



SAFETY RULES FOR THE ACTIVITIES OF EXTERNAL FIRMS, VISITORS AND PARTICIPANTS IN EDUCATIONAL VISITS ON THE SCA COMPANY PREMISES

LONG-TERM ENTRY

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Overview of changes

Change No.	Description of the Change	Date of Issue
1	<p>This Operating Instruction shall take effect as from 1/1/2010.</p> <p>Item 1.1 Purpose - Supplemented with the following provision: “This Operating Instruction does not apply to the employees of the SCA Packaging ČR s.r.o. group.”</p> <p style="text-align: center;">Ing. Jan Roud, ExPO</p>	1/11/2009
2	<p>1.2 Scope of applicability - instruction is valid for all division of SCA Packaging Czech republic</p> <p style="text-align: center;">Martin Kadár - CIM</p>	26.2.2010
3	<p>Change contact ExBOZP a PO : 728 826 001 e-mail:info@fire-bohemia.cz</p> <p style="text-align: center;">Ing.Ivana Roubalíková MISM</p>	20.4.2011
5	<p>Clause 1.1 – new text added specifying the purpose. Clause 2.2 – added definition of short-term input. Clause 3.1 – added new bullet – acquaintance with this PI. Article 3.1.4 – minor text adjustment and added new bullet. Attachment no. 4 – added sample for employee cards for Index Nosluš s.r.o.</p> <p style="text-align: center;">Ing.Jan Roud – Ex BOZP a PO</p>	6.12.2011

1 Introductory Provisions

1.1 Purpose

This Operating Instruction is to provide for health and safety at work, for fire protection, for major accident prevention, for the safety of the transportation of dangerous goods and materials, for security on the premises (hereinafter referred to as “safety and security”) and for living environment protection by establishing the rules for the long-term activities of natural persons and legal entities and their employees on SCA Packaging Česká republika, s.r.o. Company premises.

Pursuant to the wording of Section 101, Subsection 5 of Act No. 262/2006 Coll., this Operating Instruction shall form a compulsory annexe to any contractual relation involving any natural person or legal entity (hereinafter referred to as an “external firm”) that:

- is authorised, on the basis of the relevant commercial contract or single order, to be present or perform working activities or services on the premises;
- is implementing a physical investment project on the premises;
- has leased, on the basis of the relevant commercial contract, a particular building (a workplace) or area (piece of land) for its activities.

This Operating Instruction does not apply to the employees of the SCA Packaging ČR s.r.o. group, Visitors and excursions on the premises of SCA Packaging Česká republika, s.r.o. within short period entry mode.

1.2 Scope of applicability

This Operating Instruction shall apply on the premises of the Jílové Division and Boletice Division of the company SCA Packaging Česká republika, s.r.o.

1.3 Responsibilities

This Operating Instruction shall apply on the all premises of the company SCA Packaging Česká republika, s.r.o.

2 Abbreviations and terms

2.1 Abbreviations

ADR	- European Agreement concerning the International Carriage of Dangerous Goods by Road
BA	- A security agency which, on the basis of a contract, provides the protection of the premises.
BOZP	- Health and safety at work
ČIŽP	- The Czech Environmental Inspectorate
Ex BOZP and PO	- External department in charge of fire protection and health and safety at work

ExRE	- External department in charge of living environment protection
HZS ČR	- Fire Rescue Service of the Czech Republic
JSDHO	- Volunteer fire brigade
KHS	- Regional Public Health Office
LSPP	- Medical Emergency Service
NL	- Dangerous substance (chemical substance, chemical agent or waste) which has one or several of the hazardous characteristics or properties that have been classified pursuant to the Act on Chemical Substances and Chemical Agents and, due to these properties or characteristics, might pose a risk to life or health, to living organisms, to the living environment or to property and other assets.
NMU	- An undesirable extraordinary event, major accident, operating-process accident or other event that may cause a dangerous situation, fire, explosion, production interruption, damage to property or other assets, or, through the escape of dangerous substances, may pose a risk to health or life or to the living or working environment.
PI	- Operating Instruction
PO	- Fire protection
PZH	- Major accident prevention
RID	- Regulations concerning the International Carriage of Dangerous Goods by Rail
ŽP	- Living environment

2.2 Definition of terms

Premises	- A fenced-in area administered by the company SCA Packaging Česká republika, s.r.o. and other continuous unfenced areas that are outside the fenced-in premises and are owned, used or administered by the company SCA Packaging Česká republika, s.r.o.
Safety and security	- Health and safety at work + fire protection + major accident prevention + transportation and handling of dangerous materials and goods + protection of the premises
Long-term entry	- A period (continuous or interrupted, longer than 7 days in total) during which the employees of an external firm are performing their activities on the administrator's premises.

