHT execution

a) Obligations of the Customer:

- **The Customer shall reassess whether the necessary action can be performed in a manner other than by performing WIHT. If possible, it shall consider an alternative technical method or a safer location in terms of fire protection.**
- The Customer shall arrange training [for the Supervisor and the Contractor's employees](#) who will

perform the WIHT, ensuring that each welder attending the training presents a valid welder's licence or certificate. A training certificate, valid for 12 months or until the expiration of the welding licence, will be issued by the FP technician. The welder must carry this certificate on them during welding work and present it upon request from the ESH Officer or CFB employee.

- The Customer shall ensure that **the Contractor's employees** carrying out welding, electric arc or flame cutting, or other WIHT work, possess a valid qualification for this activity.
- The Customer shall request the employees performing WIHT to comply with the requirements of STN 05 0601, STN 05 0610, and STN 05 0630 standards.
- The Customer must ensure that **the Contractor's employees** performing WIHT are equipped with portable extinguishers for flame welding (snow S 2 or powder P 2) and have their own extinguisher (powder min. 6 kg or snow S 5), a bucket of water, and a fire-resistant blanket, unless otherwise directed by the FP technician. It is prohibited to use portable fire extinguishers located in the workplace for WIHT.
- The Customer must ensure that **the Contractor's employees** performing WIHT (welding) have checked the technical condition of the welding sets, the cleanliness, integrity, and tightness of the power supply or welding gas connections before starting work.

b) Obligations of the Authorised Person

- **Authorised person:**
- The authorised person shall inspect each workplace where WIHT will be carried out, assess the fire safety conditions, propose measures, and record these in the WIHT permit form. They must ensure the removal, covering or isolation, if necessary, of surrounding combustible material within a minimum radius of **10m** from the WIHT site and covering of openings in floors and walls to prevent sparks from falling into lower located areas.
- In areas where dangerous concentrations of flammable vapours and gases are likely to be present, the authorised person must ensure that the concentration is measured and the premises are ventilated so that the concentration is below the lower explosive limit.
- When working in containers with flammable contents, the authorised person must ensure the removal of residual combustibles and the measurement of the concentration of flammable vapours and gases.
- The authorised person must fill in the WIHT permit in sections A, B, and in section C specify the conditions and measures in terms of fire safety. They must register the permit at the CFB, ext. 2223, and enter the serial number of the permit as determined by the Fire Reporting Room operator on the permit form.
- The authorised person is responsible for issuing written permission for WIHT and for implementing the required measures.
- The permit to perform WIHT consists of 2 sheets. The first sheet of the fully completed and signed form is kept by the Fire Protection (FP) technician and archived at the Company Fire Brigade for 1 year. The second sheet shall be prominently displayed at the WIHT site until the work is completed.
This permit is valid for a maximum of 24 hours.
- By signing in the designated box, the authorised person confirms the correctness of the permit completion, reviews the proposed measures, and ensures they are implemented. After the measures are implemented, the authorised person remains at the WIHT site until the arrival of the Fire Protection Technician who conducts the Fire Assistance Patrol training and confirms the appropriateness of the proposed measures with his/her signature or adjusts the same.
- When shifts are changing, information about any the ongoing WIHT must be provided in addition to the regular work assignments. If there are any changes in the conditions at the WIHT site (Fire Assistance Patrol personnel, employees performing the activity, or any other change affecting fire safety at the workplace), the authorised person is required to issue a new WIHT Permit.
- The authorised person must ensure that the employee who performed the WIHT reports the actual time of work completion, which is noted on the WIHT permit and **reported to the Fire Reporting Room operator at the CFB ext. 2223.**

c) Fire Assistance Patrol

- For the above activities, a Fire Assistance Patrol must always be formed, including at least one employee performing WIHT.

- In places with an increased risk of fire or explosion, the Fire Protection Technician will assess whether a Fire Assistance Patrol made up of CFB employees and equipped with firefighting equipment is needed.
- **Tasks of the Fire Assistance Patrol**
 - Supervise compliance with measures designed to prevent fire;
 - Take necessary measures in the event of a fire, including rescuing endangered persons, summoning help, fighting the fire, and taking measures to prevent the spread of the fire (in particular closing fire shutters, shutting off flammable substance inlets, and switching off the electricity supply);
 - Inspect compliance with the fire safety regulations applicable to the building or the activity carried out.
 - Members of the Fire Assistance Patrol shall not be entrusted with other tasks or activities unrelated to their duties;
 - If the Fire Assistance Patrol consists of two or more members, a leader shall be designated;
 - **Ensure a constant inspection of the site and premises of WIHT for at least 60 minutes after completion of the works was reported to the authorised person.**
 - After that time, the Company Fire Brigade personnel continue to check the WIHT site as part of the WIHT inspection and regular fire patrol activity for the necessary time during which there is still a fire hazard, however, not less than 3 hours. These checks only apply to locations not equipped with an electrical fire alarm or technical staff in the area and to locations with increased fire hazard. Other premises may be checked at the discretion of the FPT. A record of performing the check by the CFB is recorded by the CFB staff in the WIHT record book.

d) FP Technician (FPT)

