



HEALTH, SAFETY & ENVIRONMENTAL GUIDELINES FOR PERSONS IN OFZ, a.s.

valid for all OFZ premises

ALCOHOL PENALTIES

For persons entering OFZ premises (including Main Gate)

- breath alcohol concentration ranging from 0.04 mg.l ⁻¹ to 0.14 mg.l ⁻¹ (0.06 ‰ to 0.30 ‰)	200 €
- breath alcohol concentration ranging from 0.15 mg.l ⁻¹ to 0.47 mg.l ⁻¹ (0.31 ‰ to 1.00 ‰)	500 €
- breath alcohol concentration over 0.48 mg.l ⁻¹ to 0.47 mg.l ⁻¹ (over 1.00 ‰) - refusing to take an alcohol breath test	500 € + permanent no entry into OFZ premises

A. Emergency Phone Numbers



Main Gate (SBS-VO) – 333,
Fire Alarm Office - 150



B. Safe Movement of Persons Within OFZ, a.s.

- Walk only along marked paths and pavements; do not walk outside these paths.
- Always walk along unmarked paths or pavements on the left side close to the road border, and follow safety instructions and traffic signs.
- Pay attention to traffic, stay away from material-handling activities including but not limited to loading and unloading, and machinery traffic while crossing the roads.
- Pay an adequate attention while crossing the road so that you, or other road users, are not a victim of accident, or are not injured.

C. General Safety Instructions

Even small accidents, incidents and/or injuries shall be reported to a responsible person in OFZ, a. s. Any safety pictograms shall be followed and observed. Any person under the influence of alcohol or drugs shall not be allowed to enter OFZ, a. s. Taking photographs in all areas within the company is permitted only with a prior consent of company's management.

D. Smoking, Open Fire & Fire Danger

Smoking is prohibited in all areas within the company. A written permission is required for works with an increased risk of fire including welding, cutting, grinding, etc.



E. Fire Protection Measures & Emergencies

Fire equipment, emergency exits, hydrants, and fire exit doors, shall not, at any time, be locked or blocked. In case of fire, please, follow the instructions of responsible person in OFZ, a. s., and use an emergency exit for evacuation from the areas threatened by fire. The assembly point is in this case located in front of the building or facility.



F. Environmental Protection

Follow environmental rules and regulations. Dispose of material in separate collection bins.



G. Personal Protective Equipment /PPE/

Use following PPE at manufacturing/warehousing areas:



H. Most Serious Additional Risks/Hazards

- Slipping/Falling:** on the floor, stairs, platforms, roads
- Overhanging Loads:** during moving the loads with crane, forklifts
- Pushing/Crashing:** with forklifts, vehicles, or other machineries
- Fall of Stockpiled Material:** ladles, boards, palettes, strips, coils, big bags
- Moving allowed only along:** marked pavements, platforms, roads



I. First Aid

If you need an attention, please, seek an advice of responsible person in OFZ, a. s. First Aid equipment is available at following places: main gate, central manufacturing hall vellum, individual central workplaces.

SAFE MOVEMENT GUIDELINES FOR PERSONS IN OFZ, a.s.

- 1) Pay attention to traffic and do not walk along the dangerous places on the inter-plant roads.
- 2) Walk only along the marked paths and pavements; do not walk outside of these paths.
- 3) Always walk along unmarked paths or pavements on the left side close to the road border.
- 4) Central roads from the main gate to OFZ sites and premises are marked with the pathways for pedestrians (the right side of the roads). Always walk along these marked pathways in both directions. Always cross the roads at the marked white & red crossings.
- 5) Pay an adequate attention while crossing the railways. Crossing the railways is allowed only with no locomotives, railcars, or rail vehicles around.
- 6) Follow instructions on traffic signs, safety signs, audio and light signals along any interplant roads.
- 7) Do not smoke while walking along the roads within OFZ, a. s.
- 8) Pay an adequate attention while crossing the road so that you, or other road users, are not a victim of accident, or are not injured.
- 9) Do not walk along and close to the places with material handling activities (loading, unloading), machinery movement, and running handling equipment.
- 10) Wear protective footwear with a stiff sole while moving in OFZ sites and premises. Employees shall use a specified Personal Protective Equipment.
- 11) Pay an attention to walking along the exterior paths and pavements during the winter due to the ground icing when there is a higher risk of slipping and falling.

Penalty Rates for Any Persons Within OFZ Sites and Premises

Penalty Descriptions	Penalty Rates for the First Violation	Penalty Rates for the Repeated Violations
Workers on Entry into OFZ sites and premises		
- breath alcohol concentration ranging from 0.04 mg.l ⁻¹ to 0.14 mg.l ⁻¹ (0.06 ‰ to 0.30 ‰)	35 €	35 €
- breath alcohol concentration ranging from 0.15 mg.l ⁻¹ to 0.47 mg.l ⁻¹ (0.31 ‰ to 1.00 ‰)	200 € + notification of serious work misconduct and possible dismissal	200 € + possible dismissal
- breath alcohol concentration over 0.48 mg.l ⁻¹ to 0.47 mg.l ⁻¹ (over 1.00 ‰)	Dismissal with an immediate effect (for OFZ worker)	
Suppliers/Contractor on Entry into OFZ sites and premises		
- breath alcohol concentration ranging from 0.04 mg.l ⁻¹ to 0.14 mg.l ⁻¹ (0.06 ‰ to 0.30 ‰)	200 €	350 €
- breath alcohol concentration ranging from 0.15 mg.l ⁻¹ to 0.47 mg.l ⁻¹ (0.31 ‰ to 1.00 ‰)	500 € + possible no entry into OFZ sites and premises	500 € + possible no entry into OFZ sites and premises
- breath alcohol concentration over 0.48 mg.l ⁻¹ to 0.47 mg.l ⁻¹ (over 1.00 ‰)	500 € + permanent no entry into OFZ sites and premises	
- refusing to take an alcohol breath test	500 € + permanent no entry into OFZ sites and premises	
Failing to use a specified Personal Protective Equipment or safety equipment, not following safety working procedures and QHSE regulations	33 €	66 €
Bringing alcohol into OFZ sites and premises	Worker: 300 € + possible dismissal Supplier/Contractor: 500 € + no entry into OFZ sites and premises	Worker: dismissal with an immediate effect
Speeding (or other traffic offences & violations)	20 €	33 €
Significant speeding (exceeding the speed limit by more than 20 km/h, very dangerous traffic offences & violations)	33 €	66 €
Conflicts with private security service workers	100 €	200 €
Unauthorized taking and carrying away of property (additional approval of superior workers are missing)	100 €	200 €
Unauthorized taking and carrying away of property (attempted theft)	Worker: dismissal with an immediate effect Supplier/Contractor: 500 € + no entry into OFZ sites and premises	
Violation of non-smoking policy	20 €	50 €
Smoking at sites or premises with a higher risk of fire or explosion	100 €	500 €

Note: Repeated violation means violation that occurred within 6 months from the first violation.