External firm	- A natural person or legal entity performing activities on the administrator's premises, as authorised by the administrator.
Emergency information system	- A set of documents, elements and appliances that make it possible to provide information to employees and give instructions for other possible activities in the event that an undesirable extraordinary event has occurred.
Short-term entry	- Period not exceeding 7 days (even in total), with present visitors or excursion in the administrator premises.
Dangerous materials and goods	- Materials or goods, whose transportation, pursuant to the ADR/RID regulations, is forbidden (or, materials or goods which, pursuant to the ADR/RID regulations, are excluded from transportation), or materials or goods whose transportation is permitted under the conditions specified by the ADR/RID regulations.
Buyer	- The SCA Packaging Česká republika, s.r.o. Company employee who has placed the order for the particular service or work with the contractor.
Job-related injury	- Death or any damage to health that has been caused to the employee in a manner independent of the employee's own will, through a sudden, short-time violent action caused either by an external influence while the employee was performing his work assignments or in direct relation to these work assignments.
Hazardous activity	- Operating an appliance that contains an NL substance; processing, transportation and utilisation of NL substances which, with respect to the characteristics, amount and method of the utilisation of the NL substances, may result in an undesirable extraordinary event; performing any works on this appliance.
Administrator	- SCA Packaging Česká republika, s.r.o.
Accident zone	- A zone containing the place where the accident has occurred, assumed to be an area where serious risk to life is present due to the impact (effect) of the accident.

3 Safety rules for SCA Packaging Česká republika, s.r.o. Company premises

The particular external firm is obligated to carry on with due diligence applied to safety and to the protection of the living environment and shall perform all works in compliance with the provisions of the generally binding legal regulations and other regulations and with the provisions of technical standards and of the respective commercial contract.

3.1 Fundamental safety requirements and information

3.1.1 Training before entering the premises

Any external firm that is to perform any activities on the premises is obligated to ensure that

- Acquaint the employees with the work instruction content
- each of the persons for whom the long-term permission for entering the premises is requested takes part in the Ex BOZP and PO training (phone number 728 826 001).

3.1.2 Risks to the safety and health of the employees

Before starting its activities on the premises, the external firm shall inform the contract partner and the Ex BOZP and PO department (e-mail: info@fire-bohemia.cz) in writing about the risks that result from the characteristics of the activities that are to be performed by the external firm within the assigned buildings/areas and may pose a risk to the safety and health of the administrator's employees and, possibly, of other persons whose presence on the premises has been authorised.

3.1.3 The following activities are prohibited on the premises:

- smoking outside the dedicated areas (this prohibition also applies to the cab of a motor vehicle);
- using electric heating appliances without the written permission issued by the Ex BOZP and PO department (the F-2-05/05 form, "Application for the Permission to use Electric Heating Appliances", is enclosed in Annexe No. 3 to this Operating Instruction);
- any intervention in or any handling of the production equipment, unless this intervention or handling is the subject matter of the respective job order;
- depositing any dismantled material or any other material within the area of passageways or roads or within a 3m distance from a hydrant;
- leaning tools and other items against production equipment or railing or against other unstable items or objects;
- making any video records or taking any photographs unless these activities have been approved by the buyer and conditions for these activities have been ensured (depending on the particular environment, e.g., hot-work permit, supervision performed by the administrator' employee or by the BA, etc.);

3.1.4 An external firm performing activities or moving within the premises shall meet the following obligations:

- shall observe the instructions of the safety and emergency information system on the premises, such as the information and safety signs, on-site radio broadcast, audible alarm, etc.
- Do not allow the employees to perform prohibited work on premises, and work requiring qualification incompliant with their skills and medical ability; for this purpose the external company is obliged to provide the employees with effective medical examination,
- shall ensure that each of the external firm's employees has been acquainted in a provable manner with the relevant provisions of this Operating Instruction;
- shall ensure that the external firm's employees

- Wearing warning vests of yellow or orange colour, or clothing with reflexive elements upon entering the premises and for the whole period of dwelling on premises until leaving the area,
 - Wearing warning safety footwear with protective top (toe box), at least category S1 (ČSN EN ISO 20345) upon entering the premises and for the whole period of dwelling on premises until leaving the area,
 - Using ear protection in designated areas with noise risk,
 - observe the provision prohibiting any person from stepping onto roller conveyors;
 - observe the provision prohibiting any person from stepping into the route of an industrial truck.
- as far as the areas assigned to the external firm are concerned, the external firm shall elaborate written emergency instructions including an emergency escape instruction (must be discussed with the Ex BOZP and PO, (phone number: 728 826 001), familiarise its employees with these instructions, and organise practice events so that the employees may acquire the necessary skills to respond to emergency situations, including the evacuation of persons, provided that the external firm performs hazardous activities on the premises;
 - the external firm shall inform its employees about the risks to health and life, which have been properly made known to the external firm through the relevant commercial contract, and, furthermore, the external firm shall fulfil the particular measures that have been specified and equip its employees, at its own expense, with the specified personal protective equipment;
 - the external firm shall provide written information to the ExRE (phone number: 487 763 868, e-mail:ladeojilove@volny.cz) and Ex BOZP and PO departments in advance in the event that the external firm is to handle carcinogenic or mutagenic agents or substances toxic to reproduction at its work places on the premises, and in the event that the external firm is to use its own ionising radiation sources on the premises; the external firm shall notify the above mentioned departments of the ending of these activities;
 - the external firm shall ensure that its employees refrain from entering the premises and from performing any activities on the premises under the influence of alcohol or other addictive substances, and that its employees avoid taking alcohol or other addictive substances onto the premises; furthermore, the external firm shall ensure that each of its employees, when asked to do so, submits himself/herself to an approximate breath-analyser test or to a medical examination for the purpose of establishing whether he/she is under the influence of alcohol or other addictive substances;
 - the external firm shall oblige its subcontractors in a provable manner to observe the obligations stated in this Operating Instruction and shall check regularly whether these obligations are fulfilled.