- The FPT needs to review whether the necessary work can be performed in a manner other than WIHT. If possible, they shall consider an alternative technical method or a safer location in terms of fire protection.
- The FPT is responsible for conducting training for the Fire Assistance Patrol.
- Before the commencement of any WIHT throughout the Continental Púchov premises, the FPT is required to inspect the planned work area and review the fire safety measures proposed by the authorised person. The FPT may propose additional appropriate measures or equipment they deem necessary for safety.
- If the conditions specified on the WIHT form are not secured, or there is a perceived risk of fire, the FPT has the authority to prohibit any WIHT until the necessary conditions are met. They shall inform the authorised person of this decision.
- The FPT is also responsible for inspecting any newly constructed buildings that lack building approval or buildings that are scheduled for demolition where WIHT is planned. These inspections shall be conducted in the presence of the Customer or a person authorised by the Customer. The FPT is obliged to ensure compliance with all relevant occupational health and safety regulations.
- Prior to the commencement of the WIHT, the FPT is required to carry out a visual inspection of the technical equipment to be used. In the event of any deficiencies, the FPT has the authority to prohibit the use of this equipment and is required to inform the authorised person of this decision.
- The FPT must conduct re-inspections of all WIHT at least once every three hours to ensure that the workplace conditions have not changed and that the conditions specified in the WIHT form are being adhered to. These re-inspections must be recorded by the FPT on the reverse side of the WIHT form.
- Upon completion and reporting of the WIHT, the FPT must check to ensure that the site has been left in a fire-safe condition by the personnel who were carrying out the WIHT.
- The first sheet of the fully completed and signed WIHT form is to be kept by the FPT and archived at the Company Fire Brigade (CFB) for a period of 1 year.

Exemptions to this regulation may be provided for the construction sites of new production facilities, subject to the agreement of the ESH Department, under the following conditions:

1. The exemption shall only be applicable for a designated period and within a specified area;
2. Within this zone, no written authorisation is necessary for WIHT;
3. For WIHT operations that are exempt, the RVZ is obliged to ensure the following:

- Contractor's employees, who are assigned WIHT tasks, shall complete initial Occupational Health and Safety (OHS) and Fire Protection (FP) training at the Vocational Training Institute;
 - A Fire Assistance Patrol shall be established, comprising at least one individual engaged in WIHT;
 - Contractor's employees performing WIHT must be outfitted with portable extinguishers suitable for flame welding (Snow S 2 or Powder P 2) and their own fire extinguisher (minimum 6 kg powder or Snow S 5), a bucket of water, and a fire-resistant blanket;
 - No flammable materials shall be located within a 10-meter radius of the WIHT site;
 - The execution of WIHT shall not pose a risk to nearby operations or buildings in close proximity;
 - Every day, the initiation and conclusion of welding operations must be reported to the Fire Reporting Room at the CFB;
 - After the completion of WIHT, the site must be observed for a minimum of one hour to ensure fire safety measures are maintained and the workspace is left in a fire-safe condition.
4. If any requirements for granting the exemption are not satisfied, the exemption shall be immediately revoked, and the WIHT operations will have to comply with this regulation's prerequisites, including the completion of a WIHT written authorisation form for each such job.

Should any provision of this directive be violated, the Fire Protection Technician shall not approve any WIHT.

Sample WIHT form

The image shows the left page of a yellow WIHT form. At the top, there is a warning in Czech: 'Pozor! Práce s vysokými teplotami'. Below this, there are several sections for data entry, including fields for the worker's name, date, and location. There are also checkboxes for various safety conditions and a section for the worker's signature and date.

The image shows the right page of a yellow WIHT form. It continues the data entry sections from the left page, including fields for the supervisor's name and date. There is a large section with checkboxes for safety requirements, followed by a section for the supervisor's signature and date. The form ends with a section for the worker's signature and date.

CAUTION!

WORK INVOLVING HIGH TEMPERATURES – RISK OF FIRE!!!

In case of an emergency **call the fire brigade!**
(fire, accident)



2222 (landline)



042 461 2222 (mobile phone)



**Press the EPS
button** (fire, accident)

Note: this (yellow) part of the form must be displayed in the premises where WIHT is being performed

Assessment of ESH performance of the chosen service provider

Assessed Contractor:

Type of service provided:

The assessment was performed by:

Date of assessment:

Final assessment:

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Criterion	Number of points	Comment
1. Reaction following the findings		
2. Cooperation in the event of an incident		
3. Number of minor findings per month/agreement *		
4. Number of serious findings per month/agreement *		
5. Non-compliance with the requirements of the manual (e.g. training, risk analysis ...)		
6. Availability of the Supervisor at the workplace		
Overall assessment		

1. Contractor assessment criteria

Criterion	1	2	3	5
1. Reaction following the findings	No response	Response after a notice	-	Immediate response or not applicable
2. Cooperation in the event of an incident	No cooperation	Complicated, delayed response	Delayed response but active cooperation	Excellent cooperation or not applicable
3. Number of minor findings per month/agreement *	> 4	3–4	2	1
4. Number of serious findings per month/agreement *	> 1	1	-	0
5. Non-compliance with the requirements of the manual (e.g. training, risk analysis ...)	> 2	2	1	0
6. Availability of the Supervisor at the workplace	Rarely available or unavailable	Occasionally available	Available at fixed agreed times	Permanently available

