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ORLEN Unipetrol RPA s.r.o. - POLYMER INSTITUTE BRNO, branch

SAFETY RULES FOR EMPLOYEES OF OTHER ORGANISATIONS

Approved by:

Head of the PIB branch

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Prepared by
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List of changes

Change number	Page number		Subject of change	Effective from	Approved (position, signature)
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Note: Change management is carried out in accordance with Directive 821.

Contents

List of changes	2
Contents	3
1 Purpose	5
2 Scope	5
3 Terms, definitions and abbreviations	5
4 Safety rules for employees of other organisations	7
4.1 Basic provisions	7
4.2 Basic safety rules (hereinafter referred to as LSR - Life-Saving Rules)	8
4.3 Prohibited activities on the PIB premises	9
4.4 Conducting activities	11
4. Movement and driving in the PIB premises	13
4. Transport of dangerous goods	14
4. Emergencies, accidents at work, reporting and investigation of causes	14
4. Employee qualifications	14
4. Environmental protection	15
4 Control	18
5 Responsibility	20
6 List of related documents	20
Annex A Binding instructions – information on risks and measures taken to protect employees of other employers against their effects	222
Annex B Protocol on the handover and takeover of the workplace – construction site to the contractor	26
Annex C Minimum OHS and fire safety requirements for workplaces designated in the protocol	299
Annex D Order for the determination of special fire/safety measures	333

Annex E	Fire alarm guidelines	355
Annex E.1	Fire alarm guidelines – Tkalcovská 36/2	355
Annex E.2	Fire alarm guidelines – Cejl 62b	366
Annex E.3	Fire alarm guidelines – Cejl 64	377
Annex F	HSE sanctions	388
Annex F1.	HSE sanctions – in the field of occupational health and safety and fire protection (hereinafter referred to as OHS and FP)	40
Annex F2.	HSE sanctions – in the area of environmental protection (hereinafter referred to as EP)	433
Annex G	Proposal for the application of sanctions	466
Annex H	Record of familiarisation of the contractor's employees and subcontractors' employees with the relevant binding standards and information	477

1 Purpose

The Directive sets out rules to ensure occupational health and safety, fire protection, prevention of serious accidents, safety during the transport of dangerous goods (hereinafter referred to as "safety"), protection of property and protection of the environment applicable on the premises of ORLEN Unipetrol RPA s.r.o. – POLYMER INSTITUTE BRNO, a branch plant, and in other premises under their management, and rules for the application of sanctions for violations by external entities.

2 Scope of validity

The document is valid for the following designated companies/branches:

- ☐ ORLEN Unipetrol RPA s.r.o. ☐ BENZINA, branch
- ☒ POLYMER INSTITUTE BRNO, branch

The guidelines are intended for all legal entities and natural persons of other organisations who:

- are authorised to be present or perform any work for the company on the basis of a relevant contract or one-off order,
- make a tangible investment for the company,
- have leased any property (workplace) or land (area) on the basis of a relevant commercial contract and use it for their business activities.

The directive is available to other persons via the Internet:

<http://www.unipetrolrpa.cz/CS/sluzby-areal/chempark-zaluzi/Stranky/zavazne-normy-a-informace.aspx> in the section POLYMER INSTITUTE BRNO, branch.

3 Terms, definitions and abbreviations

ADR	- European Agreement concerning the International Carriage of Dangerous Goods by Road
AS	- Sanction administrator - employee of UBEZ, OFSP
BA	- Security agency providing contractual protection of the premises
BOZP	- Occupational health and safety
ČSN	- Czech state standard
DSBZ	- Department of Building Management and Equipment Maintenance
HSE	- Health, Safety and Environment
Fire	- Fire and Rescue Service
ISPOP	- Integrated System for Reporting Obligations
IRZ	- Integrated Register of Environmental Pollution
LPP	- Medical preventive examination
LSR	- Basic safety rules (Life Saving Rules)
NL	- Hazardous substance
MU	- Emergency
PPE	- Personal protective equipment
OFSP	- PIB Administrative Department - HSE&Q Specialist, responsible for activities related to the environment
PO	- Fire protection

PZH	- Prevention of serious accidents
UBEZ	- Safety Department
UKOB	- Control and Security Department
ZERO	- Application containing a database of extraordinary events (DMU) and a database of field inspections (DTK) - reporting, recording, investigation and documentation of causes at ORLEN Unipetrol RPA s.r.o.
ZZS	- Emergency medical service
Ž	- Environment
PIB premises	- The Company's premises and other related areas owned, used or managed by the Company.
Other organisation	- Contractor, tenant
Extraordinary event	- An undesirable event limited in time and space, resulting in a threat to or damage to the health or life of persons, property, the environment or the working environment.
Lessee	- A natural or legal person using the leased property in the manner specified in the contract or using the leased property
Dangerous items	- Substances and items that are excluded from transport under the ADR/RID agreement or that are permitted to be transported under the conditions specified in these regulations (under the Company's conditions, these are hazardous chemicals, preparations and hazardous waste permitted for transport under ADR/RID)
Dangerous substance	- A selected chemical substance which, alone or in combination with another substance, exhibits one or more hazardous properties classified under the Chemical Substances Act which, due to these properties and quantities, could cause danger or damage to the health or life of persons, living organisms, the environment or property. From the perspective of Act No. 254/2001 Coll., the Water Act, as amended, substances that are harmful are also considered hazardous substances.
The customer	- Designated representative of the Company for communication with the contractual partner and contractor
Protective equipment	- Mechanical, electrical, electronic or other similar equipment used to ensure safety and protect the life and health of persons
PIB/Company	- ORLEN Unipetrol RPA s.r.o. – POLYMER INSTITUTE BRNO, branch plant; Tkalcovská 36/2, 602 00 Brno
Work accident	- Any damage to health or death caused to a person by an accident, independently of their will, by a short-term, sudden and violent external influence while performing work tasks or in direct connection with them
Company premises	- Production and non-production premises owned by ORLEN Unipetrol RPA s.r.o. – POLYMER INSTITUTE BRNO, branch plant
Submitted by	- Operational employees, managers at all levels of management, persons arising from contractual relationships, persons equipped with an ID card, and occupational safety inspectors at the basic trade union organisation
Reflective vest	- High-visibility safety element designed to protect road users and complying with European standards (832701) ČSN EN ISO 13688 and (832820) ČSN EN ISO 20471, protection class 2 or 3
Contract	- A representative of the Company's department who has concluded a relevant commercial contract with another organisation, or a representative of a unit for which another organisation performs activities on the basis of this contract

Production facility/equipment	- premises for the production of additive concentrates and logistics premises - warehouse and dispatch of production
Employees of other organisations	- Employees of other organisations, their suppliers and subcontractors, visitors, etc.
Contractor	- The candidate selected to carry out the contract

4 Safety rules for employees of other organisations

4.1 Basic provisions

4.1.1 Management of activities

Other organisations are obliged to ensure safety and environmental protection and to carry out work in accordance with the provisions of generally binding legal regulations and other regulations, technical standards and relevant commercial contracts concluded with the company. All persons present on the PIB premises with the knowledge of another organisation shall be regarded as employees of that organisation (visitors, subcontractors, self-employed persons, etc.). The other organisation shall be fully responsible for their activities, including the demonstrable transfer of the obligations and requirements set out in this directive and the related documentation.

Note:

- ČSN or parts thereof containing technical requirements for products and equipment operated or put into operation at the PIB premises and technical and organisational measures to ensure occupational health and safety are binding in their entirety for the determination of minimum basic technical and safety requirements (this does not apply to the quality of chemical products and test methods).

Other organisations are obliged to ensure that all activities are managed by demonstrably responsible persons and are organised and carried out in such a way as to protect other persons moving within the PIB premises. Before commencing work, they are obliged to submit the structure of their subcontracts (number and activities) to the contractual partner.

When performing work for the Company, each work group/work team shall have a designated manager/foreman (or other authorised person) who is responsible for managing the work group during work activities and is present at the workplace while the work is being performed. Furthermore, the contractor is obliged to ensure that each such work group, if composed of members of a nationality other than Czech or Slovak, is supervised by an employee who speaks Czech or Slovak and can thus facilitate the necessary transfer of information with regard to the specified requirements.

In the case of investment projects for the Company, a professionally qualified person in risk prevention must be appointed to deal with safety issues and a professionally qualified person in fire protection must be appointed. A sufficient number of professionally qualified persons in risk prevention must be provided, with at least one person for every 50 persons from another organisation. Professionally qualified persons must be familiar with the safety standards applicable in the Company and the relevant legislative and regulatory requirements.

Other organisations are also obliged to:

- ensure that their employees and subcontractors are properly familiarised with the relevant binding standards and information applicable to the PIB premises,
- immediately inform the Company and the client in a demonstrable manner of any deficiencies and defects found at workplaces and in rented premises, the removal of which is not within their competence under the contract or generally applicable regulations,
- to respect the safety and emergency information system at the PIB Premises, i.e. information and safety signs, radio broadcasts, siren signals, the premises' public address system, instructions from operational staff, control and rescue services, etc.,
- inform the OFSP in advance in writing, through the client, if carcinogens, mutagens or substances toxic to reproduction are to be handled on the premises or if work is to be carried out on the premises with the company's own sources of ionising radiation, and notify the OFSP of the termination of such activities,

- ensure that their employees undergo testing (examination) for the presence of alcohol or other addictive substances, organised and carried out by designated employees of the Company or BA employees,
- after completion of the activity, restore the workplace (construction site) to its original condition and hand it over to the contractual partner via a workplace handover protocol (see Appendix B),
- ensure that work procedures are drawn up for the activities performed and that hazards are identified and the risks of possible danger to life and health are assessed,
- ensure that fire supervision during work with an increased fire risk – special fire/safety measures – is carried out by a person designated in advance with written rights and obligations for the nature of the work.

4.1.2 Equipment and identification

Other organisations undertake to operate only such machinery and equipment that complies with its design, design and technical condition with generally applicable legal regulations and the Company's organisational and management standards, and only for the purposes for which they are technically suitable and in accordance with the conditions specified by the manufacturer and technical standards and in a manner appropriate to the space in which they are located/used.

Other organisations are also obliged to:




- maintain order and cleanliness in buildings, at the workplace (construction site), guard or otherwise secure the aforementioned buildings and property,
- ensure permanent access to all fire protection equipment and fire safety devices (including outdoor supply points and permanent access for mobile fire-fighting equipment).

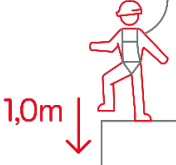



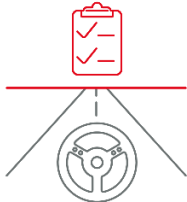
All vehicles and equipment (containers, cells, switchboards, welding kits) shall be marked with the logo or name of the owner (other organisation) or the organisation using them for the given activity (in the case of rentals).

4.2 Basic safety rules (hereinafter referred to as LSR - Life-Saving Rules)

In order to eliminate fatal or other serious accidents and damage at the Company, the following LSR apply. Each rule is accompanied by examples of violations, which are not exhaustive and are only indicative, as the assessment of each specific situation is always decisive.