Warning

The fact that the obligations have been transferred does not relieve the external firm from its responsibility for the activities of its subcontractors on the premises. It is the external firm that is responsible for the safety of the single or short-term activities (e.g., service, adjustment, measurement, etc.) and for the safety of the

activities performed on the premises for the external firm by a self-employed natural person. The external firm is fully responsible for the safety of its subcontractors;

- the external firm may only start and perform any activities on the premises subject to approval by the buyer Based on issued written ‘Approval for work’, for work with open fire based on issued written ‘Approval for work with open fire’,
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- after ending its activities, the external firm shall bring the workplace (the construction site) to the original condition and hand over the workplace (the construction site) back to the buyer;
- the external firm’s areas, buildings and workplaces (construction site) shall be kept tidy by the external firm, in clean condition; the external firm shall guard the above-mentioned areas and other property, possibly, shall secure these areas in another manner;
- the external firm shall ensure permanent free access to all fire-fighting tools, equipment and systems (to water and extinguishing agent supply sources outside; permanent free access for fire-fighting vehicles);
- within its buildings/areas, in the vicinity of each telephone set, the external firm shall place a copy of the properly completed Fire-Fighting and Fire-Alarm Instruction (a specimen Fire-Fighting and Fire-Alarm Instruction is included in Annexe No. 1);
- any machines and appliances may only be used for the purposes that they are technically fit for, in compliance with the conditions specified by the manufacturer and by the relevant technical standards;
 - Only portable electric appliances, electric hand tools, instruments and communication links that meet the requirements specified by the relevant legal regulations and technical standards and are in good technical condition may be used on the premises.

Warning

It is the external firm that is responsible for the condition of the electric appliances and their accessories.

- the external firm shall ensure at its own expense (unless otherwise provided by the respective contract) that the basic sanitary requirements (lavatories, changing rooms, washrooms, drinking water supply, etc.) for its employees and for the employees of its subcontractors are met;
- procedures and technologies for the external firm’s activities must be chosen in such a way as to guarantee compliance with the respective maximum allowable limits concerning noise, vibration, dust nuisance, harmful chemical substances and other harmful aspects of the working environment.

3.1.5 Walking and driving within the premises

Road traffic, transportation of loads, passenger transportation and pedestrian traffic on the roads of the premises are governed by Act No. 361/2000 Coll. and by Ministry of Transport of the Czech Republic Regulation No. 30/2001 Coll.

The maximum permissible speed within the entire premises, for all vehicles, is 20 km/hour.

Railway crossings are only marked with a warning cross. Other traffic signs that would warn of the railway crossing in advance have not been installed.

Neither long items, such as pipes, reinforcing bars, steel rods, etc., nor any part of these items may be dragged on the road pavement.

The travel route for vehicles or truck trains whose overall length or width exceeds the specified dimensions that allow safe passage must be discussed in advance with the buyer, with the Ex BOZP and PO department and with the BA.

A driver who has been involved in a traffic accident on the premises is obligated to report this accident immediately to the buyer (in the event that the driver is not capable of doing so, this obligation shall be fulfilled by the driver's employer). In the event that any person has been injured or any other property damage has been brought about, the driver, possibly his employer, shall also report the accident to the Operating Centre of the Police of the Czech Republic in Děčín (tel: 158, 112). Furthermore, any damage to the road, traffic sign, etc. caused by the driver shall be reported by the driver to the respective buyer.

Comment:

In the event that, at the traffic accident, the living or working environment has been polluted or any person has been injured or any other property damage has been brought about, the buyer must be particularly warned of this fact by the driver (by his employer).

Parking places (parking places in garages) on the premises for the vehicles of the external firm are specified by the respective contract, possibly, by the Entry Permit.

Parking or waiting outside the dedicated parking areas and parking within production, storage or shipping halls is forbidden.

Engine- or motor-driven industrial trucks may be parked only within the dedicated areas, provided that the relevant safety and security requirements have been met.