* Whatever comes first

2. Contractor classification

	Description	Value	Response
A	Excellent	27–30	Recognition
B	Very good	23–26	-
C	Compliant with additional supervision	19–22	Request to prepare a performance improvement plan
D	Acceptable in exceptional cases	16–18	Information on conditional termination of the contractual relationship Immediate improvement action within 30 days.
E	Unacceptable for cooperation	< 16	Termination of agreement and exclusion from participation in selection procedures Contractor is blacklisted

3. Criteria for inclusion of a Contractor in the “Selected Contractor” category.

Criterion	1	2	3	5
1. Planned number of employees working on the premises	< 5	5–10	11–50	> 50
2. Planned time of operation on the premises in working days	< 5	5–14	15–50	> 50
3. Carrying out work for which special approval is required	No	1	2	> 3
4. Other risk(s) worthy of consideration	0	0	1	> 1
5. Contractor’s assessment from previous collaborations	N/A, A	B	C, D	E

Schedule of Contractual Penalties

Serial number	Subject of the audit, findings	Min. amount	Max. amount
1.	Documentation, work permits		
1.1.	The Contractor is unable to demonstrate and provide documentation confirming that, before commencing work, each of their employees has provably participated in the training-mandated by clause 4.5.4.	€20/person	€50/person
1.2.	The Contractor has failed to submit a comprehensive risk analysis for all work to be conducted, which shall include the measures to ensure Occupational Health And Safety (OHS), potentially as part of another document, such as an OHS plan.	€50	€300
1.3.	The Contractor has failed to present the Attendance sheet from familiarisation with legal regulations and other regulations for ensuring safety and health protection at work, principles of safe work, principles of health protection at work, principles of safe conduct at the workplace and safe work procedures, in accordance with Section 7 of Act No. 124/2006, as amended.	€20/person	€50/person
1.4.	The Contractor lacks a technological procedure for the work, or if such a procedure exists, it has not been approved by the appropriate representative of the Customer.	€100	€200
1.5.	Contractor's workers do not possess a valid medical certificate of fitness for the assigned task or work activity.	€20/person	€50/person
1.6.	The Contractor lacks valid documents to verify the required professional training or authorisation necessary to carry out the work activity and/or to be present on site (including certificates for operating reserved technical equipment, machinery, welding licence, or other relevant certifications).	€100	€500
1.7.	The Contractor does not possess certificates of satisfactory technical condition, necessary inspections, periodic inspections, safe commissioning, or periodic safety inspections related to the tools, machines, and equipment utilised for the work.	€100	€1,000
1.8.	The Contractor is performing work involving special hazards as specified in clause 4.5.3 without obtaining the required permit.	€200	€600
1.9.	The Contractor's supervisor is unable to arrive on the premises within one hour, and simultaneously, they have not delegated anyone to fulfil their role.	€100	€300
2.	Workplace organisation and order		
2.1.	The workplace order is unsatisfactory, and this is attributed to the Contractor's activities.	€50	€200
2.2.	Corridors, passageways, escape routes, and emergency exits in the workplace are obstructed and the obstructions have been caused by the Contractor.	€50	€150
2.3.	The workplace floor is wet/poses a slip hazard and there are no slip warning signs.	€50	€150
2.4.	Materials on-site are stored outside the designated location.	€50	€150

Serial number	Subject of the audit, findings	Min. amount	Max. amount
2.5.	There are protruding nails or sharp objects in the workplace, posing a safety hazard.	€50	€150
2.6	There is no information leaflet available at the workplace containing emergency phone numbers and general instructions for reporting emergencies, such as fires, accidents, and others.	€70	€150
2.7.	There are no contractor's workers at the workplace/construction site who are trained in administering first aid.	€40	€100
2.8.	There is no marked first aid station at the construction site, the first aid kit does not contain the prescribed and required materials, materials in the kit are expired.	€50	€150
2.9.	The Contractor's workers do not have access to toilets and hygiene products at the construction site.	€50	€150
2.10.	The Contractor's workers are not provided with drinking water or any other drinks.	€50	€150
2.11.	The Contractor has not provided changing rooms, sanitary facilities, suitable areas for work breaks, and catering facilities for its workers at the construction site.	€40	€70
2.12.	Occupational health and safety related signs are missing.	€50	€100
2.13.	A site works manager has not been appointed.	€50	€100
3.	Chemical substances		
3.1.	Hazardous substances and mixtures are stored in non-compliant packaging (lacks proper labelling and data to identify the substance and the related hazards).	€50	€150
3.2.	The Contractor does not possess a safety data sheet for hazardous substances and mixtures, or their personnel do not have access to safety data sheets.	20 €	€100
3.3.	The Contractor fails to inform the Customer about the hazards of the chemicals used and the potential dangers that may arise during and in connection with the work.	€50	€200
4.	Ladders		
4.1.	Unsecured tools are positioned on the ladder steps, and materials weighing over 10 kg (e.g. a paint bucket) are stored on a two-arm ladder.	€50	€150
4.2.	The ladder is cracked, broken or otherwise damaged, the steps are slippery. The base of the ladder is not stable.	€100	€200
4.3.	The single-arm ladder is not secured against unwanted swinging; the two-arm ladder is not secured against accidental folding.	€50	€150
4.4.	Two or more persons are on a two-arm ladder simultaneously.	€50	€150
4.5.	The single-arm ladder does not extend at least 1 meter above the support point, or there is no fixture at the support point.	€50	€150
4.6.	Work is carried out on a single-arm ladder which does not allow it to be properly secured.	€50	€150
4.6.	Suspension ladders can shift, there is a risk of swinging.	€50	€150