Table 1 – Basic safety rules – LSR

<p>1.</p> 	<p>Work must always be carried out after the contractor's employees and subcontractors' employees have been familiarised with the relevant binding standards and information, including the content of Directive 402/3 "Safety rules for employees of other organisations".</p> <p><u>Violation:</u></p> <p>Familiarisation did not take place!</p> <p>The record of familiarisation was not handed over to the client before the start of work!</p> <p>The work performed is outside the scope of the work (location, activity)!</p>
<p>2.</p> 	<p>Work must always be carried out on properly secured equipment.</p> <p><u>Violation:</u></p> <p>Failure to secure operational energy sources and media that may affect the workplace!</p>
<p>3.</p> 	<p>Work in hazardous areas must always be carried out safely.</p> <p><u>Violation:</u></p> <p>Working in hazardous areas in violation of the risk analysis!</p>

	<p>Working in a metal container with electrical equipment or lighting with a voltage greater than 50 V without an isolating transformer or other current protection!</p> <p>Work without supervision at the entrance!</p> <p>Failure to carry out the prescribed air monitoring!</p>
<p>4.</p> 	<p>Work at heights above 1 m and above free depths must always be carried out with the use of collective or personal fall protection equipment.</p> <p><u>Violation:</u></p> <p>Work/movement of persons without safety measures at a height of 1 m above the surrounding ground level or above an unprotected drop!</p>
<p>5.</p> 	<p>Lifting work must always be carried out safely.</p> <p><u>Violation:</u></p> <p>Moving under suspended loads!</p> <p>Treading on underground infrastructure construction sites!</p> <p>Use of hooks without a safety system!</p> <p>Use of damaged slings during lifting!</p> <p>Unrestricted or otherwise unprotected crane operating area during work!</p> <p>Lashing of loads by persons without the relevant expertise!</p>
<p>6.</p> 	<p>No smoking throughout the premises except in designated areas.</p> <p><u>Violation:</u></p> <p>Smoking outside areas marked "Smoking permitted"</p>
<p>7.</p> 	<p>No entry or work under the influence of alcohol or other addictive substances.</p> <p><u>Violation:</u></p> <p>Working or entering the premises under the influence of alcohol or other addictive substances!</p>
<p>8.</p> 	<p>When driving a car, safety regulations must be observed.</p> <p><u>Violation:</u></p> <p>The driver of a motor vehicle and any passengers must wear a seat belt while the vehicle is in motion, if the seat is equipped with one!</p> <p>The driver must not hold a telephone or other communication or recording device in their hand or in any other way while driving the vehicle.</p> <p>Failure to comply with the speed limit on the premises!</p>

4.3 Prohibited activities on the PIB premises

The following is prohibited on the PIB premises:

- consume alcoholic beverages and abuse other addictive substances or enter the premises under their influence,

- smoking outside designated areas marked with a sign saying "Smoking permitted" (the ban also applies in the cab of a motor vehicle and in areas where work with fire is permitted under a valid permit) and in areas where non-smokers are also exposed to smoke. The use of so-called "electronic cigarettes" is also considered smoking,
- use open fire without a valid permit (the ban also applies in the cab of a motor vehicle),
- using electric heating appliances without the consent of the customer,
- using electric heating appliances in vehicle cabins,
- carrying out any manipulation of equipment or using the Company's equipment without permission,
- store dismantled or other material in passageways and on roads, within 3 m of hydrants, on sewer manholes and on cable routes,
- leave material on elevated workplaces without securing it against falling,
- leaning objects against parts of production equipment, railings or other unstable objects,
- film or take photographs without the prior written consent of UKOB and without ensuring the local conditions for this activity (e.g. work permit, supervision by a Company employee, etc.),
- exceed the load capacity of floors, grating floors, scaffolding and other structures,
- leaving any holes or depressions (if, for example, a grating section in the floor, a cover over a channel, a sump, an assembly opening, etc. had to be removed during work) without secure protection or permanent supervision, even during work breaks,
- enter or insert hands behind safety barriers or covers unless the machine (equipment) is at a standstill and properly secured against accidental start-up,
- throw any objects or materials from a height, unless otherwise specified in the work (technological) procedure or other document,
- use electronic devices (mobile phones, portable radio receivers, video cameras, cameras, etc.) without the appropriate work permit in designated areas with a risk of explosion, including devices intended for use in such areas,
- use private devices that reduce the ability to hear the surrounding environment (e.g. headphones connected to mobile phones and music players),
- use means other than those designated for this purpose to raise the workplace or to climb to an elevated workplace,
- store, transport or move objects without securing them against falling or rolling,
- walk or work under suspended loads or remain in their dangerous vicinity,
- spill petroleum products, thinners, paints, volatile substances, oils and other substances causing water contamination into drains, waste containers or onto the ground,
- cleaning (e.g. with pressurised water, air, or by beating, scraping, brushing, etc.) without using appropriate eye protection,
- cleaning parts of the body with compressed air or pressurised water,
- washing and cleaning clothing and other textiles in any flammable liquids,
- putting down or hanging personal equipment and items on machines and other production equipment,
- grinding/cutting with an angle grinder without using a face shield,

- step into puddles of liquids located under production equipment or in open areas, unless the nature of the substance is obvious to employees and employees are equipped with appropriate personal protective equipment,
- leave waste lying around outside sealable waste containers,
- using liquids (cleaning, disinfecting, thinners, etc.) in containers other than their original packaging,
- keep and feed animals and bring them here,
- use fire hydrants for purposes other than firefighting.

4.4 Performance of activities

4.4.1 Risks of potential threats to safety and health

Risk assessment by other organisations

Other organisations within the PIB premises are required to inform the Company in writing prior to commencing any activities on the premises of the risks arising from the nature of their activities that may endanger the safety and health of persons authorised to move and stay on the premises. The manner, scope and form of providing written information on risks arising from the activities of other organisations performing work for the Company shall be specified in the relevant commercial contract.

Before each job, the senior employees of other organisations shall assess the risks associated with the work to be performed, including the possible endangerment of other persons present in the area where the work is to be performed. They shall demonstrably familiarise all persons affected by the work with these risks. They shall notify the person coordinating the activities of these risks and their elimination.

Risk assessment of the Company

The Company's risks and measures shall be communicated to other organisations in electronic form, through concluded contractual relationships and when familiarising themselves with the Binding Standards and information applicable to the PIB Site.

These include:

- Binding instructions "Information on risks and measures taken to protect employees of other employers against their effects" (Appendix A Binding instructions - information on risks and measures taken to protect employees of other employers against their effects).
- Risks relating to specific equipment and its immediate condition at a specific time.

4.4.2 Personal protective equipment


The use of personal protective equipment is based on the risks of specific work and the designation for individual workplaces and premises of the Company, and employees of other organisations are required to use it.






The PIB premises are divided into the following sections: chemical laboratories, non-chemical laboratories, production and storage areas, and administrative areas (PPE is only required when performing work activities that require PPE).

The use of PPE is generally not required in administrative areas and when moving around on roads outside production and storage areas, laboratories and equipment maintenance workplaces.

The Company prohibits the use of PPE with short trousers by other organisations.

Table 2 – PPE standard at ORLEN Unipetrol RPA s.r.o. – POLYMER INSTITUTE BRNO, branch plant

Hazard / Risk	PPE	Standards	Note	Pictogram
Danger of burns, danger of clothing catching fire	Antistatic clothing with reduced flammability	ČSN EN 1149-5, ČSN EN ISO 11612	Recommended minimum weight 200-220 g/m ²	

Hazard / Risk	PPE	Standards	Note	Pictogram
Risk of foot injury (slipping, twisting, falling load)	Safety footwear, antistatic, category S1	ČSN EN ISO 20345:2023	- low shoe - sandals: laboratories and storage areas	
Risk of head injury (falling loads, low ceilings).	Protective helmet, antistatic with chin strap	ČSN EN 397+A1, ČSN EN 50365	- with more than 2 attachment points - for industrial use	
Risk of eye injury (r gas emission, particles, fire)	Protective work goggles with side shields	ČSN EN 166, ČSN EN 170	Alternatives: goggles, shield, protective prescription glasses. Eye protection (goggles) is not necessary when using a welding helmet or protective shield.	
Risk of hand injury	Protective work gloves	According to workplace hazards: - ČSN EN 388+A1 mechanical risks - ČSN EN 407 protection against heat and fire - ČSN EN 374 protection against chemical and biological risks + specifications in BL	Gloves can be removed during activities where hand sensitivity/good grip properties must be maintained or where their use would pose an additional risk (rotating machines).	
Risk of hearing damage	PPE for hearing protection	ČSN EN 352-1 ČSN EN 352-2	Ear muffs or earplugs with a minimum attenuation characteristic of 20 dB in the standby position	

4.4.3 Conditions for performing activities

Work must not commence without meeting the requirements for ensuring occupational health and safety and fire protection during work.

Further requirements are specified in the related documentation, in particular the following directives:

- Directive 429 "Work in hazardous areas",
- Directive 420 "Work at heights",
- Directive 427 "Portable ladders",
- Directive 425 "Use of temporary structures (scaffolding)"
- Directive 418 "Safe operation of machinery, technical equipment, instruments and tools".

4.4.4 Requirements and information in the field of occupational health and safety

Every employee of the contractor is obliged to take care, to the best of their ability, of their own safety and health and of the safety and health of persons directly affected by their actions.

Any manipulation of equipment without the knowledge and consent of the head of the relevant workplace or the responsible employee of the company is prohibited.

Each employee of the contractor is obliged to comply with all prohibitions, orders and instructions in accordance with the prohibition, command, warning, information and other safety signs and labels located at the workplace.

The contractor's employees are prohibited from performing any activities on the Company's premises that are not related to the performance of their work activities, and from bringing into the Company's premises or using any electrical appliances that are not absolutely necessary for the performance of the agreed task.

The contractor is obliged to maintain all equipment, tools, instruments and devices brought onto the premises in good technical condition and to subject them to the specified inspections (upon request by the responsible employee of the Company, the contractor is obliged to prove that these have been carried out).

The contractor's employees are not allowed to enter premises and buildings where entry is not necessary for the performance of their agreed work.

It is prohibited to enter roofs, walkways or descend into enclosed spaces unless necessary due to fire, accident or work being carried out. Work at heights must be carried out in accordance with Directive 420 "Work at Heights" and Directive 425 "Use of Temporary Structures (Scaffolding)".

After completion of work, all protective equipment must be restored to its original condition (properly installed) if it was necessary to remove such protective equipment during the work.

During work on the equipment, the work area must be secured for the entire time that the protective equipment is out of service for the reasons mentioned above. If it is necessary to leave the hazardous area at the work site even when work is interrupted, the barriers must be marked with a sign indicating who placed the sign, including their telephone number and the reason for the work.

Any damage to the Company's equipment (if it cannot be restored to its original condition) must be reported immediately to the contractual partner/customer, including damage not caused by their own activities.

4.4.5 Fire safety requirements and information

Every employee of the contractor is obliged to act in such a way as to prevent the outbreak of fire, especially when handling open flames, using thermal, electrical, gas and other appliances, and when handling flammable or fire-hazardous substances.

Every employee of the contractor is obliged to familiarise themselves with the evacuation routes, the posted fire alarm guidelines, fire regulations and evacuation plans.

During their work, the contractor's employees are obliged to maintain free access to fire extinguishers and fire safety equipment, first aid equipment, main energy shut-off valves and to keep escape routes and exits clear. Fire extinguishers must not be moved, damaged, stolen or otherwise misused.

Welding and other fire-hazardous work may only be carried out with the consent of the responsible employee of the Company after the conditions set out in TOP 019 (S0603) Fire safety conditions for welding and other fire-hazardous work have been met.

In connection with firefighting, everyone is obliged to:

- take the necessary measures to rescue endangered persons,
- extinguish the fire, if possible, or take the necessary measures to prevent its spread, immediately report the fire in accordance with the Fire Alarm Directive to the Fire Reporting Centre (Company reception)

4.4.6

First aid must be provided immediately by all persons present (unless this endangers their own safety or health) using all available means until the injured person is handed over to the fire brigade, which provides first aid and calls the emergency medical services if necessary. First aid must always be focused on maintaining vital functions. The emergency medical service can be called on 155 or 112.

