



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

SHORT-TERM ENTRY

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Issue No.5	Valid from 10.1.2012	Page 1 of 13

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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>Item 3.2, Rules for entering the premises</p> <ul style="list-style-type: none"> "A visitor may enter the premises only if he/she is accompanied by an authorised person." – This paragraph has been supplemented with the specification of this condition. <p style="text-align: center;">Ing. Jan Roud, ExPO</p>	
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 Kadar - CIM</p>	26.2.2010
3	<p>Clause 3 – specified text. Article 3.1.2 – specified title and added new obligations.</p> <p style="text-align: center;">Ing. Jan Roud – ExBOZP a PO</p>	6.12.2011

1 Introductory Provisions

1.1 Purpose

This Operating Instruction is to provide for health and safety at work and for fire protection and safety and security on SCA Packaging Česká republika, s.r.o. Company premises by establishing the rules for the short-term activities of external firms, visitors and participants in educational visits on SCA Packaging Česká republika, s.r.o. Company premises.

This Operating Instruction does not apply to the employees of the SCA Packaging ČR s.r.o. group.

1.2 Scope of applicability

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

1.3 Responsibilities

The responsibilities of the individual persons and entities involved, including the methods of cooperation and communication, are stated in Section 3.

2 Abbreviations and terms

2.1 Abbreviations

BA	- A security agency, which, on the basis of a contract, provides the protection of the premises.
BOZP	- Health and safety at work
Ex BOZP and PO	- External department in charge of fire protection and health and safety at work
PO	- Fire protection
MISM	- ISM Manager
PVISM	- Representative of the ISM top management

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.
Accompanying person	- An employee of the administrator, possibly, an employee of an external firm performing activities on the administrator's premises, who has been

	authorised to take over and accompany a visitor or participants in an educational visit.
Educational visit	- A person or a group of persons that are present on the administrator's premises for educational reasons.
External firm	- A natural person or a 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 emergency situation has occurred.
Short-term entry	- A period (continuous or interrupted), during which a visitor or a participant in an educational visit is present or performs activities on the administrator's premises. This period may not exceed 7 days in total.
Visitor	- A natural person or an external firm's employee who, for a short term, is present or performs activities on the administrator's premises.
Visiting card	- A card in a plastic casing, to be attached to the visitor's clothes, permitting the visitor to enter the SCA Company premises. This card is handed over by the BA to each visitor.
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.
Risk	- A combined value involving the probability of the occurrence of a hazardous event or exposure and the probability of a serious injury or health damage that may be suffered in consequence of the particular event or in consequence of the exposure to the influence of the particular event.
Administrator	- SCA Packaging Česká republika, s.r.o.

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

Visitors and participants in an educational visit shall observe the safety rules stated in the "Safety and Environment Protection Manual for External Persons and Entities" document, which they have obtained from the BA at the gatehouse before entering the premises.

3.1 Fundamental safety information and requirements

3.1.1 Safety and Environment Protection Manual for External Persons and Entities

Before entering the premises, the visitor is obligated to familiarise himself/herself with the content of the "Safety and Environment Protection Manual for External Persons and Entities" document. The visitor may enter the premises only if he/she is accompanied by an authorised person.

The guide of a particular group of participants in an educational visit shall familiarise each member of his group with the content of the above-mentioned document. Furthermore, the guide shall ensure that the safety rules included in this document are observed by each member of his group. The educational-visit group may enter the premises only if it is accompanied by an authorised person.

The following activities are prohibited on the premises:

- smoking outside the dedicated areas (this prohibition also applies to the cab of a motor vehicle);
- operating the control elements of the fire-fighting equipment (e.g., the sprinkler system, electric fire-alarm system, etc.);
- any intervention in or any handling of the production equipment, unless this intervention or handling is an objective of the visitor's activities;
- depositing any dismantled material or any other material in 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's employee or by the BA, etc.).

When moving around the premises or performing any activities on the premises, visitors or participants in an educational visit are obligated to act as follows:

- 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.;
- wear a reflective yellow jacket and safety footwear with protective toecap minimum category S1 (ČSN EN ISO 20345) or reinforced foot-and-toe guards when entering the production areas;
- refrain from entering or moving around the premises under the influence of alcohol or other addictive substances, and avoid taking alcohol or other addictive substances onto the premises. Any person on the premises, when asked to do so, shall submit himself/herself to an approximate breath-analyser test for the purpose of establishing whether he/she is under the influence of alcohol or other addictive substances.