Serial number	Subject of the audit, findings	Min. amount	Max. amount
5.	Fire Protection		
5.1.	There is no valid written work permit for a specific work involving high temperature	€100	€1,500
5.2.	The periodic inspection of the welding set has not been conducted, or it is not possible to verify whether it has been conducted.	€50	€150
5.3.	The conditions specified in the permit for work involving high temperature are not met due to the fault of the contractor.	€150	€500
5.4.	When arc welding is performed, a protective shield and welding goggles or other protective equipment are not used (also applies to auxiliary workers).	€50	€150
5.5.	The required number of fire extinguishers, as specified in the permit for work with an increased risk of fire, is unavailable.	€100	€300
5.6.	A fire extinguisher does not work.	€100	€300
5.7.	Smoking outside a designated place.	€50	€300
5.8.	Failure to conduct the necessary testing for the presence of gases in the atmosphere when required.	€100	€200
5.9.	The fire equipment has been damaged.	€100	€1,660
5.10.	Access to fire equipment and controls of fire and technical equipment is blocked.	€50	€500
5.11.	An emergency has arisen due to non-compliance with the rules specified in this Directive.	€100	€1,660
5.12.	The requirements for work involving increased risk are not met (e.g. missing workplace fencing, no workplace boundaries and marked safety zones for pressure testing, and no boundary of the hazardous area for demolition work, etc.).	€100	€200
5.13.	Emergency roads intended for firefighting equipment are blocked.	€150	€1,660
5.14.	Escape routes are blocked/obstructed	€150	€1,660
6.	Gas cylinders		
6.1.	Gas cylinders are improperly stored (not secured, not placed on a trolley, stored outside the designated areas, etc.).	€50	€300
6.2.	Gas cylinders are not marked with their contents.	€50	€150
6.3.	Unused gas cylinders lack protective covers.	€50	€150
7.	Work area		
7.1.	There are uncovered, unfenced, or unmarked pits in the floor.	€150	€1,000
8.	Work at height		
8.1.	There is no two-post handrail on working platforms with a guard rail.	€100	€200
8.2.	The scaffolding is unstable, non-compliant, or damaged.	€70	€200
8.3.	The scaffolding load capacity and scaffolding supplier's information are not displayed.	€50	€150
8.4.	Mobile scaffolding is not secured against unintended movement.	€50	€200

Serial number	Subject of the audit, findings	Min. amount	Max. amount
8.5.	A person is present on the mobile scaffolding while it is being moved.	€100	€500
8.6.	Work at height/over deep spaces is being performed without the use of collective or individual safety harnesses.	€100	€200
8.7.	Personal fall arresters that are damaged, uncertified, or not inspected at the prescribed intervals are being used.	€100	€200
8.8.	The space above which work is carried out at a height is not secured.	€100	€1,000
9.	Safety features		
9.1.	Safety equipment/elements have been removed or switched off without authorisation.	€100	€1,660
10.	Environmental Protection		
10.1.	Leakage of liquids from technological equipment outside the designated containment facilities, caused by the contractor, was detected during the performance of works.	€100	€1,660
10.2.	The contractor failed to clean the area where they carried out work prior to its handover to the customer's responsible employee.	€350	€500
10.3.	The Contractor handles waste without authorisation (they do not have a valid licence or the required registration to handle or transport hazardous waste, they handed the waste over to an unauthorised entity, etc.).	€100	€300
10.4.	Failure to submit waste management documents (waste registration forms, copies of Accompanying Documents for Hazardous Waste, other waste transfer reports, weighing slips) to the Customer upon handover of the work.	€100	€500
10.5.	Damage to sewers, water mains and water management facilities during construction work, which may result in disruption of water supply or drainage.	€400	€1,660
10.6.	Unauthorised use of water, or use of water contrary to a permit issued by a representative of the facility.	€50	€1,000
10.7.	Burning of waste, intentional uncontrolled handling of hazardous waste, and pouring of waste down drains.	€200	€1,660
10.8.	Washing of the Contractor's equipment (cars, machinery), discharge of waste water, storage of waste on the premises.	€50	€1,000
11.	Mechanical hand tools		
11.1.	The condition of the hand tools does not meet the prescribed criteria and requirements (e.g. cracked or broken handle, greasy – dirty gearing, stretched/bent wrenches).	€50	€150
12.	Electrical appliances and equipment		
12.1.	The appliances and equipment are in a bad technical condition.	€50	€150
12.2.	The electrical wiring and connections are in a bad condition (e.g. defective or additional insulation on the wiring).	€50	€150
12.3.	Switch cabinets are not earthed. Switch cabinets are not closed.	€50	€150