4.5 Movement and driving in the nd PIB premises

Arrival at and departure from the workplace is only permitted through the Company's official entrance gates (gate no. 1) upon presentation of a personal ID card or other document authorising entry to the PIB premises. Any other means of entering or leaving the PIB premises is prohibited.

Employees of other organisations are only authorised to use the premises and communication routes defined in the framework of concluded contractual relationships, i.e. premises designated for the performance of work and access to them. When entering the premises and buildings, only designated routes, entrances and exits may be used.

Passageways and gateways to the PIB premises are governed by Directive 136 "Entry and access to the premises of Polymer Institute Brno, branch plant".

4.6 Transport of dangerous goods

The transport of dangerous goods (including hazardous waste) in the PIB premises is governed in full by the relevant legal regulations, Annexes A and B of the European Agreement concerning the International Carriage of Dangerous Goods by Road (ADR), and other requirements set out in this directive for the premises.

The contractor must comply with all requirements arising from Directive 433/6 "Transport of dangerous goods in pieces subject to the Agreement on the International Carriage of Dangerous Goods by Road (ADR Agreement)".

4.7 Emergencies, accidents at work, reporting and investigation of causes

If an employee of another organisation detects a threat of an emergency situation or an emergency situation at the PIB premises, they are obliged to report this immediately to the contractual partner/client. At the same time, they are obliged to take steps to minimise the consequences of the emergency situation within their capabilities. They shall also report the incident to their superior.

Furthermore, they are obliged to proceed in accordance with the Fire Alarm Guidelines (see Appendix E) in the event of:

- fire or explosion, call the Fire and Rescue Service,
- accident (if required by the nature of the injury), call the emergency medical service to provide first aid.

If an emergency occurs in the area of activity of another organisation, that organisation is obliged to ensure the proper conduct of the investigation by:

- secure witness statements from its employees present at the incident,
- appoint, if necessary or requested, a representative to the commission set up to investigate the causes of the incident,
- provide the investigator or commission investigating the causes of the accident with the necessary materials, documents, records, test reports, etc.,
- cooperate with the investigator/chair of the investigation commission to clarify the causes of the accident, participate in proposing corrective measures and their implementation, if necessary.

4.8 Qualifications of employees of the

The basic qualification requirement is that all persons from other organisations involved are familiar with the risk assessment, the measures taken and the behaviour to be adopted in the event of an emergency, including the specific duties of individuals.

The contractor shall ensure that any work is carried out only by persons with the appropriate professional and medical qualifications.

Work for which professional or special professional qualifications are required by law may only be performed by persons who hold a valid certificate of professional or special professional qualification.

The Contractor shall ensure that all its employees and subcontractors are demonstrably familiar with the relevant binding standards and information for the PIB Site provided by the Company prior to the commencement of work and at intervals specified in Table 3.

The contractor is obliged to hand over the records of acquaintance and attendance sheets to the client in person at the reception of POLYMER INSTITUTE BRNO before commencing work, or to send them by email to safety.training@orlenpolymer.cz before commencing work. The records are stored by a DSBZ employee who keeps a register of them.

Table 3 – Qualification matrix

Role	Trainer	Training content	Method of knowledge verification	Validity	Proof of training
Contractual partner	Self-study	This guideline	Without verification	Until the directive is amended	DOK-SYSTEM
Contractor	Self-study	This directive	Oral	2 years or until the guideline or standard is changed	Attendance sheet - Appendix H
Employees of the contractor	Contractor	This directive	Verbally	2 years or until the standard is changed	Attendance sheet - Appendix H
Subcontractors	Contractor	This guideline	Verbal	2 years or until the standard is changed	Attendance sheet - Appendix H

4.9 Environmental protection

Costs or damages incurred by the contractual partner in connection with the disposal of waste generated by the activities of other organisations shall be recovered from these organisations, unless otherwise specified in the contract.

Other organisations are obliged to comply with the provisions of the contract when handling soil during investment construction and repairs.

In the event of an accident that may endanger or impair the quality of groundwater or surface water or the rock environment, other organisations are obliged to immediately remove the causes of the accident and its harmful consequences or at least minimise these consequences in accordance with the applicable legislation (Water Act No. 254/2001 Coll., as amended). They are also obliged to proceed in accordance with Directive 0206 "Water Protection" and report the accident to the OFSP.

4.9.1 Handling of water, hazardous substances and protection of water against pollution .

Other organisations are obliged to comply with the following when handling water:

- take water at the location, frequency and in the manner specified in the supplementary agreement, discuss any unplanned water withdrawal in advance with the relevant OFSP and DSBZ employee,
- discharge wastewater into the sewerage system only at the location and in the manner specified by the OFSP and DSBZ, and prohibit its unauthorised disposal within or outside the PIB premises,
- operate only such technological equipment at their workplaces and carry out only such activities in the field of water management that have been duly discussed with the relevant departments of the Company (DSBZ and OFSP),
- ensure the protection of surface and groundwater quality during the preparation and implementation of investments, use equipment, work procedures and techniques for handling NL that are also suitable for the protection of surface and groundwater quality and the rock environment,
- inform the sewerage operator, DSBZ and OFSP in advance (at least 7 working days) of any significant change in wastewater abstraction or discharge and request their consent,
- allow the maintenance of water meters and other equipment necessary for water management in the buildings/premises used, allow the inspection of the premises and land used to verify that the handling of hazardous substances complies with applicable legislation and internal guidelines, and provide the necessary documentation for inspection.
- during the construction or reconstruction of buildings, ensure, with the consent of the DSBZ, their water supply and discharge of waste water into the sewerage system so that the quality of surface and groundwater and the rock environment is not endangered

- keep operational records of water management and retain all documentation related to the records for a period of five years.

When handling substances hazardous to water, other organisations are obliged to handle NL only on paved and water-managed areas, not to endanger the quality of water in the sewerage system and not to endanger the quality of surface and groundwater and the rock environment. To this end, they are also obliged to:

- ensure that handling areas are located at a sufficient distance from the inlet of a unified sewerage system, watercourse or open water pipe to prevent the escape of NL into water,
- locate facilities where hazardous substances are handled in such a way as to prevent unwanted leakage of hazardous substances into the surrounding terrain or surface and groundwater, or their unwanted mixing with waste water or rainwater,
- secure NL storage facilities with impermeable barriers to prevent NL from leaking into groundwater and the rock environment (e.g. impermeable wall plinths and raised thresholds at entry points), equip them with emergency response equipment to collect any spills and leaks during handling (e.g. containers to collect spilled NL, sorption agents, etc.) and suitable means for first aid and personal decontamination,
- label NL storage areas according to the type of NL stored and secure them against unauthorised access, damage and possible misuse,
- store hazardous substances so that they cannot be confused with other stored hazardous substances,
- secure places where spills and leaks may occur during handling of hazardous substances with collection containers or collection and emergency sumps and suitable sorbents,
- check the technical condition of the storage facilities at least once every 6 months and the technical condition of the sumps and handling areas where hazardous substances are handled at least once a year. At least once every 5 years (unless otherwise specified by technical standards or the manufacturer), test the tightness of equipment (pipes or tanks intended for the storage or transport of hazardous substances to water) and, if deficiencies are found, repair them without delay,
- carry out preventive searches for risks of NL leaks into the environment, assess their danger and implement corrective measures to eliminate or minimise these risks; keep records of the measures taken and implemented and provide them to the OFSP upon request,

If other organisations handle hazardous substances or substances with increased hazards (see Act No. 254/2001 Coll., as amended) in quantities exceeding those specified in Decree No. 450/2005 Coll. of the Ministry of the Environment, as amended, they are required to draw up an emergency response plan (emergency plan for water protection within the scope of activities relevant to a chemical accident involving a threat to or deterioration of the quality of groundwater, surface water or the rock environment) and submit it to the OFSP for comment.

The emergency plan for water protection may be prepared as a separate document within the scope specified by the above-mentioned decree or as an integrated part of the emergency plan for the facility/workplace of another organisation.

Other organisations are required to provide the OFSP with an approved emergency plan for water protection.

4.9.2 Air protection

Other organisations operating a source of air pollution within the PIB premises within the meaning of the Air Protection Act are obliged to immediately inform the OFSP of any emergency leak at this source and provide the contact details of the competent employee and their telephone number.

In the event of an accident at an air pollution source, other organisations are required to provide PIB (OFSP) with a copy of the accident assessment report and the corrective measures taken, which are submitted to the Czech Environmental Inspectorate or the relevant Regional Authority.

4.9.3 Waste management

Unless otherwise specified in the relevant commercial contract, order or other written instruction, other organisations whose activities generate waste on the premises are always the originators of such waste.

Other organisations are obliged to dispose of the waste generated at their own expense and in accordance with the provisions of the Waste Act, as amended, i.e. to ensure sorting, concentration, collection, labelling, transport until handover for final use or disposal, including other related activities. The disposal or recovery of waste must be contractually ensured by an authorised person within the meaning of the Waste Act. In particular, in the case of construction and demolition waste, another organisation (the waste producer) must have a contract with an authorised company before the waste is generated. They are also obliged to:

- a) Own or lease containers for the collection and storage of waste that are suitable for the type of waste for which they are intended in terms of their technical condition and labelling.
- b) Not to deposit waste generated by their activities in the collection containers of other entities without their prior consent.
- c) Not use outdoor or indoor spaces of buildings for the temporary collection of waste without the written permission of DSBZ and OFSP.
- d) When collecting waste, ensure that there is no damage to the environment or leakage of waste into the surrounding area.
- e) Properly label collection points and means in accordance with the decree on details of waste management, and also label them with the name of the organisation, the name of the representative and their telephone number.
- f) Do not place waste outside properly marked collection facilities, with the exception of temporary storage of uncontaminated soil, uncontaminated scrap metal or construction debris prior to their transport for final use or disposal. Mark the storage site with the name of the organisation, the name of the representative and their telephone number.
- g) Secure waste against theft or damage.
- h) Obtain the consent of the OFSP for the intention to operate a waste storage facility or a facility for the sorting, collection and recovery of waste and comply with the conditions set for its operation (applies only to tenants).
- i) Unless otherwise specified in the contract/order, transfer all usable waste (metals, waste oils) generated during the performance of the work to the location specified by the contractual partner (applies only to other organisations performing work for the Company).
- j) Only transfer waste to persons who are authorised to operate facilities for the utilisation, disposal, collection or purchase of such waste.
- k) Have the consent of the relevant state administration authority for the handling (except for collection) of hazardous waste carried out on the PIB premises (specifically storage, sorting, collection and utilisation of waste).
- l) Submit to the contractual partner the consent of the relevant Regional Hygiene Station for the handling of waste containing asbestos (if such waste is generated).
- m) Ensure that vehicles and packaging used for the transport of hazardous waste comply with all provisions of the ADR agreement and that drivers of such vehicles are adequately trained in the transport of dangerous goods (in case of any uncertainty, contact the ADR safety advisor).
- n) Possess the appropriate authorisations for the disposal or utilisation of waste generated in the course of your business activities on the premises. These must be issued by state authorities (Regional Authority, Municipal Authority - Environmental Department, Trade Licensing Office).
- o) Keep records to the extent required by the Waste Act and its implementing regulations.
- p) Other organisations are required to submit, as part of the documents on the completion and acceptance of the work by the contractual partner, copies of the documents proving the method of waste disposal or utilisation (weighing slips and notification sheets for the transport of hazardous waste within the Czech Republic). Other organisations are then obliged, at any time at the request of the contractual partner or the OFSP, to submit documents relating to the disposal or recovery of waste (i.e. continuous waste records, weighing slips and annual reports to the ISPOP).