3.1.2 Obligations of a visitor performing work activities as per the order or concluded contract

- Before starting any activities on the premises, any external firm is obligated to inform the buyer about the risks resulting from the activities to be performed by the external firm, namely, about the risks to the health and safety of the administrator's employees and, possibly, of other persons whose presence on the premises has been authorised
Acquaint the employees with the work instruction content,
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,
 - The employees must comply with the following:
 - 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 prohibition of entering the roller routes,
 - Observe the prohibition of movement in forklift drive routes,
 - Any activities on the premises may only be started and performed upon approval by the buyer.
 - Only machines and appliances whose design, version and technical condition comply with the respective regulations for safety at work and for the safety of technical appliances may be operated on the premises.
 - Any machines and appliances may only be used for the purposes that they are fit for, in compliance with the conditions stipulated by the manufacturer and by the relevant technical standards.
 - Only portable electrical devices, electric hand tools, instruments and communication links that meet the requirements stipulated by the relevant legal regulations and technical standards and are (including their accessories) in good technical condition and of a version suitable for the particular operating environment may be used or placed within the premises.
- Please, note the following:
It is the external firm that is responsible for the condition of the electrical devices and their accessories.
- Procedures and technologies for the particular 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.

3.1.3 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 the Ministry of Transport of the Czech Republic Regulation No. 30/2001 Coll.

A driver who has been involved in a traffic accident on the premises is obligated (provided that he/she is capable of doing so) to report this accident immediately to the accompanying person.

3.2 Rules for entering the premises

Any visitor is to present himself/herself at the gatehouse, where the following shall be carried out:

- The visitor is to be entered by the BA in the Visitors' Book.
- The visitor is to familiarise himself/herself with the "Safety and Environment Protection Manual for the SCA Packaging Company Premises" document obtained from the BA.
- After the visitor, by signing the respective statement, has confirmed that he/she has read the above mentioned document and understood its content, a visiting card is to be handed over to the visitor by the BA (a specimen visiting card is enclosed in Annex No. 3).
- The fact that a particular visitor is present and has passed the required procedure is to be reported by the BA to the accompanying person.
- The visitor may enter the premises only if he/she is accompanied by the authorised person. ***This obligation does not apply to the drivers of vehicles that supply raw materials or transport the goods. These drivers may enter the premises without being accompanied by an authorised person provided that they only move along the road leading to the dispatch office or within the parking and loading areas dedicated to these drivers. In the dispatch office, they may only enter a dedicated area where the load-accompanying documents are processed.***

Only a person of more than 15 years of age may enter the premises (this provision does not apply to educational visits), provided that a visiting card has been handed over to this person by the BA.

Any person, when he/she is walking or driving through the gate onto the premises or out of the premises, is obligated to submit, without being asked, his/her visiting card to the BA employee for inspection. Furthermore, this person, when required to do so by the BA employee, shall allow his/her luggage and his/her vehicle, including the vehicle's luggage and engine compartments, to be inspected by the BA employee.

For this purpose, this person, by his/her own hand, shall open the vehicle's doors and luggage and engine compartments and shut them again after the inspection has been carried out. Possibly, this person is obligated to unload the vehicle and load the vehicle again.

If the visitor has lost his visiting card or, if the visitor's visiting card has been destroyed, the visitor shall report this event immediately to the BA (in person, at the gatehouse). After the visitor's identity and the identity of the visitor's employer have been verified, the BA shall hand over a new visiting card to the visitor.

3.3 Inspection

Inspections of the visitor's working activities on the premises may be performed by authorised persons, as follows:

- 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 ordered the visit or concluded the contract involving the visit.
- 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 their authorisation, and, furthermore, by the representatives of state authorities who are authorised to perform this inspection by the law.

In the event that the respective working activities are performed on the basis of a Work Permit, these activities may be checked by any of the persons involved in the particular Work Permit procedure and by the manager of the particular department (even in the event that he/she is not the issuer of the respective Work Permit).

The visitor performing the working activities shall submit the information and documents required for the inspection and allow the authorised persons to perform the inspection properly.

