



# SAFETY RULES

To be observed on plant premises

On behalf of security of you, other persons and fire protection, follow these basic safety instructions, warning signs and informatory boards on the workplaces and instructions administered by the corresponding employees of PARAMO, a.s., and the security agency ensuring protection of the property.



## BAN ON SMOKING IN THE PLANT

Smoking is prohibited in all areas of PARAMO, a.s. The ban applies also to the open outdoor, cabins of vehicles and mechanical equipment. The ban further applies to the places where open fire is normally handled, such as to welding shops, etc. **It is strictly prohibited** to perform any work with open fire without a duly issued work order.



## USE OF MOBILE TELEPHONES

It is strictly prohibited in all areas of PARAMO, a.s. to use mobile phones in places and zones that present risk of explosion, which are labelled accordingly. Exceptionally, mobile phones may be used with the approval of the appointed official of PARAMO, a.s.



## BAN ON THE USE OF PRIVATE HEATERS

It is strictly prohibited in all areas of PARAMO, a.s. to use private heaters in the cabins of vehicles and machines.



## BEFORE ENTERING THE PLANT OBSERVE THE FOLLOWING REGULATIONS

It is **prohibited** in all areas of PARAMO, a. s. to take pictures or movies without a permit issued by Head of Safety and Internal Administration Department. It is prohibited to use alcohol or psychotropic and habitforming substances in workshops any time, and outside the workshops during working hours. It is further prohibited to enter the plant under the influence, or to carry such substances concealed. If requested, all persons in the plant must submit themselves to an alcohol breath test.



## STAYING ON THE PREMISES

Have your Visitor's ID Card always visibly displayed at all times. Use the roads and sidewalks when moving on the premises. Should there be no sidewalk, walk on the left side of the road. Cross railroad tracks, whether walking or driving, only at marked railroad crossings. When crossing the railroad track observe always **warning signals**. It is **prohibited** to walk in or drive into workshops or areas where **you have no assignments**. After having arrived at your designated place, report your arrival to the respective supervisor immediately, and follow his directives. Request a **written permit or work order** for each assignment from the competent supervisor. Do not enter subterranean premises without permit; you could expose yourself to dangers of toxic gas or vapor poisoning. Report any injuries that you would suffer in the plant by phone, ext 135, 125, 418 or **479\***. **Personal safety equipment must be worn, particularly head covers**. Only enter zones with explosion risk (labelled EX) wearing protective **work clothing and protective equipment with antistatic and fireproof protection**.

\* red numbers in Kolin only

## DRIVING IN THE PLANT


A car driver is held responsible for safe driving in the plant. Driving on the roads in the plant is governed by the Highway Code, as well as by the following locally applicable regulations:



- The maximum allowed speed of a car or mechanical equipment is 20 km per hour, **30 km per hour**;
- Railroad crossings are not supervised by the employees during shunting. A shunting train sounds only an acoustic **warning signal**.
- Railroad crossings are marked by the "**Warning Cross**" road sign only, indicating a single-line or a multiple-line crossing without the gate (other warning signs related to crossings and included in the Highway Code are not used within the plant).
- The maximum vertical clearance under pipe bridges, product pipelines, and cable benches is 3.7 m, **4.2 m**, except when alternatively set by signs.



### The driver of a car or a mechanical equipment

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- must give way and clear the road for the fire truck and/or the ambulance on the way to a scene of accident (warning signals are sounded);
  - must not bring children up to 15 years and animals in the vehicle or in the mechanical equipment to PARAMO, a.s.;
  - must park on the loading and unloading places or on the designated parking sites or according to instructions of security employees or responsible employees of PARAMO;
  - **must avoid driving** into buildings or factory areas without a permit issued by the respective supervisor;
  - must request a route description for the transportation of heavy or large loads from the Transport Department on phone ext. 167, **182**;
  - may not drag long loads such as pipes, round timber, etc. on the road even partially;
  - must respect instructions given by the plant's security staff, the Transport Department and the Sales Department, and the Administration Department (security, fire prevention and work safety);
  - **report immediately** any road accident even damage to a road sign to the Transport Department, after 2 p.m. to the Company Central Information Department on phone ext. 418, or 451, **378**;
  - should the sound and light warning system signal a leak of dangerous gases and vapors, the driver must stop, park the car on the roadside, turn off the engine and/or his heater, close the cabin windows; remain in the car, and wait for further instructions.
  - when tapping inflammable fluids of Danger Classes I and II and when in zones with explosion risk (labelled EX) wearing protective **work clothing and protective equipment with antistatic and fireproof protection**.

**These safety instructions are mandatory for you and you must observe them.**

### IMPORTANT TELEPHONE NUMBERS

Fire reporting	150, <b>150</b>	Fire and rescue brigade	223, <b>347</b>
Work safety and Internal Administration Dep	135, 125, <b>479</b>	Transport department	467, <b>182</b>
Central information	418, 451, <b>378</b>	Road transport	146
Medical assistance	385, 223, <b>150</b>		
PARAMO, a.s.	466 810 111		