Serial number	Subject of the audit, findings	Min. amount	Max. amount
12.4.	Technical tests or inspections of electrical equipment, aimed at verifying their safety against electric shock, have not been conducted, and/or the corresponding documentation is not available on-site.	€50	€150
12.5.	Mechanical protection of electrical wires routed at ground level is not provided.	€50	€150
12.6.	Overhead electrical cables are not fixed in multiple places.	€50	€150
13.	Crane work		
13.1.	Persons are present under the suspended load.	€150	€300
13.2.	The lifting area is not delimited in any way.	€50	€150
13.3.	The tie-down elements and machinery have not been inspected and/or the related documentation is not available.	€50	€150
13.4.	The permissible load capacity is not marked on the equipment.	€50	€150
13.5.	The condition of the connecting elements is not satisfactory (partially torn/broken ropes/chains, etc.).	€50	€150
13.6.	The lifting equipment logbook is not on site and/or is not properly kept.	€50	€150
14.	Earthwork/excavation work		
14.1.	The site where earthwork is performed is not fenced-off to prevent entry of pedestrians and vehicles, guard rails are not installed so as to prevent injury.	€50	€150
14.2.	The excavation area is not secured by sloping or struts, there is no safety zone, there are no means for getting in and out of the excavations (the plan shall include a method of protection against landslides).	€50	€150
15.	Personal protective equipment (PPE)		
15.1.	Personal protective equipment is not used and/or its protective effect cannot be identified and/or its protective properties are inadequate.	€20/person	€100/person
15.2.	Workers do not use protective helmets, the condition or age of helmets (max. 5 years from the date of manufacture) do not guarantee suitable protection and/or the protective capacity cannot be determined.	€20/person	€100/person
15.3.	Personal protective equipment is not used in places not protected by means of collective security.	€50	€100
16.	Road traffic		
16.1.	Failure to obey a prohibitory/mandatory traffic sign.	€100	
16.2.	Endangering a pedestrian or failing to give way to a pedestrian who has entered a road and is crossing it at a pedestrian crossing.	€60	
16.3.	Not wearing a high-visibility jacket and sturdy work boots when getting out of the vehicle – applies to lorry and supply truck drivers.	warning	
16.4.	Using a phone while driving, except when using a “hands-free” system.	€100	

Serial number	Subject of the audit, findings	Min. amount	Max. amount
16.5.	Throwing objects out of the vehicle.	€60	
16.6.	Failure to comply with the instructions of the person responsible for the safe operation of a railway level crossing.	€60	
16.7.	Stopping a vehicle at a pedestrian crossing, unless it is necessitated by road safety.	€60	
16.8.	Failure to use a second properly trained individual while turning or reversing in places where circumstances so require, in particular in areas of with limited visibility.	€60	
16.9.	Failure to allow safe and smooth passage of vehicles with right of passage.	€100	
16.10	Reduced perception of the environment – smoking, use of audio-visual equipment, audio players, etc. while driving.	€60	
16.11	Unauthorised use of a privately owned, not roadworthy, or unapproved bicycle on the premises.	€100	
16.12	Exceeding the maximum speed limit in the premises of the company: by up to 6 km/h	Warning	
16.13	Exceeding the maximum speed limit in the premises of the company: by 6 to 10 km/h	€50	
16.14	Exceeding the maximum speed limit in the premises of the company: by 11 to 15 km/h	€70	
16.15	Exceeding the maximum speed limit in the premises of the company: by 16 to 19 km/h	€100	
16.16	Exceeding the maximum speed limit in the premises of the company: by 20 to 25 km/h	€150	
16.17	Exceeding the maximum speed limit in the premises of the company: by 26 to 30 km/h	€200	
16.18	Exceeding the maximum speed limit in the premises of the company: by 31 to 35 km/h	€300	
16.19	Exceeding the maximum speed limit in the premises of the company: by 36 to 40 km/h	€500	
16.20	Exceeding the maximum speed limit in the premises of the company: by more than 41 km/h	€1,000	

Serial number	Subject of the audit, findings	Min. amount	Max. amount
17.	Use of alcohol or psychotropic substances		
17.1.	Positive test result for alcohol with a result of up to 0.14 mg/l / 0.30‰	€100/person	€200/person
17.2.	Positive test result for alcohol with a result of above 0.14 Mg/l / 0.30‰	€200/person	€600/person
17.3.	Positive test result for an addictive substance as recorded by the Dräger DrugTest 5000 electronic analyser.	€200/person	€600/person
17.4.	Refusing to undergo a test for the detection of alcohol, drugs, or psychotropic substances, or intentionally hindering such a test (for example, by deliberately damaging the test equipment).	€200/person	€600/person
18.	Other		
18.1	Using a mobile phone and mobile communication device in violation of the rules.	30 €	€500
18.2	Unauthorised making of audio or video recordings.	€100	€500
18.3	Altering, damaging or removing traffic or safety signs.	€100	€1,000
18.4	Hiding, failing to report, or intentionally misreporting an emergency.	€200	€1,660
18.5	Destroying, hiding, or modifying evidence necessary for incident investigation.	€200	€1,660
18.6	Concealing or misrepresenting the identity of an individual, a group of individuals, or a company.	€200	€1,660

- **For an especially severe violation concerning the personnel or premises of the Customer (such as an injury, accident, fire, or major theft), a contractual penalty may be imposed beyond what is listed in this Schedule.**
- **Each instance of Directive 53 violation is evaluated on an individual basis, taking its severity into account.**
- **For situations not detailed in this Schedule, the procedure is personalised, considering the circumstances and seriousness of the violation. Penalties can reach up to a maximum of €1,660, or a temporary or permanent ban from entering Continental Púchov.**

Monthly waste report from the supplier/contractor

In accordance with Section 77 of Act no. 79/2015 Coll. on Waste, the originator of waste generated during service provision, cleaning or maintenance works, construction works, and demolition works is the legal entity for whom these works are carried out.