- q) Provide waste that is handed over for final disposal or utilisation with the documents required by law (for hazardous waste, additionally with a hazardous waste identification sheet, a notification form for the transport of hazardous waste within the Czech Republic, a document on the physical and chemical properties of the waste, etc.).
- r) If another organisation is not the originator of the waste, it is obliged to immediately provide information on the quantity, type, category and code of the recyclable waste, including the price at which it handed over the recyclable waste to the location specified by the contractual partner. The information must be forwarded to the OFSP, which is then obliged to enter this information into the ENVITA system.
- s) In the case of the lease of buildings owned by the Company, ensure that the contractual partner provides municipal waste collection and sorting services as part of its site services. In this case, the contractual partner is the originator of this waste in accordance with the Waste Act.
- t) In the case of the lease of buildings owned by the Company, tenants are obliged to allow inspections in the leased buildings and not to accumulate waste in them beyond the usual amount.
- u) Another organisation is also obliged to provide the contractual partner with data on waste production intended for reporting to the Integrated Pollution Register (IRZ) arising from its activities for the contractual partner. If the work is completed by the end of the calendar year, it is obliged to provide the data after completion of the contract as part of the handover of the work. If the completion date of the work exceeds the calendar year, this data shall be provided in two parts:
 - 1) Part 1 - summary data by 31 January of the relevant year for the previous year,
 - 2) Part 2 – after completion of the contract as part of the handover of the work, data from 1 January of the current year until the end of the contract in the current year.
- v) The data for reporting to the IRZ shall be provided by another organisation to the contractual partner in electronic form in the scope of the table provided by the contractual partner prior to the commencement of the work, within the deadlines specified in point r). Another organisation shall be responsible for the accuracy and completeness of the data provided. OFSP is entitled to check the data provided by another organisation.

4.9.4 Hazardous chemical substances and mixtures

Another organisation handling hazardous chemical substances and mixtures at the PIB premises must ensure that their packaging is labelled in accordance with Regulation (EC) No 1272/2008 of the European Parliament and of the Council (CLP) as amended, that containers and storage areas containing these products are properly labelled in accordance with Government Regulation No. 375/2017 Coll. and that persons handling these substances and mixtures are demonstrably familiar with their properties and safe handling principles. Furthermore, it must ensure that, in accordance with Regulation (EC) No. 1907/2006 (REACH) of the European Parliament and of the Council, all employees have access to information relevant to safe handling, health and environmental protection from the safety data sheets of all chemical substances and mixtures they handle or to which they may be exposed during their work.

Another organisation is obliged to have an up-to-date list of all hazardous chemical substances and mixtures that it handles or stores at the PIB premises (e.g. solvents, disinfectants, weed killers, etc.) and to submit it to the OFSP upon request.

Upon request, other organisations are required to provide the OFSP with up-to-date safety data sheets in Czech for the substances and mixtures listed in the list, or, if safety data sheets are not available, information on their hazardous properties and information relevant to the determination of measures to ensure safe handling, health and environmental protection.

4.10 Inspection

4.10.1 Inspections carried out at other organisations

Other organisations undertake to subject all activities to regular inspections to verify compliance with the specified requirements in the areas of OHS, fire protection and environmental protection. The Company reserves the right to extend the requirements for the inspection activities of other organisations (method, frequency, measures) in the event of non-compliance in the monitored areas.

4.10.2 Checks carried out by the Company

The following persons are authorised to inspect other organisations and their employees:

- within the scope of the relevant commercial contract, a representative of the contractual partner or an employee authorised by them and the client.
- throughout the PIB premises, all Company employees who identify themselves with an employee ID card, inspection ID card, representatives of state authorities who have the right of inspection by law, and BA employees in uniform.

The Company reserves the right to extend the right of inspection to other employees of the Company.

Other organisations are obliged to:

- enable proper inspections or external audits to be carried out and provide them with the relevant information and necessary documentation,

4.10.3 Solution of breaches of obligations

The Company reserves the right to address breaches of obligations by other organisations and their employees in one of the following ways or a combination thereof, taking into account the nature and severity of the breach (LSR, others):

- termination of work,
- requesting corrective action with a requirement to adopt and implement effective measures,
- temporary or permanent restriction of access for persons or vehicles and other equipment,
- imposing financial penalties (contractual penalties) in accordance with the schedule set out in Annex F HSE sanctions
- temporary or permanent restriction of the activities of another organisation on the premises (termination of contract, prohibition of activities).

The following are considered particularly serious violations:

- violation of the LSR,
- entering the premises with a firearm or explosive, or carrying a weapon and ammunition on the premises within the meaning of the Weapons Act (with the exception of armed forces of the state),
- physical or verbal assault on another person,
- criminal activity on the premises,
- intentional damage to or theft of items or property on the premises,
- damage to company property through negligence, which could have endangered or endangered the safety and health of other persons on the premises or seriously endangered or damaged the working environment and the environment,
- repeated (two or more instances) breach of duties.

5 Responsibility

The responsibilities of individual entities, the manner of cooperation and the provision of mutual information are set out in Chapter 4.

6 List of related documents

European legislation

Regulation (EC) No 1272/2008 of the European Parliament and of the Council, - on classification, labelling and packaging of substances and mixtures (CLP), as amended

Regulation (EC) No 1907/2006 of the European Parliament and of the Council - on the registration, evaluation, authorisation and restriction of chemicals (REACH), as amended

ADR - Agreement on the International Carriage of Dangerous Goods by Road

Legislation of the Czech Republic

Act No. 133/1985 Coll. - on fire protection, as amended

Act No. 201/2012 Coll. - on air protection, as amended

Act No. 254/2001 Coll. - on water and on amendments to certain acts (Water Act), as amended

Act No. 262/2006 Coll. - Labour Code, as amended

Act No. 350/2011 Coll. - on chemical substances and chemical mixtures and on amendments to certain laws (Chemical Act), as amended (Chemical Act)

Act No. 361/2000 Coll. - on road traffic and on amendments to certain acts, as amended

Act No. 541/2020 Coll. - on waste

Government Regulation No. 375/2017 - Government Regulation on the appearance, placement and design of safety signs and markings and the introduction of signals

Decree No. 450/2005 - on the requirements for the handling of hazardous substances and the requirements for emergency plans, the method and scope of accident reporting, their neutralisation and the elimination of their harmful effects

Internal and other documents

Directive 136 - Entry and access to the premises of Polymer Institute Brno, branch plant

Directive 418 - Safe operation of machines, technical equipment, instruments and tools

Directive 420 - Working at heights

Directive 425 - Use of temporary structures (scaffolding)

Directive 427	- Portable ladders, racks, trolleys
Directive 429	- Work in hazardous areas
Directive 433/6	- Transport of dangerous goods in pieces subject to the Agreement on the International Carriage of Dangerous Goods by Road (ADR Agreement)
Directive 445/2	- Waste and packaging management
Directive 0206	- Water protection
TOP 019 (S0603)	- Fire safety conditions for welding and other fire-hazardous work
Contract	- Contract

Related management and organisational standards, documents and forms are available at the following Internet address: <http://www.unipetrolrpa.cz/CS/sluzby-areal/chempark-zaluzi/Stranky/zavazne-normy-a-informace.aspx> in the section POLYMER INSTITUTE BRNO, branch plant.

Annex A Binding instructions – information on risks and measures taken to protect employees of other employers from their effects

OPERATING PREMISES, WAREHOUSES, OFFICES	
Description of hazards	Safety
<p>Impact with sharp edges of workplace equipment and furnishings (furniture, doors, windows, appliances, shelves, etc.).</p> <p>Pinch, pressure, collision, impact, overturning.</p> <p>Falling equipment or shelving after loss of stability.</p> <p>Falling objects and items onto an employee's foot – collision, crushing.</p> <p>General – fall of a person.</p> <p>Fall of a person when opening a window.</p> <p>Person trapped when doors or gates close spontaneously, e.g. due to wind.</p> <p>Cuts from broken glass panes.</p>	<ul style="list-style-type: none"> - attention and concentration at work, - keep communication channels open, - keep the workplace tidy, - consistently close cabinet doors and drawers, - organise the workplace appropriately, - do not sit on the edges of tables and chairs, - do not stand on chairs, especially on mobile chairs with wheels, - do not use chairs, tables or other similar equipment to climb (use only steps and ladders), - notify the responsible employee of any deficiencies in the workplace, - observe warning and safety signs, - secure door and gate wings against accidental closure (hooks, pull rods, wing stops, etc.), - secure windows in the open position against accidental closure, - leave doors and gates open only for as long as necessary, - report broken glass (windows, doors, etc.) to the responsible employee, who will arrange for repair and cleaning.

LABORATORIES, WORKSHOPS, PRODUCTION	
Description of hazards	Safety measures
<p>Scalding, burns when unprotected parts of the body come into contact with hot surfaces, objects or materials.</p> <p>Burns in a fire.</p> <p>Explosion of flammable vapours after spillage of flammable liquids and burns on contact with the body of employees.</p> <p>Excessive noise (production of additive concentrates), hearing damage.</p> <p>Ingestion of chemicals, burns, skin corrosion, cuts from laboratory glassware, broken glass during handling and washing.</p> <p>Cuts, entrapment and machinery.</p> <p>Electric shock.</p> <p>Direct or indirect contact of employees with live electrical parts.</p> <p>Overturning of a container with a sample – spillage of a chemical substance.</p> <p>Splashing of chemicals from containers.</p> <p>Gas leak, explosion, inhalation, poisoning, burns, chemical burns during handling and emptying of technical and heating gases – pressure cylinders.</p> <p>Explosion of a pressure cylinder or the space of technical equipment into which gas has been fed from the cylinder under pressure.</p>	<ul style="list-style-type: none"> - Do not touch hot surfaces, objects and materials in laboratories, workshops and production facilities. - Do not use or move any of the company's chemical substances. - use the prescribed personal protective equipment at workplaces (see point 4.4.2 of Directive S402/3), <p>Note: The most common sources of noise in laboratories are centrifuges, fans and extractor hoods; in production and maintenance, the sources of noise are work machines.</p> <ul style="list-style-type: none"> - Do not eat, drink or smoke in laboratories, workshops or production areas. - familiarise yourself with the location of first aid kits in the workplace and with first aid instructions, - Do not operate electrical appliances and equipment with wet hands. - Do not leave electrical appliances and equipment switched on when leaving the workplace. - Do not handle pressurised cylinders located in the workplace. - do not interfere with technical gas distribution systems without professional qualification, - do not interfere with electrical power distribution systems without professional qualification, - move with increased caution in the laboratory, workshop and production areas and only in areas designated for work.

ELECTRICAL EQUIPMENT	
Description of hazards	Safety
<p>Electric shock through direct or indirect contact.</p> <p>Exposure of live parts, reduction of insulation properties, short circuit caused by a conductive object.</p> <p>Pulling out the power cord through careless, unwanted or prohibited handling.</p> <p>Injuries resulting from electric shock during normal operation, usually due to contact with exposed or otherwise unprotected live parts of electrical equipment.</p> <p>Damage to or breach of the insulation of conductors, cables or cord leads.</p> <p>Bringing your own, uninspected electrical equipment to the workplace.</p>	<ul style="list-style-type: none"> - Do not interfere with electrical switchboards without electrical qualifications. - Do not use any company electrical equipment without proven familiarity with the operating instructions. - Handle cables and power cords with care. - Visually check the condition of the equipment before each use. - Do not use damaged movable supply lines; do not route them over sharp edges, subject them to tensile stress, etc. - eliminate activities in which a person performing work in the vicinity of electrical equipment could come into contact with live parts under voltage, - observe the prohibition on removing barriers and covers, opening access to electrical parts, and disabling protective devices, - handle electrical leads with care when handling electrical equipment, switching off, plugging into sockets, etc., handle cables and power cords with care, - keep clear spaces and access to main switches; keep areas in front of electrical switchboards clear and protect electrical switchboards (from mechanical damage), - Do not bring uninspected electrical equipment into the workplace.