Within the premises, any person may only walk on a walkway. At areas where there is no walkway, any person shall walk at the left side of the road. Walking beyond roads or walkways is forbidden unless the areas beyond the roads or walkways have to be entered in connection with a particular work assignment or are used as an escape area in the event of an immediate danger to health or life. It is forbidden to use any scooters, skis, ice-skates, roller-skates, skateboards, etc. on the premises.

Comment:

Within the Jílové Division, moreover, it is forbidden to use bicycles.

Any building may only be entered through the dedicated passageway, entrance or gate.

Road vehicles with an entry permit may only be driven on the premises by persons who have been acquainted in a provable manner with the provisions of this Operating Instruction.

Only employees who have met the below mentioned requirements may be allowed by the external firm to drive an engine- or motor-driven industrial truck on the basic roads of the premises:

- have the relevant driving licence;
- have been properly acquainted with the provisions of this Operating Instruction.

3.1.6 Undesired extraordinary events; reporting; investigation of the causes

In the event that an NMU event breakout or a risk of an NMU event breaking out on the premises has been detected by the external firm's employee, the external firm's employee shall report this fact immediately to the nearest employee of the administrator or to a BA employee and, furthermore, to his/her superior. Moreover, he/she is to proceed in accordance with the Fire-Fighting and Fire-Alarm Instruction (see Annexe A), as follows:

- In the event of fire, explosion or injury, the external firm's employee is to report this NMU event to the fire reporting station.
- In the event of an NMU event which might affect or has affected the living or working environment, the external firm's employee is to report this NMU event to the relevant employee of the contract partner and to the ExRE department (tel: 487 763 868, e-mail: ladeojilove@volny.cz).

The respective employee of the external firm is to report any NMU event immediately to the buyer.

In the event that the NMU event involves the activities of the external firm, the external firm, so that the investigation may be performed properly, shall carry out the following:

- secure the witness statement of each of its employees who were present at the event;
- cooperate with the chairman of the working committee established to clarify the causes of the NMU event and take part in the process of proposing the corrective measures, possibly, take part in the implementation of these measures.

In the event that, pursuant to the relevant legal regulations, the investigation of the NMU does not fall within the competence of the administrator, the external firm shall carry out its own investigation (the Ex BOZP and PO department may be invited to take part; (tel: 728 826 001). A copy of the Investigation Report, which shall contain the established causes of the NMU event and the designed corrective measures, is to be handed over by the external firm to the Ex BOZP and PO department (e-mail: info@fire-bohemia.cz).

In the event that any person has suffered health damage in connection with the NMU event, the actions stated in the next section ("Job-related injury") are to be performed as well.

3.1.7 Job-related injury

In the event that any job-related injury has been suffered at a workplace or area of the premises that is used by the external firm on the basis of the respective contract by any of the employees of the external firm or by any person who is present there with the external firm aware of the person's presence, this job-related injury shall be reported immediately by the external firm (to phone number 728 826 001).

3.1.8 Establishing the causes of job-related injuries

Having learned about the job-related injury suffered by its employee, the external firm shall, without delay, reliably and responsibly establish the cause, the casual relations and all the other circumstances of the job-related injury. The findings shall be included in a report elaborated by the external firm. The person who has suffered the injury and the other persons that witnessed the job-related injury are obligated to cooperate effectively.

Comment:

In the event that a job-related injury has occurred, a copy of the Injury Report must be delivered without delay to the Ex BOZP and PO department (e-mail: info@fire-bohemia.cz).

Warning

Within the meaning of Section 274 of Act No. 262/2006 Coll., the external firm's building or area is to be interpreted as the administrator's fenced-in premises.

3.1.9 First aid

To allow quick orientation with respect to the LSPP service, an ambulance car stand has been established on the premises.

Any and all of the persons that are present shall provide first aid immediately (provided that they do not put their own safety or health at risk) using all the available means and shall care for the injured person until the injured person has been handed over to the doctor.

3.1.10 Calling the medical emergency service

In the event that it is necessary due to the type of injury, or, in the event that several persons were injured or a quick technical rescue operation is necessary, etc., the LSPP medical emergency service, possibly, the HZS ČR fire rescue service must be called through the fire reporting station, as specified in the Fire-Fighting and Fire-Alarm Instruction.

When calling the LSPP or the HZS ČR services to the place where the accident has occurred, possibly, to a sick person whose condition has suddenly, seriously deteriorated, stay calm and clearly explain what happened and give the place where the injury happened. Do not hang up immediately. Hold the telephone receiver and be ready to answer possible questions.

3.1.11 Other requirements concerning health and safety at work

When working on an appliance, the external firm is obligated to secure the hazardous area for the entire period when the protective device, for the above-mentioned reasons, is put out of operation, unless otherwise provided by the Work Permit.

Any damage to the floor or to the protective device (in the event that their original condition can not be restored) shall be reported by the external firm immediately to the buyer.