Supplier/Contractor:

For the month of:

Types of waste produced:

Waste Catalogue Number	Name of Waste	Quantity of Waste in tonnes	Waste Management Options*	Business name of the next entity processing the waste, corporate ID

* Recovery R1–R13
Disposal D1–D15
Landfilling D1

Appendix: Waste weighing slips

The Supplier/Contractor is obliged to submit a Monthly Waste Report concerning the waste generated by the supplier/contractor for the respective month in which the waste was produced, no later than the 8th day of the following month, to the Customer's contact person.

This document must be registered with the Environmental Protection Department (CMR) or the Waste Management Department (CMTT).

Prepared by:
Date:

Contractor's signature and stamp

Incident Reporting Form

(For reporting hazardous events, accidents, environmental incidents, fires, etc.)

Who is reporting the incident?

Name and surname: _____

Company: _____

When and where did the incident occur?

Date: _____ Time (hr:min): _____ Location: _____

Describe the incident

Any unsafe behaviour, near miss (unsafe event without consequences), accident or any other safety incident must be reported. Please describe in as much detail as possible the series of events leading up to the incident, as well as the aftermath (e.g. type of injury, environmental damage, material damage). Attach photographs, sketches, etc. if possible.

Was a person injured in the incident?	Yes <input type="checkbox"/>	NO <input type="checkbox"/>
Injured person's name:	Phone number:	
Did the injury necessitate medical treatment?	Yes <input type="checkbox"/>	NO <input type="checkbox"/>
Was the injury caused by another person?	Yes <input type="checkbox"/>	NO <input type="checkbox"/>

To be filled in by the Customer's OHS Department:

Name of ESH Officer _____

Date of Report Receipt _____

OHS Risk Assessment for the Contractor's Work and Related Permits

Y/N – strike out or black out as appropriate

Workplace (Where?)			
Time (When?)	Start of work	Date:	Time:
	End of work	Date:	Time:
Contractor (Who?)			
Type of work (What?)			

Risk analysis for work carried out at Continental by a contractor.

Work requiring a special permit:

		Type of work – Threat	P	C	R
Y	N	Work at heights, on roofs, scaffolding, and lifting platforms			
Y	N	Work where employees are at risk of being buried			
Y	N	Work in controlled zones where ionising radiation sources are present			
Y	N	Work in confined spaces – spaces (between fixed machine parts, in bins, silos, tanks, boilers, excavations, cavity holes)			
Y	N	Work in shafts, underground, and in tunnels (cable ducts)			
Y	N	Work involving high temperatures (including welding, grinding, hot gluing)			
Y	N	Work involving particularly hazardous chemicals (acids, alkalis, poisons)			
Y	N	Scaffolding construction, scaffolding work			
Y	N	Work involving flammable or explosive substances			
Y	N	Work on energised equipment (electricity, pressure), work near high voltage			
Y	N	Underwater work or work involving a risk of drowning			
Y	N	Assembly or disassembly of heavy structural elements			

Other types of work:

		Type of work – Threat	P	C	R
Y	N	Work under suspended loads			
Y	N	Work with mobile platforms, forklift trucks, cranes			
Y	N	Work in an unbreathable environment			
Y	N	Work in premises where production is running – mutual exposure to hazards			
Y	N	Working with pressurised equipment			
Y	N	Noise, vibration			
Y	N	Unsecured lowering/movement of machine parts (falling, rolling, sliding, oscillating, breaking off, flying off, pressurised)			
Y	N	Electromagnetic fields (high voltage fields, magnetic fields, high frequency fields) posing a threat to people with a pacemaker			
Y	N	Limited supervision/communication, remote workplace			
Y	N	Radiation (radioactive, laser)			
Y	N	Hot materials and surfaces			
Y	N	Dust, hazardous substances, gases, steam, smoke			

Other unlisted:

Y	N				
Y	N				
Y	N				

Necessary precautions

Y	N	A health and safety coordinator is essential (to be assessed by ESH)
Y	N	An OHS Plan must be prepared (to be assessed by ESH)
Y	N	Workspace must be separated from production: <input type="checkbox"/> fence, <input type="checkbox"/> plastic walls, <input type="checkbox"/> warning tape, <input type="checkbox"/> signage
Y	N	Precautions against falling: <input type="checkbox"/> of persons, <input type="checkbox"/> of equipment
Y	N	Measures during work stoppages: <input type="checkbox"/> access control, <input type="checkbox"/> cleaning of the area, <input type="checkbox"/> LOTO
Y	N	Measures for chemicals: <input type="checkbox"/> Storage <input type="checkbox"/> handling (ventilation, PPE, ...)
Y	N	On-site workplace inspection in collaboration with the responsible Contractor, including power lines (overhead lines) and piping
Y	N	Inspection on the opposite side of walls, floors and roofs on-site with the responsible Contractor during drilling,
Y	N	Use of LOTO locks
Y	N	Use of a gas detector after an explosion and oxygen related measures – as per fire department instructions
Y	N	Regular inspection of work equipment (e.g. electrical safety)
Y	N	Working in a group of two or more
Y	N	Supervisor availability <input type="checkbox"/> on site <input type="checkbox"/> Available within _____ minutes
Y	N	Other:
Y	N	Other:

Required PPE

Y	N	Safety footwear	Y	N	Helmet/reinforced cap	Y	N	Protective goggles
Y	N	Respirator	Y	N	Hearing protection	Y	N	Protective clothing – work trousers
Y	N	Disposable protective clothing	Y	N	Protective gloves	Y	N	Safety posture
Y	N	Welding hood/goggles	Y	N	High visibility jacket	Y	N	LOTO lock
Y	N	Other:	Y	N	Other:	Y	N	Other:

Required training – authorisations, qualifications

Y	N	Familiarisation with legal regulations and other regulations for ensuring safety and health protection at work, principles of safe work, principles of health protection at work, principles of safe conduct at the workplace and safe work procedures, in accordance with Section 7 of Act No. 124/2006, as amended.					
Y	N	Work at a height of 1.5 m or more above the ground using special climbing and caving gear					
Y	N	Assembly and disassembly of scaffolding	Y	N	Operating a hand-held chainsaw as part of other activities		
Y	N	Operation of motorised trucks	Y	N	Operation of selected construction machinery and equipment		
Y	N	LOTO	Y	N	Hazardous substances		
Y	N	Operation of a mobile and jib tower crane – crane operator					
Y	N	Handling and securing of loads – crane rigger					
Y	N	Operation of a motorised mobile work platform with a lift height of over 1.5 m – operator					
Y	N	Class I through V steam and liquid boiler operator					
Y	N	Repair, reconstruction and installation of reserved technical equipment (pressure, lifting, electric, gas)					
Y	N	Professional qualification to operate technical electrical equipment pursuant to Sections 20 to 24					
Y	N	Operation of dedicated gas technical equipment					
Y	N	Professional training of fire patrol members					
Y	N	Other:					
Y	N	Other:					

The work shall be permitted subject to the above conditions:

Person	Name	Mobile phone	Signature
Supervisor/Contractor			
ESH Officer			

Notes

- Only trained staff may enter the workplace
- The document certifying training related to potential hazards within the facility, provided to employees of external companies, must be duly signed by the responsible individuals from the external organisations.
- The telephone number of the company fire department for the permit: 042461 2223

Emergency Number (Internal): 042461 2222

Emergency Number (External):: 112

In addition to complying with our safety protocols, our contractors are expected to prioritise energy efficiency, employing energy-saving equipment and procedures. Minimisation of energy consumption, including electricity, gas, and compressed air, is obligatory. All unused electrical appliances and lights must be turned off once the work is concluded.

Risk assessment using the Simple Scoring Method

The Simple Scoring Method offers an easy-to-understand approach to evaluating risk levels. It is an effective method for analysing hazards in the workplace, serving as an initial step in implementing safety measures. This risk assessment employs a **numerical risk assessment matrix**, which defines risk using consequence and frequency values. The risk (R) is calculated as:

$$R = P \times C$$

P stands for the probability of risk occurrence and existence. This estimates the likelihood of an adverse event occurring, as well as its frequency. It is derived from the occurrence frequency of the risk scenario within the system being evaluated. The higher the exposure of an employee to risk factors, the greater the probability of risk.

Value	Probability	Frequency of occurrence	Temporal exposure to threat
1	very low	the phenomenon almost never occurs	an almost non-existent threat
2	low	the phenomenon is unlikely or possible	a very rare threat
3	medium	the phenomenon occurs sometime during the lifetime of the equipment or activity	a rare threat
4	high	the phenomenon occurs several times during the lifetime of the equipment or activity	a frequent threat
5	very high	the phenomenon occurs very often	a constant threat

C stands for the consequence, indicating the severity of an adverse event's outcome. This parameter assesses the degree of damage to the employee's health that would occur as a result of an adverse event caused by the hazardous condition.

Value	Consequence	Characteristics of the consequence
1	Negligible	less than minor injury, negligible system malfunction
2	Minor	minor injury, onset of an occupational disease or minor system damage, minor financial loss
3	Critical	severe accident, occupational disease or extensive system damage, production losses, major financial losses
4	Catastrophic	death as a result of an industrial accident or a total destruction of the system, irrecoverable losses



R signifies risk, which is the **resultant risk value** determined by combining the two factors – probability (P) and consequence (C). The risk value can range from a minimum of 1 to a maximum of 20.

Consequence/Frequency	1	2	3	4
1	1	4	6	12
2	2	7	11	13
3	3	10	15	17
4	5	12	16	19
5	8	14	18	20

In the Simple Scoring Method, the risk is categorised into four levels based on the scoring range. The resulting risk score indicates whether the risk is acceptable or if actions are needed to mitigate or eliminate the risk.