MACHINES, EQUIPMENT, TOOLS AND IMPLEMENTS	
Description of hazards	Safety
<p>Operators are unfamiliar with the equipment (machine).</p> <p>Lack of information about the risks of equipment and machines.</p> <p>Unqualified operators.</p> <p>Entrapment, pulling in, crushing, pinching of limbs (or other parts of the body) by moving parts of the machine (drive mechanisms, transmission mechanisms).</p> <p>Unexpected start-up of the machine after power restoration, operator being struck by a moving part.</p> <p>Burns from hot surfaces of machine parts.</p> <p>Burns caused by contact with hot processed material or operating fluids.</p> <p>Electric shock to employees.</p> <p>Noise from equipment during operation.</p> <p>Dustiness of the equipment.</p> <p>Fall of a ladder with a person after loss of stability of the ladder when using the ladder for work; overturning of the ladder.</p> <p>Fall of a person from a ladder.</p> <p>Blows to the hand, crushing, bruising, contusions, cuts caused by unwanted contact of tools with the hand or other parts of the body.</p> <p>Injuries caused by impact and falling tools exerting kinetic energy – hitting another person standing in the danger zone.</p> <p>Injuries caused by flying shards, small particles, fragments, burrs, etc.</p> <p>Cuts from rotating tools.</p>	<ul style="list-style-type: none"> - Do not operate any machines or equipment and do not use any tools or equipment belonging to the company without demonstrable knowledge of the operating instructions. - Do not leave equipment switched on when leaving the workplace. - observe the safety notices on the machine and in the operating instructions, - Do not interfere with any parts of the machine or equipment while it is in operation (maintenance may only be carried out when the equipment is switched off and disconnected from the power supply). - not reduce the protective effect of safety devices on the machine or take them out of operation, - do not use damaged equipment, - use appropriate personal protective equipment in accordance with the manufacturer's instructions, - follow the rules for working on the machine in accordance with Directive 418 Safe operation of machines, technical equipment, instruments and tools, - observe the rules for working on ladders in accordance with Directive 427 Portable Ladders, Racks, Trolleys.

STAIRS AND COMMUNICATION	
Description of hazards	Safety
<p>Falling on stairs and walkways. Falling on stairs and walkways when moving between workplaces, tripping, misstepping, slipping. Tripping, falling on level ground. Sprained ankles, bumping into things, getting caught on various obstacles and protruding parts of the floor. Falling while descending stairs. Incorrect footing on the edge of a step and subsequent fall. Narrow passageways, bumping into and getting caught on fixed structures, etc. Slipping on a wet floor. Falling on black ice.</p>	<ul style="list-style-type: none"> - Take extra care when walking, especially when carrying loads. - Maintain proper work organisation. - Take extra care when walking on freshly mopped and damp floors. - Wear non-slip footwear or footwear with softer soles. - step correctly, avoid stepping at an angle, exercise extra caution in wet conditions, icy conditions, etc., - step correctly on crossbars and other climbing elements, use handrails for support if available, - hold onto handrails when ascending and descending stairs, - do not use a mobile phone or be distracted in any other way when walking on stairs.

LIFTS	
Description of hazards	Safety
<p>A person being trapped by the movement of the lift cage. A person falling into the lift shaft. A person falling through or getting their limbs stuck in the shaft. Unintentional contact with or entrapment by moving parts. Endangerment of persons by shaft doors. Unwanted and improper handling of important parts and components of the lift by unauthorised persons. Fire spreading into the shaft. Failure and stoppage of the lift car outside the opening zone (anxiety, panic, claustrophobia, inability to administer necessary medication, inability to free oneself and long wait for external assistance). Inability to control the lift from the cage, causing distress. Fall of the cage in the event of broken suspension cables.</p>	<ul style="list-style-type: none"> - In the event of a fire, do not enter the lift; the lift is not intended for evacuating people. - in the event of a fault, report it immediately to the responsible employee and do not use the lift, - If necessary, use the two-way communication device (connection) between the cage and the permanent rescue service. - Do not exceed the maximum load capacity of the lift.

TRANSPORT	
Description of hazards	Safety measures
<p>Impact of a vehicle on a person, running over a person. Endangerment of persons when reversing and turning (trapping, knocking down, running over, running into, pushing a person with a vehicle or pressing a person against a part of a structure or other fixed structure). Various injuries, accidents and damage to property caused by vehicles in operation – accidents. Pinning or pressing a person against a part of a structure or other fixed structure or obstacle when entering narrow spaces, gates, when reversing, etc. Collision of a vehicle with a fixed structure – damage to the vehicle. Endangerment of persons by materials/objects transported on a vehicle.</p>	<ul style="list-style-type: none"> - Follow Directive 136 "Entry and access to the Polymer Institute Brno premises", branch plant, - observe traffic signs when moving around, - respect the relevant traffic signs (one-way traffic, right of way, maximum speed, etc.), - When walking, use only designated paths and pavements. Where there are no pavements or marked paths, walk on the left-hand side of the road so as not to obstruct the flow of traffic. - secure gate wings in the required position to prevent them from closing accidentally, - pay increased attention in the area of entrances, at barriers, when moving on roads, etc., - do not walk behind reversing vehicles, - pay attention when moving near a vehicle.

FIRE	
Description of hazard	Safety
Fire in the workplace. Burns in a fire. Inhalation of hazardous fumes.	<ul style="list-style-type: none">- Be familiar with the fire alarm procedure in accordance with the Fire Alarm Guidelines.- Knowledge of the workplace – location of emergency exits and escape routes- know the location of portable fire extinguishers, including how to use them,- information on the location of first aid kits and other first aid procedures,- keep escape routes and handling areas clear at all times, including the area around water shut-off valves, gas shut-off valves and electrical switches,- immediately notify the responsible employee of any defects in the workplace,- comply with the ban on smoking and handling flames in the company's indoor areas,- not leave electrical appliances and equipment switched on unattended.

Annex B Protocol on the handover and takeover of the workplace – construction site to the contractor

RECORD OF HANDOVER AND ACCEPTANCE OF WORKPLACE

for the project:

at POLYMER INSTITUTE BRNO, branch plant

1. Contracting authority

Name	ORLEN Unipetrol RPA s.r.o. - POLYMER INSTITUTE BRNO, branch, Tkalcovská 36/2, 602 00, Brno		
Registered office			
Place of business:	POLYMER INSTITUTE BRNO, branch office, Tkalcovská 36/2, 602 00, Brno		
Company ID			
Authorised person:		Tel	

2. Contractor

Name			
Registered office:			
Business premises:			
Company ID			
Responsible person:		Tel.:	

3. Workplace description

The workplace has been handed over to the contractor:

- **premises:..... Description of the location**
- **all in accordance with the agreement and the previously agreed date:**
- the workplace will be marked and cordoned off
- a container for waste disposal will be provided

4. Access roads

Access to the workplace will be provided:

- the reception desk,
- the main gate at the reception - V1
- every person and vehicle entering the premises will be subject to a security check, registered and
- receive an access card to enter the premises (or follow further instructions from reception and security).
- Access to sanitary facilities

5. Other

- a. The client familiarised themselves with the condition of the workplace before the contractor commenced work.
- b. The contractor acknowledges and must unconditionally comply with safety, fire protection, health protection, prevention of serious accidents, transport of dangerous goods (ADR/RID), protection of the premises and protection of the environment, and perform work in accordance with the provisions of generally applicable legal and other regulations, technical standards and the client's internal standards (Minimum OHS and fire protection requirements for workplaces specified in the protocol)
- c. The Contractor is obliged to familiarise itself with the binding standards and information applicable at ORLEN Unipetrol RPA s.r.o. - POLYMER INSTITUTE BRNO, branch plant (hereinafter referred to as PIB).
- d. The Contractor is obliged to ensure that its employees and subcontractors are demonstrably familiar with the relevant binding standards and information within the scope of their activities at PIB and before commencing work. This is contained in Directive 402/3. A record of familiarisation shall always be made and submitted by the contractor to the client before the commencement of work.

6. It is prohibited to:

- a. Carrying out any activities in areas with a risk of explosion and fire without the knowledge of the client
- b. Using music reproduction equipment (especially in corridors) that would disturb PIB employees
- c. Smoking throughout the PIB premises, including electronic cigarettes, except in designated smoking areas
- d. Entering areas where you are not performing any work activities
- e. Unauthorised tampering with equipment
- f. Entering under the influence of alcohol and addictive substances and bringing in and consuming alcoholic beverages and addictive substances
- g. Photographing and filming on the PIB premises

If a violation is detected, you risk being banned from entering the premises and HSE sanctions may be applied.

7. Other provisions

The client has today handed over the workplace to the contractor to the extent specified above and declares that it is not aware of any other facts that could have a negative impact on health and safety and fire safety. The contractor hereby accepts the workplace.

The contractor acknowledges that the work must be carried out in accordance with the construction project, while complying with applicable standards, technical conditions and technical safety regulations, fire regulations, and the occupational health and safety plan.

In Brno on:

For the client

For the contractor

Name, surname, signature

Name, surname, signature

8. Handover and takeover of the workplace after completion of work

In Brno on:

For the contractor

For the client

First name, surname, signature

Name, surname, signature

Annex C Minimum health and safety requirements for workplaces designated in the protocol

1. The contractor shall coordinate the activities of all entities involved in the construction, in particular:
 - a) prepares documentation on risks and measures to ensure the health and safety of persons on the construction site
 - b) set minimum requirements for PPE for all persons moving around the construction site. Everyone must wear high-visibility work clothing (minimum protection class II), protective work footwear, long trousers, a helmet if instructed, and safety goggles.
 - c) requires and monitors compliance with health and safety and fire safety rules. A site manager or designated responsible representative must be present on the construction site at all times.
 - d) In the event of a safety hazard, the site manager or his responsible representative is authorised to expel persons from the site or stop work and contact the investor's project manager. Work may only be resumed once the cause of the hazard has been removed.
2. The following must be permanently available on the construction site:
 - a) Documentation on risks and measures to ensure the safety and health of persons on the construction site
 - b) Record of familiarisation of all persons with the documentation referred to in point a)
 - c) Construction log
3. Construction site security:

Continuous fencing to a height of at least 1.8 m. This should cause as little disruption as possible to adjacent areas and operations. Properly marked alternative routes

4. Construction site signage

- a) at all entrances as shown in the picture (the command sign will always be replaced by several signs specifying the requirements for PPE – e.g. WEAR A SAFETY HELMET... VEST... FOOTWEAR, etc. in accordance with point 2. a)



- b) Important telephone numbers and the name of the responsible person – site manager/foreman – must be displayed in a visible place throughout the construction period. In the absence of the site manager/foreman, the name of the responsible representative must also be provided.
5. All persons must be familiar with:
 - a) designated traffic routes and escape routes, areas where entry is prohibited (in particular areas with a risk of explosion, unless work in these areas is part of the contract – see point 7 for more details)
 - b) the location of the main power switch for the construction site and the connection points for electrical machinery, tools and other appliances required for construction
 - c) procedures in the event of an emergency and the location of first aid equipment
 6. Basic health and safety principles
 - a) All work may only be carried out by professionally and medically qualified persons in accordance with special regulations
 - b) Work with an increased risk of fire may only be carried out under the conditions specified in point 8
 - c) The construction site must be kept tidy. Materials, tools, equipment, waste and other items must be stored in such a way that they do not obstruct evacuation from the construction site and are secured against rolling, shifting, collapsing, falling or leaking into the surrounding environment.