3.1.12 Other requirements concerning fire protection

Due to the fact that all facilities on the premises have roofs covered with flammable materials, the work with open fire on the roofs cannot be performed without 'Approval for work with open fire' issued by the client.

Any activities that will restrict the capacity of any road or block any road on the premises must be approved in advance by the Ex BOZP and PO department (tel. 728 826 001).

The above-mentioned department must be notified about any beginning and ending of the works related to the approved restriction.

As far as fire-extinguishing activities are concerned, every person has the following obligations:

- shall take the necessary action to save the persons at risk;

- shall extinguish the fire, in the event that it is possible, or take the necessary action to prevent the fire from spreading; shall report the fire immediately to the fire reporting station in accordance with the Fire-Fighting and Fire-Alarm Instruction or ensure that the fire is reported in another manner;

3.1.13 Other requirements and information concerning major accident prevention

Any activities of the external firm on the premises must be aimed at preventing NMU events and, in the event that an NMU event has occurred, at the quick rectification and minimisation of the consequences.

Any hazardous activities on the premises may only be performed by the external firm in the event that these activities have been agreed in the relevant commercial contract, which also stipulates the conditions under which these activities may be performed.

As part of the emergency information system, an acoustic emergency information system has been installed on the premises to provide information to every person. In the event that an alarm has been raised by a siren, each person present on the premises is obligated to observe the fundamental emergency rules (see Annexe No. 2).

3.1.14 Transportation of dangerous goods and materials

Transportation of dangerous goods and materials (including hazardous waste) on the premises shall be governed by the relevant legal regulations, by Annexe A and Annexe B of the European Agreement concerning the International Carriage of Dangerous Goods by Road (ADR), by the Regulations concerning the International Carriage of Dangerous Goods by Rail (RID) and by the directions specified by this Operating Instruction for the premises. All of the above-mentioned regulations and directions shall apply to each person involved in this transportation.

In the event that a risk to the living environment has been brought about in connection with an accident or breakdown of a road vehicle involved in the transportation of dangerous goods or materials on the premises, the driver or co-driver of the vehicle are obligated to take action immediately to mitigate the impact on the living environment (e.g., by spreading liquid-absorbing material, by preventing the dangerous substance from entering the storm sewer, etc.) before the emergency service arrives, and shall report this event immediately to the following:

- to the buyer;
- to the fire reporting station, in accordance with the Fire-Fighting and Fire-Alarm Instruction;
- to the ExRE department (tel: 487 763 868, e-mail: ladeojilove@volny.cz).

3.2 Requirements and information necessary for providing the protection of the premises

3.2.1 Protection of persons and property, guarding

The protection of persons and property and guarding on the premises is performed, pursuant to the relevant commercial contract, by the BA. The BA employees wearing a uniform, acting on behalf of the administrator, are authorised to perform the following:

- ask a person to prove his/her identity by presenting the visiting card;

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- ask for explanation in connection with the prevention of criminal activity;
- ask for data or documents required for the investigation of an extraordinary event;
- ask a person to submit himself/herself to an approximate breath-analyser test, possibly, to the taking of a blood sample for the purpose of establishing the blood alcohol content.

Furthermore, the BA employees wearing a uniform are authorised to perform the following:

- check the buildings, areas, transport means and luggage;
- forbid a person who is evidently under the influence of alcohol or other addictive substances to enter the premises;
- forbid persons to enter specific areas;
- forbid vehicles that evidently contaminate or damage the road to enter or leave the premises;
- order an undesirable person out of the premises or prevent an undesirable person from entering the premises in an unauthorised manner;
- detain a person who has been caught in the very act of a crime or a person who is suspected of committing a crime (this also applies to seized items and materials) and hand over this person to the Police of the Czech Republic.

3.2.2 Entering the premises

Only a person of more than 15 years of age may enter the premises, provided that a visiting card has been handed over to this person. Only a vehicle that has been permitted to enter by the buyer may enter the premises.

The documents required for the entry are issued by the respective buyer, and the visiting cards are issued by the BA.

The persons to whom a long-term entry visiting card is to be handed over have to pass the entry training at first.

The employee of a supervising government agency will obtain a visiting card from the BA, after producing his/her service identity card. The employee of a supervising government agency may only enter the premises if he/she is accompanied by an employee of the Company or of the external firm that he/she is paying a visit to.

The external firm is obligated to return the visiting cards of its employees to the BA (at the gate house) without undue delay in the event that the reason for their entering the premises has ceased to exist.

Any attempt to misuse a visiting card will result in the immediate withdrawal of the visiting card.

3.2.3 Loss of the entry permit documents

Any loss or destruction of a visiting card shall be immediately reported by the holder of the respective visiting card to the BA (in person, at the gate house). After the person's identity and the identity of the person's employer have been verified, the BA shall hand over a new visiting card to the person.

In the event that a new visiting card has been issued instead of a lost or destroyed visiting card, the respective external firm shall pay a charge of CZK 200.

