

COMPANY SAFETY RULES AND INSTRUCTIONS

In order to secure your safety, safety of others and fire protection, you are required to observe these basic safety rules and instructions, warning signs, information panels located at individual worksites and instructions issued by authorized employees of PARAMO, a. s., and of the security agency that secures protection and guard services of the premises.



SMOKING IS PROHIBITED ON COMPANY PREMISES

Smoking is prohibited in all areas of PARAMO, a.s.! The smoking prohibition (including electronic cigarettes) also applies to the cabins of vehicle and work machine drivers. The prohibition also applies everywhere where work with open flame is conducted, for example when welding etc. Commencing any work with open flame without an appropriately issued order is **strictly prohibited**.



USING MOBILE TELEPHONES

Using mobile phones at the locations and zones with explosion hazard, marked by warning signs, is prohibited in all areas of PARAMO, a.s. Any exceptions to this rule must be approved by the appropriate management employee of PARAMO, a.s.



PROHIBITION TO USE INDEPENDENT HEATERS

Using independent heating systems in the cabins of individual vehicles and work machines is prohibited in all areas of PARAMO, a.s.



PRIOR TO ENTERING COMPANY PREMISES, COMPLY WITH THE FOLLOWING STIPULATIONS

Taking pictures and video recording is **prohibited** in all areas of PARAMO, a. s. without approval by the Head of Safety Services Department. It is prohibited to consume alcoholic beverages, narcotics or psychotropic substances at worksites and, during working hours, even outside of these worksites, to enter company premises under their influence and to bring them on company premises. Persons who are present on company premises shall be obliged to submit to an alcohol-determination breathalyzer test if requested to do so.



CONDUCT ON COMPANY PREMISES

Wear your entry permit or company card **visible** at all times. When moving about company premises, use only the appropriate roads and adjoining sidewalks. When there is no sidewalk, walk on the left side of the road. When crossing railroad tracks, use only marked railroad crossing. When crossing railroad tracks, **observe all warning signals**. You are **forbidden** to enter worksites or areas **where you do not** work. Upon arriving to a given determined location, immediately report to a given worksite manager and follow his/her instructions. Request a **written approval or order** from the appropriate manager for every work **in advance**. Do not enter underground areas without approval – you could become intoxicated by toxic gases or vapors. Should you encounter an injury on the company premises, report it via telephone to the following phone numbers – 125 or 418 for Pardubice, **479* or 378* for Kolín**.

It is mandatory to use personal protection aids (especially protection helmets, work clothing and work boots). When entering/leaving areas with an explosion hazard marked EX, you have to use personal protection aids with **antistatic and non-flammable protection**.



DRIVING ON COMPANY PREMISES

Drivers are responsible for a safe operation of their respective vehicles. Driving on the company premises is governed by the Rules of the Road and by the following local regulations:

- Maximum speed of vehicles and work machines is 20 km/hour for the Pardubice premises and **30 km/hour for the Kolín premises***;
- Railroad crossings are not guarded by the employees of the company railroad siding – approaching trains are signaled only by acoustic signals;
- Railroad crossings are marked with the “Warning Cross” traffic sign for one or two-track railroad crossings without gates (other warning signs for railroad crossings stated in the Rules of the Road are not used on company premises);
- Maximum height of vehicles for passing under pipe bridges, product lines and cable bridges is 3.7 m for Pardubice and **4.2 m for Kolín***, unless specified otherwise by the appropriate traffic signs.



Vehicle or mobile work machine drivers are obliged:

- To yield to and clear way for firefighter vehicles and ambulances in action (i.e. when their warning signals are on).
- **Not to bring children under the age of 15 and animals** in their vehicles or work machines to PARAMO, a. s.
- To park at the loading or unloading locations or on other dedicated parking areas pursuant to the instructions of the security employees or authorized employees of PARAMO, a. s.
- **Not to enter** buildings or production facilities **without approval** by the appropriate manager.
- To request specification of a given transport route for transporting heavy or oversize cargo at the Transportation Department at the following phone numbers: 348 for Pardubice and **182 for Kolín***.
- Not to drag, even partially, long cargo on the road, for example, pipes, timber logs, etc.
- To comply with instructions issued by employees of the company’s security service, employees of the Transportation Department or Sales Department, OBS employees and employees of the firefighting unit of the company.
- **To immediately report** traffic accidents as well as any damages to traffic signs to the Transportation Department or, after 2.00 p.m., to the company control room at the following phone numbers: 418 or 451 for Pardubice and **378 for Kolín***.
- To immediately stop the vehicle and move it to the side of the road, turn off the engine and, if applicable, separate heaters, close the cabin window and wait for further instructions shall a leak of hazardous gases or vapors be signaled by light and acoustic warning signals.
- To use the prescribed protection aids when entering the company premises and during the entire time spent on the premises.
- Shall the vehicle be equipped with protection railing for its pumping opening, the driver shall be obliged to install it prior to commencing pumping.
- If the vehicle is equipped with wedges, the driver is required (if present at all times in the vehicle) vehicle before operation wedge.

These safety instructions are obligatory and you are obliged to comply with them! IMPORTANT TELEPHONE NUMBERS

Reporting Fire	150,	150*	Firefighting Unit	223	347*
HSE Department – OHS and Fire Protection	125	479*	Transportation Department	348	182*
Control Room Department	418, 451	378*	Road transportation Department	415	
Medical Assistance	385, 223	347*	PARAMO, a. s. HS – Pardubice	466 810 111	
			PARAMO, a.s. HS Kolín	321 750 111*	

* Red numbers apply to Kolín
Prepared by: OBS, December 2013