- d) Smoking is prohibited on the construction site except in designated areas.
- e) Electrical switchboards must be secured against unauthorised tampering. Any original electrical installations that are left in place must be protected against damage (by hanging signs, etc.), and loose wire ends must be insulated.
- f) Extension cables and other temporary wiring must be secured against damage. Unused electrical tools must be disconnected from the mains.
- g) Only equipment designed for this purpose and in perfect condition may be used for ascending/descending or raising the workplace; specific requirements for this equipment are set out in Directive 427 "Portable ladders".
- h) When working at heights, all employees involved must be protected against falls by collective or individual fall protection equipment. This obligation also applies to access to roofs. Further requirements are specified in Directive 420 "Work at heights".
- i) When working on scaffolding, work platforms or other workplaces at a height of more than 3 m, a protective zone of at least 1.5 m must be created around all free edges of the workplace, which must be kept clear of persons and vehicles – using barrier tape, traffic cones, etc.
- j) Unused openings, depressions, pits, excavations, etc. must be covered or fenced off. The cover must be resistant to the expected load and secured against displacement.

7. Explosion hazard

The purpose of explosion protection is to identify hazards, establish specific measures to ensure the safety and health of employees at risk from explosive atmospheres, and ensure a safe working environment. Areas are defined by a protocol on the determination of external influences and the identification of hazardous areas and by explosion protection documentation.

- a) Areas with explosion hazards are defined as follows

- **Zone 0 - is an area in which an explosive atmosphere consisting of a mixture of flammable substances in the form of gas, vapour or mist with air is present permanently, for long periods or frequently.**

Areas permanently marked with safety signs:

- "Explosion hazard – ZONE 0"
- "No unauthorised access", "No smoking or open flames"

Areas with explosion hazard defined as follows: interior space of storage tanks and propylene passageway

- **Zone 1 - is an area in which an explosive atmosphere consisting of a mixture of flammable substances in the form of gas, vapour or mist with air may occur only occasionally during normal operation.**

Areas permanently marked with safety signs:

- "Explosion hazard – ZONE 1"
- "No unauthorised entry", "No smoking or open flames",

Areas with explosion hazard defined as follows: outlet of ventilation pipes from reactors (1 m sphere, with a cylindrical surface extended to the ground)

- **Zone 2 – an area in which an explosive atmosphere consisting of a mixture of flammable substances in the form of gas, vapour or mist with air is unlikely to occur during normal operation, and if it does occur, it is short-lived.**

Areas permanently marked with safety signs:

- "Explosion hazard – ZONE 2"
- "No unauthorised entry", "No smoking or open flames",

Areas with explosion hazard defined as follows: vicinity of stored pressure cylinders (0.15 m from the valve), polymerisation laboratories (0.15 m from flange connections, reactors), outlet of vent pipes from reactors (2 m sphere, with cylindrical surface extended to the ground), isobutane pumping station (0.15 m from the screw connection), propylene pumping station (0.15

m from the screw connection), technical gas storage (entire area), flammable liquid storage (entire area) and hazardous waste storage (entire area).

Other areas are considered explosion-free areas.

- b) The following rules apply to any work carried out in areas with a risk of explosion
 - No smoking or handling of fire + no use of mobile phones or other electronic devices!
 - All employees must wear antistatic work clothes + shoes!
 - When working in the area, always use a functional and calibrated detector of flammable gases and vapours (hydrocarbons) or use only tools, instruments and other equipment designed for use in EX environments, i.e. non-sparking!
- c) In areas with a risk of explosion, work may only be carried out in accordance with written instructions.
- d) Hazardous activities that may create an explosive atmosphere or cause an explosive atmosphere to ignite, as well as activities that may cause an explosion hazard through interaction with other activities, must only be carried out on the basis of a written work order ("V order").
- e) All persons with a working or responsible relationship to the areas concerned must be informed in advance of work being carried out in areas with a risk of explosion.
- f) Employees designated in the V order to carry out work must be demonstrably familiarised in advance with the content of the V order and with the warning signals used at the workplace to warn of explosion hazards.

8. Work with increased fire hazard

When performing fire-hazardous activities, comply with the conditions laid down in Decree No. 87/2000 Coll., which lays down fire safety conditions for welding and heating bitumen in melting vessels, as amended. All persons with a working or responsible relationship to the affected areas must be informed in advance of the performance of work with an increased fire hazard.

- a) Work with fire is divided into:
 - work with fire requiring special fire/safety measures
 - Work with fire in areas with a risk of explosion and work with fire in areas where the presence of flammable or combustion-promoting substances (flammable insulation, open channels, coatings or non-heat-insulating materials, residual quantities of substances, etc.) is not entirely obvious to the persons performing such work.
 - Work with fire requiring basic fire/safety measures
- b) This includes the following work
 - welding, which means thermal joining, grooving and thermal cutting of metallic and non-metallic materials, if performed by open flame, electric arc, plasma, electric resistance, laser, friction, aluminothermic welding,
 - use of electric soldering irons, petrol soldering lamps, PB burners and hot-air guns
 - heating resins in melting vessels,
 - grinding and cutting of metal materials, with the exception of the use of hand-held tools without a motor,
 - use of spark-producing tools and instruments, machines and equipment in potentially explosive atmospheres that do not meet the requirements for use in potentially explosive atmospheres (zones 0, 1 and 2) according to the specified classification – electromechanical, pneumatic, hydraulic tools, hand tools, measuring, diagnostic and recording instruments, entry of motor vehicles, use of units with combustion or electric motors, operation of power sources, assembly, disassembly and modification of scaffolding structures.
 - Where possible, this work should be carried out outdoors on a paved surface at least 5 m away from all buildings and equipment and 10 m away from technological equipment. Under these conditions, it is sufficient to take basic fire safety measures – 2 fire extinguishers within reach, removal or covering of all flammable materials and objects, prevention of access by persons.

- If the conditions specified in point b) are not met, the work requires special fire/safety measures, which must be specified in writing for each job separately – , in particular permanent fire supervision during work and subsequent supervision after completion of work (Annex D – Order for the determination of special fire/safety measures).

9. Assembly, dismantling and use of scaffolding

- a) Only persons who are demonstrably familiar with the manufacturer's instructions may erect, dismantle or modify scaffolding.
- b) The person who erects the scaffolding shall affix a sign with the Scaffolding Handover and Acceptance Report, stating the permitted number of simultaneously loaded floors and the load capacity. Before first use, they are obliged to record the handover for use in the Report. The person handing over and the person accepting may be the same person.
- c) From this moment on, the recipient is responsible for the safe condition of the scaffolding.
- d) The scaffolding must:
 - be erected only on sufficiently load-bearing ground; mobile scaffolding must be secured with suitable devices to prevent accidental movement during work,
 - be constructed in such a way as to form a spatially rigid unit, secured against local and overall deflection, displacement or overturning,
 - be sufficiently strong and resistant to external forces and adverse influences; be capable of withstanding the anticipated loads
 - the dimensions, shape and equipment of the floors must correspond to the nature of the work being carried out, and the floors must allow safe movement and performance of work in a suitable working position,
 - be equipped with a safe exit,
 - be equipped with the prescribed railings and stops at the floor, this does not apply to working floors up to 150 cm high
 - be permanently equipped with a table with a protocol recording inspections at least every 14 days.
- e) Before each ascent to the scaffolding, everyone is obliged to visually check that it complies with the requirements set out in point d). If they find that the scaffolding is defective, they must not use it and are obliged to inform the recipient.
- f) Further requirements are specified in Directive 425 "Use of temporary structures (scaffolding)".

Annex D Instruction for determining special fire/safety measures

Special fire safety measures								Number:									
Method of work:								Date:									
flame		arc		grinding, cutting		rubbin g		laser		resistanc e	other						
Special fire safety measures																	
Prevent hot particles from flying around - secure the area under the workplace / cover the workplace up to a height ofm																	
Cooling of the structure																	
Sealing / preventing the spread of flammable vapours																	
Forced ventilation																	
Shutdown of EPS , autonomous detectors																	
Fire surveillance after the end of work shall be carried out for a period ofhours at intervals ofminutes.																	
Fire extinguishers			pcs powder			CO2			foam			pcs water			halon		
Special fire extinguishing agents																	
Additional measures - <i>to be added</i>																	

Identification of welder			
Name	Welding licence number	Name	Welding licence number

Fire supervision during work			Fire supervision after work		
Date	Name	Signature	Date	Name	Signature

Record of permanent fire supervision at work				
Date	Start time	Fire supervision performed by	End time	Signature

Annex E Fire alarm guidelines

Annex E.1 Fire alarm guidelines - Tkalcovská 36/2

	POŽÁRNÍ POPLACHOVÁ SMĚRNICE ORLEN Unipetrol RPA s.r.o. – POLYMER INSTITUTE BRNO, odštěpný závod Tkalcovská 36/2, 602 00 BRNO	Formulář 81 (S0603)
		Revize 2
		Vydání: 1

Požární poplachové směrnice vymezují činnosti zaměstnanců, popřípadě dalších osob při vzniku požáru.

1. Každý, kdo upozorní požár, je povinen:

- provést nutná opatření pro záchranu ohrožených osob, uhasit požár, jestliže je to možné, nebo provést nutná opatření k zamezení jeho šíření
- ohlásit vznik požáru na telefonní klapku **7911** a nebo telefonní číslo **+420 513 207 911** (**ohlašovna požárů - recepce**), pokud se nelze dovolat na recepci, ohlásí se požár na telefonní číslo **150**

V hlášení uvede: Svě jméno, kde hoří (adresu), co hoří, telefon.

Následně zajistí vyhlášení požárního poplachu a ohlášení požáru na recepci.

2. Požární poplach je vyhlášován:

ROZHLASEM, SIRENOU, ZMÁČKNUTÍM POPLACHOVÉHO TLAČÍTKA A VOLÁNÍM „HOŘÍ!“

3. Osoby, které nejsou v době vyhlášení požárního poplachu v bezprostředním nebezpečí, setrvávají na místě a připraví se na provedení evakuace (zajistit vypnutí zařízení, ukončit jednání, prověřit přítomnost návštěvníků a spolupracovníků, připravit evakuaci materiálů).

V případě, že do 3 min. od vyhlášení požárního poplachu nebudou upřesněny podmínky evakuace, opustí všichni zaměstnanci ohroženého úseku zařídí vypnutí elektrického proudu.

Ohrožené osoby opustí objekt únikovými cestami dle pokynů vedoucího evakuace. **Vedoucí** nebo zodpovědný zaměstnanec ohroženého úseku zařídí vypnutí elektrického proudu.

Členové preventivní požární hlídky postupují dle stanovených úkolů.

Z ohroženého úseku v případě možnosti odstraňte vysokotlaké lahve, hořlavé kapaliny, barvy a jiné hořlaviny.

JEDNEJTE VŽDY S KLIDEM A ROZVAHOU!