3.3 Living environment protection

An inspection that is to be carried out by a state administration body in relation to the living environment shall be reported by the external firm to the ExRE department (tel. and fax: 487 763 868, e-mail: ladeojilove@volny.cz) well ahead of time.

Possible costs or damage incurred by the administrator in connection with the disposal of the waste produced by the activities of the external firm shall be subsequently recovered from the external firm.

3.3.1 Water management; handling NL (dangerous substances); water pollution prevention

When handling water, the external firm shall fulfil the the following obligations:

- Water shall be tapped at a place, at a frequency and in a manner complying with the concluded contract.
- Waste water shall be discharged at a place and in a manner that has been specifically determined and designed for this purpose, in accordance with the conditions specified by the ExRE department.
- In the course of the preparation and realisation of investment projects, surface water and ground water protection shall be ensured by the external firm. When treating NL substances, the external firm shall use equipment and apply operating procedures and technologies that are suitable from the point of view of the protection of surface water and ground water as well.
- In the event that any change in the tapping of water or in the discharging of waste water is to be carried out, the ExRE department shall be notified and its approval shall be requested well in advance (at least 7 working days in advance).

NL substances that are dangerous to water may only be handled by the external firm on a paved surface area which has been secured in regards to surface and ground water protection. The external firm shall avoid any action that would endanger the quality of water in the sewer system and the quality of surface and ground water. Furthermore, the external firm shall ensure the following:

- The appliances which handle NL substances shall be positioned in such a way as to prevent the NL substances from leaking into the surrounding ground and from becoming mixed with waste water or rain water in an undesired manner.
- NL substance storage areas shall be marked in accordance with the NL substance being stored there and shall be secured against unauthorised entry and against damage and possible misuse.
- Areas where NL substances may drip or leak in the process of handling them shall be secured by fitting collecting trays or collecting and emergency traps and by providing suitable liquid-absorbing materials.

In the event that the external firm is to handle an NL substance in an appliance which contains an amount of this NL substance exceeding the limit specified by Ministry of the Environment of the Czech Republic Regulation No. 450/2005 Coll., the external firm shall elaborate an emergency plan to specify the measures to be taken in the event of an accident.

This emergency plan for the protection of water, after it has been completed, shall be submitted by the external firm to the ExRE department for information.

3.3.2 Air protection

An external firm operating an air pollution source on the premises within the meaning of the Air Protection Act shall notify the ExRE department of this fact.

In the event that an accident at an air pollution source operated by the external firm has occurred, a copy of the report, which contains the accident assessment and the specified corrective measures and is to be handed over to the Czech Environmental Inspectorate, shall be sent by the external firm to the ExRE department.

Within the periods when a particular air pollution source control level has been ordered by the state authorities, the external firm is obligated to observe the instructions of the ExRE department.

3.3.3 Waste treatment

Unless otherwise provided by the respective commercial contract, the external firm whose activities on the premises have resulted in any waste being produced shall always be considered to be the entity that has produced this waste and is responsible for this waste.

The external firm shall handle the waste that has been produced at its own cost, in compliance with the Waste Act, i.e., the external firm shall ensure the sorting, temporary storage and transportation, up to the hand-over for final processing or disposal, including all the other activities involved. Waste disposal, possibly waste recycling, must be secured by the external firm through a contract concluded with a particular entity authorised pursuant to the Waste Act. Furthermore, the external firm shall ensure the following:

- with the exception of the temporary storage of uncontaminated soil, uncontaminated metal scrap and construction debris for the period before these materials are transported for the final utilisation or disposal, waste may only be placed into waste collecting containers (marked in a proper manner);
- in the event that the external firm intends to deposit waste into the waste collecting containers or at the central waste collecting area, the external firm shall request the respective approval from its contract partner and shall observe the conditions set for the operation of these containers or this area;
- the external firm may only handle hazardous waste in the event that the external firm is in possession of permission to handle hazardous waste and has presented this permission to the ExRE department before starting its activities;
- in the event that the external firm is to remove or utilise the waste that has been produced in connection with its activities on the premises, the external firm shall obtain, in advance, the respective permits from the state administration bodies (the Regional Authority, the Living Environment Protection Department of the City Authority, the Trade Licensing Office);
- whenever requested by the ExRE department or by the contract partner, the external firm shall submit the documents related to waste disposal or utilisation (i.e. waste material operating records, weighing certificates, annual reports to the respective City Authority or Municipal Authority);

- the external firm shall provide the accompanying documentation stipulated by the law to the waste that is to be handed over for final disposal or recycling (as far as hazardous waste is concerned the following additional documents shall be provided: hazardous waste identification certificate, registration sheet for the transportation of hazardous waste, documentation specifying the physical and chemical characteristics of the waste, etc.);
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3.3.4 Dangerous chemical substances and agents

An external firm handling dangerous chemical substances and agents on the premises (see Act No. 356/2003 Coll. and Act No. 258/2000 Coll.) shall ensure that the packaging of the dangerous chemical substances and agents and the containers and storage areas for these substances are properly marked and that the persons handling these substances and agents have been acquainted in a provable manner with the characteristics of these substances and agents and with the principles of the safe handling of these substances and agents).