Scoring range	Risk assessment (criteria)	Requirement of safety measures
1–3	Acceptable	The system is safe, standard procedures are used
4–11	Moderate	The system is safe, conditional upon operator training, inspections, etc.
12–15	Undesirable	The system is hazardous and necessitates the implementation of both technical and organisational safety measures
16–20	Unacceptable	The system is unacceptable – immediate implementation of protective measures or system shutdown is required

The checklist is available in editable form

 		<h2 style="text-align: center;">Contractor Selection Checklist</h2>	
		Company name: _____	
	Assessment question	YES/NO	Additional information
Less complex services Service duration of less than 50 days or provision of simple services			
1	Have you implemented occupational health and safety training, including topics such as fire prevention, accident reporting, and safe conduct?		
2	Do you possess current certifications for ISO 45001 and ISO 14001 standards?		ISO 45001 – valid until: ISO 14001 – valid until:
3	Are your employees proficient in either the local language or English to the extent that they can perform their duties without the need for an interpreter? If not, please detail your plan to address this language proficiency issue.		
4	Have your employees undergone first aid training?		
5	Are you conducting Occupational Health and Safety (OHS) inspections and implementing corrective actions as necessary?		
6	Will you use the services of subcontractors?		
7	Have any state authorities identified any issues or imposed sanctions against your operations within the last five years?		
8	Have you previously undergone a contractor assessment, receiving a result <i>ranging from A to E</i> ?		Assessment result:
9	If you have received a C, D, or E assessment result in the past, please specify the reason.	-	
More complex services If the service duration exceeds 50 days, involves a permanent presence on the premises, or includes the provision of high-demand services			
10	Do you monitor accident rates? What is your current rate of workplace accidents? <small>Typically, this refers to the number of accidents resulting in absence from work, relative to the total number of hours worked.</small>		Accident rate:
11	Do you possess the necessary permits to perform specialised tasks, such as working on electrical equipment, welding, working at heights, or installing scaffolding? If applicable, please specify these permits and their expiry dates.		
12	Does your company employ dedicated personnel for occupational health and safety roles, such as a safety engineer, a health and safety manager, a company doctor, and so forth?		
13	Do you have a health insurance system in place?		
Implemented occupational health and safety programme with the following key features:			
14	Management commitment and expectations		
15	Employee engagement		
16	Manager, leader and employee responsibility		
17	Resources to fulfil OHS requirements		
18	Threat identification and control		
19	Working procedures and procedures for:		
20	LOTO (Lockout-Tagout)		
21	Enclosed premises		
22	Incident, accident and near miss recording		
23	Work at heights		
24	PPE		
25	Portable electric appliances/electric tools		
26	Safety protocols for means of transport		
27	Compressed air		
28	Electric industrial vehicles		
29	Cleaning/SS		
Education and development regarding occupational health and safety for:			
30	Supervision of contractors on-site		Frequency:
31	Employees		Frequency:
32	Newly hired		Frequency:
33	Subcontractors		Frequency:
Additional questions			
34	What process of corrective actions do you implement to address deficiencies in the area of occupational health and safety?		
35	What is your system for the inspection and maintenance of work equipment, such as forklift trucks, trucks, and cranes?		
36	When selecting subcontractors, do you consider Occupational Health and Safety (OHS) aspects akin to those detailed in this checklist?		

Occupational Health and Safety (OHS) Inspection Record – Checklist

Date of inspection:	Company:
Location:	Type of work:

To be inspected

OK	NOK	
<input type="checkbox"/>	<input type="checkbox"/>	Identification of contractor's workers – contractor's insignia
<input type="checkbox"/>	<input type="checkbox"/>	5S – Order in the workplace
<input type="checkbox"/>	<input type="checkbox"/>	Usage of Personal Protective Equipment (PPE) (including LOTO equipment), fire extinguishers, and other measures based on risk assessment
<input type="checkbox"/>	<input type="checkbox"/>	Availability of all necessary permits (e.g. risk assessment, work permit) and required certificates of worker qualification (e.g. welding licence, platform operator, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	Condition of machinery, tools, equipment
<input type="checkbox"/>	<input type="checkbox"/>	Availability of a first aid kit at the workplace

Findings:

SN	Deficiency	Remedial actions
1.		
2.		
3.		

Employee responsible for correcting the deficiencies:	
Deadline for rectification of deficiencies:	

Inspection conducted by:

Name and surname: _____ Signature: _____

Please forward the signed document to the OHS Department!

Contractor's Solemn Declaration

I, the undersigned (name and surname).....,

in charge of the management of employees / authorised to act on behalf of*

the company

do hereby solemnly declare that all individuals who will carry out work for our company, or on behalf thereof, at the Customer's premises as per the agreed contract or order:

1. Have received appropriate training on the rules outlined in Directive 53 – Rules for External Organisations, within the required scope and timeframe;
2. Have been adequately informed of the risks associated with the Customer's premises;
3. Possess the necessary medical and professional competence required to perform the tasks undertaken;
4. Hold all necessary authorisations (e.g. licences, certificates, etc.) for the performance of their work.

Date: _____

Signature: _____

Sample of the Contractor's OHS excellence certificate



Year

Certificate
**of excellence in the field of
OHS**

We would like to sincerely appreciate
Company name
and thank them for the outstanding
performance in the field of occupational
safety and health in while performing
work at Continental Púchov



In Púchov, dated

XY
Plant Manager

XY
Head of Purchasing

XY
Head of the ESH Department