4. Tísňové linky

Hlášení mimořádných událostí – dispečink ORLEN Unipetrol RPA s.r.o.	476 163 111
Veřejná ohlašovna požárů	150
Policie	0 158
Lékařská záchraná služba	155
Elektrárna	800 225 577
Vodárna	543 212 537
Plynárna	0 1239
Hasičský záchranný sbor Jihomoravského kraje	950 631 111

5. Hlavní vypínač el. proudu objektu – rozvodna NN místnost č.74 – přízemí, chodba zahradního traktu
Hlavní uzávěr vody – hlavní uzávěr je v šachtě za bránou č. 2


Hlavní uzávěr plynu – před hlavním vchodem na ul. Tkalcovská (v předzahrádce)

Hlavní (domovní) uzávěr plynu – v přízemí hlavní budovy ve výklenku pod schodištěm

Hlavní uzávěr horkovodu – v přízemí ve výměňkové stanici, první dveře vpravo v chodbě zahradního traktu za dveřní brankou

Vypracoval: Ing. B. Muchová Dne: 8. 10. 2024	Overl: M. Klimeš Dne: 6. 11. 2024 	Schválil: Ing. J. Pác Dne: 7. 11. 2024 
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Annex E.2 Fire alarm guidelines - Cejl 62b

	POŽÁRNÍ POPLACHOVÁ SMĚRNICE ORLEN Unipetrol RPA s.r.o. – POLYMER INSTITUTE BRNO, odštěpný závod Cejl 62b, 602 00 BRNO	Formulář 81 (S0603) Revize 2 Vydání: 1
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Požární poplachové směrnice vymezují činnosti zaměstnanců, popřípadě dalších osob při vzniku požáru.

1. **Každý, kdo zpozoruje požár**, je povinen:

- provést nutná opatření pro záchranu ohrožených osob, uhasit požár, jestliže je to možné, nebo provést nutná opatření k zamezení jeho šíření
- ohlásit vznik požáru na telefonní číslo **150** nebo **112**

V hlášení uveďte: Své jméno, kde hoří (adresu), co hoří, telefon.

- požár nutno oznámit i na Ohlašovnu požárů POLYMER INSTITUTE BRNO na telefonní číslo: +420 513 207 911

2. **Požární poplach** je vyhlášován voláním

„HOŘÍ“

3. **Osoby**, které nejsou v době vyhlášení požárního poplachu v bezprostředním nebezpečí, setrvávají na místě a připraví se na provedení evakuace.

V případě, že do 3 min. od vyhlášení požárního poplachu nebudou upřesněny podmínky evakuace, opustí všechny osoby objekt a shromáždí se na parkovišti před obchodním domem.

Ohrožené osoby opustí objekt únikovými cestami dle pokynů vedoucího evakuace a shromáždí se na parkovišti před obchodním domem.

Vedoucí nebo zodpovědný zaměstnanec ohroženého úseku zařídí vypnutí elektrického proudu.

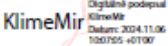


Z ohroženého úseku v případě možnosti odstraňte vysokotlaké lahve, hořlavé kapaliny, barvy a jiné hořlaviny.

JEDNEJTE VŽDY S KLIDEM A ROZVAHOU!

4. **Tisňové linky**

Veřejná ohlašovna požárů	150
Policie	158
Lékařská záchraná služba	155
Elektrárna	800 225 577
Vodárna	543 212 537
Plynárna	1239
Hasičský záchranný sbor Jihomoravského kraje	950 631 111

5. **Hlavní vypínač el. proudu objektu** – chodba v 1.NP
Hlavní uzávěr vody – ve sklepe, dveře č. 600

Vypracoval: Ing. B. Muchová Dne: 8. 10. 2024	Ověřil: M. Klimeš Dne: 6. 11. 2024	 Schválil: Ing. J. Pác Dne: 7. 11. 2024	 
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Annex E.3 Fire alarm guidelines - Cejl 64

	POŽÁRNÍ POPLACHOVÁ SMĚRNICE ORLEN Unipetrol RPA s.r.o. – POLYMER INSTITUTE BRNO, odštěpný závod Cejl 64, 602 00 BRNO	Formulář 81 (S0603) Revize 2
		Vydání: 1

Požární poplachové směrnice vymezují činnosti zaměstnanců, popřípadě dalších osob při vzniku požáru.

1. Každý, kdo upozoruje požár, je povinen:

- provést nutná opatření pro záchranu ohrožených osob, uhasit požár, jestliže je to možné, nebo provést nutná opatření k zamezení jeho šíření
- ohlásit vznik požáru na telefonní číslo **150** nebo **112**

V hlášení uveďte: Své jméno, kde hoří (adresu), co hoří, telefon.

- požár nutno oznámit i na Ohlašovnu požárů POLYMER INSTITUTE BRNO na telefonní číslo: +420 513 207 911

2. Požární poplach je vyhlášen voláním

„HOŘÍ“

3. Osoby, které nejsou v době vyhlášení požárního poplachu v bezprostředním nebezpečí, setrvávají na místě a připraví se na provedení evakuace.

V případě, že do 3 min. od vyhlášení požárního poplachu nebudou upřesněny podmínky evakuace, opustí všechny osoby objekt a shromáždí se na parkovišti před obchodním domem.

Ohrožené osoby opustí objekt únikovými cestami dle pokynů vedoucího evakuace a shromáždí se na parkovišti před obchodním domem.

Vedoucí nebo zodpovědný zaměstnanec ohroženého úseku zařídí vypnutí elektrického proudu.



Z ohroženého úseku v případě možnosti odstraňte vysokotlaké lahve, hořlavé kapaliny, barvy a jiné hořlaviny.

JEDNEJTE VŽDY S KLIDEM A ROZVAHOU!

4. Tísňové linky

Veřejná ohlašovna požárů	150
Policie	158
Lékařská záchraná služba	155
Elektrárna	800 225 577
Vodárna	543 212 537
Plynárna	1239
Hasičský záchranný sbor Jihomoravského kraje	950 631 111

5. Hlavní vypínač el. proudu objektu – chodba v 1.NP vedle vstupních dveří
Hlavní uzávěr vody – ve sklepe

Vypracoval: Ing. B. Muchová Dne: 8. 10. 2024	Ověřil: M. Klimeš Dne: 6. 11. 2024 	Schválil: Ing. J. Pác Dne: 7. 11. 2024 
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Annex F HSE sanctions

The company reserves the right to address breaches of obligations by other organisations and their employees by imposing financial penalties (contractual penalties) in accordance with the established tariff.

Identification, recording and discussion of non-conformities

HSE non-conformities caused by another organisation, its employees or subcontractors shall be identified by the submitters on the basis of their inspection findings, the conclusions of investigation committees or, where applicable, on the basis of notifications from other persons.

The submitter is obliged to record the non-compliance as a request in the ZERO database and designate an AS for the relevant area.

At the same time, the submitter of the request shall secure (either alone or in cooperation with the AS) all available evidence (photographic documentation, copies of inspected documents, e.g. work permits, copies of documents certifying professional competence, etc., written statements of the inspected person, or other documents proving the identified non-compliance). The evidence obtained shall be attached to the request or forwarded to the AS.

The submitter shall discuss the non-compliance (alone or in cooperation with the AS) with a representative of the other organisation, who shall express their opinion in writing in the form set out in Annex G to this Directive and specify corrective measures, including a binding deadline for their implementation. The AS shall assess the effectiveness of the measures taken and approve them by signing the form.

Assessment of disagreements

Based on the documents provided, the AS shall assess the seriousness of the non-compliance, the form of documentation and whether the conditions for applying sanctions are met. During the assessment of non-compliance, it is entitled to request additional information or records on the non-compliance from the submitter.

The output of this assessment is a "Proposal for the application of sanctions" prepared in accordance with Annex G of this directive. The "Proposal for the application of sanctions" with the accepted recommendation shall be submitted by the AS to the director of the branch for approval, including a proposal for the amount of the sanction in accordance with Annexes F1 and F2 .

Approval of sanctions, amount of sanctions

The application of sanctions for OHS and environmental protection is approved by the head of the branch for which another organisation performs work or provides services under a contract or order.

The head of the branch is authorised to adjust the final amount of the penalty within the range specified for the given non-compliance in Annexes F1 and F2, or to reject the application of the penalty.

When determining the amount of the penalty, the following shall be taken into account in particular:

- The cause of the non-compliance (individual failure, neglect of duty by a manager, systemic non-compliance, etc.)
- The consequences (endangerment of individuals or groups of people, occurrence of an accident at work, MU, possible impacts on the environment, etc.)
- Potential consequences
- Speed and effectiveness of corrective measures determined and implemented by another organisation
- The overall attitude of the other organisation towards resolving the non-conformity
- Frequency of non-conformities identified at another organisation in the previous period (number and severity of ZERO records in the last 6 months, sanctions applied and proposed in the last 12 months) in relation to the number of employees of the other organisation
- Any other facts relating to the non-conformity

If the application of sanctions is rejected, the "Proposal" is returned to the AS for archiving.

Application of sanctions

After approving the application of the sanction, the AS shall, without undue delay, within 14 calendar days at the latest, forward the proposal for the application of the sanction to the authorised employee of the UBEZ, who shall record the proposal for the sanction in the register of sanctions and, without undue delay, forward the documentation for the application of the sanction to the authorised person.

The authorised person shall, without undue delay, within 14 calendar days at the latest, apply the relevant sanction in accordance with the provisions of the relevant contractual relationship and in accordance with the relevant legal regulations.

After completing the entire process, the authorised person shall forward all documentation to UBEZ for archiving in the sanctions register.

Sanctions Register

The sanctions register is managed by an authorised UBEZ employee and is kept on a shared drive accessible to authorised company employees (purchasing department, financial accounting section).

Management of consequences for individuals

Based on the identified violation, the designated employee of UBEZ, OFSP and DSBZ may propose to revoke or prevent the contractor's employee from entering the premises in cooperation with UKOB.

The period of suspension of access is proposed by the UBEZ, OFSP and DSBZ employee based on the severity of the individual's breach.

The UBEZ, OFSP and DSBZ employee shall send the request for suspension of access to the responsible UKOB employee, with a copy to the director of UBEZ and the responsible person of another organisation.

The responsible UKOB employee shall ensure that access to the premises is prevented without undue delay.

A record of the violation and prevention of access to the premises must be entered into the ZERO application.