A list of all dangerous chemical substances and agents (e.g., solvents, disinfectants, herbicides, etc.) that are handled or stored by the external firm on the premises shall be handed over by the external firm to the ExRE and Ex BOZP and PO departments. Furthermore, the external firm, in advance, shall provide written notification of any new dangerous chemical substance or agent that has not been included in the list.

Upon request, the up-to-date Material Safety Data Sheet in the Czech language, possibly, other supplementing information to the substances and agents included in the list or in the notification shall be provided by the external firm to the ExRE and Ex BOZP and PO departments.

3.4 Inspection

3.4.1 Performing the inspection

The inspection of the external firm and its employees on the premises may be performed by the following persons:

- An inspection within the scope of the respective order or contract may be performed by the buyer or by the administrator's employee who has concluded the contract with the external firm.
- An inspection within the entire premises may be performed by BA employees wearing a uniform, by Ex BOZP and PO and ExRE employees after they have produced the respective authorisation, and, furthermore, by the representatives of state authorities who are authorised to perform this inspection by the law.

3.4.2 The external firm shall ensure the following:

- shall allow the authorised persons to carry out the inspection, possibly, the external audit in a proper manner, and shall submit the relevant information and required documents to the authorised persons;

- in the event that any non-conformity has been detected, the external firm shall rectify this non-conformity at its own cost immediately (or, by a specified time limit) and shall notify the buyer after this non-conformity has been rectified;
- shall perform, on the premises, the regular inspection of its workplaces defined by the respective commercial contract or by the hand-over report;
- shall perform the regular inspection of its employees who perform work activities at the administrator's workplaces;
- shall maintain the relevant documentation of the above-mentioned inspection activities.

Dealing with the external firm employee's breach of discipline:

- by notifying the external firm of the fact that correction should be carried out (this procedure is used in the event of a minor breach of discipline);
- an interview with the external firm's employee in charge; upon this interview, the external firm shall inform the respective employee of the administrator in writing about the measures taken (this procedure is used in the event of repetitive minor breaches of discipline of the external firm's employees);
- immediate withdrawal of the entry permit for the respective employee of the external firm (in the event of gross violation of the provisions of this Operating Instruction or of the provisions of the generally binding legal regulations and technical standards).

The following events, in particular, shall be considered to be the reason for the immediate withdrawal of the entry permit:

- smoking at areas where smoking is not permitted;
- drinking alcohol or using other addictive substances on the premises; staying on the premises in a state under the influence of alcohol or other addictive substances; an attempt to enter the premises in a state under the influence of alcohol or other addictive substances;
- an attempt to enter the premises with a firearm or with an explosive; wearing a weapon or ammunition within the premises, as qualified by the provisions of the Arms Act (with the exception of the Armed Forces or armed corps);
- physical attack on another person;
- intentional damage to property or assets on the premises, theft on the premises;
- negligent damage to the property of the administrator which might have brought about a risk to the safety and health of other persons on the premises or might have resulted in a serious danger to the living or working environment;
- another gross or repeated violation of the provisions of this Operating Instruction or of the provisions of the generally binding legal regulations and technical standards that apply to the sphere of safety and living environment protection.

3.4.3 Repetitive breach of discipline

In the event that a repeated withdrawal of the entry permit for an employee has occurred, the prohibition of entry shall have a permanent effect.

In the event that the repeated immediate withdrawal of the entry permit for the employees of one firm has occurred, the administrator reserves the right to assess this external firm in connection with the commercial contracts as a partner who failed to fulfil its duties in the sphere of safety and living environment protection stipulated by the law, and the respective contract may be cancelled immediately and the external firm may be removed by the administrator from the list of suppliers and subcontractors.

4 Documentation

4.1 Related documentation

Act No. 361/2000 Coll., the Road Traffic Act, altering some other laws, as amended

Act No. 86/2002 Coll., the Air Protection Act, as amended

Act No. 185/2001 Coll., the Waste Act, as amended

Act No. 356/2003 Coll., the Act on Chemical Substances and Chemical Agents, altering some other laws, as amended

Act No. 59/2006 Coll., the Major Accident Prevention Act

Act No. 254/2001 Coll., the Water Act, as amended

Ministry of Transport of the Czech Republic Regulation No. 30/2001 Coll., to implement road traffic regulations and road traffic control, as amended

Ministry of the Environment of the Czech Republic Regulation No. 450/2005 Coll., providing for the obligations concerning the handling of harmful substances, for the elements of an emergency plan, for the method and scope of the reporting of accidents, and for the obligations concerning the rectification of accidents and their harmful impacts, as amended