4 Documentation

4.1 Related documentation

Act No. 361/2000 Coll., the Road Traffic Act, altering some other laws, 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
ČSN EN ISO 20345 – Personal Protective Equipment – Safety Footwear

4.2 Documentation issued

Title	Identification	Storage area	Storage period
None			

4.3 Annexes

Annex No. 1: Safety and Environment Protection Manual for the SCA Packaging Company Premises, Boletice Division

Annex No. 2: Safety and Environment Protection Manual for the SCA Packaging Company Premises, Jílové Division

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Annex No. 3: Specimen visiting card

Annex No. 1: Safety and Environment Protection Manual for External Persons and Entities, BOLETICE – Specimen

SAFETY AND ENVIRONMENT PROTECTION MANUAL FOR EXTERNAL PERSONS AND ENTITIES

**Welcome to SCA Packaging ČR, s.r.o.,
Boletice Division**

To avoid any inconvenience or hazard on the SCA Packaging Company premises, please familiarise yourself with the below-mentioned instructions concerning the risks that are present within the Company.

When entering the production facilities:

- Put on a reflective jacket. In areas where there is noise hazard, use hearing protection. Do not step onto roller conveyors. Do not step into the route of an industrial truck. Do not step out of the marked passageways. Never leave the person who is accompanying you.
- Observe the safety signs, fire-fighting signs, traffic signs and road marking within the entire premises.
- Exercise heightened caution in the vicinity of machines and production lines. Do not wear loose necklaces, pendants or other loose items. Do not wear loose clothing items, such as scarves or ties. Use a cap to cover long hair. There is a risk of an object or a person being pulled into a machine.
- Exercise the utmost caution when walking past the areas where raw material or pallets are handled.

- Do not use dedicated technical appliances, such as lifts, in the event that the SCA operator is not present.
- In the **Boletice** Division, exercise heightened caution in the area of the factory railway track system and in the area of the LPG filling station.
- Should you suffer an injury in our Company, have this injury treated immediately and, in cooperation with the manager of the particular workplace, record this event in the register of job-related injuries.
- Always inform the respective manager or supervisor about the risks that the SCA Packaging Company may encounter in consequence of your activities.

In the event that you spot a fire outbreak on the premises, observe the following procedure:

Try to extinguish the fire, within the bounds of possibility, by using the fire-fighting means that are available. If the fire has not been extinguished, immediately raise the fire alarm by shouting **FIRE!** If a break-glass call point is fitted within the particular area, break the glass and push the button. Immediately report your presence and the area where the fire broke out to the **gatehouse, phone number 412 556 163**, and leave the building through a safe exit.

In the event that you notice a leak of any substance (in particular, a leak of a substance harmful or dangerous to the living environment, such as oil and oil products, lubricating or hydraulic oil, solvent, etc.),

report this fact immediately to the manager in charge of your workplace or, if he/she is not present, to any other employee of the SCA Company.

To mitigate the impact of the leakage, use one of the emergency sets, which are positioned at well-marked areas of the premises.

In the event that any waste material has been produced in consequence of your activities, put this waste material into the respective dedicated containers.

Make sure that you perform all of the above-mentioned activities in close cooperation with SCA Company employees. Observe the instructions of SCA Company employees.

Annex No. 2: Safety and Environment Protection Manual for External Persons and Entities, JÍLOVÉ – Specimen**SAFETY AND ENVIRONMENT PROTECTION MANUAL FOR EXTERNAL PERSONS AND ENTITIES****Welcome to SCA Packaging ČR, s.r.o.,
Jílové Division**

To avoid any inconvenience or hazard on the SCA Packaging Company premises, please familiarise yourself with the below-mentioned instructions concerning the risks that are present within the Company.

When entering the production facilities:

- Put on a reflective jacket. In areas where there is noise hazard, use hearing protection. Do not step onto roller conveyors. Do not step into the route of an industrial truck. Do not step out of the marked passageways. Never leave the person who is accompanying you.
- Observe the safety signs, fire-fighting signs, traffic signs and road marking within the entire premises.
- Exercise heightened caution in the vicinity of machines and production lines. Do not wear loose necklaces, pendants or other loose items. Do not wear loose clothing items, such as scarves or ties. Use a cap to cover long hair. There is a risk of an object or a person being pulled into a machine.
- Exercise the utmost caution when walking past the areas where raw material or pallets are handled.
- Do not use dedicated technical appliances, such as lifts, in the event that the SCA operator is not present.
- Beware of the traffic on the public road that passes through the *Jílové* Division's plant.
- Should you suffer an injury in our Company, have this injury treated immediately and, in cooperation with the manager of the particular workplace, record this event in the register of job-related injuries.
- Always inform the respective manager or supervisor about the risks that the SCA Packaging Company may encounter in consequence of your activities.

In the event that you spot a fire outbreak on the premises, observe the following procedure:

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Annex No. 3: Specimen visiting card