Annex F1. HSE sanctions – in the area of occupational health and safety and fire protection (hereinafter referred to as OHS and FP)

The Company shall be entitled to demand payment of a contractual penalty in the specified amount*) for each individual case if Another organisation or its employees or subcontractors commit a breach of their safety obligations by:

Description of the breach		Amount of penalty
1 DOCUMENTATION / INFORMATION		
1.1	Failure to ensure that the contractor's employees and subcontractors' employees are familiar with the relevant binding standards and information, with the content of Directive 402/3 "Safety rules for employees of other organisations"	CZK 5,000 – 30,000
1.2	Failure to inform the contractual partner in writing prior to commencing work of the risks arising from the activities performed by the contractor in the leased premises/spaces that may endanger the safety and health of the administrator's employees or other persons authorised to be on the premises	CZK
1.3	Fails to ensure that its employees are demonstrably familiar with the principles of safe conduct at the workplace (emergency exits, evacuation points, first aid equipment, fire-fighting equipment, movement around the workplace, etc.)	CZK 5,000 – 30,000
1.4	Failure to demonstrably transfer the requirements of the relevant provisions of organisational and management standards to its suppliers and to regularly check their compliance	
2 GENERAL OBLIGATIONS		
2.1	Fails to implement measures established in relation to risks to life and health and fails to provide employees with the required personal protective equipment at its own expense.	10,000 – 30,000 CZK
2.2	Fails to ensure that its activities and the work of its employees on the premises are organised and carried out in such a way as to protect other persons present on the premises	
2.3	Fails to restore the workplace (construction site) to its original condition after completion of work and fails to hand it back to the contractual partner by means of a handover report	
2.4	It shall not maintain order and cleanliness in its premises and at the workplace (construction site) and shall not guard or otherwise secure the said premises and property.	
3 SAFETY OF TECHNICAL EQUIPMENT		
3.1	Failure to comply with Czech technical standards for products and equipment operated or put into operation on the premises	10,000 – 30,000 CZK
3.2	Operates machinery and equipment on the PIB premises that, due to their design, construction and technical condition, do not comply with regulations for ensuring occupational safety and technical equipment safety	
3.3	Uses machines and equipment for purposes for which they are not technically suitable and do not comply with the conditions specified by the manufacturer and technical standards	
3.4	Fails to ensure that only portable electrical appliances, electric hand tools, instruments and connectors that meet the conditions laid down by legal regulations	

Description of the breach	Amount of penalty
<p>and technical standards, are in good technical condition (including accessories) and are suitable for the area in which they are located/used are used on the PIB premises</p> <p>3.5 Fails to comply with mandatory requirements for temporary electrical equipment</p>	
<p>4 OTHER</p> <p>4.1 Failure to ensure compliance with the prohibition on filming and photography without consent and without ensuring the conditions for such activity</p> <p>4.2 Failure to ensure order in the rented premises and other obligations specified in the contractual relationship.</p>	10,000 – 30,000
<p>4.3 Failure to ensure the use of prescribed personal protective equipment not specified elsewhere</p>	CZK
<p>5 PARTICULARLY SERIOUS BREACHES</p> <p>5.1 Work must always be carried out on properly secured equipment.</p> <ul style="list-style-type: none"> - Failure to secure operational energy sources and media that may affect the workplace! <p>5.2 Failure to ensure compliance with the conditions for work in hazardous areas</p> <ul style="list-style-type: none"> - Working in hazardous areas in violation of the risk analysis! - Failure to comply with the conditions for working in an explosion hazard environment – entry into the zone, fire supervision, non-sparking tools, etc. <p>5.3 Failure to ensure compliance with conditions for work at heights above 1 m and above free depths must always be carried out with the use of collective or personal fall protection equipment</p> <ul style="list-style-type: none"> - Work/movement of persons without safety measures at a height of 1 m above the surrounding ground level or above a free depth! <p>5.4 Failure to ensure compliance with conditions for lifting work</p> <ul style="list-style-type: none"> - Movement under suspended loads! - Treading on underground infrastructure construction sites! - Use of hooks without a safety system! - Use of damaged slings during lifting! - Unrestricted or otherwise unprotected crane operating area during work! - Lifting loads by persons without the appropriate expertise! <p>5.5 They shall ensure that their employees do not perform activities on the premises under the influence of alcohol or other addictive substances, do not bring such</p>	15,000 – 50,000 CZK

Description of the breach	Amount of penalty
<p>substances onto the premises, do not enter the premises under their influence, and, upon request by the persons specified in Directive 136 "Entry and access to the premises of Polymer Institute Brno, branch plant" to undergo a breath test or, if necessary, an examination to determine whether they are under the influence of alcohol or other addictive substances</p> <p>5.6 They shall not fail to comply with the conditions for driving a motor vehicle and shall comply with safety regulations.</p> <ul style="list-style-type: none"> - The driver of a motor vehicle and any passengers are required to wear a seat belt while the vehicle is in motion, if the seat is equipped with one! - The driver must not hold a telephone or other communication or recording device in their hand or in any other way while driving the vehicle. Failure to comply with the speed limit on site roads! - Penalties will always be imposed if failure to comply with traffic regulations results in immediate danger to human health or damage to human health or property. <p>5.7 Failure to ensure that work is carried out by persons with the required qualifications (certificates, training, expertise, LPP, etc.).</p> <p>5.8 Failure to ensure compliance with the conditions for work on designated technical equipment – securing electrical equipment, depressurisation, inertisation</p> <p>5.9 Failure to follow the instructions of authorised persons – BA, UBEZ and UKOB employees, senior employees of the client</p>	
<p>5.10 Failure to ensure compliance with the smoking ban outside designated areas (the ban also applies in the cab of motor vehicles)</p> <p>5.11 Failure to ensure compliance with the prohibition on performing any manipulation of production equipment, unless such manipulation is the subject of the relevant contract</p> <p>5.12 Failure to ensure compliance with the prohibition on entry or access to designated areas</p> <p>5.13 Failure to ensure compliance with the health and safety plan and to secure the construction site.</p> <p>5.14 Failure to report an accident or occupational injury, or failure to ensure the proper conduct of an investigation</p> <p>5.15 Failure to provide first aid</p> <p>5.16 Other violations arising from Czech legislation, binding standards, norms, directives, etc.</p>	<p>20,000 – 50,000 CZK</p>

Annex F2. HSE sanctions – in the area of environmental protection (hereinafter referred to as "EP")

The Company has the right to demand payment of a contractual penalty in the specified amount* for each individual case if another organisation or its employees or subcontractors commit a breach of their E&P obligations by:

Description of the breach		Amount of penalty
1 DOCUMENTATION / INFORMATION		
1.1	Failure to ensure that its employees are demonstrably familiar with the relevant environmental protection provisions and principles of responsible conduct	5,000 – 30,000
2 WATER MANAGEMENT		
2.1	Withdraws water in a manner inconsistent with the location, frequency and method specified in the supplementary agreement, permit or instructions of the relevant DSBZ employee.	5,000 – 50,000 CZK
2.2	Discharges waste water into the sewerage system at a location and in a manner contrary to the conditions set out in the contract, permit or instructions of DSBZ, fails to comply with the prohibition on discharging waste water into the sewerage system and the prohibition on unauthorised disposal of waste water on or off the premises.	
2.3	Makes changes to the collection or discharge of waste water with negative impacts on operations at the PIB Premises without the consent of DSBZ to such changes.	
2.4	By violating the specified obligations, they cause a deterioration in the quality of the discharged wastewater, for which the Company has been sanctioned by state or local government authorities.	
2.5	Failure to allow the maintenance of water meters and other equipment necessary for water management in the buildings/premises used.	
2.6	Failure to submit a draft new (or amended) emergency response plan in accordance with the applicable Water Act to the OFSP for comment, or failure to provide the approved document to the OFSP for information purposes.	
3 WASTE MANAGEMENT		
3.1	Handles recyclable waste (metals, plastics, paper, waste oils) generated during the performance of work for the Company in violation of the applicable contract or the instructions of the contractual partner, fails to hand over the waste to the designated recipient, fails to sort recyclable waste.	5,000 – 50,000 CZK
3.2	Stores or collects waste outside designated areas, mixes waste in an unauthorised manner or places waste in containers for sorted municipal waste (does not prevent the creation of illegal dumps on the used or leased premises).	
3.3	Fails to label waste collection points or secure them against unauthorised access or misuse.	
3.4	They do not keep proper records of waste to prove compliance with the obligations set out on the premises and on land managed by the Company.	

Description of the breach		Amount of penalty
3.5	They will not ensure that the collection of waste does not cause damage to the environment or leaks of waste into the surrounding area.	
3.6	It does not provide the required data on waste generated in the course of its activities to the Company (extended IRZ table).	
3.7	Operates a hazardous waste storage facility without the consent of the OFSP.	
3.8	Handles hazardous waste (storage, sorting, collection and utilisation) without the consent of the competent state authority.	
4	HANDLING OF CHEMICAL SUBSTANCES	5,000 – 50,000 CZK
4.1	Failure to provide sufficient information on hazardous chemical substances and mixtures handled or stored on the premises (e.g. solvents, disinfectants, weed killers, etc.), i.e. upon request by the OFSP or DSBZ, fails to submit a list of these chemical substances and mixtures, including their current safety data sheets in Czech, or, if some safety data sheets are not available, fails to provide information on their hazardous properties and information important for determining measures to ensure health protection, environmental protection and safe handling of these substances and mixtures.	

Description of the breach	Amount of penalty
<p>5 EMERGENCY PREVENTION, PREPAREDNESS AND RESPONSE</p> <p>5.1 Failure to ensure that substances hazardous to water are handled only on paved and water-protected areas so as not to endanger the quality of water in the sewerage system and/or the quality of surface and groundwater.</p> <p>5.2 It does not ensure that handling areas are located at a sufficient distance from a single sewer inlet or watercourse to minimise the release of N into water.</p> <p>5.3 They shall not locate facilities where NL is handled in such a way as to prevent unwanted leakage of NL into the surrounding terrain or its unwanted mixing with waste water or rainwater.</p> <p>5.4 They shall not secure NL storage facilities with an impermeable finish to prevent NL from leaking into groundwater (e.g. impermeable wall plinths and raised thresholds at entrances), nor shall they equip them with emergency measures to catch any drips and leaks during handling (e.g. containers to catch leaked NL, sorbents, etc.).</p> <p>5.5 Failure to label NL storage facilities according to the type of NL stored and to secure them against unauthorised access, damage and possible misuse.</p> <p>5.6 Failure to store hazardous substances in such a way as to prevent confusion with other stored hazardous substances.</p> <p>5.7 They do not secure places where spills and leaks may occur during handling with NL collection containers or collection and emergency sumps and suitable sorbents.</p> <p>5.8 They shall not carry out preventive searches for risks of NL leaks into the environment, assess their danger or implement corrective measures to eliminate or minimise these risks; or keep records of the measures taken and implemented.</p> <p>5.9 Fails to report any spill of hazardous substances into the soil, water or sewage system that could cause or has caused damage to the environment or the Company's property.</p> <p>5.10 As the originator of an accident, fails to take measures to eliminate the consequences of the accident and thereby causes or may cause damage to the environment or the Company's property.</p> <p>5.11 By violating the established obligations, causes an accident or leakage of hazardous substances into groundwater and soil when handling NL.</p>	<p>5,000 – 50,000 CZK</p>

Annex G Proposal for the application of sanctions

Date of non-compliance:	Time	Company
Description of non-compliance:		
Statement of the authorised person Other organisations: I AGREE / I DISAGREE* Measures taken: Deadline:		
Signature		
Supporting documents for the application of sanctions:	<input type="checkbox"/> Photographic documentation <input type="checkbox"/> Video recording <input type="checkbox"/> Inspection of external employees <input type="checkbox"/> Witness statements from two independent persons <input type="checkbox"/> Other:	
Non-conformity number according to Annex F1 and F2:		
AS recommendation:	I RECOMMEND imposing a penalty in the amount of*: CZK Name: Signature	
Statement by the director of the branch:	I AGREE/DISAGREE to impose a penalty in the amount of*: CZK Name: Signature	
* Delete as appropriate. If you agree, please fill in the amount.		

Annex H Record of familiarisation of the contractor's employees and subcontractors' employees with the relevant binding standards and information

Area: OHS, fire safety, transport of dangerous goods and environmental protection – Directive 402/3 "Safety rules for employees of other organisations"

Date of training/familiarisation:	
Conducted by: Name, surname, position and signature of the contractor/trainer:	
Topic:	Binding standards and information valid at ORLEN Unipetrol RPA s.r.o. - POLYMER INSTITUTE BRNO, branch plant

The contractor/trainer confirms with their signature that the knowledge from the above syllabus has been verified orally.

First name and surname	Company	Sign

The trainee confirms with their signature that they have understood the subject matter and are aware that in the event of a breach of the regulations with which they have been duly familiarised, consequences will be imposed on them in accordance with the relevant legal regulations.