ČSN EN ISO 20345 – Personal Protective Equipment – Safety Footwear

4.2 Documents issued

Title	Identification	Storage area	Storage period

4.3 Annexes

Annexe No. 1

Fire-Fighting and Fire-Alarm Instruction

Annexe No. 2

Measures to be taken after the siren has been sounded












Annexe No. 3

Application for permission to use electric heating appliances

Annexe No. 1, Fire-Fighting and Fire-Alarm Instruction

POŽÁRNÍ POPLACHOVÁ SMĚRNICE			
Hlášení : požáru, výbuchu a havárie			Pro pracoviště:
Hlášení se provádí:		1. Telefonem 2. Tlačítkovým hlásičem	
Při telefonickém hlášení uveď : - co se stalo			
		- místo	
		- číslo telefonu	
		- jméno	
Požár Výbuch Havárie	telefonem	Ohlašovna požárů	Vedoucí pracoviště tel.:
	tlačítkem	Ohlašovna požárů	
<p>Každý je povinen:</p> <ul style="list-style-type: none"> - ohlásit ihned zjištěný požár, výbuch nebo havárii podle tohoto schématu - v případě požáru vyhlásit poplach na pracovišti voláním "HOŘÍ" - provést nutná opatření pro záchranu osob, uhasit požár, jestliže je to možné - provést nutná opatření k zamezení šíření požáru nebo rozvoje havárie - zajistit očekávání jednotky HZS na místě uvedeném v hlášení <p>Vedoucí (mistr) je povinen:</p> <ul style="list-style-type: none"> - určit postup pro evakuaci osob a materiálu - po příjezdu hasičů informovat velitele zásahu o současné situaci a o případném nebezpečí - informovat dispečink při hlášení požáru, výbuchu, poruchy a havárie o potřebě odpojení vodovodních rozvodů, rozvodů plynu a elektrické sítě 			
PRIVOLÁNÍ LÉKAŘSKÉ SLUŽBY PRVNÍ POMOCI			
Při telefonickém hlášení uveď:		- co se stalo a místo	
		- po ohlášení úrazu jdi na určené stanoviště a čekej na příjezd sanitního vozu.	
ÚRAZ	Ohlašovna požárů	Vedoucí pracoviště	tel.:
		vedoucí pracoviště	tel.:
Datum vyplnění/aktualizace:			

Annexe No. 2, Measures to be taken after the siren has been sounded

 <h2 style="text-align: center;">After the siren has been sounded</h2>	
	<p>1. Take account of your immediate location or workplace (i.e., the particular building or area and the adjoining roads and passageways).</p>
	<p>2. Listen to the additional information. Observe the instructions that have been given.</p>
	<p>3. Do not smoke. Extinguish any open fire. Switch off electric appliances.</p>
	<p>4. Inform your fellow-workers and other persons in the vicinity.</p>
	<p>5. Use all of the personal protective equipment elements that have been prescribed and are available.</p>
	<p>6. Carry out the necessary technological operations to secure the technological equipment and/or carry out the evacuation.</p>
	<p>7. Report your position to your superior and release the telephone line. Do not engage telephone lines unnecessarily.</p>
	<p>8. Stop your vehicle as close as possible to the right-hand road border. Turn the engine off and listen to the message from the loudspeakers on the premises.</p> <p>In the event that you are within the accident zone or within the zone where emergency measures have been taken, carry on as follows:</p> <ul style="list-style-type: none"> • In the event that an inflammable or explosive gas leakage has occurred, leave the vehicle keys on the driver's seat, leave the vehicle and leave the hazardous area, walking in the direction perpendicular to the wind direction. • In the event of an accident of any other type, leave the hazardous area immediately by driving the vehicle in the direction away from the accident area.
	<p>9. Observing the first-aid principles, help the employees who have been affected by the accident. Pay attention to your own safety. Use the specified protective means and all the other available protective means.</p>
	<p>10. If you are not involved in the emergency rescue operation, do not enter or approach the declared accident zone and the zone where emergency measures have been taken.</p>

Annexe No. 3, Application for permission to use electric heating appliances

Application for permission to use electric heating appliances within the SCA Packaging Česká republika, s.r.o. Company premises

I hereby apply for permission to use electric heating appliances within the area specified below. I confirm that the person who will be responsible for the operation and utilisation of these electric heating appliances has been acquainted with the principles of the safe operation of electric heating appliances in accordance with the ČSN 06 1008 standard.

Building	Room/Storey	Electric heating appliance type	Input (kW)	User

Department/Firm:

Date:

Name, surname and signature of the applicant:

Statement of the MD/Maintenance – ELECTRICAL Equipment Maintenance Section:

I agree

I do not agree

Signature

Statement of the PO technician, issued on the basis of the inspection of the area:

I agree I do not agree

Signature

Statement of the director of the division:

I agree I do not agree

Signature

Permission issued on:

Serial number of the issued permission:

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Annexe No. 4, Specimen visiting card

